



# HOLY NATIVITY SCHOOL IN PERSON POLICIES AND PROCEDURES

Adapted from HNS Return Plan and the HDOH Health Guidance for Schools

Revised March 24, 2022



## 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 continued healthy 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 continue to observe these policies and 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 adapted from the latest Holy Nativity School In Person Return Plan. The most recent updates to this document supersede policies and procedures contained in any other manual or handbook and may be modified at any time without notice. Updates are indicated by yellow highlight.

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

## Core Essential Strategies

To mitigate the spread of COVID-19, we promote **vaccination** for all faculty, staff, and students who are eligible to receive the vaccine; all faculty, staff, and students are to **stay home when sick**; we will practice good **hand hygiene** and consistent and correct **mask wearing when indoors**.

## 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 the following in place on campus:

- Signage:
  - Closed campus:
    - Only faculty, staff, students, delivery persons, and repair persons or parents with appointments are allowed on campus
  - social distancing markers on the ground
  - indoor mask wearing
  - teaching/ reinforcing proper handwashing technique
  - teaching/ reinforcing proper sneezing/coughing etiquette
- ~~Touchless thermal scanners for fever detection,~~
- School Wellness Screener app to screen for symptoms of illness/COVID exposure submitted daily by all staff and students upon arrival on campus
- Acrylic partitions and barriers in classes where 3 feet of distance cannot be maintained
- Personal Protection Equipment (PPE)
  - Wearing masks indoors
  - Gloves available and may be 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

## 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 **indoors**
- 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 **(all over age 2 in masks)** will maintain social distancing when bringing their child(ren) to Before School Care or for morning Drop-Off.
- Families will be greeted by a staff member (wearing a mask) who will **take the temperature of their child(ren) and** scan the student’s QR code, ensuring the wellness screener questions have been answered appropriately
- **A “yes” answer to any of the questions, or a temperature above 100.4° or a child who left school due to symptoms or illness the day prior 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 up to 10 days to mitigate spread of the disease.
  - 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.

### **DAILY PROCEDURES – THROUGHOUT THE DAY**

- Classes will remain in their grade level cohort.
- Masks are to be worn indoors by faculty, staff, and students.
- As much as possible children will be spaced three feet apart throughout the day.
- Classes will remain in a cohort, and not share space or playground time with other cohorts.

### **Healthy Environment**

- During the regular school day, 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.
- 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 their and children's hands at transitions throughout the day (hourly for Keiki 3's and PreK). This is noted by the CDC as the most effective preventive measure.
- Program tours may be given virtually, **or in person when students are not on campus.**

### **Specialist Classes**

- Classes (cohorts) will line up with social distancing to go to PE, and the Music and Art Rooms; Religion **may** take place in the classroom **or in the chapel or nave.**
- Classes will maintain social distancing during instruction.
- Singing will take place outdoors.
- 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.
- Food may be served family style with one person serving.

### **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 continued 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

2:30-2:45 P.M. Keiki 3's dismissed from their classroom

2:30-2:40 P.M. bench dismissal for grades Pre-K – K

2:40-2:50 P.M. bench dismissal for grades 1<sup>st</sup> – 2<sup>nd</sup>

2:50-3:00 P.M. bench dismissal for grades 3<sup>rd</sup> – 6<sup>th</sup>

#### 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 3:00 PM will be signed into After School Care, and assessed the \$20 drop-in fee, regardless of length of time in ASC.

## After School Care and Early Education After School Care (ASC/EEASC)

- Students who are registered for ASC/EEASC will be escorted to the classroom (Pre-K for ASC, and Keiki 3's for EEASC).
- ~~Temperatures will be taken and~~ Hands will be washed before joining the program.
- Regular ASC/EEASC activities will ensue until parents pickup children from their respective classroom.

## WEEKLY PROCEDURES

### Weekly Grade Level Chapel

Initially, weekly chapel will take place in the classroom via recorded video; there will be no indoor singing. As our routines are more familiar, we will resume grade level chapels in-person safely in the nave.

### 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 will take place safely in the nave, with classes remaining in their cohorts and increased spacing between classes.

## ATHLETICS

At this time, the CSAL league is suspended. We are offering athletic clinics for our students. More detailed information about the clinics will be shared via email and the eblast.

## Travel

- ~~Non-vaccinated transpacific travelers must have a negative COVID-19 test within 72 hours of their return to Oahu, or quarantine for 10 days after arrival.~~
- ~~Interisland travelers have no quarantine restrictions upon return to Oahu.~~
- ~~Travelers who are able to show proof of having been fully vaccinated are exempt from the HNS requirement to have a negative COVID-19 test 3-5 days upon return to Oahu.~~
  - ~~People are considered fully vaccinated for COVID-19  $\geq 10$  days after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or  $\geq 10$  days after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen)~~
  - ~~Proof is shown with a CDC COVID-19 Vaccination Record Card with name, birthdate, type of vaccine, dates vaccine was administered, and lot numbers of each vaccine.~~

## Confirmed COVID-19 Case Procedure

Although we hope and pray against an occurrence of COVID-19 within our HNS community, we know that the increased contagiousness of variants increases the likelihood of a case. We follow guidance from the Centers for Disease Control (CDC), American Academy of Pediatrics, and the Hawaii Department of Health and Department of Human Services, which regulates our early learning classes (keiki 3's and PreK). We have planned and prepared for the potential 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, as privacy laws allow.

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

1. S/he must notify the school administrations by email at [adminteam@holynativityschool.org](mailto:adminteam@holynativityschool.org) and begin self-isolating.
2. The school is required to notify the Hawaii Department of Health (HDOH) and Department of Human Services, if the case is in an early learning class (keiki 3's and PreK).
  1. If the exposure takes place in an early learning class (keiki 3's and PreK) all close contacts of the case – regardless of vaccination status—must quarantine for 10 days, and must be tested on day 5 after exposure, and 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**.
3. **All** students and staff who had **close contact** with the infected individual will be notified **within 5 days of exposure** and **should** be tested on day 5 after exposure.
4. Students and staff who are close contacts **do not need to quarantine, regardless of vaccination or natural immunity status**.

### Return to School

After being diagnosed with COVID-19, a staff member or student in Kindergarten-6<sup>th</sup> grade may return to school when **ALL** the following criteria are met:

- At least 5 days have passed since symptoms first appeared; **AND**
- There are no symptoms, including at least 24 hours have passed since last fever without use of fever-reducing medications

NOTE: a negative COVID-19 test result is NOT required once all of the criteria above have been met.

After being diagnosed with COVID-19, a staff member or student in Keiki 3's or PreK may return to school when **ALL** the following criteria are met:

- At least 10 days have passed since symptoms first appeared; **AND**
- There are no symptoms, including at least 24 hours have passed since last fever without use of fever-reducing medications
- A negative COVID -19 test on day five (5) of quarantine

“\*UP TO DATE on your vaccines depends on your age and time since last vaccination:

- Age 5-17 years: at least 2 weeks after receiving the second dose of vaccine
- Age 18 years and older:
  - At least 2 weeks but no more than 5 months after receiving the 2<sup>nd</sup> dose in a 2-dose series; OR
  - At least 2 weeks but no more than 2 months after receiving a single-dose vaccine; OR
  - receipt of the primary vaccine series AND a booster dose”

*From HDOH Document COVID-19 Close Contact Notification for K-12 Schools.*