

# Hawaii Kai Church Early Learning Center

COVID-19 Response Policy & Procedures  
Addendum to Parent Handbook 2020-21 School Year



## SANITATION:

1. Upon the opening of the facility, all areas of the school campus will be cleaned and disinfected. All staff who clean will use gloves and an EPA-registered disinfectant. All disinfectant products will be stored in a safe and secure area away from the children.
2. All classrooms/restrooms will be thoroughly cleaned at the end of each day with an EPA-registered disinfectant. Throughout the day all areas will be disinfected intermittently and soiled areas will be immediately cleaned and disinfected.

Upon arrival, all teachers will disinfect tables and countertops.

In addition, tables will be wiped down and sanitized after indoor playtime and before/after meals.

After the center is closed the chairs, tables, counters, and highly touched areas will be thoroughly disinfected. Light switches, doorknobs, faucets, railings, and tables in the common areas and classrooms will be sanitized throughout the day.

Classroom bathrooms will be cleaned throughout the day as needed and thoroughly at the end of each day.

3. Children and staff will frequently wash their hands with soap and water (for 20 seconds) upon entry into the classroom, before and after snacks/meals, after using the restroom, after sneezing or coughing, and when hands get dirty.

When soap and water are not available, a hand sanitizer with at least 60% alcohol content will be used. Hand sanitizers will be located throughout the campus in areas out of the child's reach. If no accessible water is available children may use hand sanitizer under the supervision of an adult/staff member to ensure children do not ingest the alcohol.

4. Playground areas will be routinely cleaned. High touched areas such as handrails to structures, water fountains will be disinfected daily per CDC guidelines.

After each group of children, new toys and activities will be put out. The used toys will be removed and sanitized.

5. All items which are not easily washed and disinfected will be stored and not used. Playdough and other like material should be individually bagged and marked with the child's name for individual use.
6. If a child puts a toy in their mouth or an item comes in contact with bodily secretions, the toy will be placed in a bin labeled "to be cleaned". Items will be cleaned and disinfected at the end of each day.
7. Children will use their own supplies (e.g. crayons, pens, etc.) which will be kept in their cubby.
8. Children's belongings will be kept in their individual cubby (e.g. extra change of clothes/footwear). A clean blanket, which is brought every Monday, will remain in the cubby throughout the week and then be sent home on Fridays for laundering.
9. Cots will be disinfected daily before being put away.
10. If a child or staff member becomes ill with symptoms of COVID-19, the area used by that person will be closed off and will not be used until the area is disinfected. At least 24 hours or longer should pass before the area is cleaned to reduce the risk for the individual cleaning the area.

## **SCHOOL ENVIRONMENT:**

1. All staff will check their temperature upon arrival to campus and log their temperature on a chart provided. If a temperature of 100.3 or higher is registered, the staff member must leave the property immediately after notifying the administration.

All staff are required to wash their hands upon arrival to campus.

All staff will be required to wear a mask and/or face shield throughout the day.

2. For child drop off and check-in, please report directly to the Fellowship Lanai. A staff member will greet and administer a health screening and temperature check using a non-contact thermometer (temperature will be logged on a chart). If the child is fever free and has not had contact with anyone who has had COVID-19 in the last 14 days and is not experiencing a fever, cough, or shortness of breath, parent/guardian will

sign their child in and receive a classroom pass. Once completed, the parent/guardian will escort the child to their classroom. Health checks will be conducted respectfully and confidentially.

Parents/guardians are required to wear a mask when dropping off a child. Children will not be required to wear a mask per the Hawaii Department of Health and the City and County of Honolulu guidelines. However, children are highly encouraged to wear a mask if they are able to safely wear, remove, and handle their mask independently. Children will not wear masks during meals, playground, or nap/rest time.

For child pick up and sign out, a teacher/staff will escort the child to the Fellowship Lanai where parent/guardian will sign their child out. Parents/guardians are required to wear a mask when picking up their child.

If a parent/guardian has symptoms of COVID-19 (fever, cough, shortness of breath) or has been in contact with someone with COVID-19 in the last 14 days, they should not come on campus. Drop off/pick up responsibilities should be delegated to a healthy, authorized caregiver.

3. Parent visits to campus should be limited. When a visit is absolutely necessary, masks are required and hands must be washed immediately upon arrival. All visitors must report directly to the ELC office to sign in.

Visitors who provide professional assistance to a student (e.g speech therapists, licensing worker, health providers, Child Welfare worker, etc.) are required to wear a mask, wash their hands immediately upon arrival, and maintain a 6 foot distance when not dealing directly with the child they are serving.

Employees, parents, and children should avoid spending unnecessary time on campus. Please do not congregate on campus or in the parking lot before or after dropping off children.

4. Children will remain with the same group of children for the duration of the day. They will not interact with other classes or change classrooms. Certain teaching opportunities like cooking, sharing, and chapel will be modified. Group time and other activities where children are relatively close together will be minimized and 6 foot distancing will be implemented whenever possible. All large group and communal activities will be canceled.

5. Outdoor playground time will be limited to one class at a time. There will be a 15-minute interval between classes to allow changing of toys and disinfecting of highly touched areas such as railings, water fountains, and restrooms.
6. Meal preparation will be done by onsite staff and all lunches will be plated and served by the teachers. All snacks/meals will be served on paper goods and disposed of upon completion of the meal. Teachers will wear gloves while serving snacks and lunch.
7. Children's cots will be placed approximately 6 feet from each other as much as possible, with head to toe positioning. Blankets will be kept in the child's individual cubby and sent home weekly. Children will not wear a mask during nap/rest time.
8. All staff and children will be washing their hands hourly, before and after snacks/meals, before/after the use of restrooms, after sneezing or coughing, and after indoor and outdoor play. Staff will emphasize to children the importance of keeping their hands away from their mouths and faces.

#### **HEALTH and SAFETY:**

1. All staff will be provided with PPEs and will be required to wear a mask and/or face shield throughout the day.

Children will not be required to wear a mask per the Hawaii Department of Health and City and County of Honolulu guidelines. However, children are highly encouraged to wear a mask if they are able to safely wear, remove, and handle their mask independently. Children will not wear masks during meals, playground, and nap/rest time.

2. All staff will check their temperature upon arrival to campus and log their temperature on the charts provided. If a temperature of 100.3 or higher is registered, the staff member must leave the property immediately after notifying the administration.

3. For tracing purposes required by the Hawaii Department of Health, all visitors must sign in upon arrival at the HKC Early Learning Center office. A health screening and temperature check and recording will also be administered.
4. Upon arriving on campus, staff and children will need to wash their hands with soap and water for a minimum of 20 seconds; a hand sanitizer with at least 60% alcohol may be substituted if soap and water is not available.

Hand washing will be done hourly. Frequent hand washing and washing before/after meals, after using the restroom, after indoor and outdoor play, and after sneezing or coughing are good hygiene practices. Frequent reminders not to touch their face is important and will be given.

5. It is of utmost importance that classrooms are well ventilated. Keeping windows and doors open provides fresh air and circulation of outdoor air. Air conditioning will be used as needed and HEPA Filters (Blueair Blue Pure 211+ Air Purifier) have been installed in each classroom.
6. A supply of all the necessary PPE and supplies will be available e.g gloves, masks/shields, and cleaning supplies (Clorox, Clorox wipes, toilet paper, etc).
7. Employees (including substitute teaching staff) will be trained on how to detect symptoms of COVID-19, modes of transmission (e.g respiratory droplets, touching contaminated surfaces than their face, close contact to an infected individual), and how to prevent COVID-19.
8. If a child becomes sick while at school they will be isolated (with adult supervision) away from other children/adults in a room until they can leave the premises. Parents will be contacted and the child must be picked up within 30 minutes of receiving the call. 911 will be called if it is an emergency. The child will be required to stay home for a minimum of 72 hours. To return to school, the child must be fever-free, without medication, for 72 hours, and have a doctor's clearance.

Child records should be updated with current phone numbers and authorized adult pick-up lists.

9. All staff, parents, and children exposed to a confirmed COVID-19 individual must promptly notify the school office by phone or email. They are not to come to campus until they have completed a 14-day quarantine per Hawaii Public Health guidelines and receive a doctor's release form. Families, staff, and health officials will be

notified while maintaining confidentiality as required by the Americans with Disabilities Act.

10. Families or returning residents arriving on Oahu from out of state must provide a negative Covid-19 test from a state approved vendor within 72 hours of travel to the school upon return. Test results must be provided from all persons in the traveling party. This includes any visitors who are staying in your home. Children under the age of 5 are exempt from testing. Persons who do not provide a negative test are subjected to a 14-day quarantine (including the student) and must provide a doctor's clearance prior to their return to school. This does not apply to families who are returning to Oahu from a neighbor island.
11. All plumbing systems including toilets, sinks, and water fountains will be checked prior to the opening of the facility to ensure that water systems are in good working order after a prolonged closure of the school.
12. All staff are trained on new safety procedures regarding COVID-19. They have received information on who to contact for questions and/or to report violations. Employees will be trained on leave benefit options and policies.
13. Posters of handwashing procedures, personal hygiene, physical distancing, etc. will be posted throughout the campus. Families and employees will receive written documentation on safety protocols for the HKC Early Learning Center.
14. Families in need of social-emotional assistance may call agencies listed on the Parent Line Resources flyer or schedule an appointment with one of the pastors of Hawaii Kai Church.
15. Daily communication with staff concerning any problems/suggestions regarding COVID-19 will be conducted by the administrators. Staff will be encouraged to voice their concerns through personal conversation, emails, or texts to the HKCELC Administrators.
16. A general list of cleaning and sanitizing responsibilities has been given to each employee. The janitorial staff has also been given a comprehensive list of cleaning responsibilities to complete at the end of the day.