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# COVID-19 SCHOOL PROCEDURES

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Kula Aupuni Niihau A Kahelelani Aloha New Century Public Charter School

*KANAKA PCS*

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## **SOCIAL AND PHYSICAL DISTANCING PRACTICE**

1. KANAKA PCS will practice proper social distancing by maintaining a six-foot distance whenever possible.

## **VISITORS, HAUMANA WALK-INS and DROP-OFFS**

1. **Worn Masks are MANDATED.**
2. **Social Distancing MUST be adhered to prior to entering campus and for all visitors while on the campus.**
3. **ALL** visitors/walk-ins/drop-offs must report directly to the administration office to wait for a COVID-19 screening by administration.
4. **ALL** visitors/walk-ins/drop-offs must use social distancing markers stationed around the office while waiting for the screening process.
5. **ALL** haumana walk-ins/drop-offs must follow all school protocols.
6. **ALL** entering the campus are **MANDATED** to have a touch free temperature check and answer COVID-19 related questions to administration's satisfaction.
  - a. How are you feeling today?
  - b. Have you been coughing or sneezing?
  - c. Do you have a sore throat?
7. **ALL** visitors must sign-in, note the reason for the visit, record their temperature, date and time in/out

## **BUS/VAN PROCEDURES with DRIVER/Haumana DUTIES**

1. **PICKUP** - Bus/Van drivers must log a touch free temperature check for ALL haumana daily. [For Automated Check list CLICK HERE](#)
2. Bus/Van driver will record each haumana temperature and ask the COVID-19 questions before entry to the bus/van.
  - a. How do you feel today?
  - b. Have you been coughing or sneezing?
  - c. Do you have a sore throat?
3. All haumana must wear a mask prior to entering the bus/van. Bus/Van drivers will supply masks to keiki that do not have a mask.
4. All haumana will sanitize their lima prior to taking their assigned seat on the bus/van.
5. Ohana must sit together on the bus/van to the capacity of the seat/rows assigned.
6. All other haumana are **REQUIRED** to sit in assigned seats that are spaced 3 feet apart, to face forward and be sure not to face each other.
7. **DROP OFF** (No questions or temperature check are required during drop off)
  - a. Bus 1 and Van 1 - Drop off on the West side of campus; Van 2 - Drop off on the East side of campus

8. After haumana depart the bus/van in the mornings and afternoon the drivers will sanitize the bus/van by using a UV wand per the equipment instructions.

### **SCHOOL CAMPUS PROTOCOLS**

1. Ku Laina -All haumana and limahana will holoi their lima before and after line up.
2. The designee haumana will put up the hae. They will also gather kaula from a sanitized storage container to be used as our three-foot distancing tool.
  - a. The haumana will hold on to the kaula for their 3 feet spacing while standing in line for the oli komo.
  - b. Directly after oli komo, haumana will proceed to form piko using the same kaula. limahana and limahana will join in at appropriate spaces provided on kaula.
2. The kaula will also be used during the second, third, and fourth piko.
  - a. Limahana will holoi the kaula using the UV wand after each use and stored it in its sanitized storage bin.

### **CLASSROOM PROCEDURES**

1. After piko, using kaula haumana will be lined up to transition to the classroom.
2. K-5 Haumana will line up outside the classroom and limahana will distribute pre-sanitized toothbrushes/toothpaste for morning routine.
3. Haumana will enter the classroom/bathroom two at a time to rinse and wash hands prior to entering their designated classrooms.
4. Haumana desks will be spaced three feet apart, including group tables.
5. Haumana will remain at their desks for group lessons; seating arrangement will reflect each group

### **DAILY CLASSROOM PRACTICES**

1. Limahana will remind haumana daily as they enter the classroom to not touch eyes, nose, or mouth.
  - a. Frequent Hand Washing and sanitizing stations will be provided at the entrance of classrooms.
  - b. All limahana and haumana will wash or sanitize their hands frequently, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, in between classes, and before dismissal.
  - c. Hands will be washed with soap and water for at least 20 seconds and hand sanitizer must contain at least 60% alcohol.
  - d. limahana will rotate to maintain restrooms, sinks, and sanitizing stations and make sure there are adequate supplies (i.e. soap, sanitizer, and paper towels).
  - e. Sneeze or cough into a tissue and throw it away. If no tissue is available, reduce the spread of germs by coughing or sneezing into your elbow.

### **CLASSROOM MATERIALS**

1. Classroom books, equipment and materials will be disinfected after each use/ class period. Haumana will have personal classroom supplies for their personal use.
  - a. Haumana belongings will be kept in their individual containers or cubbies.
  - b. Haumana will keep electronic devices, toys, books and learning aids at their desks until the end of the day to avoid cross contamination. Haumana will disinfect personal items at the end of the day as part of going home procedure.

### **OUTSIDE CLASSROOM**

1. No sharing of food/ snacks during snack time.

#### **Adults/limahana:**

1. All limahana will use face shield/ face coverings while at school.
2. Kula will provide face coverings and properly maintain their own masks.

#### **Haumana:**

1. Parents/legal guardians will be responsible for providing haumana with face coverings or masks. KANAKA PCS will provide one if need be.
2. Haumana with disabilities, or haumana who have underlying medical conditions will not be required to wear a mask in the classroom.
3. Elementary haumana are not required to wear masks, but one will be provided if they are likely to touch their mouths and/or noses without wearing one.
4. Per DOH it is not advisable for haumana to wear a mask when playing outside. See below.
  - a. The Department of Health does not advise having haumana wear masks while playing at recess since wearing masks may be dangerous on the playground. It is advised to keep the classes in cohorts when using the playground.
5. Haumana should avoid close proximity (minimum three feet apart without facing each other) during group activities such as choir, band and exercising (physical education), unless wearing a mask.

#### **Disposable Masks:**

KANAKA PCS will have backup disposable masks available for limahana and haumana who need them.

#### **Ventilation**

1. Ensure ventilation systems operate properly and increase circulation of outdoor air. ○  
Open windows and doors when possible.
  - a. If a room has an air conditioner, the current recommendation is to open doors for ventilation when it is feasible to keep the air conditioner turned off.
  - b. Keep doors closed while the air conditioner is running.

2. Do not open windows and doors if doing so poses a safety or health risk (i.e., risk of falling, triggering asthma symptoms) to keiki using the facility.

### **CLEANING AND SANITIZING OF FACILITIES AND DEVICES**

1. KANAKA PCS limahana responsible for the cleaning and sanitation of facilities will be trained on proper procedures, supplies, and frequency of cleaning. Staff will be trained on food certification and barbicide COVID-19 procedures.
2. Periodic quality assurance reviews of facilities will be required by the administration to ensure the safety of the haumana and limahana.
3. The use of the indoor school facilities will be limited to the operations of school programming and after school services for the haumana enrolled at the school, and for outdoor campus requests to essential services (e.g., community food distribution).

### **DAILY CLEANING PROCEDURES**

1. KANAKA PCS will follow OSHA guidelines.  
<https://www.osha.gov/SLTC/covid-19/environmental-services.html>
2. Kula will be cleaned daily and high-touch areas, such as door knobs, light switches, counters, desks and chairs, railings, and water fountains, will be disinfected frequently throughout the day.
3. Proper personal protective equipment (PPE), such as masks and disposable gloves, will be worn at all times during the preparation, cleaning, and disinfection of school facilities.
4. Clean and disinfect all frequently touched surfaces as often as possible and at minimum, each day:
  - a. Haumana will be provided clorox wipes before and after all classes and meetings to disinfect their desks and personal items to be used for class.
  - b. School hardware may be cleaned before school, during recess, lunch recess, and afterschool.
  - c. When classes are in session, limahana will disinfect doorknobs and handrails.
5. Limahana will wear disposable gloves for all tasks in the cleaning process, including handling trash
  - a. Use of additional PPE will be used based on the cleaning/disinfectant products being used and whether there is a risk of splash
  - b. Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area
6. Limahana will use FDA-registered products or diluted bleach against the virus that causes COVID-19.

- a. Always read the labels and safety data sheet of any chemicals used in daily work before using the product.
- b. Follow the manufacturer’s instructions for safe, effective use.
- c. Disinfectants are most effective when surfaces are pre-cleaned prior to disinfection for the recommended “contact” time to be effective.
- d. Administration will provide touch free waste-disposal containers.
- e. Administration will ensure that facilities are regularly cleaned, sanitized, and disinfected, and that hazardous materials are disposed of properly.
- f. Limahana will wash hands immediately for at least 20 seconds with soap and water after removing gloves and after contact with a person who is sick.



7. KANAKA NCPCS will have a daily schedule for limahana to disinfect school hardware. Limahana will clean/disinfect with clorox wipes high touch surfaces multiple times throughout the day with special attention given to key locations.
  - a. **Classrooms**
    - i. Clean high touch surfaces
    - ii. Electronics such as computers, printers and devices
    - iii. Chairs, desks and table tops
    - iv. Light switches and door handles, including 1 foot above and below the handle (haumana & limahana tend to grab door edges to hold doors open)

- v. Metal and plastic items like pencils sharpeners
  - 1. Sink handles and the surrounding countertops
- vi. Empty wastebaskets
- vii. Vacuum carpet and spot clean
- viii. Dust, mop/wet mop resilient tile floors
- ix. Clean sink
- x. Notify supervisor of any problems

**b. Restrooms**

- i. Clean high touch surfaces:
  - 1. Door handles and light switches
  - 2. Soap dispensers and paper towel holders
  - 3. Bathroom handles in toilets, sinks and showers
  - 4. Toilet seats and splash walls
  - 5. Privacy stall doors, door push plates (if present) and entrance/exit doors, including 1 foot above and below the push plate or handle
- ii. Notify supervisor of any problems

**c. In cafeterias and kitchens**

- i. Clean high touch surfaces:
  - 1. Door handles and light switches
  - 2. Soap dispensers and paper towel holders
  - 3. Food contact surfaces, hand contact areas, taps, utensils, chairs, table tops and sneeze guards (if present).
  - 4. Water cooler handles or push buttons (if present)
- ii. Empty trash
- iii. Sweep, mop/wet mop floors
- iv. Clean water coolers
- v. Notify supervisor of any problems
- vi. Individually-plated lunch will be delivered and consumed in class or in the courtyard, rotated between other classes, to maintain social distancing.
  - 1. When eating in the cafeteria, shields are set in place between students to serve as protective barriers.
  - 2. 3-foot distance markers will be marked on tables for keiki sit, facing in the same direction.

**d. Offices, Conference Areas and computer lab**

- i. Empty trash
- ii. Vacuum carpet and spot clean
- iii. Dust, mop/wet mop resilient tile floors
- iv. Clean sink
- v. Mop floor
- vi. Clean high touch surfaces:
  - 1. Electronics such as computers, printers, devices and copiers.

2. Metal surfaces like file cabinets.
  3. Chairs, desks and table tops
  4. Light switches and door handles, including 1 foot above and below the handle (na haumana & limahana tend to grab door edges to hold doors open)
  5. Front counters are public hubs to be cleaned frequently
- vii. Notify supervisor of any problems

### **DAILY CLEANING OF TECHNOLOGY DEVICES**

1. In the event devices need to be loaned to na haumana/limahana for distance learning and telework they will be cleaned upon return and reissuance to another person. Haumana will be assigned personal devices to be used throughout the day. Limahana will disinfect each device at the end of each school day.
2. General steps to cleaning commonly used technology devices (e.g., computers, tablets, laptops, phones) For detailed steps and information:
3. Review “Cleaning of Devices” in the HIDOE Technology Guidance for Employees [https://hidoe.service-now.com/sp?id=kb\\_article&sysparm\\_article=KB0011472](https://hidoe.service-now.com/sp?id=kb_article&sysparm_article=KB0011472) (employee login required)

### **SCHOOL ILLNESSES**

If 10% of the entire kula or 20% of one grade or classroom are sent home with common flu-like or gastrointestinal symptoms, Poo must call the Hawaii State Department of Health Disease Investigation Branch or your local District Health Office.

### **When A Student Becomes Sick**

When haumana becomes sick at kula, keiki will be sent to a designated/isolated room.

1. Poo or limahana will call the keiki parent/legal guardian to pick up keiki.
2. While waiting to be picked up, keiki will be isolated from those who are well.
3. If a keiki is experiencing symptoms of respiratory illness or influenza, he/she should take the following precautions:
  - a. Isolation and exclusion from kula should be continued for 7 days after illness onset or until 24 hours after the resolution of fever and respiratory symptoms, whichever is longer.
4. If keiki is sent home due to any illness symptom other than a respiratory illness or influenza, he/she should be excluded from kula until fever-free for at least 24 hours without the use of medication.
5. Poo will send a note home with the keiki which conveys the recommendations above.
6. For keiki who have tested positive for COVID-19, the DOH will determine the dates of quarantine and will guide the student as to his/her subsequent care and return to school.

### **COVID-19 POINT OF CONTACT**

Poo will be designated as the point of contact responsible for responding to COVID-19 concerns. All questions and concerns will be directed to Poo.

### **CASES OF COVID-19**

If any haumana or limahana tests positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive:

1. The DOH will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine or isolation.
2. The DOH will work with the school principal if it is identified that someone (student or limahana) at the school is affected.
3. The DOH will send a letter to the principal with start and end dates of an individual's quarantine or isolation. The affected individuals will also receive a letter from the DOH notifying them once they have completed their quarantine or isolation.
4. NOTE: limahana will be responsible to notify Poo if he/she tests positive for COVID-19 or has been identified as a close contact to someone who has tested positive while working outside of kula. (e.g., at a second job, attending a conference/workshop, attended a gathering).
5. Poo will communicate with ohana if COVID-19 affects kula.

### **CLEANING OF FACILITIES PROTOCOL FOR A COVID-19 CONFIRMED CASE**

When there is a confirmed case of COVID-19 on kula, protocols will intensify as decisions about closing kula, the duration of, and communication with stakeholders will be necessary. This link includes the steps to take and a cleaning and disinfection facilities protocol.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

## **ISOLATION ROOM AND SERVICES**

To ensure social distancing, temporary barriers (e.g., shower curtains, flexible partitions) will be installed and procedures for visits should be in place prior to the start of the school year. Keiki exhibiting symptoms of COVID-19 will be separated.

1. COVID-19 Information for limahana, parents and na haumana will be included in the school's handbook distributed at the beginning of the school year.
2. When keiki becomes ill, he/she should be sent to the Isolation Room.
3. Makua will be called to pick up the student.
4. Keiki will be placed in a supervised, isolated area until he/she is picked up, especially if keiki is exhibiting symptoms of COVID-19.
5. Keiki sent home due to illness should be excluded from school until symptom-free for at least 24 hours (ideally 72 hours) without the use of medication.

## **Practices to Prevent COVID-19 in Isolation Room**

1. Develop a route to the health room that minimizes interactions
2. Avoid and prevent close contact (6+ feet)
3. School Health Aide (SHA) wears a face mask, eye protection, and gloves
4. Face mask or tissue provided to student when in close contact and when student has symptoms of illness
5. Wash hands (SHA and student before and after each encounter)
6. Screen and send home any haumana who are ill
7. Isolate those who are ill from others
8. Clean and disinfect surfaces after each use
9. Promote good airflow while maintaining privacy
10. Keep supplies in stock Items for use in the health room during COVID-19
11. Cloth face masks (with ear loops, not ties)
12. Disposable face masks
13. Eye protection (e.g. face shield or goggles)
14. Disposable nitrile (non-latex) gloves
15. Disinfection wipes
16. Hand sanitizer (60%+ alcohol)
17. Facial tissue
18. Non-contact infrared thermometer
19. Disposable gown/apron

## **Caring for a Student Who is Sick**

1. Show empathy
2. Avoid close contact
3. Wash hands
4. Apply face covering (SHA and student)
5. Screen the student for symptoms
6. Contact the parent/legal guardian for pick up
7. Isolate the sick student away from those who are well
8. Advise parent to contact their health care provider

9. Clean and disinfect
10. Notify school administration
11. Record the visit in Health Office Anywhere

**When to Report Illness**

If 10% of the entire school or 20% of one grade or classroom are sent home with common flu-like or gastrointestinal symptoms, call the Hawaii State Department of Health Disease Investigation Branch or your local District Health Office.

**PPE INVENTORY**

<b>Item</b>	<b>Quantity Per School for the Fall Semester</b>
Protective eyewear ("goggles")	One per limahana
Disposable surgical masks monitor to use when seeing a student with respiratory symptoms and for the student who is ill	One box
Cloth masks (ear loop kind) to use in isolation room when other students are present	10 per school
Non-latex disposable gloves	One case of 10 boxes (100 per box) medium size per school
Gowns (disposable aprons)	One box of disposable non-latex aprons that are water-resistant/non-absorbent (a box with 20 or more should be sufficient)
Disinfection wipes (see the EPA List of Disinfectants for Use Against SARS-CoV-2)	One case of 12 bags (50 wipes per bag) per school
OPTIONAL: Infrared “no-touch” thermometer	One

### **LONG-TERM GOAL**

KANAKA PCS staff will administer daily and keep track of illnesses in kula

1. Screen daily, manage, and monitor students for all illnesses (including COVID-19)
2. A weekly log will be printed out and kept in binder in the Administration office
3. Early identification of COVID-19
4. Early/transparent reporting to DOH for contact tracing
5. Manage COVID-19 as part of norm in schools

### **Signage and Health Promotion**

Physical guides, such as tape on floors and sidewalks, and signs on walls will be put in place to ensure that staff and students remain at least six (6) feet apart.

Signs will be posted in highly visible locations, such as the restrooms, hallways, classrooms, and offices, to promote everyday protective measures to prevent the spreading of germs and illnesses.

### **RESOURCES**

<http://www.hawaiipublicschools.org/DOE%20Forms/2020-07%20Health%20and%20Safety%20Handbook%20%28SY%202020-21%29%20Version%201.pdf>

<https://player.vimeo.com/video/434438620> width="640" height="360" frameborder="0" allowfullscreen></iframe>