

Hanalani Schools

COVID-19 HANDBOOK:

RETURN TO A SAFE CAMPUS

2020-2021



The COVID-19 pandemic has altered school operations as never before. The policies of this COVID-19 Handbook override the related policies found in the Parent & Student Handbook.

In developing this handbook, our team did its best to pull together the information in order to develop actions and practices to implement throughout the campus. During the process, we found that information from experts changed weekly, and there are a variety of perspectives and opinions. As we enter the year, we anticipate that families will have differing opinions. We welcome the opportunity to further dialogue, learn, and consider alternatives and/or adjustments as our goal is to have a safe campus.

Throughout the handbook, “parent” also refers to legal guardian.

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Introduction

For the safety of Hanalani's students, staff, parents, and extended family members--each parent and staff must commit to practicing safety and health measures. Our individual and collective efforts of prevention, attention, and care for one another will provide a safe campus. Our goal is to keep everyone safe and healthy and to avoid a campus closure.

Hanalani Schools abides by the guidelines, policies, and protocols established by:

- [Hawaii Department of Health](#) (HDOH)
- [Centers for Disease Control and Prevention](#) (CDC)
- [Hawaii Department of Education](#) (HDOE)
- [Hawaii Association of Independent Schools](#) (HAIS)
- The Athletic Program follows the National Federation of State High School Associations (NFHS).

The Executive Director of HAIS meets with the HDOE, HDOH, and other government officials to monitor the level of COVID-19 activity in the community and sends weekly updates, communicating more frequently as the situation necessitates.

As the medical professionals and government officials learn more about the COVID-19 virus, they develop or amend their mandates and guidelines accordingly. The policies in the COVID-19 Handbook are in alignment with the current guidelines. As changes occur, the school will communicate the changes in school policies and practices with the Hanalani Ohana (family).

The CDC has established 3 Threat Levels. To most effectively address the 3 Threat Levels, Hanalani has developed 5 Critical Actions. In reference to the CDC Threat Levels, Hawaii is in Threat Level 2 (Yellow). The CDC criteria for Threat Level 1 is two weeks of zero cases.

3 Threat Levels (CDC) with School Critical Actions

1 PREVENTION

- School in operation, risk level relatively low
- 2 weeks of zero new cases

Critical Action #1: Home Prevention

Critical Action #2: Campus Safety Measures

2 HEIGHTENED AWARENESS

- Oahu in LEVEL 2
- School in operation
- Minimal to moderate community level transmission reflected by the number of new confirmed COVID-19 cases on Oahu posing a threat to Hanalani's vulnerable population
- Vulnerable student's or staff member's physician recommends isolation and online education for student

Critical Action #1: Home Prevention

Critical Action #2: Campus Safety Measures

Critical Action #3: Isolation and Accommodations

3 SCHOOL CLOSURE

- State/HDOH mandates shelter in place due to community spread or COVID-19 cases on campus
- Hanalani's pre-emptive closure of campus for student/staff safety

Critical Action #4: Closure of Campus to Trace COVID-19 Spread

Critical action #5: Online Education

The COVID-19 pandemic has altered school operations as never before. The policies of this COVID-19 Handbook override the related policies found in the Parent & Student Handbook.

In developing this handbook, our team did its best to pull together the information in order to develop actions and practices to implement throughout the campus. During the process, we found that information from experts changed weekly, and there are a variety of perspectives and opinions. As we enter the year, we anticipate that families will have differing opinions. We welcome the opportunity to further dialogue, learn, and consider alternatives and/or adjustments as our goal is to have a safe campus.

General Information

LEVEL 1: PREVENTION

Description:

- School in operation, risk level relatively low
- 2 weeks of zero new cases

CRITICAL ACTION #1: HOME PREVENTION

Goal #1: Establishing daily home health checks as a routine

Goal #2: Extra caution by keeping a potentially COVID-19 infected or exposed student home until cleared

Daily Home Health Check: The most important means of prevention.

- During the daily home health check, parents are asked to screen for symptoms prior to coming to school. See the CDC Checklist below.
- A student exhibiting any one of the symptoms, beyond a child's general health condition, must be kept home and their physician contacted for further directions.
- Extra caution could save another's life and keep the campus open.

Close Encounter and Quarantine

- If a student comes in close contact with an individual (i.e., household member, friend, etc.) who tested positive for COVID-19, the student is to quarantine at home for 14 days as per HDOH guidelines, and the parent is to inform the school by email.
- "Close Contact" CDC-- within 6 feet for more than 15 minutes
- The school will continue education for the student via online learning until the student is cleared by the HDOH.

Travel Outside Hawaii and Quarantine

- If a student or household member travels to the mainland or internationally, the student or household member should home quarantine for 14 days as per HDOH guidelines.
- Should a student test positive for COVID-19, the parent is to notify the school by email.

CDC Checklist*

- Fever of 100.4°F or higher
- New cough, shortness of breath, or difficulty breathing
- New loss of taste or smell
- Unusual fatigue or irritability
- Abdominal pain, nausea, vomiting, diarrhea
- Unusual rash
- Unusual red or pink eyes not explained by allergies or injury
- Chills
- Body aches
- Sore throat
- Headache

*This list is not a comprehensive list of symptoms; always consult your healthcare provider.

CRITICAL ACTION #2: ON-CAMPUS HEALTH CHECK AND SAFETY MEASURES

- Daily health check upon arrival to campus
- Face coverings/masks required
- Daily practices: physical distancing, personal health hygiene practices, staggered schedules, outdoor spaces, increased frequency of cleaning/disinfecting, etc.

Daily Health Check

- A staff member will verify, by questions and observation, that a home health check was conducted.
- Each student's temperature will be taken; a temperature of 100.4°F or higher will trigger concern.
- If any symptoms exist, the parent will be called, and the student will be sent home.
- Students and staff will sanitize hands prior to entering the building.

Sample Questions During Daily Health Check

1. Did you have a health check at home?
2. How are you feeling?
3. Do you have a fever?
4. Have you been coughing?
5. Do you have difficulty breathing?

CAMPUS SAFETY AND PREVENTION MEASURES

Physical Distancing and Minimizing Transmission

- Our class size promotes physical distancing within the classroom.
- Classroom Spacing: HDOH/HDOE/HAIS guidelines of 3' when students are facing the same direction and 6' when facing each other.
- Self-contained: Effort will be made for classes to be self-contained and not mixed with students from other classes to prevent large gatherings and cross contamination.
- Classroom Equipment and Supplies: To minimize cross contamination, usage of classroom equipment and supplies will be individualized as much as possible.
- Each child must bring their own water bottle.
- Schedules are staggered to limit the number of students in common areas.
- Open Air: Additional seating areas and open air venues have been prepared.

Hand Hygiene and Respiratory Etiquette

- Students will wash or sanitize hands upon entering the building.
- Students will properly wash or sanitize hands throughout the day, especially around meal times, bathroom use, recess, and when coughing/sneezing.
- A face covering/mask is required for each student (Grades 1-12), staff, parents, and campus guests.

Face Covering/Mask Hygiene (CDC recommendations)

- Do not touch the face covering/mask. If you do, disinfect or wash your hands.
- Disinfect or wash your hands before putting on and after taking off your face covering/mask.

- Do not wear a wet face covering/mask.
- Wash your face covering/mask between uses.

Cleaning, Disinfecting, and Ventilating

- Classrooms will be disinfected throughout the day.
- Bathrooms are disinfected three times a day.
- Teachers and classes will disinfect the picnic tables after class usage.
- Playground equipment will be disinfected after each use.
- Teachers and offices are provided with supplies for sanitizing and disinfecting.
- Rooms, common areas, and frequent touch areas are disinfected throughout the day.
- At the end of each day, halls, walls, and door knobs will be disinfected.
- Classrooms will have increased ventilation.
- Vans will be disinfected after each use.

ADULTS ON CAMPUS

Staff Daily Health Checks

- Staff will undergo a daily health check upon arrival to campus, conducted by Building Captains.
- Staff must wear face coverings/masks.

Parents and/or Authorized Adults

- Parents and/or authorized adults must wear face coverings/masks.
- Pick up/drop off of students: Please see the divisional section (Lower School - Early Childhood and Elementary, Upper School).
- Early Dismissal: Parents/guardians and/or authorized adults who need to pick up their child before the end of the day, should contact the office, call or email, prior to pick up. This will enable the office to have the student sent to the office and ready for pick up.
- Scheduling Appointments: All business with the divisions, Business Office, Admissions Office, etc. is made by appointment prior to visiting.
- Volunteers: All scheduled volunteers must check in for a health screening.

Vendors/Deliveries and Contractors

- All vendors and contractors with standing deliveries must follow procedures Hanalani provided to their company.
- Face coverings/masks are required.

Guests/Visitors on Campus

- Visitors to campus must have an appointment with the office in which he/she has business.
- Visitors must call or email for an appointment time and location.
- Upon arrival, the office will conduct a health check.
- Face coverings/masks are required.

SCHOOL OPERATIONS

Communication: Status Reports and Updates

- As guidelines, measures, and/or threat levels change, the school will send periodic updates to parents via email and the website.
 - Should there be a COVID-19 occurrence on campus, the school will inform parents via email.
 - Parents are encouraged to contact the school with questions or suggestions to keep our Ohana and campus safe.
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Cashless System

- To minimize contact during financial transactions in the Royal Cafe, Campus Store, and offices, the school will use point-of-sale (POS), preordering, and prepayment systems.
- Families are asked to load funds onto their child's Student ID card for cashless campus transactions.

Food Service

- Meals will be individually packaged.
- Lower School lunches will be delivered to the class lunch site.
- Upper School lunch schedules are staggered to ensure social distancing.
- Students will use the cashless payment system.

Campus Store

- To ensure physical distancing, the number of students in the store is limited.
- Masks are worn in the store.
- Students will wait outside on dots for spatial distancing.

Lanai/Outdoor Spaces

- Locations: Nishikawa east end, Weinberg west end, Campus Store Lanai, outside Founder's Hall-Room 1, SAC Courtyard, Eco-garden
- Spaces have been established throughout the campus to promote physical distancing.
- Teachers are encouraged to conduct classes at these spaces.
- Teachers and students are encouraged to be outside often and must disinfect the tables after use.

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.
 - Sick students 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.
- COVID-19 Confirmed Case: Report the COVID-19 diagnosis to school immediately, so the school can take appropriate action.
- For further questions, please call (808) 625-0737 ext. 244 or email ccarreras@hanalani.org.

Transportation

- Rented Buses: Currently, buses are not available for rent.
- Hanalani Vans
 - Riders are required to wear masks.
 - Vans will be disinfected after each use.

School Events

- School events are postponed until further notice.
- Field trips are postponed until further notice.

Summary of Campus Safety and Prevention Actions

- COVID-19 Handbook and home education
- Smaller class size
- Classroom seating for physical distancing
- Outdoor physical distancing dots
- Developed campus health check protocols for students, staff, parents, and visitors
- Campus signage
- Teacher/staff training
- Student education: hygiene habits
- Established health check stations
- Safety kits for classrooms and offices
- Protection equipment and management program
- Schedule changes to manage student flow to avoid large groups
- Increased cleaning schedule of classroom and common areas
- Identified a COVID-19 Safety Team to remain current and set policies
- Developed use of equipment policies
- Developed communication policies
- Increased the number of outdoor spaces and physical distance between seats
- Instituted a cashless transaction system and POS system
- Developed stringent athletic policies in conjunction with ILH, HHSAA, and NFHS guidelines
- Installed plexi-glass spray shields
- Revised Health Room policies

LEVEL 2: HEIGHTENED AWARENESS

Description:

- Oahu in LEVEL 2
- School in operations
- Minimal to moderate community level transmission reflected by the number of new confirmed COVID-19 cases on Oahu posing a threat to Hanalani's vulnerable population
- Vulnerable student's or staff member's physician recommends isolation and online education for student

Actions

- Staying Informed
 - Throughout the pandemic, the Executive Director of H AIS meets weekly with the HDOE, HDOH, and other state agencies to monitor the COVID-19 status in the community and sends updates, weekly or more frequently as needed.
 - The H AIS reports provide Hanalani with regular updates on the status of COVID-19 activity in the community.
 - The information enables the school to take appropriate action.
- Vulnerable student's or staff member's physician recommends isolation and online education for student

CRITICAL ACTION #1: HOME PREVENTION

CRITICAL ACTION #2: ON-CAMPUS HEALTH CHECK AND SAFETY MEASURES

CRITICAL ACTION #3: ISOLATION TO PREVENT SPREAD

- Physician recommends isolation—Adult
- Physician recommends isolation—Student
- The school will work with the staff members or the family to deliver online education.

LEVEL 3: SCHOOL CLOSURE

Description:

- State/HDOH mandates shelter in place due to community spread or COVID-19 cases on campus
- Hanalani's pre-emptive closure of campus for student/staff safety

CRITICAL ACTION #4: CLOSURE OF CAMPUS TO TRACE COVID-19 SPREAD

- School to close campus for a minimum of one day
- School to contact HDOH for direction
- School to begin gathering tracing information
- Campus to be disinfected
- School to update families of closure status

CRITICAL ACTION #5: ONLINE EDUCATION

- Upon campus closure, teachers will switch to online education.
- Teachers have one week of lessons prepared and will make adjustments accordingly.
- See the division safety measures (below) for specifics: platform, format of online education.
- The faculty's goal is to maintain curricular alignment with the understanding that face-to-face education will resume.
- See Lower School and Upper School for more information.
 - Technology is already integrated into the students' daily educational activities.
 - The older students' level of integration is higher.
 - Teachers use the platforms and strategies identified below, which will foster a smoother transition should the school be mandated to shift to online education.
 - Teachers will adjust strategies to ensure a high quality education.

Return to Campus

- The HDOH will issue the clearance to re-open campus.
- The HDOH will issue the clearance for the affected staff member or student to return to campus.
- Non-impacted divisions or grades may be able to return to campus.

Lower School: Safety Measures & Schedules

Opening Week

Early Childhood (EC) and Elementary will set aside days for individual orientation appointments in which parents and students will get acclimated to the school year, their new teacher, and bring in their supplies.

Orientation Days

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

K3-K4, K5 Monday-Wednesday, August 10-12

Grades 1-6 Monday-Thursday, August 10-13

First Day of School

K3-K4, K5 Thursday, August 13

Grades 1-6 Friday, August 14

School Day Hours

	<u>M-Th</u>	<u>F</u>
K3	8:15 am - 2:15 pm	8:15 am - 1:15 pm
K4	8:00 am - 2:15 pm	8:00 am - 1:15 pm
K5	8:15 am - 2:25 pm	8:15 am - 1:25 pm
Grade 1	8:00 am - 2:30 pm	8:00 am - 1:30 pm
Grades 2-3	8:00 am - 2:35 pm	8:00 am - 1:35 pm
Grade 4	8:00 am - 2:45 pm	8:00 am - 1:45 pm
Grades 5-6	7:45 am - 2:45 pm	7:45 am - 1:45 pm

Early Childhood Drop Off and Pick Up

K3-K4 students must be signed in/out. Drop off for K3-K4 will be on the first floor of the west side of the Weinberg Building, where a health check will be conducted prior to your child entering the building.

K3 8:00-8:15 am

K4 7:45-8:00 am

EC Early Pick Up: If a child needs to be picked up within the school day, parents will notify the EC Office and buzz in at the EC main entrance.

End of School Day Pick Up: Students in K3-K4 will be picked up in the same location as drop off starting at 2:00 pm, Monday through Thursday and 1:00 pm on Friday.

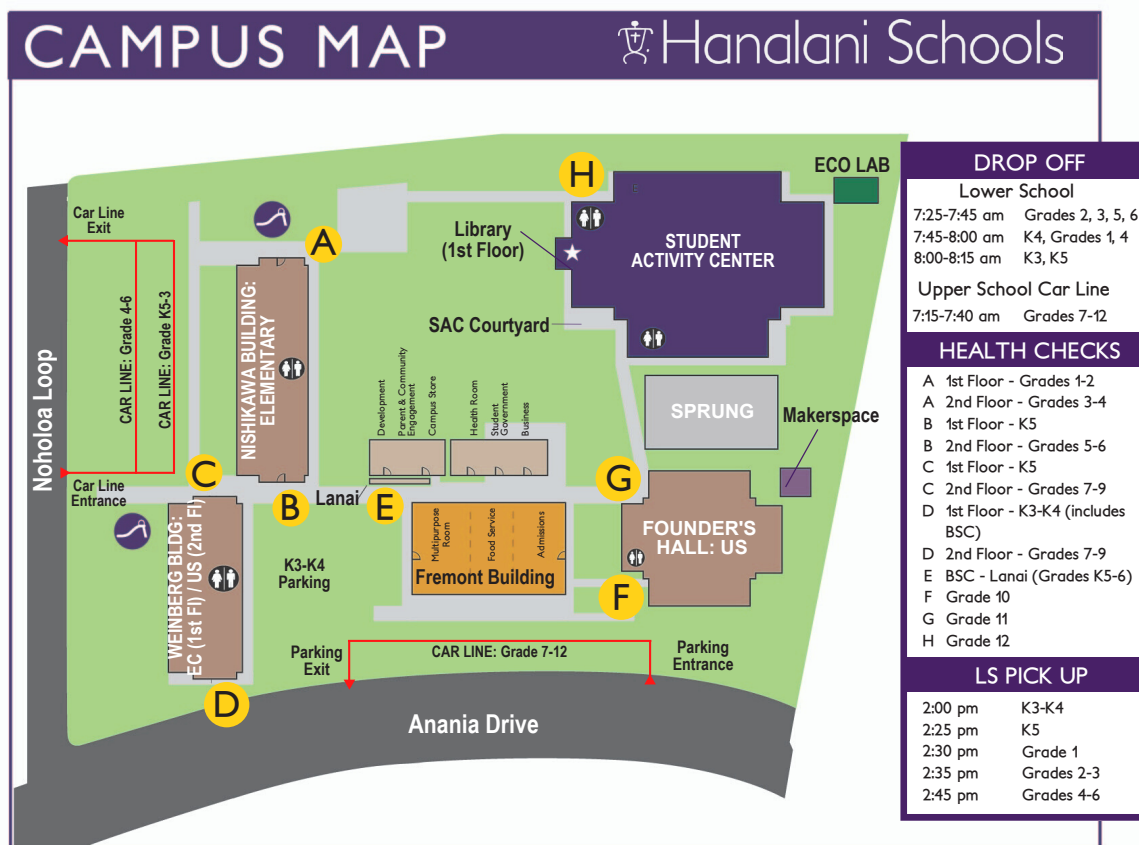
Elementary Drop Off and Pick Up

Morning drop off will be staggered as follows:

Grades 2, 3, 5, 6	7:25-7:45 am
Grades 1-4	7:45-8:00 am
K5	8:00-8:15 am

- K5 students will have two points of entry--the east end of the Weinberg Building and the west end of the Nishikawa Building.
- Students in Grades K5-6 are encouraged to be dropped off via the car line.
- Grades 1-6 will go through a double-car line:
 - Grades 1-3 Drop off in the first lane closest to the curb
 - Grades 4-6 Drop off in the outside lane

School personnel will conduct a health check before your child departs the vehicle. Students walking onto campus will undergo a health check at their designated station.



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

End of School Day Pick Up: Students in Grades K5-6 can be picked up on the car line starting at the times listed below. Students in Grades 4-6 will remain in their classrooms until their parent arrives on the car line.

	<u>M-Th</u>	<u>F</u>
K5	2:25 pm	1:25 pm
Grade 1	2:30 pm	1:30 pm
Grades 2-3	2:35 pm	1:35 pm
Grade 4	2:45 pm	1:45 pm
Grades 5-6	2:45 pm	1:45 pm

Recess

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

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.
- Students enrolled in after-school programs (i.e., Little Medical School, Challenge Island) will undergo a health check before participating in each session.

Physical Education

Physical education will operate in a modified context.

Additional Safety Measures

K3-K4 and K5 students will lay head-to-toe during naptime.

Excursions/Events

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

LOWER SCHOOL ONLINE EDUCATION**Early Childhood (K3-K4)**

Platforms: Blackbaud, Seesaw

Format: digital learning activities, class Zoom meetings, "Live" online 1:1 Instruction

Elementary (Grades K5-3)

Platforms: Blackbaud, Seesaw

Format: Digital Learning Activities, class Zoom meetings, "Live" Small Group and 1:1 Instruction

Elementary (Grades 4-6)

Platforms: Blackbaud, Google Classroom

Format: "Live" online Instruction, Office Hours for 1:1 and small group help sessions

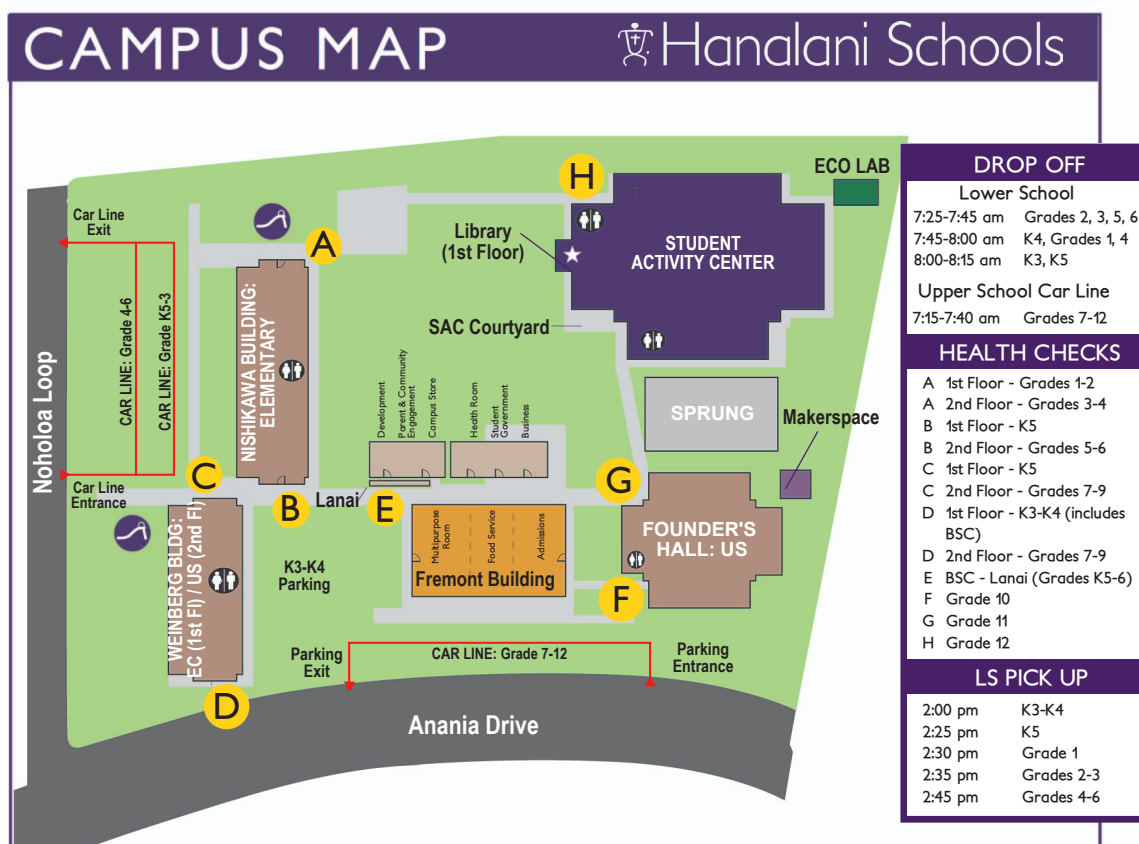
Upper School: Safety Measures & Schedules

Opening Week - Additional orientation information to be shared

New Student Orientation Monday, August 10
First Day of School Tuesday, August 11

Daily Health Check

- Upon arrival at school, US students will undergo a health check.
- Stations are in the Founder's Hall, Weinberg Building, and the SAC East Wing.



Physical Distancing

- Movement on campus will be managed (scheduled) and directed to reduce the mixing of students.
- In classrooms, students have assigned seats, appropriately spaced to minimize transmission risk while allowing closer interactions. These interactions will be limited in length and will have increased safety measures and greater supervision.

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.
- Infrastructure will be put in place to minimize use of surfaces which cannot easily be disinfected. Teaching locations will be expanded to include designated outdoor areas.
- Teachers will welcome students at the door with hand sanitizer.
- Minimal Exchange of Materials: Assignments will be submitted online when possible.
- Lessons/lectures are recorded and made available for COVID-19-related absences.
- Lessons will be developed into smaller modules to accommodate COVID-19 changes in schedule.
- Classroom time will be adjusted to account for cleaning at the end of designated periods (break, lunch, end of day).
- 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 postponed until further notice.

Chapels, Assemblies, and Large Group Gatherings

Large group gatherings will be held virtually. Banquets/Luaus will be postponed until further notice.

School Day Hours - NO CHANGE**Monday thru Friday Schedule**

Block schedules: Students will have fewer classes per day for longer periods of time in order to reduce the frequency of locker and/or classroom use.

Common Areas

Common areas will be monitored to ensure physical distancing.

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.

UPPER SCHOOL ONLINE EDUCATION (Grades 7-12)

Platforms: Blackbaud, Zoom, Google Drive, YouTube, Edmentum/EdOptions

Format: Live synchronous learning following modified block schedules; class periods will include lecture, guided practice, 1:1 instruction/assistance; daily homeroom morning devotionals

Co-Curriculars: i.e., Math League, Cyber Patriot, Robotics, Drama, Band, etc. may include additional sessions

Athletics: Safety Policies

VISITORS TO CAMPUS FOR AFTER-SCHOOL EVENTS

- Face coverings/masks are required while on campus.
- To reduce the number of people on campus, visitors should remain in their car as they drop off and pick up their athlete.
- Visitors who need to be on campus are to check in at the Athletic Office for a health check.

GYM SANITATION PROCESSES

- General cleaning and sanitation processes apply for the gym, trainer's room, locker room, and Athletic Office.
- All doors (including roll up door) will be opened and fans used to promote air circulation during practices.

PRE-PRACTICE/GAME HEALTH CHECK

- Before practice or boarding a bus, all coaches and athletes will be screened by the athletics staff.
- Athletes should line up for a health check at one of the three stations:
 - Station #1 In front of the Athletic Office
 - Station #2 In front of the "Hanalani Royals" purple padding
 - Station #3 Outside the trainer's room
- Athletes will maintain appropriate spacing as they await health checks, indicated by floor markings.
- After the health check, the athlete will wash/sanitize their hands then be admitted to the gym and locker rooms.

PRACTICE GUIDELINES

- Face coverings/masks are required when in close proximity (huddles, on the bench, team drills, scrimmages, and games).
- Sports will have sport-specific guidelines for practices and competitions.
- Water fountains are closed. Athletes are required to bring their own water bottles. Athletes who do not bring a water bottle will not be allowed to practice.
- Coaches will plan practices for distancing, limiting shared equipment, and other health and sanitation requirements.
- After practice, athletes may be asked to help wipe down equipment and items (chairs, etc.) used during practice.

ON-CAMPUS COMPETITIONS

Based on CDC and HDOH guidelines for allowed group sizes for indoor and outdoor venues:

- Groups of 10 or less allowed--Competitions not allowed, practices only
 - Groups of 30 or less allowed--No spectators
 - Groups of 75 or less allowed--Immediate family only
 - Groups of any size allowed--All spectators allowed
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GYM COMPETITIONS

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

OUTDOOR (SPRUNG) COMPETITIONS

- Face coverings/masks are required while on campus.
- Upon arrival, there will be a check-in table at the court where a health check will be completed.
- Bathrooms and hand sanitizing stations are available in the gym.
- Visitors will need to bring their own folding chairs for seating.
- Visitors will need to maintain the appropriate distance between chairs.
- Water fountains are unavailable. Visitors will need to bring their own water bottles.

OFF-CAMPUS COMPETITIONS AND TRANSPORTATION

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