



Re: Health & Safety Policy changes

Dear Parents and Families,

While the COVID-19 (Coronavirus) crisis continues to evolve, we have been making continuous adjustments to our school schedules and policies to ensure the health and safety of our children, staff, and our entire Kawaiaha'o Church School 'ohana. We sincerely appreciate your patience, grace, and understanding throughout this time.

The changes we are making to our program, daily routine, and classroom sizes are all based on the most updated recommendations/requirements from the Center for Disease Prevention and Control (CDC), State Department of Health, and the Department of Health and Human Services (DHS)- which oversees the licensing of all schools. These recommendations and changes are in place to protect the health and safety for all.

With that being said, while we aim to stop the spread of germs, we will be sharing lots of aloha, as always. Furthermore, we want to note that these changes are temporary, and we will be adjusting when possible and when recommended.

We know the drop offs and pick ups will look different for some children and we are sad to temporarily suspend our morning piko ceremony and field trips, but the familiarity of their friends, teachers, learning routines, playground and gym time, will still essentially be the same. We also know that it will also be an adjustment for our keiki to wear masks when they arrive to school each day (when possible) but hopefully our older children are starting to grow more accustomed to this new way of life when we are out in public. Our younger keiki will not be required to wear masks throughout the day (please continue reading to review the specific policies on the following pages).

FOR YOUR IMMEDIATE ATTENTION AND KOKUA FOR SUMMER SCHOOL FAMILIES: We are still on track to reopen for Summer Session II on July, 1, 2020. We are intentionally keeping our classroom sizes small during this first month of reopening and transition. We ask that all families who have keiki confirmed in our Summer Session II, please read the following Health and Safety Policy Changes. Once you have read and understand the updated policies, please sign the Acknowledgment Form at the bottom of the updated policies. A signed copy needs to be submitted to Auntie Mahi in Admissions before your child can start school. Once you sign it, you may take a picture or email a scanned copy at admissions@kawaiahaoschool.org. In return, Auntie Mahi will send you your keiki's Summer Session II class assignment as well as provide you with a copy of the School Supply list.

FOR YOUR IMMEDIATE ATTENTION AND KOKUA FOR OUR FALL 2020-21 SCHOOL YEAR FAMILIES: While there will likely be updates and changes to the below Health and Safety Policies for the upcoming 2020-21 school year starting in August, we ask that all families review the Health and Safety Policy Changes as well, since the policies will likely remain similar. We are considering the signed

Acknowledgment Form as part of the enrollment package. We will confirm your child's enrollment in our 2020-21 school year on a first-come, first-serve basis, giving our returning students priority (or those with siblings) who complete their enrollment, pay their dues online, as well as email the signed Acknowledgement Form regarding the changes to our Health and Safety policies to Auntie Mahi at admissions@kawaiiahaoschool.org.

Also, important to note, we are planning to start the school year two-weeks earlier. The new start date will be on Monday, August 10, 2020. This will provide an additional 2 weeks of educational time in the event that the school needs to close mid-month, or if your child may have to stay home due to unforeseen circumstances like an illness, or a household needs to remain under quarantine. Although starting 2 weeks earlier will not impact the annual tuition, we are adding on these 2 weeks of additional learning time to encourage all of our families to be very diligent and keep your keiki at home if they are experiencing any flu-like symptoms or illnesses. In order for our school to be able to continue to operate safely and efficiently, we need everyone's kokua, as we are in this together.

We also plan to extend auto line from 7:00-8:00am in the mornings during the summer and 2020-21 school year (at no additional charge/ no need to enroll in Before School Care). We will also continue to offer a 2:00-2:30pm auto line in the afternoons, and intend to resume our After School Care (ASC) Program in August (it is not offered during Summer Session II). Lastly, we intend to welcome back Keiki Lunchboxes back in August as well (it will not be offered during Summer Session II, home lunches will be required during the month of July).

Mahalo in advanced for carefully reading and reviewing the pages attached regarding the changes to our Health and Safety Policies. If the situation or information below should change, we will notify you immediately. Mahalo again for your kokua, understanding, and grace throughout these ever-changing times. We look forward to hearing from you, reserving your keiki's spot, and seeing everyone again soon! Please don't hesitate to contact me if you should have any questions, comments, or concerns.

Mahalo,



Deanna Manabe

Interim Director

dmanabe@kawaiiahaoschool.org

(808) 585-0622

Health & Safety Policy Changes

Effective July 1, 2020 until further notice

CLEANING AND SANITIZING

The following link provides guidance for cleaning and disinfecting in schools and child care programs, and will be the guidelines that we follow. This guidance is based on the Centers for Disease Control and Prevention (CDC) recommendations for schools, workplaces, and community locations:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

In addition to our already stringent cleaning routines already in place, which include professional janitorial services daily during evening hours when the school program is closed, we are also committing to the following cleaning methods and schedule to ensure additional cleaning and disinfection of highly touched surfaces throughout the day:

- Classrooms, classroom furniture, high touch areas, and office spaces will be professionally sanitized with EPA approved methods and equipment.
- Classrooms and high touch surfaces (e.g., desks, equipment, toys, outdoor play structure, light switches, door handles, etc.) will be cleaned and sanitized restrooms on a schedule, frequently throughout the day.
- Clean and sanitize restrooms and diaper changing areas regularly based on frequency of use (e.g., throughout the day).
- Wipe down and disinfect tables between staggered snack and meal times.
- Make hand sanitizer readily available to adults throughout the facility.
- Securely store hand sanitizer and disinfectants out of reach of children.
- Ensure frequent hand washing. We are fortunate to have many hand washing sinks available to our children, both indoors and outdoors, but we will provide hand sanitizer if the children are in an area where there is not easy access to water.
- Avoid use of shared items that are not easily cleaned, sanitized or disinfected (plush toys, sand table, water table). Playdoh and similar materials should be kept in separate bags labeled for each child's use.
- Children can bring a favorite animal or favorite blanket from to keep in their cubbies for naptime, but all items need to be washed before coming to school.
- Children will store their personal belongings in their designated cubbies. All sleep materials will continue to be sent home weekly, or more frequently, for cleaning.
- There will be bins located in the classrooms to hold toys that need to be disinfected before the next use.
- All supplies and high-touched materials, such as art supplies, should be assigned to each individual child or a group of children at a time to be sanitized for the next group to use.
- The program will ensure safe and correct application of disinfectants and keep them away from children at all times.

Close off areas used by any person exhibiting COVID-19 symptoms and do not use them until they have been cleaned and disinfected. Wait at least 24 hours before cleaning to reduce risk to individuals cleaning the area.

FACILITY SAFETY

- We will be significantly limiting the number of visitors in order to reduce exposure to our children and staff.
- If a visitor is required to perform professional service or function (e.g., speech therapists, health providers, social service or licensing workers), they will be required to wear a face mask and asked to practice six-foot distancing, if not required to provide direct services to children in care.
- All visitors (including parents) will be logged and their temperature will be checked, as required by the state for contact tracing.
- We will be utilizing our ACs and fans, and keeping the classrooms as well ventilated as possible in order to increase circulation of outdoor air as much as possible by opening windows and doors.
- Have trained back-up staff in order to maintain sufficient staffing levels or reduce the number of children in care if there is insufficient staffing, when necessary.
- Notify local health officials, staff, and families immediately of any possible child, visitor or staff case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

STAFF HEALTH & WELLNESS

- Staff will receive additional training on infection control and workplace disinfection.
- All employees will be trained on COVID-19 symptom detection, common modes of COVID-19 transmission (e.g., close exposure to a person infected, respiratory droplets, touching contaminated surfaces and then touching face), and how to prevent COVID-19.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >99.9 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- All employees must wear facemasks or face shields as much as possible throughout the day.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.
- We will communicate with employees regularly and seek employee feedback on an ongoing basis.
- We will review training after Day One by providing ongoing methods of additional training to reinforce messaging and changes to policies and procedures.
- Our designated staff person to be responsible for responding to COVID-19 concerns will be Hau'oli Ho'opi'i, administrative assistant.
- We will ensure our staff have adequate sanitizing supplies and PPE equipment, which includes disposable gloves and disposable masks.
- Keep a daily checklist of cleaning and sanitizing responsibilities to be used by employees.

DROP-OFF AND PICK-UP

- We are making auto-line mandatory for drop-off and pick-up to reduce the amount of exposure for our children on campus.
- **We are extending our curbside auto-line to be offered between 7:00-8:00am in the morning.** We ask all of our primary and elementary children (3 and up) to come to school by 8am; 2 years old to school by 8:30am. We will be monitoring the flow of traffic and effectiveness of the drop-off and pick-up procedures, and adjust if needed. We also welcome your feedback at anytime.

- At auto-line, a staff member will greet and help your child out of the vehicle along with their school belongings.
- We ask that you please remain in your vehicle to ensure we can keep auto line flowing efficiently.
- If the adult or family member picking up your child has had any known possible exposure to COVID, please refrain from using the auto line or coming onto school property.
- If you are walking your child to school, you may drop them off at the designated auto-line area.
- We ask that parent/guardians wear facemasks when they are participating in auto line whether they are in a vehicle or walking, and to practice 6-foot social distancing with non-family/household members.
- We ask children over 3 years old to wear a facemask during auto-line (both arrival and pickup), and as best as possible, until they enter their classroom and get his/her temperature checked.

*****PLEASE NOTE THE PROGRAM YOUR CHILD IS IN BELOW, AND FOLLOW THE PROCEDURES FOR OUR STAGGERED DROP-OFF AND PICK-UP*****

2-3 yr. old classes; Papa Lilinoe and Papa Ulu

- **Special drop-off between 8:00am and 8:30am**, if it is difficult for you to unbuckle your child without getting out of the car, we will have a staff member in our school parking lot between 8:00-8:30 am available to assist our toddler children. We will help your child with his/ her belongings and will walk them through the gym back door/gate into their classroom. If you are able to unbuckle your child without getting out of your car, then you may also use the regular curbside auto line anytime between 7:00-8:00am.
- **Pick up 2:00-2:30 pm** all of our 2-3 year old Papa Lilinoe and Papa Ulu child will be picked up in our school parking lot so our staff can more easily assist your child get buckled into his/her seat. After naptime, the child will come into the gym (remaining with their respective groups) and have a snack while waiting to be picked up.

Primary/3-6 year olds; Papa Kalo, Papa Kupukupu, Papa Lehua

- **Drop off 7:00-8:00am, Mission Lane loading zone**-remain in your car until a staff/teacher assists your child and his/her school belongings from your vehicle.
- **Pick up anytime between 2:00-2:30pm, Mission Lane curbside loading zone.**

Elementary; Papa Kukui

- **Drop off 7:00-8:00, Mission Lane curbside loading zone**-remain in your car until a staff/teacher assists your child and his/her school belongings from your vehicle.
- **Pick up anytime 2:00-2:30pm, Mission Lane loading zone.**

LATE ARRIVAL PROCEDURES

- Because of the new requirements, it is important that children 3 and older come to school by 8am. This will help the entire flow of auto line and classroom learning environment. But we also know that unexpected situations occur occasionally, so if you happen to miss the 8am

curbside drop off, you may call the school office and a member of our staff will meet you in the school parking lot at the back door of the gym. The staff member will have your child use the

- gym bathroom to wash/his her hands and walk him/her to class. Older children (kindergarten and up) will unfortunately have to get a tardy pass (not during summer months, but during the school year) before going to class. Please see our late arrival policies in the school handbook.
- Any late arrivals after 8:30am (i.e., doctor's appointment, etc.) will need to be prearranged with the school office and teacher, so we can help bring your child to class- as we need to minimize the amount of visitors during this time.

SCREENING UPON ARRIVAL

- Prior to coming to school, parents will need to take their child's temperature at home daily
- Parents and/or designated drop off individuals may be asked to confirm that the child is not ill, does not have a fever and does not have a cough.
Faculty and staff will make a visual inspection of the child for signs of illness, which include flushed cheeks, rapid or difficulty breathing (without recent fatigue), extreme fussiness, extreme fatigue, coughing or running nose.
- We will conduct daily temperature checks and visual well checks for all children, staff and any required visitors upon entrance to the facility. We are required to keep a log of temperature checks.
When children arrive to school, they will be asked to use hand sanitizer or wash their hands before entering their classrooms.

MAINTAINING A HEALTHY ENVIRONMENT

- Our classroom sizes will remain the same; in accordance with the child care rules based on the child's age.
- The groups of children will include the same children each day with the same staff in the classroom.
- There will be a staggered schedule for time spent on the playground, gym, and for any communal spaces.
- All classroom groups will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission, or space the groups out more than 6 feet away from one another.
- During naptime, we will space out the mats (head-to-toe positioning) to six feet apart, whenever possible.
- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure), as well as before any mealtimes.
- We will review with employees and children (as appropriate for their age) on the importance of frequent hand washing, proper sneezing/cough etiquette, the use of hand sanitizers with at least 60% alcohol content, and give clear instructions to avoid touching hands to face.
- We will organize routine hand washing breaks and always wash hands before and after meals, indoor play, and outdoor play, and after using the restroom.
- No program tours will be given while school is in session, until further notice, to reduce the number of visitors in the building.

- Require employees, parents, and children to not enter the facility and quarantine per Hawai'i public health guidelines if exposed to COVID-19.
- Update sick policy to include COVID-19 and have each parent sign off that they understand the amended sick policy prior to their child starting school.

MEAL PREPARATION & SERVICE

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products, as well as after meal time.
- All staff will wash hands before and after meal preparation and feeding.

CHILDREN'S HEALTH

- Staff will receive training/education on COVID-19 symptoms as well as preventive measures.
- Per CDC guidelines, any children with trouble breathing should not wear a cloth face covering, and masks will not be worn by children when they are sleeping.
- Our older elementary children will be asked to wear a mask as much as possible, but a mask will be optional for our younger children after their temperature has been taken.
- Until further notice, all program field trips will be suspended.

ILLNESS

Please continue to notify the school office if your child will be absent due to illness. **PLEASE, KEEP YOUR CHILD AT HOME**, if your child shows signs of illness listed below:

- Fever
- Cough
- Shortness of breath/or trouble breathing
- Congestion
- Nasal discharge of eyes or nose
- Runny bowel movements/Diarrhea
- Sneezing and or runny nose
- Listlessness
- Headaches
- Vomiting
- Unable to contain the spread of germs
- If your child becomes ill while at school, you will be asked to pick-up your child within one hour of the school contacting you. Please have plans in place to ensure you or your designated emergency contact person is available if this should occur.
- We will also send home your child's belongings (cubby bedding, clothes, etc.) so you may take it home to sanitize.
- Children who start to experience symptoms of respiratory illness, including a fever of >99.9 while at school, will be asked to stay with a staff member in a designated area right outside of the school office, away from other children until they can be picked up.
- Your child will be able to return to school if they have been fever-free for 24-hours without the aid of fever reducing medication and a doctors note stating that your child is able to return to school.
- If other members in the household are diagnosed with COVID-19, your child will need to do a 14-day quarantine as well.

- Notify the school immediately of any changes in health or diagnosis from their doctor; particularly COVID-19.
- Notify the school if your child or household member are traveling outside of the state.

TUITION

- Because we are accepting a smaller number of students at this time, there are no unpaid vacation weeks will be allowed to be used by families during this time period.
- As long as school is open, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
- Timely tuition is required to retain your child's spot.
- If your employment status changes, please let us know as soon as possible. We cannot refund a partial month tuition, if school is in session, but we can suspend future payments for the following month with appropriate notification.
- If you choose to pull your child out and not pay, there is no guaranteed spot upon a request to return.
- At this time, if the state forces a closure for an extended period of time, distance learning will be provided in lieu of in-person class. However, tuition will be reduced if in-person school is cancelled. Partial tuition payments will be required to retain a spot for your child for when school reopens.

COMMUNICATION

- Please review your enrollment information to ensure we have your current contact information as well as emergency contact information.
- We will have signs posted throughout the facility for employees, children and parents on shared responsibilities (including proper hygiene and sanitization, face coverings, physical distancing, and information for reporting concerns).
- If you, or anyone in your household had contact with COVID-19 patients, are being monitored for COVID-19, or have been diagnosed with COVID-19, we ask that you notify the school office immediately.
- We will be making resources available to families to address social-emotional and other needs, during these challenging times.
- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify you as soon as possible.

We know this is a lot of information to digest. We humbly thank you for your understanding and patience as we work to implement these new procedures prior to the start of school. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well. Please contact me (Aunty Dee) at the school office (808)585-0622, or via email at dmanabe@kawaiiahaoschool.org, if you have any questions, concerns, or feedback. Please contact Aunty Mahi in Admissions at (808) 585-0622 or admissions@kawaiiahaoschool.org if you have any questions on your admissions status or any TADS related questions.

***Please print, complete, and sign the below form- and email to admissions@kawaiiahschool.org.
This form will need to be turned in to reserve your child's spot for our 2020-21 school year, and prior to
the start of Summer School.***



**I have read and understand the Health and Safety policy changes and will
comply with these changes:**

Student(s) Name:

Classroom:

Parent/Guardian Name:

Parent/Guardian Signature:

Date:
