

Pu`u Kukui Elementary Family Handbook



COVID-19 HEALTH & SAFETY MANDATORY GUIDELINES Dated 08/10/20

Pu`u Kukui must prioritize the health & safety of students, staff, and our community. As such, we are notifying you of our new mandatory guidelines.

These guidelines will change as necessary to respond to the needs of our community and to the guidance of the Department of Health and State DOE.

OBJECTIVE/GOAL:

To minimize the risk of spreading infectious diseases, including COVID-19.

ASSUMPTIONS:

- Every COVID-19 case cannot be prevented; we need to manage spreading the disease as a community (DOH/CDC)
- The development of a vaccine would greatly reduce disease incidence.

There are many steps needed toward ensuring that all schools are safe for students and staff. Creating and maintaining optimal learning environments for all students will require that the following parameters are in place:

STAYING AT HOME:

To stop the spread of illness, students and staff must stay home if they are feeling sick.

SCREENING:

Schools may screen employees, students and visitors for overt signs of illness in a safe and respectful manner. Symptom screenings will identify a person who may have an illness, not that the illness is COVID-19. Our school will use the following symptoms checklist to screen individuals:

- Feverish or unusually warm (has flushed cheeks)
- Coughing/sneezing
- Sore throat
- Shortness of breath/ difficulty breathing
- Headache / stomach ache/ nausea
- Muscle pain/ unusual fatigue
- New loss of taste or smell

***IF ANY OF THESE SYMPTOMS ARE IDENTIFIED DURING THE SCREENING PROCESS, THE STUDENT OR STAFF MEMBER WILL BE SENT HOME IMMEDIATELY.**

INFORMATION FOR PARENTS/LEGAL GUARDIANS:

- **Be Proactive - Do a wellness check on your child every morning at home to determine if your child should attend school. This wellness check should include the following observations:**
 - Feverish or unusually warm (has flushed cheeks) - If you are able to, use a thermometer to take your child's temperature
 - Coughing/sneezing
 - Sore throat
 - Shortness of breath/Difficulty breathing
 - Headache/Stomach ache/Nausea
 - Muscle pain/Unusual fatigue
 - New loss of taste or smell
- **IF ANY OF THESE SYMPTOMS ARE PRESENT, YOUR CHILD SHOULD NOT ATTEND SCHOOL.**

- If your child presents symptoms of illness at school, you will be contacted, and you will be asked to pick up your child.
- Ensure your child arrives at school wearing a clean face covering and ideally has an extra one on hand.
- Follow school policies on drop off and pick up and recognize that parent/legal guardian access into campus will be restricted without an appointment.
- Be sure the school has updated contact information in the event that your child needs to be sent home.

THE IMPERATIVE USE OF A FACE MASK

- Your child will be wearing a face mask for as much as 5-6 hours a day. Wearing a face mask for many hours is challenging, even for adults. We encourage you to be proactive and start a routine now of having your child wear a mask at home so he/she gets adjusted to wearing a face mask for an extended duration.
- A student's face mask must properly cover the entire nose and mouth and properly fit around either their head or ears. The use of bandanas or shirts as a face mask is not permitted.
- Exceptions for face masks apply to those for whom it is not safe to do so due to age or medical condition. A doctor's note is required.
- Parents/legal guardians will be responsible for providing students with face masks. We highly recommend sending an extra face mask should your child's mask get dirty or tear.
- To reduce the spread of germs, please wash your child's face mask(s) daily.

To the extent possible, all adults and students will wear a mask while at school. When under 6 feet of physical distance, masks must be worn.

- Masks shall be worn:
 - Entering and exiting the school campus.
 - On school buses.
 - During campus transitions (e.g., moving from class to recess, Cafeteria, etc.).
 - In the Cafeteria.
 - Masks may be removed when students are actively eating.
 - In the classroom, at the discretion of the teacher.
 - When facial features need to be seen by teachers or students to support learning or an activity, face shields in place of masks may be worn.
 - Students may need temporary breaks from wearing masks. If a 6-foot distance is maintained, masks may be removed for temporary periods of time.
 - In the Health Room.
- Masks will not be worn while students actively play during recess. Classes will remain in their Ohana Bubble while at recess and maintain 6 feet distance, to the greatest extent possible.

DROP OFF/ARRIVAL ON CAMPUS:

- **The earliest we have supervision on campus is 7:30 a.m. For safety, please do not drop off your child prior to 7:30.**
- **Students in grades K-2, *except for students in Ms. Pardillo's Kindergarten class*, are to be dropped off at the Office curb. Adults will be stationed along the Office curb during the first week of school to escort students to their classrooms.
*Drive-thru drop-off only... Do not exit your vehicle.***
- **Students in grades 3-5, *including Ms. Pardillo's Kindergarten class*, are to be dropped off at the Cafeteria curb. Adults will be stationed along the Cafeteria curb during the first week of school to escort students to their classrooms. *For students with siblings, please drop off older siblings on the side that the youngest sibling would be dropped off at.
*Drive-thru drop-off only... Do not exit your vehicle.***
- **Students must wear face masks upon exiting their vehicle/entering campus and must keep their face mask on while they are outside.**
- **Upon arrival, students must sanitize their hands at the Sanitizing Cart located at the Office and Cafeteria curbs.**
- **Students are to report directly to their class and sit on a painted Puelo distancing spot in front of their room, unless they are having breakfast. Students will be supervised by a staff member.**
- **Students having breakfast are to report directly to the Cafeteria and remain in the Cafeteria until they are done eating. Face masks must be worn in the Cafeteria except while actively eating.**

DEPARTURE/LEAVING CAMPUS:

- **Please have your student/teacher name sign on the dashboard**
- **Students in grades K & 1, *except for students in Ms. Pardillo's Kindergarten class*, will be picked up at the Office curb.
*Drive-thru pick-up only... Do not exit your vehicle***
- **Students in grades 2-5, *including Ms. Pardillo's Kindergarten class*, will be picked up at the Cafeteria curb. *For students with siblings, please have older siblings meet on the side that the youngest sibling would report to.
*Drive-thru pick-up only... Do not exit your vehicle***
- **Students must wear face masks until you are off campus.**
- **When the bell rings, all students should either report to the bus pick-up area or their parent pick-up location. There will not be A+ this school year.**
- **Students for parent pick-up must be picked up no later than 2:20 on Mondays, Tuesdays, Thursdays and Fridays, and no later than 1:25 on Wednesdays. No loitering on campus is allowed.**

BUS GUIDELINES

Social distancing and other safety precautions will be practiced on school buses and at bus stops as described below:

- **Social distancing at school bus stops**
 - **Students will be asked to observe safe distancing at bus stops.**
 - **Students will board & disembark the school bus one at time.**
- **Face masks**
 - **Students must wear their face masks on the bus and at the bus stop.**
- **Seating**
 - **As of this writing, students will be allowed to sit no more than one person per bench seat. Students must remain in their assigned seat.**
 - **Siblings are required to sit together.**
 - **Students will be referred to the school Administration for disciplinary consideration if they fail to remain in a designated assigned seat. Repeat offenders could have their bus riding privileges revoked.**
- **Cleaning and sanitizing**
 - **Buses shall be sanitized a minimum of twice per day, concentrating on high touch hard surfaces.**

FREQUENT HAND WASHING AND/OR SANITIZING

- **All students and staff must engage in frequent hand washing or sanitizing, including upon arrival, before and after meals, after bathroom use, after coughing and sneezing, anytime leaving the classroom, and before dismissal.**
- **Sanitizing Carts will be at the Office curb and Cafeteria curb. Touchless hand sanitizing stations are mounted inside the Cafeteria, outside the Office and outside every classroom building.**
- **Hand washing must be conducted with soap and water for at least 20 seconds and hand sanitizer must contain at least 60% alcohol.**
- **Restrooms, sinks, and sanitizing stations will be regularly maintained with adequate supplies (ie. soap, sanitizer, and paper towels).**

WATER REFILLING STATIONS AND FOUNTAINS

- **Water fountains and refilling stations are not available on campus due to COVID-19 restrictions.**
- **It is highly recommended that students bring a water bottle holding a sufficient amount of water to last the duration of the school day. Please wash your child's water bottle daily.**
- **Students are not allowed to share drinks with their peers.**

PROMOTE AND PRACTICE PERSONAL HYGIENE

As part of health and safety, lessons will be provided to students and CDC posters will be reviewed to increase safety skills related to personal hygiene. Please remind your child of the following prior to coming to school:

- **Do not touch your eyes, nose, or mouth.**

- 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.
- Do not touch other people's faces or masks.

SOCIAL/PHYSICAL DISTANCING IN THE CLASSROOM

- A distance of at least 6 feet will be between seats.
- Individual teachers will establish clear entry and exit policies to transition in and out of classrooms.

BREAKFAST/LUNCH

- Students will enter into the cafeteria following 6 feet guidelines for safe social distancing. There are social distancing stickers on the floor to guide each student through the lunch line. Students will enter on their assigned side of the cafeteria.
- Students will be seated 6 feet apart on desks or cafeteria tables.
- Parents/guardians are not allowed to eat with their child.
- Students are not allowed to share personal belongings such as hydro flasks, backpacks, lunch boxes, snacks, etc.
- Face masks must be worn at all times while outside and in line. Once students sit down with their lunch, they may remove their face masks to eat.

LIMIT SHARING

- Each child's belongings will be separated from others' and in individually labeled containers, cubbies, or other areas.
- Each student should have their own supplies as noted on the grade level school supply list.
- Students will not be allowed to share drinks/snacks/food at any time. Students will be allowed to eat their snack inside their classroom before or after morning recess to avoid the possibility of sharing.
- The sharing of electronic devices and books will be avoided to the greatest extent possible.

CLEANING AND DISINFECTION

- Trained school custodial staff will clean and disinfect all frequently touched surfaces daily.
- Touchless hand sanitizing stations are mounted on every building on campus.
- Touchless waste-disposal containers are provided throughout campus.
- All facilities will be regularly cleaned, sanitized, and disinfected.

DISCIPLINARY ACTIONS

- Students should follow all health and safety guidelines within this document to ensure their safety and the safety of others.

- **IF A STUDENT REFUSES TO ABIDE BY THESE HEALTH AND SAFETY GUIDELINES, CHAPTER 19 DISCIPLINARY ACTIONS WILL BE ENFORCED.**

WHEN A STUDENT BECOMES SICK

- **When a student becomes sick at school, the student will be sent to the Health Room.**
- **The School Health Assistant (SHA) will call the student's parent/legal guardian to pick up the student.**
- **While waiting to be picked up, the student will be isolated from those who are well and supervised in the covered area outside of the health room.**
- **If your child is experiencing symptoms of respiratory illness or influenza, you should take the following precautions:**
 - **Isolation and exclusion of the student from school should be continued for 7 days after illness onset or until 24 hours after the resolution of fever and respiratory symptoms, whichever is longer.**
- **If a student is sent home due to any illness symptom other than a respiratory illness or influenza, he/she should be excluded from school until symptom-free for at least 24 hours without the use of medication.**
- **The SHA will send a note home with the student which conveys the recommendations above.**
- **For a student who has 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.**

VISITORS

- **All non-staff members are restricted from walking on campus.**
- **If you would like to speak to an administrator, a teacher, or someone in the office, please call to schedule an appointment. We will not be allowing any walk-ins.**

TRAVEL

- **There will be no off-site field trips for school groups; virtual activities and events may take place.**

CASE OF COVID-19

When a student or employee either tests positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive:

- **The Department of Health (DOH) will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine or isolation.**
- **The DOH will work with the school Principal if it identifies that someone (student or staff) at the school is affected.**
- **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.

- **The Principal (or designee) will contact the Communications Branch to assist with communication to the school community if COVID-19 affects the school, as they have a template letter to ensure consistency of messaging.**