

COVID-19 ACTION PLAN Our Savior Lutheran School

We will be practicing "Physical Distancing" to the extent possible with young children. Please refer to Preventative Actions below for details.

Arrival and Departure

Arrivals will take place at the entrance to the school before going through the gate. (We are limiting exposure in the classroom, only children, faculty, and essential visitors are allowed on campus)

- Each child will have a designated area for the day that will include their necessary supplies for that day (pencils, pens, notebooks, etc.) hand sanitizer (for adult use there will be no extra toys, gadgets, money, etc. from home)
- A staff person will escort the child from their car after goodbyes, health, and temperature checks. Children will be required to wear a face mask or face shield at all times during the day and children will wash hands in the bathroom before going to class.
- A staff person will be present or watching for your arrival until 8:00 am. If you arrive after 8:00 am please call the office at (808) 488-0000 and someone will come out to escort the student inside.
- Pickup will be staggered at the end of the day with **K-2 at 2:30, 3-5 at 2:40, and 6-8 at 2:50**. For half days these times are K-2 at 11:30, and 3-8 at 11:45. Please come at the designated time of your oldest child. At 3:00 any child not picked up will be sent to after school care and parents will call **(808)488-0000 ext 232**

Everyday Preventative Actions/ Physical Distancing

- All children and staff will clean hands often with soap and water for 20 seconds. Hand washing will occur upon arrival and departure, before snack & lunch and when handling food, after bathroom use, after blowing nose, coughing, or sneezing, after playing in sand, dirt, or water and anytime hands look visibly dirty.
- Fever check will be done daily at arrival for children and staff with our forehead thermometer cleaned after each use.
- We will continue to teach children to cough or sneeze into their elbow.
- At this time no visitors are allowed at the school. All tours are conducted virtually.
- Classes will utilize the cohort system where only classes in the same cohort, or grouping, will be able to interact with each other.
- Children will eat snacks and lunch inside their classroom with tables and chairs arranged to maintain 6-foot space.
- Classroom furniture and play spaces will be arranged to maintain 6-foot space.
- The child group's numbers will be firmly held within the DHS and HAIS guidelines. Groups will be no larger than the currently recommended group size for children age groups.
- Classrooms will include the same children each day with the same child care providers. Cross-deployment of staff across facilities and centers is limited.
- There will be a staggered schedule for time spent outdoors during recess and P.E.
- Meals will be eaten in the classroom and not in communal areas
- When determining appropriate space capacity for each classroom, ensure that all children's desks are facing forward and that there is a nine square foot space for all children.

Health and Safety

- Daily temperature checks and visual wellness checks will be given to all children, staff, and visitors upon entrance to the facility. Keep a log of temperature checks. CDC considers a person to have a fever when the measured temperature is at least 100.4°F.
- During this time, any child who exhibits symptoms of illness or who has any form of a contagious illness, including but not limited to fever (100.4 or higher), vomiting and diarrhea (2 stools above normal for your child) within the past 24 hours will not be permitted to attend school that day. Children will need to be fever free (without the use of fever-reducing medicine) for 72 hours before returning to school. Also, in some cases, a medical release form from the health care professional may be required for re-admittance.
- If any staff member becomes ill, they will not report to work and stay home for the designated time to become well.
- **If one child, family member, or staff member tests positive for COVID-19** they will be required to not enter the facility and quarantine per Hawai'i public health guidelines. If a family member or child has been exposed or is displaying symptoms (fever, cough, shortness of breath), please contact the school immediately so we can determine the best course of action.
- We will verify (e.g., through having families and staff sign a written form) that employees and children returning to the facility have not experienced COVID-19 symptoms for 14 days prior to return. For children in care, staff will need to verify any symptoms of the child with parents.
- All employees must wear face masks or face shields as much as possible throughout the day
- All visitors (including parents) must wear masks when on-site, including drop-off and pick up of their children, and practice physical distancing from others who are not their children.
- Per CDC guidelines, anyone with trouble breathing should not wear a cloth face covering
- Masks should not be worn by children while they are sleeping
- Visitors and volunteers are limited to individuals required to perform a professional service or function (e.g., speech therapists, health providers, Child Welfare Services workers, licensing) and follow the requirements for wearing masks or face shields and practicing six-foot distancing if not required to provide direct services to children in care.
- Familiarize yourself with the current sick policy located in the Parent Handbook

Employee Support

- We will train all employees and children (as appropriate for their age) on the importance of frequent hand washing, proper sneezing/cough etiquette, the use of hand sanitizers with at least 60% alcohol content, and give clear instructions to avoid touching hands to face. Organize routine hand washing breaks and always wash hands before and after meals, indoor play, and outdoor play, and after using the restroom.
- We will train all employees on COVID-19 symptom detection, common modes of COVID-19 transmission (e.g., close exposure to a person infected, respiratory droplets, touching contaminated surfaces and then touching face), and how to prevent COVID-19.
- Employees, parents, and children are required to not enter the facility and quarantine per Hawai'i public health guidelines if exposed to COVID-19.
- Communicate with employees regularly and seek employee feedback on an ongoing basis.

Employee Support cont.

- Review training after Day One by providing ongoing methods of additional training to reinforce messaging and changes to policies or procedures.
- Erik will be responsible for responding to COVID-19 concerns.
- All sanitizing supplies and PPE will be stored in the janitorial closets on the second and third floors
- All teachers will be responsible for the sanitization of their classrooms on a daily basis. While there will be janitorial staff to clean the school, all employees will be responsible for disinfecting and sanitizing throughout the day

Facility Safety

- Log all visitors (including parents) for purposes of supporting contact tracing by the Hawai'i Department of Health.
- Ensure that ventilation systems operate properly and increase the circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.
- Ensure that all water systems and features (e.g., drinking fountains, sinks, and toilets) are safe to use after a prolonged facility shutdown (i.e. flushing of water distribution systems).
- We will have trained back-up staff in order to maintain sufficient staffing levels or reduce the number of children in care if there is insufficient staffing. We plan on using our after school care staff if necessary
- Before reopening and throughout operations, ensure adequate supply and storage of necessary materials to meet PPE (face masks, gloves, etc.) and cleaning requirements.
- Communicate safety protocols to all employees, including appropriate points of contact (e.g., local officials) to report violations of protocols.
- Any child showing symptoms of flu or COVID-19 will be placed in the office sick room away from other students and staff. Parents will be notified immediately for pick-up, and if necessary 911 will be deployed for immediate treatment. The sick room will be vacant for 24 hours if possible and will be disinfected before future use.
- We will notify local health officials, staff, and families immediately of any possible child, visitor, or staff case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

Child and Parent Expectations

- We have posted signs throughout the facility to help employees, children, and parents understand their shared responsibilities in preventing the spread of illness (including proper hygiene and sanitization, face coverings, physical distancing, and information for reporting concerns).
- Safety protocols are publicly available for employees and parents.
- Use communication methods (e.g., email, video conference, text, notices) to educate all families on the new protocols and what to expect when at the facility
- We are constantly updating family emergency contact information through Gradelink
- Shared COVID-19 related program policies with families, and inform families how to notify the facility if they have had contact with COVID-19 patients. (through private emails, or by calling the office)
- Continue to make resources available to families to address social-emotional and other needs

Cleaning and Sanitizing

- Prior to reopening, and at the end of everyday complete thorough and detailed cleaning of the entire facility, with focus on high-contact areas that would be touched by both employees and children (e.g., desks, equipment, toys, outdoor play structures)
- Make hand sanitizer readily available to adults throughout the facility and securely stored out of reach of children
- Frequent hand washing is preferred over hand sanitizers for children, but use hand Sanitizers if there is no access to running water. The use of hand sanitizer must be monitored by an adult/staff member to ensure children do not swallow alcohol.
- Staff is required to frequently sanitize high-touch surfaces and shared resources (e.g., door handles, light switches, etc.).
- Clean and sanitize restrooms regularly based on the frequency of use (e.g., throughout the day).
- Between staggered meal times or indoor play times, wipe down and disinfect tables, conduct normal routine cleaning of outdoor areas. Disinfect daily high- touch outdoor surfaces (e.g., handles).
- Avoid the use of items that are not easily cleaned, sanitized, or disinfected (e.g., plush toys, sand table, and water table). Playdough and similar materials should be kept in separate bags labeled for each child's use. If using plush toys for infants, toys shall be used by only one child and must be laundered and dried before the next usage.
- Close off areas used by any person exhibiting COVID-19 symptoms and do not use them until they have been cleaned. Wait at least 24 hours or as long as possible before cleaning and disinfecting to reduce risk to individuals cleaning the area.
- Ensure safe and correct application of disinfectants and disinfectant products are stored in the janitorial closets on the second and third floors, away from children and their belongings.
- Keep each child's belongings separated during the day in individually labeled storage containers, cubbies, or areas. Consider having families take home their children's belongings each day to be cleaned.
- Use bins to separate toys that have been handled by children for disinfecting before their next use, or leave them out of reach of children for 72 hours.
- Ensure adequate supplies to minimize the sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between uses.

Communication

- Please confirm that the school has on file your most current phone number where you can be reached during the time your child is at school. We will be using information from Gradelink so please make sure all your contact information on there is up to date. Communication between the office and parents will occur through phone calls and emails, so please check your emails regularly in order to stay current on any new policies that will be enabled.
- We will continue to use the following for communication at school.
 - School phone – (808)488-0000
 - Church Office phone – (808) 488- 3654
 - School email – office@osls-hawaii.org
- School staff and families will be provided information on COVID 19 and preventative measures from the CDC

I the parent or legal guardian's of _____ hereby acknowledge that I have received and reviewed the Our Savior Lutheran School COVID-19 Action Plan. This plan will be in place until further notification has been granted from the Hawaii Health Department, DHS Childcare licensing, and Our Savior Lutheran School.

No member of my family has been exposed to COVID-19 or shown any signs, or symptoms within the last 14 days.

Parent/Guardian's Signature

Date

