



Updated Health & Safety Policy: Effective September 1, 2022

Aloha KCS Families,

We hope you have enjoyed the first month of school. We are thankful that the COVID cases continue to remain low in our state and community. Mahalo for your continued commitment towards our health and safety policies, and your grace throughout the ebb and flow of this pandemic.

The Hawai'i Department of Human Services (DHS) issued their updated guidelines for all childcare providers in the state, to provide the best and safest environments for children. These requirements are generally more stringent than the state's K-12 guidance because many of our children are unable to distance themselves in early childcare settings. DHS has loosened the guidelines now that children over 2 years old are eligible for vaccinations.

It will take continued 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 be posted on our website.

We have highlighted the changes below and have also made changes to our Health and Safety Policy, which are also posted on our website:

Masking

- Masking is optional indoors and outdoors. Please provide a mask in your keiki's backpack to have on hand if needed to wear one for health and safety.
- Required for close contact keiki in class when exposed to a positive case in their classroom.
- If your keiki is experiencing cold symptoms (runny nose/sneezing) at school they may be asked to wear a mask.

COVID-19 testing:

- PCR, Rapid/Antigen, and home tests are all acceptable.

If a keiki or staff TEST POSITIVE for COVID-19:

- DHS is recommending that if a keiki tests positive for COVID-19 or has COVID-19 symptoms, regardless of age or vaccination status, the keiki must isolate for five (5) days with Day 0 counted as the day the positive test was taken or the onset of symptoms. Keiki may return on the 6th day if they do not have a fever in a 24-hour period (without using fever-reducing medications) and other symptoms (Fever, Cough, Tiredness, loss of taste or smell, Shortness of breath or difficulty breathing, Muscle aches, Chills, Sore throat, Runny nose, Headache, Chest pain, or Pink eye) of COVID-19 have improved. Keiki is required to wear a mask from 6-10 day from date of positive test result when returning to school.
- Staff who test positive for COVID-19, shall stay home, and isolate for five (5) days regardless of vaccination status. They may end isolation after five (5) full days and return on the sixth (6th) day if they are fever free for 24 hours (without the use of fever-reducing medications) and symptoms are improving. Staff are required to wear a mask day 6-10 day from positive test result when returning to school.

If a keiki or staff is identified as a CLOSE CONTACT of someone with COVID-19:

- Keiki who are close contacts have the option to quarantine by remaining home, or return to class/school. All children over the age of 2, who can correctly and consistently wear masks, should do so for 10 consecutive days from the exposure date.
- Close contact staff and children are required to wear masks indoors and outdoors for 10 consecutive days from the day of exposure; except during eating and napping. If children are unable to wear a mask properly or keep it on consistently, we ask that you keep them home for the duration of the 10 consecutive masking days for their classroom. If symptoms develop, they should immediately get tested and isolate. If symptoms develop, they should immediately get tested and isolate; notify the school.

TRAVEL POLICY

There are no required travel testing at this time. However, we strongly encourage a home, antigen, or PCR-test before returning to school from out-of-state travel.

We are committed to doing everything possible to keep our keiki and the entire Kawaiiaha’o Church School community safe. We will continue to monitor updated recommendations and guidelines from the Center of Disease Prevention and Control (CDC), the state Department of Health (DOH), and the Department of Health and Human Services (DHS).

We thank you for keeping your keiki home if he or she is not feeling well, letting us know right away if anyone in your household tests positive or has been exposed to COVID- 19, and making the pivot with us when a classroom needs to temporarily shut down.

While we will continue to strive to keep our campus COVID- free, we know that no environment is 100% immune to this pandemic. We have seen how COVID-19 has impacted workplaces, schools, and families throughout our world. We continue to believe that Kawaiiaha’o Church School is one of the safest places your child can come to learn.

Mahalo again for your kokua, understanding, and grace throughout these 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
dmanabe@kawaiiahaoschool.org
(808) 585-0622

Health & Safety Policy Changes Updated September 1, 2022

CLEANING AND SANITIZING

The following link provides guidance for cleaning and disinfecting in schools and childcare 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 sanitization.
- Wipe down and disinfect tables between staggered snack and mealtimes.
- 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.
- 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

- 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 distance themselves as much as possible unless providing direct services to children in care.
- All visitors must check in to the office and log their visit.
- 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 Staff will receive training/education on COVID-19 symptoms as well as preventive measures (including COVID-19 symptom detection, and common modes of COVID-19 transmission).
- 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.
- Train all employees on leave benefit options and policies.

VACCINATIONS

- We would like to share that Kawaihae'o Church and Kawaihae'o Church School has implemented a 100% vaccination policy for all staff members. If a staff member is not fully vaccinated, then weekly COVID testing is now required. This vaccination policy does not apply to our students, however, vaccination is strongly encouraged for all age-eligible children and family members.

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 3 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, please bring your keiki to the school office.
- 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). (ASC keiki may be picked up at designated pick-up areas, i.e., playground(s), gym, office gate for when they are in the classroom-ring blue bell attached to gate). ASC 2-3 year old keikis may be picked up at the Papa Lilinoe back gate.)
- We ask that you please remain in your vehicle to ensure we can keep auto line flowing efficiently.
- If you are walking your child to school, you may drop them off at the designated auto-line area.

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

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

- **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 2:00-2:30pm** for our 2-3 year old Papa Lilinoe and Papa 'Ulu please pick-up your keiki at the back gym door gate, the teachers will bring your keiki to the gate from the gym. This is to ensure that parents/guardians can safely 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

- 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, parents or guardians need to walk your keiki to the school office gate and ring the blue bell. 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 their teacher, with anticipated time of keiki's return. Keiki who have prearranged appointments must return to school before 11am, otherwise you will need to make other childcare arrangements for the rest of the day.

MAINTAINING A HEALTHY ENVIRONMENT

- We will continue to do routine cleaning and sanitization in our classroom environments with 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.
- 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 continue to do routine hand washing and always wash hands before and after meals, indoor play, and outdoor play, and after using the restroom.
- 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.

MASKING

- Masking is optional for indoors and outdoors. Please provide a mask in your keiki's backpack in the event that they will need to wear a mask for health and safety.
- Required for close contact keiki in class when exposed to a positive case in their classroom.
- If your keiki is experiencing cold symptoms (runny nose/sneezing) at school they may be asked to wear a mask.

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.

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. We ask that you pick your child up within an hour.

QUARANTINE PERIODS

- Please notify the school immediately of any changes in health or diagnosis from their doctor, particularly COVID-19. These quarantine periods apply to unvaccinated, vaccinated, and boosted individuals. If your doctor recommends a longer quarantine period than the school requires, we ask that you follow the doctor’s recommendations.

CLOSE CONTACT

- Keiki who are close contacts have the option to quarantine by remaining home, or return to class/school. All children over the age of 2, who can correctly and consistently wear masks, should do so for 10 consecutive days from the exposure date.
- Close contact staff and children are required to wear masks indoors and outdoors for 10 consecutive days from the day of exposure; except during eating and napping. If children are unable to wear a mask properly or keep it on consistently, we ask that you keep them home for the duration of the 10 consecutive masking days for their classroom. If symptoms develop, they should immediately get tested and isolate. If symptoms develop, they should immediately get tested and isolate; notify the school.

COVID-POSITIVE

- DHS is recommending that if a keiki tests positive for COVID-19 or has COVID-19 symptoms, regardless of age or vaccination status, the keiki must isolate for five (5) days with Day 0 counted as the day the positive test was taken or the onset of symptoms. Keiki may return on the 6th day if they do not have a fever in a 24-hour period (without using fever-reducing medications) and other symptoms (Fever, Cough, Tiredness, loss of taste or smell, Shortness of breath or difficulty breathing, Muscle aches, Chills, Sore throat, Runny nose, Headache, Chest pain, or Pink eye) of COVID-19 have improved. Keikis are required to wear a mask from 6-10 day from date of positive test result when returning to school.
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TESTING

- PCR, Rapid/Antigen, and home tests are all acceptable.

TRAVEL

There are no required travel testing at this time. However, we are strongly encouraging a home, antigen, or PCR-test before returning to school from out-of-state travel.

TUITION

- Tuition payments are required even when school or class closures are implemented due to COVID-19.

COMMUNICATION

- Please review your enrollment information to ensure we have your current contact information as well as emergency contact information.
- 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 contact Aunty Hau'oli adminasst@kawaiahaoschool.org for any COVID-19 related questions, concerns, or notifying us of positive exposure to COVID-19 or sending your negative test results.

PLEASE PRINT THIS FORM, COMPLETE, SIGN, & RETURN TO KCS SCHOOL

I have read and understand the updated KCS Health and Safety policies and will adhere to these policies:

DATE: _____

PARENT NAME: _____

PARENT SIGNATURE: _____

CHILD (1) NAME: _____

CLASS: _____

CHILD (2) NAME: _____

CLASS: _____