

KCS Family Resource Guide

Procedures and protocols for opening the campus for the
2021-2022 school year



KTHEI CHARTER SCHOOL

Table of Contents

1. Introduction
2. Daily Monitoring Procedures
3. Returning to School from Illness
4. Pickup and Drop-Off Procedures
5. Hand Hygiene and Ventilation
6. Social and Physical Distancing
7. Mask Wearing
8. Distancing and Signage
9. Cleaning and Sanitizing
10. Attendance
11. COVID-19 Response Team
12. Sources of Information

INTRODUCTION

Dear Kihei Charter School Families,

We have created and implemented the following procedures and processes outlined in this Resource Guide so that our staff and students can return to campus as safely as possible. We are asking that everyone understand and follow these guidelines in order for all of us to remain safe at school.

These guidelines and procedures are in accordance and compliance based on the latest recommendations from the Hawai'i State Department of Health and the Centers for Disease Control.

Respectfully Yours,

The KCS Team

Daily Monitoring of Symptoms

At Home Prevention Screening

Each morning, parents/guardians should screen their children before coming to school. The same list of symptoms should be used to screen students BEFORE they are sent to school. Should any of these symptoms be apparent, the child should remain home.

Please email the front office at attendance@kiheicharter.org to report the absence.

Campus Prevention Screening

To stop the spread of illness, **students and staff must stay home if they are feeling sick.** Schools shall screen employees, students and visitors for overt signs of illness in a safe and respectful manner. The purpose of screening would be for general symptoms of illness. Any designated adult can perform the screening. Upon arrival, students will be screened using the following symptom checklist:

- feverish or unusually warm (has flushed cheeks)
- coughing/sneezing
- sore throat
- chills
- shortness of breath/difficulty breathing
- headache/stomach ache/nausea/diarrhea
- muscle pain/unusual fatigue
- new loss of taste or smell

Should any of our students exhibit one or more of the symptoms, they will be sent to the School Health Aid and parents will be expected to pick up their child.

Guidelines for Returning to School From an Illness

Should a student have any **ONE** of the symptoms listed prior, the student can only return to school when he/she meet all the criteria of any one of these options:

1. After 10 days that symptoms first appeared; **or**
2. If there are no symptoms, at least 10 days have passed since the laboratory test was collected; **and**
3. At least 24 hours have passed since last fever without use of fever-reducing medications; **and**
4. Symptoms have improved.

Pickup and Drop-off Procedures

- Please drop your child off in the front of the school only.
- Drop off may begin at 7:30 am
- Please note the staggered school times
- Breakfast will be served starting at 7:30 am for all students
- Please, no parents on campus at anytime.
- Parents may only go to the front office for any school needs

| | School starts: | School ends: |
|-----------------|-----------------------|--------------------------------|
| K-2nd | 8:00 am | 2:00 pm (1:00 pm - Wed) |
| 3rd-5th | 8:15 am | 2:15 pm (1:15 pm - Wed) |
| 6th-12th | 8:30 am | 2:30pm (1:30 pm - Wed) |

Hand Hygiene and Ventilation

- All staff and students will be expected to wash or sanitize hands frequently.
- Hand sanitizers are available in all classrooms.
- All classroom doors and windows will remain open during school hours.
- No draperies or window coverings will be utilized to ensure air flow.
- Hand sanitizing stations can be found throughout the campus.
- Children may bring their own hand sanitizers.
- Students will be discouraged from touching their eyes, nose, and mouth.
- High touch areas will be sanitized daily.
- All classrooms will be thoroughly sanitized at the end of each day.

FACE MASKS



- Students are required to wear face masks when indoors and also during crowded outdoor settings such as entering the campus during arrival, in the halls during passing periods, and when exiting the campus during dismissal
- Students are NOT required to wear masks while eating, drinking, exercising, and during spaced outdoor settings such as recess, lunch and field classes.
- Mask breaks are at the teacher's discretion outside of the classroom, when safe and acceptable.
- Additional masks are available in the classrooms as needed.

Social Distancing, Signage and Seating

Students will be expected to keep at least 3 feet away from others. This applies to transitions from classes, pick-up and drop-off, classroom environments, and during recess or lunch.

There are signs and markers throughout the campus and classrooms to remind students about all the safety protocols. It is encouraged that students keep their own supplies and limit any sharing of equipment/resources.



Daily Cleaning and Sanitizing

- Staff has been trained on appropriately cleaning and sanitizing of facilities. Buildings, especially high touch areas, are cleaned and sanitized daily.
- Sanitizing products will be available in every classroom.

REPORTING AN ABSENCE

Attendance

Attendance is taken by each teacher and entered by the end of the day.

For grades 6-12, attendance is taken at the beginning of each class period. If your child is not in class, and marked absent, you will receive an automated phone call alerting you of the absence.

- Please email the school at: attendance@kiheicharter.org to report your child's absence.

COVID RESPONSE TEAM

Each school is required to organize a COVID Response Team that will work with the Department of Health (DOH) in any cases/incidents involving COVID-19.

There are procedures in place in the event that there is a positive case on campus or a close contact that initiates support from the DOH.

COVID Response Team Lead:

High School Director, Ellen Federoff

efederoff@kiheicharter.org

Information Sources:

Hawaii State Department of Health

Centers for Disease Control