



HOLY NATIVITY SCHOOL IN PERSON RETURN PLAN



REVISED December 10, 2020

COVID-19 Policies and Procedures to Return to In-Person Instruction

As the community of Holy Nativity School, we deeply value in-person instruction, excellent academic experiences, adaptability, and safety. Our Planning and Response Team have developed these COVID-19 Policies and Procedures to ensure our healthy return to in-person instruction. Our Emergency Operation Plan for Pandemic Virus, guidance from the Centers for Disease Control (CDC), World Health Organization (WHO), Hawaii Department of Health (HDOH), and Hawaii Department of Human Services (DHS) inform the Policies and Procedures outlined in this document.

We have made investments and some appropriate changes to our pre-pandemic practices. We also have expectations of our Holy Nativity School community to abide by some common agreements in order to mitigate the spread of COVID-19.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption to your child(ren)'s education while keeping them, your family, our staff, and community healthy and well.

This document was last updated August 7, 2020. All changes since last update are indicated by **yellow highlight**. The most recent updates to this document superseded policies and procedures contained in any other manual or handbook, and may be modified at any time without notice.

This document is subservient to any significant changes in public health and to any government mandates or regulations.

Safety Investments

We are fortunate that much of our campus already allows for mitigation of the spread of COVID-19. We have our touchless water filling stations (courtesy of our PTO), each classroom has its own sink for handwashing, and many classrooms are spacious enough to allow social distancing of desks and learning areas. To further aid in the mitigation of viral spread of COVID-19, Holy Nativity School (HNS) has made some simple changes you will notice when we return to campus:

- Signage:
 - Closed campus:
 - Only faculty, staff, students, delivery persons, and repair persons or parents with appointments allowed on campus
 - social distancing signs on the ground
 - reminding adults to wear masks
 - teaching proper handwashing technique
 - teaching proper sneeze/cough etiquette
- Touchless thermal scanners for fever detection, illness/COVID exposure inventory taken daily at drop off.
- Acrylic partitions and barriers
- Personal Protection Equipment (PPE)
 - Adults on campus wear masks
 - Face shields may be worn in addition to face coverings
 - Gloves available and used at various points in the day
- Additional daily cleaning and sanitizing
- Hand sanitizer stations
 - Outside each classroom, workroom, office.
 - Out of reach and inside classroom for Keiki 3's and Pre-K (managed by teachers)
- Special attention and training for teachers to focus on social and emotional well-being for students.
- Decreased class maximum enrollment:
 - Keiki 3's – 14
 - PreK -1st Grade – 18
 - 2nd-4th Grade – 16
 - 5th Grade – 18
 - 6th-8th Grade – 12

Community Agreements

In order to mitigate spread of COVID-19, and to demonstrate care of our HNS community, we agree to:

- Follow all city/county, state, and federal directives
- Keep sick children home/ employees stay home if sick

- Keep your child home/ stay home if exposed to anyone who is COVID-19 positive
- Avoid all unnecessary travel
 - Follow all local/federal directives regarding self-isolation due to travel
- Practice good sneezing/coughing etiquette, and handwashing hygiene
- All adults agree to wear a cloth or non-surgical face covering while on campus
- Ensure all medical and emergency contact information is up to date in the Family Portal of FACTS SIS

DAILY PROCEDURES – Drop-Off

For Before School Care and regular drop-off the same procedures will be followed:

- Families (adults in masks) will maintain social distancing when bringing their child(ren) to Before School Care. Families will be greeted by a staff member (wearing a mask). Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) and ask parents the following questions:
 - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 - Do you or anyone in your household have a fever, chills, cough, fatigue, muscle aches, and/or shortness of breath?
 - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu (sore throat, runny nose, nausea, vomiting or diarrhea)?
- **A “yes” answer to any of the questions, or a temperature above 100.4° will result in the child(ren) not admitted to attend school in person.**
 - Exposure to COVID-19 indicates that child or family will need to self-isolate for 14 days to mitigate spread of the disease. Child(ren) will need to be cleared by a doctor, the Hawaii Department of Health, or negative coronavirus PCR testing performed by an accredited laboratory (e.g. Diagnostic Laboratory Services)
 - Other illness indicates that child will need to remain home until symptom free for 24 hours, without symptom reducing medicine.
- When children are received for drop-off, they will be escorted into the nearest bathroom where their hands will be washed prior to being brought to their classroom area.
- Parents and other family members will not be allowed to remain inside the school grounds and will depart.

Children and staff will be required to wash their hands immediately upon entering the classroom. Keiki 3’s and PreK students will wash their hands hourly throughout the day.

NO BEFORE OR AFTER SCHOOL CARE OFFERED THROUGH THIRD QUARTER OF 2020-2021

Students may arrive to school starting at 7:30 AM.

To maintain class cohorts, at this time we are unable to offer Before or After School Care. We will continue to review practices that are both recommended by the health officials and fit our

commitment to the safety of our students and staff. (Please see revised Daily Procedures - Dismissal below)

DAILY PROCEDURES – THROUGHOUT THE DAY

- Classes will remain in their grade level cohort.
- Staff will wear masks or face shields throughout the day.
- Masks and face shields are required for all children over the age of 5.
- Children will be spaced three feet apart when side by side, and six feet apart if facing each other.
- Each class will remain in a cohort, and not share space or playground time with other cohorts.

Healthy Environment

- Students will not share equipment or supplies. Students will have individual supplies (manipulatives, crayons, etc.). Books and other common supplies will be cleaned between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- High-touch surfaces, such as door handles, light switches, faucets, toys and games that children play will be disinfected at least once daily.
- Staff will clean and sanitize bathrooms frequently throughout the day based on use.
- An enhanced deep cleaning in all areas, on all touched surfaces will be performed every night.
- Staff will have access to anti-bacterial hand sanitizers, face shields, and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands multiple times throughout the day (hourly for Keiki 3's and PreK). This is noted by the CDC as the most effective preventive measure.
- No program tours will be given until further notice to reduce the number of visitors in the building.

Specialist Classes

- Classes (cohorts) will line up with social distancing to go to PE, and the Art Room; Religion will take place in the classroom.
- Classes will maintain social distancing during instruction.
- At this time no singing will take place.
- There will be a minimum of 15 minutes between cohorts attending specialist classes.
- Between specialist classes taking place outside of the classroom, the Specialist Teacher will disinfect all high touch surfaces (including seats and tables) using CDC- or EPA-approved products, and open windows/doors as feasible.

Snack and Lunchtime

- All surfaces will be disinfected before snack and lunch time using CDC- or EPA-approved products.
- Outside Lunch Provider: HNS does not provide lunch to students.
- Educational Specialists wash hands, don gloves, retrieve and distribute lunch.
- Students wash hands and eat lunch in the classroom.
- No food will be served family-style.

Recess

- Class cohorts will remain separated for recess.
- Recesses will be scheduled, rotating classes through the various areas of play on our campus (courtyard, playground, Osco Field, Osco play structures, gym)

Child Health

- Staff will receive ongoing education on COVID-19 symptoms and preventive measures.
- Children who experience symptoms of respiratory illness, including a fever of >100.4 while at HNS, will be under supervised isolation from other children until they can be picked up.
- After isolation, the area will be off limits for 24 hours, then cleaned and disinfected using CDC- or EPA-approved products.

Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices, meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each day and notify their supervisor if >100.4 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.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.

DAILY PROCEDURES – Dismissal

Daily Dismissal Times

2:30 – 2:40 p.m. dismissal time for grades Pre-K – K

2:40 – 2:50 p.m. dismissal for grades 1st – 2nd

2:50-3:00 p.m. dismissal for grades 3rd – 5th

3:00 p.m. dismissal for middle school students (6th-8th)

Dismissal Procedures

- Students do not leave the classroom or class line-up without teacher permission.
- Teachers escort children with their belongings to the patio area in front of the Pre-K classroom.
- Teachers ensure social distancing and avoid congestion at the school gate

- The teacher escorts the class across the street through the walkway in front of the gym and Glantz Hall (not on the sidewalk) to the pick-up bench.
- Teachers help maintain social distancing while walking and at the bench.
- Teachers help students into their authorized pick-up cars as the cars come down the gym driveway.
- Parents/guardians/authorized pickup persons pick up their child(ren) at their designated time, displaying their pickup placard in the front right windshield area.
 - Families with more than one child pick up their children at their oldest child's pickup time.
 - Younger siblings wait, physically distanced in the gym, where a staff person will supervise them.
- Any child(ren) who are not picked up within their class pickup time frame will wait, physically distanced in the gym, where a staff person will supervise them.
- Any child(ren) not picked up by 3:10 PM will be assessed a \$20 fee.

WEEKLY PROCEDURES

Weekly Grade Level Chapel

Weekly chapel will take place in the classroom via recorded video; there will be no singing.

Flag

On the first day of the school week (typically Monday), we will hold a virtual schoolwide flag assembly via Zoom. The details of that Zoom meeting will be shared with parents to join our flag assembly virtually.

MONTHLY PROCEDURES – Monthly All School Chapel

Monthly All School chapel is currently suspended to abide by the limits on group gatherings. When allowed, All School chapel will take place in the nave.

ATHLETICS

We hope to be able to offer an athletics program for our students. At this time, our CSAL league is suspended. We will keep you informed of any changes or offerings we are able to provide.

Confirmed COVID-19 Case Procedure

Although we hope and pray against an occurrence of COVID-19 within our HNS community, we follow guidance from the Centers for Disease Control (CDC). We have planned and prepared in the event of a COVID-19 occurrence within our school community.

The Hawaii Department of Health (HDOH) is responsible for contact tracing. In addition, HNS will implement our COVID-19 procedure effective immediately upon notification of a positive COVID-19 test result and share information with our HNS community.

If a student or staff member is diagnosed with COVID-19:

1. S/he must notify the school administrations by email at adminteam@holynativitieschool.org and begin self-isolating.
2. The school is required to notify the Hawaii Department of Health (HDOH).
3. The facilities, including desks and cubbies, that s/he used will be **shutdown for 24 hours** at the end of which they and their contents will be **disinfected**
4. Students and staff who had **first degree contact** with the infected individual will be notified to quarantine for 14 days. (The CDC defines first-degree contact as an individual who was within 6 feet of an infected person for at least 15 minutes starting from two days before onset of symptoms).
5. In the event a large number of tests are necessary within the HNS community, the school may offer “pop-up” rapid testing on-site to speed identification and improve likelihood of containment.

Return to School

After being diagnosed with COVID-19, a staff member or student may [return to school when ALL the following criteria](#) are met:

- 24 hours with no fever; **AND**
- respiratory and other symptoms have improved (e.g., cough, shortness of breath); **AND**
- 10 days since symptoms first appeared; **OR**
- Negative COVID-19 test result sent to the office at office@holynativitieschool.org

the CDC's latest guidance for employers

Employers should not require a COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.

- *Under the American's with Disabilities Act, employers are permitted to [require a doctor's note from your employees](#) to verify that they are healthy and able to return to work. However, as a practical matter, be aware that healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Most people with COVID-19 have mild illness and can recover at home without medical care and can follow CDC recommendations to determine when to [discontinue home isolation](#) and return to work.*
- *The U.S. Equal Employment Opportunity Commission (EEOC) has established guidance regarding [Pandemic Preparedness in the Workplace and the Americans with Disabilities](#)*

[Act](#) *The guidance enables employers to take steps to protect workers consistent with CDC guidance, including requiring workers to stay home when necessary to address the direct threat of spreading COVID-19 to others.*

Future COVID-19 Impact to Instruction



(From *Beyond Recovery: Reopening Hawai'i. State of Hawai'i. May 18, 2020.*)

Based on the state of Hawai'i's "Roadmap to Recovery and Resilience," the HNS Planning and Response Team has created the following decision-making system for our return to in-person instruction:

Alert Level	Infection Conditions	Learning takes place
Recovery, New Normal	<ul style="list-style-type: none"> No known cases at school Low infection rate on O'ahu, Hospital Resources untaxed Community adherence to safety agreements 	On Campus
Act with Care	<ul style="list-style-type: none"> Low cases on O'ahu Possible cases in school community Hospital resources sufficient Lax community adherence to safety agreements 	On Campus
Safer at Home	<ul style="list-style-type: none"> O'ahu infections increasing consistently Case(s) in school community Hospital resources taxed Poor community adherence to safety agreements 	Blended on Campus and Remote Learning
Stay at Home	<ul style="list-style-type: none"> Broad community transmission on O'ahu Several cases in school community Local government issues stay-at-home order or closes public schools 	Blended on Campus and Remote Learning

We received feedback from our Spring Parent Survey as well as general input from parents who experienced our Remote Learning Plan for the fourth quarter of the 2019-2020 school year. That feedback is being used to make modifications to our Remote Learning methods and will be shared upon its completion.

As an essential business, Holy Nativity School will continue to offer in person instruction during a Stay at Home order. Families may choose Remote or in person learning for their child(ren) at that time.