



Updated Health & Safety Policy: Changes to Travel Policies effective July 1, 2021

Dear Parents and Families,

We want to thank you for your kōkua, understanding, and flexibility as the COVID-19 (Coronavirus) crisis continues to evolve and as we make adjustments to our health and safety policies. The health and safety of our children, staff, and our entire Kawaiaha'o Church School 'ohana remains our top priority. We believe we have grown more resilient this past year, and we have grown stronger together- and we mahalo you all for your support.

Attached is our most updated Health and Safety Policy. It is consistent with previous policies, however, we have made changes to the travel portion of the policy, as the state further lifts restrictions. These changes will take place July 1, 2021 at the start of Summer Session 2 and remain in place until further notice. These policies are consistent with recommendations from the Center for Disease Prevention and Control (CDC), State Department of Health, and the Hawaii Department of Human Services (DHS). With that being said, some of our policies are more stringent because we believe childcare facilities need to be held to the highest standards for the protection of our keiki, who are not yet eligible to receive the COVID-19 vaccine.

We are requiring all families to abide by the policies- because we are in this together. It will take a concerted effort, trust, and mutual understanding to keep our school 'ohana safe. Please note that these policies are subject to change and we will notify you when our policies have been updated or modified, and will also post updated policies to our website.

We will also start the 2021-22 school year one week earlier, on August 16, 2021, to allow for an additional week of instruction time, in the event a closure is required, or if your child may have to stay home due to unforeseen circumstances like an illness, or a household needs to remain under quarantine. We want 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.

Mahalo again for your kōkua, understanding, and grace throughout these ever-changing times. Please don't hesitate to contact me if you should have any questions, comments, or concerns. We have an open door policy and welcome your feedback at any time.

Mahalo,

Deanna Manabe

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Health & Safety Policy Changes

Updated June 7, 2021

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).
- Monthly professional COVID disinfecting and sanitization.
- 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 handwashing 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.
- Facemasks need to be washed every day at home. The child should wear a clean mask to school each day.
- 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

- Visitors are being significantly reduced 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 (unless a medical condition requires the use of a face shield) 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 solicit feedback and provide 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 Hoopii.
- 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.
- Train all employees on leave benefit options and policies.

DROP-OFF AND PICK-UP/AUTOLINE

- We ask all families to participate in the morning auto-line, and drop-off your keiki between 7:00-8:00am. Our staff are stationed in 2 designated areas to receive your keiki every morning. We ask all of our keiki to come to school by 8am. If you come after 8am, we ask that you wait curbside and our staff will come to pickup any latecomers at 8:10am (after morning piko).
We also ask all families to participate in the afternoon auto-line between 2:00-2:30pm, unless your keiki is enrolled in After School Care (ASC). You will be provided with pickup instructions if your keiki is enrolled in ASC.
- We ask that you please remain in your vehicle to ensure we can keep auto line flowing efficiently.
- We ask that, whenever possible, the pickup and drop off person are the same person. We strongly recommend that the designated pickup/drop off person be a family member that is not in the immune-compromised category in case there is any exposure to COVID-19 or other viruses. However, we know in some cases this cannot be avoided and we will leave this up to each individual family to decide.
- 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 all children to wear a facemask during auto line.

*****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 7:00am and 8:00am** you may utilize the staff parking lot and a staff member will be waiting in the back door of our school gym to assist our toddler children to their classes. Please help your child with his/ her belongings and walk them to the gym back door/gate. Siblings of our toddler families are also welcome to enter through the gym back door/gate.
- **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 that parents/guardians can more easily assist with buckling child into his/her seat.

Primary, Kindergarten, and Elementary Programs:

- **Drop off 7:00-8:00am, Mission Lane loading zone-** in partnership with parent/guardian, a staff/teacher can assist your child out of the car and with his/her school belongings.
- **Pick up anytime between 2:00-2:30pm, Mission Lane curbside loading zone.** Parents/guardians need to buckle their children into their car seats.

LATE ARRIVAL PROCEDURES

- Because of the new requirements, it is important that children 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, staff will come curbside at 8:10am to pick up latecomers. You may call the school office if you come after 8:10am. Older children (kindergarten and up) will need to get a tardy pass (not during summer months, but during the school year) before going to class, which will be reflected in his/her school records. Please see our late arrival policies in the school handbook.
- Any late arrivals after 8:00am (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.

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

- The groups of children will include the same children each day with the same staff in the classroom, referred to as 'ohana bubbles. If outside staff needs to come into the 'ohana bubble, they will practice social distancing, mask wearing, and minimize social interactions as much as possible.
- We will minimize the sharing of equipment and clean equipment between uses.
- There will be a staggered schedule for time spent on the playground, gym, and for any communal spaces.
- If there are two groups per classroom, they will switch between indoor and outdoor learning areas.
- During naptime, all children in the group will be distanced as much as possible, and space out the mats (head-to-toe positioning) to six feet apart, whenever possible.
- We will perform classroom-wide sanitization in the beginning and end of every school day, as well as sanitization in high touch areas throughout the day.
- 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 in-person program tours will be given during regular school hours, to reduce the number of visitors in the classrooms.
- 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.
- All staff will wash hands before and after meal preparation and feeding.
- Each child will need to bring home lunch, or participate in Keiki Lunchbox, and will be served in his/her own containers.
- Each child will eat with his/her respective ‘ohana bubble either inside or outside of the classroom.
- If there is a classroom event or birthday, we ask you bring store-bought items, not homemade items. We will not be doing buffet or family-style meals, but have staff serve each child to limit the use of shared serving utensils and shared food.

CHILDREN’S HEALTH

- Staff will receive training/education on COVID-19 symptoms as well as preventive measures.
- Masks will be required at all times, even during outdoor play. Per CDC guidelines, any children with trouble breathing should not wear a cloth face covering, but will be required to wear a face shield.
- Children will not wear masks or shield when they are sleeping or eating, but the children will be appropriately distanced during this time.

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 (even if the nasal discharge of eyes or nose is caused by allergies, we will ask to keep your keiki to stay home if it inhibits proper use of mask and makes it difficult to contain the spread of germs)
- 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.
- If other members in the household are diagnosed with COVID-19, your child will need to do a 14-day quarantine as well, and need a doctor's note to return to school.
- Notify the school immediately of any changes in health or diagnosis from their doctor, particularly COVID-19.

TRAVEL

There are no travel restrictions for students or families traveling within the state of Hawaii. Please notify the school if your child or household member is traveling outside of the state, or if someone from out-of-state will be traveling to your household. Please keep in mind that our travel policy is meant to protect our keiki at the school, who are not age-eligible to receive the COVID-19 vaccine at this time. When traveling, we ask that you use extreme caution and be mindful of any flu-like symptoms.

TRAVEL OUTSIDE OF THE STATE OF HAWAII

- FOR NON-VACCINATED ADULTS in the household: If a parent, or adult household member, is not COVID-19 vaccinated, and is traveling out-of-state for business or essential travel, we ask that the adult household member get a post-travel test 72 hours after travel. Your child cannot come to school until providing the negative test results for the adults that traveled within his/her household.
- FOR VACCINATED ADULTS in the household: If a parent, or adult household member is fully COVID-19 vaccinated, and is traveling out-of-state for business or essential travel, a post-travel test is not required. We ask that a copy of the adult's vaccine record be provided.
- There are 3 options for students requiring out-of-state travel: 1) Quarantine for 10 days after returning 2) If the student was traveling with non-vaccinated adults, then the school will require the unvaccinated adults to get a post-travel COVID test 72 hours after travel and child can return to school upon providing the negative test results within his/her household. 3) Students traveling with vaccinated adults may return to school after 72 hours (proof of adult vaccination required).

If a student and/or a member of his/her household travels is subject to quarantine, the student must remain off campus until cleared to return. If the travel policy is not followed or honored, the student is subject to dismissal. Please account for the extra 72+ hours of quarantine and costs of additional COVID-19 tests if making travel plans with your keiki.

TUITION

- 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 month and need to close for the remainder of the month. If a closure lasts more than one-week, then we will credit any remaining tuition balance to the following month.
- 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.
- If the state forces a closure for an extended period of time, distance learning will be provided in lieu of in-person class.

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 update you immediately via email and One Call Now if there is a need for a classroom or school closure.

We humbly thank you for your understanding and patience as we work to continue to keep our keiki and entire Kawaiaha'o Church School 'ohana safe and healthy. Please contact me (Aunty Dee) at the school office (808)585-0622, or via email at dmanabe@kawaiahaoschool.org, if you have any questions, concerns, or feedback. Please contact Aunty Mahi in Admissions at (808) 585-0622 or admissions@kawaiahaoschool.org if you have any questions on your admissions status or any TADS related questions.

Please print, complete, and sign the acknowledgment and commitment form below. This form will need to be turned in to attend Kawaiaha'o Church School. You can send the signed form with your child to school or email it to admissions@kawaiahaoschool.org

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

Student(s) Name:

Classroom: _____

Parent/Guardian Name:

Parent/Guardian Signature:

Date:
