

 Hanalani Schools

COVID-19 HANDBOOK: RETURN TO A SAFE CAMPUS 2021-2022



Introduction

Hanalani Schools is committed to provide a safe campus, promote healthy students, emotionally and socially, and to provide a high-quality education program. As we enter SY 21/22, there are several encouraging factors that indicate that we will have a successful school year. After eighteen months, the medical professionals have a better understanding of the virus and have developed vaccines, testing measures, and therapeutics.

Going into Sy21/22, a high percentage of Hawaii residents have taken the vaccine which has lowered the case counts. Having on-campus learning last year provided our staff valuable experience with implementing our safety protocols. Finally, last year, our parents proved to be important partners in preventing COVID from coming to campus as you communicated with the school, toggled to online learning, and supported when student bubbles had to isolate.

The Hawaii Department of Health (HDOH) and the [CDC strongly recommend that adults and children ages 12 yrs old and up be vaccinated](#). Daily reports indicate that the vaccine is effective in reducing new case counts. Because the vaccine was approved on an emergency basis and there are reports of some adults and children experiencing severe side effects, some families are apprehensive.

We believe that vaccination must be a families' prerogative to choose what is best for their children. The challenge remains to keep all students and staff safe.

This past year, families voiced strong positions on both ends of the spectrum of cautious to comfortable. Emotions run deep from flexible to very strong. Because of the plethora of information from various perspectives, differing even amongst highly respected medical professionals, we understand that families will have differing perspectives.

Hanalani bases policies from the information and data from the HDOH and the doctors and medical staff at I'm Healthy Today Schools (IHTS), as the medical professionals at IHTS specialize in safety practices for small business and schools. This handbook communicates Hanalani's safety practices.

As medical professionals refine their understanding of the virus and variants; pharmaceutical companies produce therapeutics, vaccinations, and other preventive strategies; and our state issues updates to its safety measures, Hanalani will update families of changes.

With a year of successful on-campus learning, we found the following actions as key to another safe year of on-campus learning for our students and staff.

- 1) Proactive Home: Parents and students must have high commitment to keep the virus from coming to campus, through home monitoring. The IHTS program is a doctor designed and managed program that provides parents with an "in-house" doctor, via telemedicine, to help assess a student's health.
- 2) If in doubt, stay at home: Parents and students think, "Out of the abundance of caution" in order to keep my fellow classmates safe, if I am not feeling well, I will stay home."
- 3) Communication: Timely communication to mobilize the COVID Response Team is a proven safety measure.
- 4) Campus measures: Morning check, schedules, bubbles, emotional well-being check-ins, etc.
- 5) COVID Response Team: 4 trained to contract trace.
- 6) HDOH & IHTS: HDoH and the IHTS medical staff provide current information and best practice.
- 7) Vaccine: Has reduced the COVID case count. Respect family choice.

Signature Required - To sign off on the COVID-19 Handbook, please log in to the Hanalani website, and you will find the form to submit online.

Throughout the handbook, "parent" also refers to legal guardian.

TABLE OF CONTENTS

- Health & Safety Practices** 4
- Campus Safety Measures** 4
 - Hand Hygiene and Respiratory Etiquette 4
 - Parent Communication 5
 - Food Service 5
 - Campus Store 5
 - Health Room 5
 - Transportation 5
 - School Events 5
- Lower School: Safety Measures & Schedules** 6
 - Orientation Days 6
 - First Day of School 6
 - Physical Distancing 6
 - Recess 6
 - Lower School Lunch 6
 - Before School Care (BSC)/After School Care (ASC) 6
 - Physical Education 6
 - Excursions/Events 6
 - Lower School Online Education 6
- Upper School: Safety Measures & Schedules** 7
 - Daily Health Check 7
 - Physical Distancing 7
 - Safety Practices: Classrooms & Common Areas 7
 - Physical Education 7
 - Excursions/Events 7
 - Chapels, Assemblies, and Large Group Gatherings 7
 - Early Dismissal 7
- Athletics: Safety Policies** 8
 - Parents & Visitors at After-School Events 8
 - Students Athlete Safety Practices 8

Health & Safety Practices

- 1. Home Prevention:** The most important and most effective means to ensure a safe campus. The daily health check program of [I'm Healthy Today Schools](#) is a doctor-developed, doctor-managed program to partner with families to conduct a daily health check. The goal is to prevent a student who suspects that he/she may be infected to not come to campus, but out of the abundance of caution and care for the safety of the rest of the class, student body, and staff, stay at home and seek a doctor's diagnosis.
- 2. Morning Health Check:** Upon arrival on campus, the staff will conduct a health check which consists of noting the Green Shield (IHTS) and a temperature check.
- 3. Masks:**
 - a. Students will wear masks indoors.
 - b. Students are not required to wear masks outdoors.

If family preference is for their child to wear a mask outdoors, please notify the office.
- 4. Contact Tracers:** Several staff that are trained to contact trace (Johns Hopkins University Coursera). Should a case occur, the COVID Response Team will convene to evaluate and take appropriate actions to ensure safety for students and staff.
- 5. School Closure:** In the event that the Governor issues a stay-at-home order, Hanalani will toggle to online learning.
- 6. [Hawaii Department of Health Guidelines for Schools](#)** (Include link to HDoH website)

Campus Safety Measures

The past COVID year taught us that the COVID safety measures also prevented flu and colds.

Physical Distancing (See Division Guidelines)

Hand Hygiene and Respiratory Etiquette

- Students will wash or sanitize hands upon entering the building.
- Students will wash or sanitize hands throughout the day, especially around meal times, bathroom use, recess, and when coughing/sneezing.
- Students and staff will wear a face covering/mask while indoors.

Cleaning, Disinfecting, and Ventilating

- Classrooms will be cleaned/disinfected each day.
- Bathrooms are disinfected regularly.
- Common areas, furniture, and equipment will be disinfected daily.
- Classrooms and offices will have sanitizing and disinfecting supplies.
- At the end of each day, halls, walls, and door knobs will be disinfected.
- Vans will be disinfected daily.

Parent Volunteers & Visitors on Campus - Access remains limited.

- Volunteers and visitors must schedule an appointment, via phone call or email.
- Parent volunteers and visitors must complete the IHTS app and have a temperature check upon arrival.
- Parent volunteers and visitors will not have direct contact with students for an extended period of time.
- Face coverings/masks are required.

Parent Communication

- Should a case or suspected COVID-19 case occur at home, parents are asked to immediately notify the division office.

Food Service

- Students will use the cashless payment system.
- K3-K4, K5-2nd grade lunches will be delivered to the class/lunch site.
- Upper School will promote distancing.

Campus Store

- The number of students in the store is limited.
- Masks are worn in the store.
- Students will wait outside until space is open in the store.

Health Room

- Isolation: Students who are ill at school will be immediately removed from others and will remain in the Health Room until released to parents or authorized adult.
- During isolation, other student care or first aid for minor injuries will be diverted to alternate sites, i.e., school offices, to prevent exposure.
- Pick up: Parents should predetermine who will pick up their child in the case of illness.
- Students who are ill need to be picked up within an hour of notification.
- Students out sick due to illness for three days or more need to check in with the school nurse prior to returning to class.

Transportation

- Riders are required to wear masks.
- Bus companies may have additional guidelines.
- Hanalani vans will be disinfected daily.

School Events

- Major school events are postponed until further notice.
- Field trips are as allowed.

Lower School: Safety Measures & Schedules

Orientation Days

To prepare families as they start off their child(ren)'s school year, the Lower School will conduct Orientation Days. Parents will come to campus by appointment to drop off school supplies, meet the teacher, and visit the classroom spaces. The start days are also staggered.

K3-K4, K5 **Tuesday, August 9-10**

Grades 1-6 **Monday, August 9**

First Day of School

K3-K4, K5 **Wednesday, August 11**

Grades 1-6 **Tuesday, August 10**

Drop Off and Pick Up

Early Childhood and Elementary students will continue with a staggered drop-off and pick-up schedule. Please see the Great Start Guide for details.

Physical Distancing

Faculty and staff will reinforce physical distancing to the greatest extent possible for both indoor and outdoor activities.

Recess

Teachers will assign playground locations for each grade level. Playground equipment usage is by class schedule.

Lower School Lunch

Lunch will be in classrooms or in outdoor areas with grade levels in separate areas.

Before School Care (BSC)/After School Care (ASC)

- BSC: Students will undergo a health check upon arriving at BSC and be kept in grade-level groupings.
- ASC: ASC students will remain either in grade-level classrooms or in outdoor stations.

Physical Education

Physical education will operate in a modified context.

Excursions/Events

All off-campus excursions/events, i.e., camps, etc., will be postponed until further notice.

Lower School Online Education

If there is a need to transition to online learning, teachers will utilize Blackbaud, Seesaw, and Google Classroom to allow teaching and learning to continue.

Upper School: Safety Measures & Schedules

Opening Week/Orientation

Additional information to be shared at the following events:

New Student Orientation	Monday, August 9
First Day of School	Tuesday, August 10

Daily Health Check

- Upon arrival at school, US students will need to present their IHTS green shield.
- Stations are in the Founder's Hall, Sprung, Weinberg Building, and the SAC East Wing.

Physical Distancing

- Students have assigned seats, appropriately spaced to minimize transmission risk.
- Common areas will be monitored to ensure physical distancing.

Safety Practices: Classrooms & Common Areas

- Teaching methods will be adjusted to minimize shared equipment or materials between students.
- Classroom practices will reduce transfer of objects between home and school and touching of other students' personal belongings.
- Teaching locations will be expanded to include designated outdoor areas.
- Minimal Exchange of Materials: Assignments will be submitted online when possible.
- Bathrooms and highly used areas/surfaces will be sanitized throughout the day.
- Students are encouraged to go home after school or school activities.

Physical Education

- Physical education will operate in a modified context.

Excursions/Events

- All off-campus excursions/events, i.e, camps, etc., will be modified to reduce risk of transmission.

Chapels, Assemblies, and Large Group Gatherings

These events will be modified to reduce the risk of transmission.

School Day Hours

Monday-Thursday	7:40 am - 2:45 pm
Friday	7:40 am - 1:45 pm

Early Dismissal

Parents or authorized adults who need to pick up their child before the end of the day, should call or email the Upper School Office prior to pick up, which will enable the office to have the student ready for early pick up.

Athletics: Safety Policies

Upper School athletic safety practices for competitions are determined by the Interscholastic League of Honolulu (ILH) and the Hawaii High School Athletic Association (HHSAA).

Parents & Visitors at After-School Events

Face coverings/masks are required to arrive on campus and while indoors.

- While we require masks for visitors on campus at all times during school hours, the masking requirement will be relaxed for outdoor after-school athletic events. Please see below for details.
- For those dropping off or picking up students, please remain in your car to reduce the number of people on campus.
- The ILH will have a limit on the number of spectators allowed at competitions.

Students Athlete Safety Practices

Pre-Practice/Game Health Check

- Before practice, competitions, or boarding a bus, all coaches and athletes will be screened by the athletics staff.

Practice Guidelines

- Face coverings/masks are required when indoors. Face coverings/masks are required when outdoors and in close proximity. Sports will have sport-specific guidelines for practices and competitions.
- Non-contact water bottle fillers have been installed in the gym and around campus. Athletes are required to bring their own water bottles. Coaches will plan practices for distancing, limiting shared equipment, and other health and sanitation requirements.

On-campus Competitions

Hanalani Gym Competitions

- Face coverings/masks are required in the gym.
- Upon entry to the gym, a health check will be completed.
- Bathrooms and hand sanitizing stations are available.
- Physical distancing between family groups must be maintained while seated.
- Water fountains are unavailable. Visitors will need to bring their own water bottles.

Outdoor Sprung Competitions

- Face coverings/masks are required to arrive on campus.
- Upon arrival, a health check will be completed.
- Visitors will need to bring their own folding chairs for seating.
- Visitors will need to maintain the appropriate distance between chairs.
- Masks may be removed once seated and distanced from other parties.
- Bathrooms and hand sanitizing stations are available in the gym.
- Water fountains are unavailable. Visitors will need to bring their own water bottles.

Off-Campus Competitions

- Each school/site will set guidelines for their venue that must be followed.