



Updated Health & Safety Policy: Effective March 14, 2022

Aloha Families,

We hope you enjoy a safe and fun Spring Break together with your 'ohana. 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 changes for all childcare providers in the state, which we are required to follow for licensing purposes. These requirements are generally more stringent than the state's K-12 guidance because many of our children in early childcare settings are not yet age-eligible for COVID-19 vaccinations. DHS is aware that children younger than five (5) years of age may soon be eligible for vaccination. With this information and the knowledge that the guidance provided by CDC and DOH may be updated at any time with the introduction of new variants, DHS will also be fluid to keep guidelines current.

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 post the updated policies to our website.

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

Masking policies

- Visitors must wear masks at all times while on our campus.
- Adults and children must wear a mask during auto line and when entering and exiting school.
- While indoors: DHS continues to require that children wear masks indoors, except for meal times and nap times.
- When outdoors: Masks will become optional beginning March 28, 2022, in most outdoor settings when children are in their respective 'ohana bubble or cohorts. Masks will continue to be worn in crowded outdoor settings or during activities that involve sustained close contact with people outside of the 'ohana bubble or cohort.

COVID-19 testing:

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

If a keiki or staff tests positive for COVID-19:

- DHS is instructing 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 ten (10) days with Day 0 counted as the day the positive test was taken or the onset of symptoms.
- Keiki may return on the 11th day if they do not have a fever in a 24-hour period (without using fever-reducing medications) and other symptoms of COVID-19 have improved.
- 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.

If a keiki or staff is identified as a close contact of someone with COVID-19:

- DHS is requiring that children quarantine for five (5) days and may return on day six (6) with a negative test if they do not develop symptoms. If symptoms develop, they should immediately isolate and get tested.
- Children under five (5) years old who prefer to not get tested, will also have the option to quarantine for ten (10) days and may return to school on the 11th day if they are symptom free. If symptoms develop, they should immediately isolate and get tested.
- If a teacher or staff is identified as a close contact, we will follow all guidelines outlined by the CDC, DOH, and DHS. This means that in some cases, we may not require the five (5) days of quarantine as we do for our students.
- Staff identified as a close contact, who have tested positive for COVID-19 within the last 90 days of exposure do not have to quarantine unless they develop symptoms.

TRAVEL POLICY

Effective March 28, KCS will no longer require students, teachers, and staff who are traveling to provide a negative COVID-19 test result before returning to school. However, we are highly encouraging 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 Kawaiaha'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 Kawaiaha'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 ever-changing and fluid 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 March 14, 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 COVID disinfecting and 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.
- Facemasks need to be washed every day at home. The child should wear a clean mask to school each day, and keep an extra mask in his/her cubby.
- 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 visitors come onto campus, masks will be required both indoors and outdoors.
- 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 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 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.

VACCINATIONS

- We would like to share that Kawaiaha'o Church and Kawaiaha'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 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.
- 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 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, parents or guardians need to walk your keiki to the school office gate and ring the 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 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.

MASKING POLICIES

- Visitors must wear masks at all times while on our campus.
- Adults and children must wear a mask during auto line and when entering and exiting school.
- While indoors: DHS continues to require that children wear masks indoors, except for mealtimes and nap times.
- When outdoors: Masks will become optional beginning March 28, 2022, in most outdoor settings when children are in their respective 'ohana bubble or cohorts. Masks will continue to be worn in crowded outdoor settings or during activities that involve sustained close contact with people outside of the 'ohana bubble or cohort.

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.

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

- DHS is requiring that children quarantine for five (5) days and may return on day six (6) with a negative test if they do not develop symptoms. If symptoms develop, they should immediately isolate and get tested.
- Children under five (5) years old who prefer to not get tested, will also have the option to quarantine for ten (10) days and may return to school on the 11th day if they are symptom free. If symptoms develop, they should immediately isolate and get tested.
- If a teacher or staff is identified as a close contact, we will follow all guidelines outlined by the CDC, DOH, and DHS. This means that in some cases, we may not require the five (5) days of quarantine as we do for our students.
- Staff who are up to date with their COVID-19 vaccinations and are identified as close contacts do not need to quarantine if asymptomatic (no symptoms) but should get tested on the fifth (5th) day after exposure (with Day 0 counted as the day of exposure). If symptoms develop, they should immediately isolate and get tested.
- Staff who are not up to date with their vaccinations or are unvaccinated, shall quarantine for five (5) days and may return to work on the sixth (6th) day if they are symptom-free and provide a negative test result.
- Staff identified as a close contact, who have tested positive for COVID-19 within the last 90 days of exposure do not have to quarantine unless they develop symptoms.

COVID-POSITIVE

- If a keiki tests positive for COVID-19 or has COVID-19 symptoms, regardless of age or vaccination status, the keiki must isolate for ten (10) days with Day 0 counted as the day the positive test was taken or the onset of symptoms.
- Keiki may return on the 11th day if they do not have a fever in a 24-hour period (without using fever-reducing medications) and other symptoms of COVID-19 have improved.
- Day 0 in calculating isolation period is the day the positive test was taken (if asymptomatic) or the onset of COVID-19 symptoms.
- Staff who test positive for COVID-19, shall stay home, and isolate for five (5) days regardless of vaccination status. If they had symptoms, 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.

TESTING

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

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. Effective March 28, 2022, KCS will no longer require students, teachers, and staff who are traveling to provide a negative COVID-19 test result before returning to school. However, we are highly encouraging a home, antigen, or PCR-test before returning to school from out-of-state travel.

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 quarantine period is not followed or honored in any case (travel-related or not), the student is subject to dismissal.

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.