

Friday, December 18, 2020

Dear Parents and Guardians of Kona Pacific Public Charter School,

We hope this finds you and your families well and safe as this dramatic year of 2020 draws to a close. Thank you for your continued patience, understanding, and support as Kona Pacific prepares for the safe return of our students to school into our blended learning program in semester 2. With the first semester now successfully completed under the challenging conditions of distance learning, we are looking forward to having more students on campus after winter break.

Please carefully review the Kona Pacific School Reopening Plan following this letter that has been revised from last summer's original plan and approved by the KPPCS Governing Board. This plan is intended to cover every important aspect of our move to blended learning, including instructional models, bell schedule, health and safety, and daily school operations. We understand that this pandemic situation continues to be fluid and so any plan we create will be a work in progress. Our highest priority in every decision we make will be the safety and well-being—the physical as well as mental and emotional health—of every member of the Kona Pacific ohana, and the vital continuity of learning for each of our students. We invite your input in this process in whatever way you are able to share this with us.

In semester 2, parents / guardians will have two options for choice of instructional programs for their child. For those families who wish their children to receive part of their instruction on campus, they may choose our blended learning program, which will utilize an A/B model allowing half of those students in the program to be on site at any given time on alternate days. Group A students will be on Mondays and Wednesdays (changed from Thursdays in our original school reopening plan), and Group B students on Tuesdays and Thursdays (changed from Fridays). Fridays (changed from Wednesdays) will be our shorter day each week, and will be outside of the blended A/B group rotation. Fridays will be focused on learning experiences with individual students and small groups determined each week by each class's team of teachers. Parents who wish, at least to begin quarter 3, to have their children learn entirely from home, with no time physically on campus, may choose to do so. For middle school students not in blended learning, your child will attend their teacher's lessons four days a week via zoom. For elementary school students in G1-5 not in blended learning, your child will be given daily assignments by their teachers. Parents may switch their child's instructional program for quarter 3 by letting us know by January 15.

Our bell schedule in semester 2 will undergo a major transformation from last year's bell schedule in response to the changed conditions we are working with. The weekly schedule is presented in the School Reopening Plan.

Sincerely,

Phil Centers
Executive Director
Kona Pacific Public Charter School



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Kona Pacific Public Charter School provides a safe and stimulating learning environment for our students in kindergarten through 8th grade. Our educational approach has three core strands: public Waldorf, Hawaiian culture, and sustainable land stewardship, which are the “head, heart, and hands” of our unique ohana. In this historical moment of worldwide crisis due to the pandemic with its trifold stressing of our health, economic, and social systems, we are tasked with creating a viable and sustainable school plan to meet the learning and well-being needs of our students and families while minimizing the health risks of being together on campus and the isolation risks of distance learning.

We believe that our core strands provide the way through this crisis. With our roots in the deep wisdom, beauty, and aloha of the islands and culture of Hawaii, practicing sustainable stewardship of all of our resources towards the goal of safety and well-being both physical, mental, and emotional, and guided by the profound Waldorf insights into child development and educational practice, we have confidence that we will emerge from this historical moment stronger, healthier, wiser, more compassionate and more abundant in the things that matter than ever before. We are grateful to be together with you on this amazing adventure of discovery and transformation.



The four elements working together in island creation



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Instructional Models

Through the process of engaging in distance learning during the entirety of Quarter 4 of the 2019-2020 school year and first semester of this 2020-2021 school year, we have experienced firsthand that many of our students learn best when they are on campus at least part of the week supported in person by the entire outstanding Kona Pacific educational team. We are grateful to be able to welcome our students back to campus in the new semester beginning January 5th to resume our onsite learning model at least part of the week, for those students who wish to access this model.

Currently the combination of the limited size of our classrooms and safe physical-distancing guidelines make it unfeasible to have our students on site at school every day. Until the pandemic physical-distancing requirements ease, we will likely not be able to have all students on campus at the same time. Nor will we be able to engage in one of the most popular features of our normal educational program: field trips. In the meantime, we offer two instructional models to meet the learning, social-emotional, and safety needs of our students.

Instructional Program Option 1 ~ Blended A/B Learning Model

Students whose families are comfortable with them being on campus part time may choose to participate in our blended learning program, which allows students to work directly with their teachers on campus part of the week. This program utilizes an “A/B” blended instructional / learning model. In this model half the students in a class are designated as Group A and half as Group B. Group A students will attend school physically on campus on Mondays and Wednesdays, while Group B students will attend school physically on campus on Tuesdays and Thursdays each week. Fridays will be our shorter day each week, and will be outside of the blended A/B group rotation. Fridays will be focused on learning experiences with individual students and small groups determined each week by each class’s team of teachers. Students not on campus on Fridays will engage in their off-campus assignments as part of their class’s learning program.

Students in the blended learning program will be placed in their A or B Group by the school with siblings grouped together. Let your child’s teacher know if you have a preference of groups. Preferences will be considered but the final decision will be with the school.

Instructional Program Option 2 ~ Remote Learning Model

Our learning model for our students whose parents prefer them not to be on campus at all at this time will be a 100% remote learning model. Middle school students in grades 6 through 8 doing remote learning will be required to participate via zoom in their class’s daily lessons, to complete and submit all assignments, and to take all assigned assessments.



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Elementary students in grades 1 through 5 who will not be in our blended learning program after the new year will be responsible for completing daily lessons assigned to them in our internal academic programs iReady, Reading Plus, MI Write, etc. and through Kahn Academy and other external sites. These students will be required to sign in each morning indicating attendance, to complete and submit all assignments, and to take all assigned assessments.

How To Choose an Instructional Option For Your Child

Please consider carefully which of our two Kona Pacific instructional models will best meet your child's educational needs at this time, and let your child's teacher, the Office (office@kppcs.org), and the school's student records coordinator (students@kppcs.org) know via email so we have a written record of your choice. Parents' initial choice of instructional program will be a commitment on behalf of their child for the entirety of the quarter. Parents may change their choice of instructional program within two weeks of the start of the quarter (Q3: January 15; Q4: April 2) by sending an email indicating the change in an email to the parties listed above.

Day Start & End Times

To support our students, families, and staff during this time of significant shifts in our educational process, we will be starting school later and having a shorter regular school day. Our 2020-2021 school start time every day is 8:30am, with campus opening at 8:15am. Small adjustments to our daily schedule allow us to reduce the school day by 30 minutes from last year's bell schedule, which translates into a school-ending time at 3:00pm Mondays through Thursdays, and at 1:50pm on Fridays. We believe that a later start time combined with a shorter school day will help our students, families, and staff maintain physical, mental and emotional health in the midst of the changes we will all be experiencing as we enter into blended learning.

Because of statewide Department of Health (DOH) and Department of Education (DOE) physical-distancing requirements due to the pandemic, required to be followed by all adult and child members of the Kona Pacific community, no student may be dropped off at school prior to 8am because no supervision will be provided for students prior to 8am. Students arriving at school prior to 8am must wait with their parents in their vehicles. Students arriving between 8 and 8:15am may be allowed to exit their vehicles to sit in the drop-off area under the direction of the staff in the area during those 15 minutes, weather permitting. Because unsupervised children cannot be expected to practice physical distancing, in violation of our health protocols, we will be required to notify local DOH officials if a student is dropped off at campus prior to 8am. This requirement is to protect



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the health of all members of our school community. Thank you for working with us to honor our new health requirements and protocols, outlined in detail later in this Plan.

Weekly Schedules

Kindergarten Regular Weekly Schedule

	Mon	Tue	Wed	Thu	Fri
	Group A	Group B	Group A	Group B	
8:15	Drop-Off				Individual Students & Small Groups
8:30	Period 1				
10:15	Snack				
10:45	Period 2				
12:15	Lunch				
12:50	Close & Dismissal				
1:00	Pick-Up				

Grades 1-8 Regular Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
	Group A	Group B	Group A	Group B	
8:30-10:30	Main Lesson				Individual & Small Group Instruction on Campus by Invitation of each Grade's Team of Teachers
Snack & Recess	1st, 2nd, 5th, 6th Grades Snack 10:30-10:45 ~ Recess 10:45-11:00				
	3rd, 4th, 7th, 8th Grades Recess 10:30-10:45 ~ Snack 10:45-11:00				
Period 1 11-11:50	Period 1				
Period 2 11:50-12:40	1st & 2nd Grades ~ Lunch 11:50-12:15 ~ Recess 12:15-12:40				
	3rd & 4th Grades ~ Recess 11:50-12:15 ~ Lunch 12:15-12:40				
	5th—8th Grades ~ Period 2				
Period 3 12:40-1:30	1st—4th Grades ~ Period 3				
	5th & 6th Grades ~ Lunch 12:40-1:05 ~ Recess 1:05-1:30				
	7th & 8th Grades ~ Recess 12:40-1:05 ~ Lunch 1:05-1:30				
1:30-2:00	Literacy Enrichment				Friday School Day Ends at 1:50pm
Period 4 2:00-2:50	Period 4				
2:50-3:00	Closing				



Health and Safety

The health and safety of all members of our Kona Pacific learning ohana both physically, mentally, and emotionally is our highest priority at all times, but particularly during this time of high risk for harm and potential death due to the pandemic, especially of our most vulnerable community members. We can sooner or later help our students catch up to their learning objectives, though progress towards these has been set back by the pandemic, but we can't undue serious physical harm or death. At the same time, the heightened risk conditions from the pandemic may be with us still for some time, and there's no way to completely eliminate risk, so we have to learn how to balance the danger of infection with the dangers to our students of isolation, fear, and significant loss of learning due to distance learning.

It is our intention to convey to our students at all times that we will come through this crisis stronger, wiser and better because of it, and that the world is ultimately a safe and wonderful place filled with truth, beauty, and goodness.

After almost a year of experiencing the pandemic we know without doubt that physical distancing, the wearing of masks, proper hygiene (handwashing, coughing / sneezing into a sleeve or tissue, etc.), and cleaning and disinfecting surfaces are the keys to maintaining a safe and healthy environment during the time of the pandemic. The Hawaii Department of Education (HIDOE) and State Charter School Commission have issued a [Guidance for Reopening Schools](#) (see Appendix A) brochure that summarizes a few of the many practices we will put in place and get good at in the 2020-2021 school year. A detailed list of health and safety practices follows.

Pre-Screening

Parents are asked to assist us in creating a safe campus by pre-screening your children prior to taking them to school. Under pandemic conditions everyone must be much more cautious about staying home if they are not feeling well. **Even mild symptoms of feeling unwell could result in a major impact on the ohana if something harmful spreads as a result of exposure, especially to our most vulnerable community members.** Even contact with an infected person without spreading the virus will result in significant hassle for everyone exposed. Thus we ask that you take your child's temperature while still at home, and check for these symptoms and answer these screening questions:



RETURN TO LEARN: DAILY WELLNESS CHECK

WE NEED YOUR HELP!

HIDOE employees, contracted service providers, visitors, and students must complete a wellness check each morning before going to school. Please report any illness or COVID-19 exposure to the school.



1 CHECK FOR SYMPTOMS OF ILLNESS

Do you or your child have any of these symptoms? If yes, **do not go to school.**

- | | |
|--|--|
| <input type="checkbox"/> Fever (higher than 100°F or hot to the touch) | <input type="checkbox"/> Headache |
| <input type="checkbox"/> Chills | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> Congestion or runny nose |
| <input type="checkbox"/> Fatigue (tiredness or weakness) | <input type="checkbox"/> Nausea or vomiting (stomach ache) |
| <input type="checkbox"/> Muscle or body aches | <input type="checkbox"/> Diarrhea |



2 CHECK FOR RECENT COVID-19 EXPOSURE

Do any of the following apply to you or your child? If yes, **do not go to school.**

- Recently tested positive for COVID-19
- Waiting for COVID-19 test results
- Self-quarantining due to possible COVID-19 exposure (e.g. travel quarantine)
- Living with someone with COVID-19
- Been in close contact with someone with COVID-19

HELP US TO KEEP OUR SCHOOLS HEALTHY AND SAFE!

If your child has a fever (100.4 or above per the American Academy of Pediatrics) they shouldn't come to school that day. Likewise, if the answer to any two of these symptoms is Yes, your child shouldn't come to school. If your child doesn't have a fever, and the answer to only one of the screening questions is Yes, please consider carefully whether to send your child to school that day. If they do come to school and develop further symptoms during the day, you will be called to pick them and their siblings up from school. Given the current pandemic conditions, if your child isn't feeling well and you are unable to pick them up within an hour, we will call your emergency contacts to pick up your child.

Entering Campus

No student may be on campus unsupervised by their parent /guardian prior to 8am. If a parent arrives with their child(ren) on campus prior to 8am, they are required to remain



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with their child(ren) in or near their vehicle until 8am, when school staff will be on duty and begin checking students in at the base of the stairs leading up to the main campus. Because of pandemic health and safety requirements, we will have to report to the Department of Health any student dropped off on campus unsupervised by the parents prior to 8am.

Students checked in early, between 8 and 8:15am, will remain in the drop-off area under the supervision of the staff there until the opening of campus bell rings at 8:15am, at which point students who have been checked in may go up their stairs to their classroom where their teachers will receive them. Campus opens to all students at 8:15am with the opening-of-campus bell. Official student drop off will be at the drop-off / pick-up circle between 8:15 to 8:30am, where students will be checked in by staff located there. We will do everything possible to prevent a bottleneck from happening with cars arriving. To avoid this, a parent may wish to notify the school of their permission for their child to walk on and off campus. With this permission in writing, a parent may drop their child off at the bottom of the school driveway for them to walk up to campus, which will allow the parent to avoid having to drive up to the school drop-off area. The same arrangement can be made for school pick up.

At 8:30am the start-of-school bell will ring. Students arriving after the start of school bell rings at 8:30am will proceed up the stairs to be checked in at the Office, and will be marked tardy.

- Parents/Guardians wanting to walk their child up to their classroom may do so from 8:15am on, and members of their household may walk with them. Parking is limited and parents may not park in staff parking or designated no-parking areas particularly around the drop-off / pick-up circle.
- All children older than 2 and adults are required to wear masks from the time of exiting vehicles until the time of reentering their vehicle.
- Because of the narrow width of the campus stairs, in order to honor physical distancing requirements the stairs will be marked for going up to campus, and the driveway for going down back to the parking lot.
- Only staff members will be permitted to enter any classroom while students are on campus.
- Parents/Guardians are asked not to gather or socialize with other families and friends while on campus.
- Nonessential visitors to campus will be restricted.



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Daily Screening

- All students and staff members will have their temperature checked by a Kona Pacific staff member at the beginning of the day with a touchless thermometer.
 1. The parents of students with a fever will be contacted to pick their child and their siblings up from school. The student(s) will be kept apart from others and monitored until the parent arrives.
 2. Staff members with a fever will go home and a substitute will be called in if needed.
- The screening questions outlined earlier will be asked of each student / family entering campus. If the questions have already been answered in the negative in a given week, and no changes have taken place, the questions will not need to be answered again that week.
- *Per the CDC, schools are not expected to screen students or staff specifically for COVID-19. The purpose of screening is for general illness symptoms. Any teacher or designated adult can perform the screening. No special training is required.*

Physical Distancing

Physical distancing must be maintained by all children and adults while anywhere on campus, inside or outside. The DOH has indicated that a 6-foot distance SHOULD be maintained between people if at all possible. If a 6-foot distance can't be kept for any reason, masks must be worn and a minimum of a 3-foot distance MUST be maintained at all times even with a mask on.

Masks / Face Coverings

- Students will be encouraged to bring to school each day a clean non-bandana-style face mask that goes around their ears.
- Masks must be easy to put on and take off.
- Students with sensitivities to elastic bands around the ears can have a mask that has velcro straps or some other type of functioning fastener that still allows for ease of putting the mask on and taking it off.
- Face masks will be provided for all students and staff who don't have one on a given day. This will not be a substitute to the rule that everyone is expected to provide their own mask on a regular basis.
- All students and adults on campus will wear a mask inside and outside of the classroom when they can't maintain at least a 6-foot distance from others.
- All staff members, students, and visitors will wear masks while traveling throughout campus, including while using restrooms.
- Teachers may choose to wear clear face shields to allow for clear communication between teacher and students.

Cleaning & Disinfecting

- All high touch surfaces (e.g., desktops, tables, countertops, doorknobs, light switches, handles, desks, phones, keyboards, touch screens, chairs, arms of chairs, and faucets and sinks) will be cleaned and disinfected regularly and frequently.
- All other regularly-used surfaces on campus will be disinfected at least once a day, and more often if necessary.
- Hand sanitizers will contain at least 60% alcohol.

Ohana Bubbles

- We will consider each classroom a cohort / ohana bubble.
 - We will minimize those times in the classroom when instruction or activities make it difficult to maintain 6-feet distance between students.
 - We will limit and control interaction with other classroom cohorts.
 - Gatherings of more than 10 individuals who are not in the same classroom cohort will be prohibited.

Leaving Campus

At the end of the school day teachers or EAs will walk their students to the pick-up area. Each class will have a designated area where students will sit to wait for their rides to arrive. Younger students will be under or near the pick-up tent and older students will be on the hill overlooking the parking lot / pick-up area, known as the Amphitheater. There will be staff on duty to supervise students waiting to be picked up. Students who have parent permission may walk off campus. When a student's ride arrives, they may walk safely to the vehicle. It will help us if you have an easy-to-read card on your dashboard with the names of the students you will be picking up, especially if you pick the same students up each day. Because most students will be sitting in an uncovered area while they wait for their rides, in order to practice physical distancing, each student must have raingear and/or an umbrella in case of inclement weather.

- If a parent / guardian exits their vehicle to pick up their child, they must wear a mask from the time they exit their vehicle until they reenter it, and their child must wear a mask when walking from campus until the time they enter the vehicle picking them up.
- Students being picked up at 3:00pm (1:50pm Fridays) will walk with their class and sit as a cohort practicing physical distancing until their ride is announced.
- Socializing between families and friends on campus must continue to be avoided at pick-up time.



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- Students are expected to leave campus at the end of the school day.

COVID-19 Exposure & Infection Protocol

- We must all be prepared for COVID-19 infection that will happen to Kona Pacific community members.
- We must prevent stigmatizing children and adults who are exposed to or infected by COVID-19.

See the most current version of our KPPCS COVID-19 Procedures for our protocols in response to

1. Any Kona Pacific community member who has contracted COVID-19.
 2. Any Kona Pacific community member who lives with someone in isolation from COVID-19.
 3. Any Kona Pacific community member who has had contact with a person who has COVID-19.
 4. Any Kona Pacific staff member who lives in a household that has a person in quarantine for COVID-19, such as a spouse or partner who has traveled from the mainland or another island.
- Any Kona Pacific community member who is part of a household that has a household member waiting for COVID-19 test results to arrive should stay home / be kept home until a negative test result is confirmed.

Other

- Parents, children, and staff are encouraged to protect their personal health.
- Parents must ensure their child's underlying medical conditions are managed, and that the school is notified of changing medical conditions, as appropriate.
- The signs and symptoms of COVID-19 (fever, cough, shortness of breath) will be posted on campus.
- As usual, it is a staff member's responsibility to notify the director if not able to work on campus for any reason. Have lessons prepared in case of extended absenteeism.

Daily School Operations

Classrooms

- Classrooms / learning spaces will be physically arranged to maintain appropriate physical distance between students through the day, to minimize the need for verbal reminders, using non-conventional arrangements of learning spaces when appropriate to maximum classroom physical distancing.



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- When weather conditions allow, increase fresh outdoor air by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk to children using the facility.
- If reminders about physical distancing or masks become necessary, teachers will use non-verbal reminders whenever possible.
- Students will be trained by their teachers to understand and practice proper physical distancing and mask protocols and to respond to non-verbal and verbal reminders.
- Students in a blended group (A or B) will be seated on either the left or right side of the two-person desks, and those in the next row will be seated on the opposite side of the desks, in order to maximize distance between students seated at desks.
- As possible, students will keep belongings at their desk to minimize movement around the classroom, and/or will bring their belongings to and from school each day.
- Each class will be provided with suitable cleaning supplies and hand sanitizer.
- Students will be explicitly taught and will practice proper hygiene in the classroom, including handwashing, coughing / sneezing into tissues or sleeves, etc.
- Limit Sharing:
 - Each student's belongings will be kept separated from others' and in individually labeled containers, cubbies, or areas; high-touch items (water bottles, etc.) should be taken home each day and cleaned, if possible.
 - The sharing of high-touch classroom equipment and supplies (scissors, art supplies, etc.) will be minimized by assignment to individual students.
 - The sharing of classroom items when there aren't enough for each student to have their own (electronic devices, books, etc.) will be minimized and properly disinfected between use by different students.
 - Recess equipment (balls, jump ropes, etc.) shared by more than one class will only be used by one group of students at a time and cleaned and disinfected between use.
- Use of hard-to-disinfect porous materials, such as area rugs, couches and cushions, will be minimized.

Attendance

Teachers will take attendance daily. Students are expected to be engaged in the school-supported learning process 5 days a week, whether they are on campus part of those days, or learning at home. Students scheduled to be on campus in blended learning groups will be marked absent if they are off campus on their scheduled days on campus. Your child's teacher will let you know how attendance will be taken on the days your child is not scheduled to be on campus for blended learning. Please talk to your teacher or the school director if you have concerns about the attendance policy or other attendance issues in the pandemic environment.



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Recess

- Students in an ohana bubble on the lower playground should wash and sanitize hands prior to playing on swings and/or monkey bars, in order to maintain the integrity of their ohana bubble.
- Balls, hoops, frisbees, etc. may be shared among students within an ohana bubble, as long as students wash and sanitize hands beforehand.

Snack & Lunch

- Food will be eaten in the classroom unless specific arrangements with director approval are made otherwise.
- Non-classroom teachers will assist with class snack, lunch, and recess supervision.

Restrooms

- Students will practice physical distancing and wear a mask at all times when using the restroom.
- The number of students in restrooms will be limited to reduce interaction.
- The next student in line for the restroom will wait six feet away from the restroom door until another student exits the restroom.
- Soap and paper towel dispensers will be checked regularly to ensure supplies are stocked at all times

Conclusion


In this Kona Pacific School Reopening Plan we have sought to address all important considerations of safely reopening campus for blended learning. We have gone into detail so that all members of our school community can know what is expected. In this way we can help each other stay safe and healthy.

Thank you for helping us make the transition back to school under these pandemic conditions as smooth as possible by honoring all requests in this plan, and working with us to improve our process. As we put these guidelines into practice together we will learn the most effective ways for keeping our campus safe, and helping our children / students continue their journeys of discovery and learning, joyfully and in good health.

Mahalo nui iā 'oe!



HAWAII STATE DEPARTMENT OF EDUCATION
 HAWAII STATE CHARTER SCHOOL COMMISSION
 HAWAII ASSOCIATION OF INDEPENDENT SCHOOLS

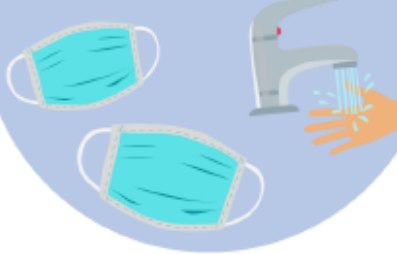
GUIDANCE FOR REOPENING SCHOOLS



EFFECTIVE JULY 1, 2020

Includes recommendations from the
Hawaii State Department of Health



CLASSROOMS

- **Training:** Provide guidance to teachers and staff, including substitute teachers, on what to do when a student may be ill, and procedures for accessing the Health Room.
- **Cohorts:** Keep the same group of students with the same staff throughout the day; all day for younger students and as much as possible for older students.
- **Physical Distancing:** Maintain a distance of at least 3 feet between seats, including group tables. At least 6 feet of distance should be maintained if students are seated facing each other.
- **Face Coverings:*** Face coverings must be worn when outside the classroom, especially when physical distancing is difficult.
- **Meals:** Individually plated meals are to be consumed in classrooms or at designated outdoor locations, or distancing precautions must be instituted in dining halls or cafeterias.
- **Shared Use:** Discourage the sharing of items that are difficult to clean or disinfect. Have a cleaning schedule for any equipment, materials and assistive devices that must be shared.
- **Personal Items:** Separate each child's belongings from others.
- **Travel:** Pursue virtual activities and events; no offsite field trips.
- **Ventilation:** Open windows for greater natural air circulation.


* Wearing of masks is appropriate only if the child can safely and reliably wear, remove and handle the masks following CDC guidance throughout the day. Per CDC guidelines, children under 2 and anyone with trouble breathing should not wear a cloth face covering. Masks should not be worn by children while they are sleeping.

CAMPUS SAFETY

The Hawaii Department of Health (DOH) uses guidance from the Centers for Disease Control and Prevention to inform and develop state guidelines. DOH advises that a combination of safety and health approaches is the best defense in maintaining healthy schools.


- **Hand Hygiene:** Have soap and water and/or hand sanitizer with at least 60% alcohol available in work and public settings for use by employees and the public.
- **Stay Home if Ill:** Educate employees, students and their families about the importance of staying home when ill and when they can return to school.
- **Monitor Health:** Screen employees, students and visitors for overt signs of illness in a safe and respectful manner.
- **Signage:** Post signs in highly visible locations to promote everyday protective measures on how to prevent spreading germs by properly washing hands, properly wearing a face covering and physical distancing, and staying home when feeling ill.
- **Visitors:** Limit nonessential visitors, volunteers and activities involving external groups and organizations on school campuses.

CLEANING & DISINFECTION




Clean and disinfect frequently touched surfaces (e.g., door handles and sink handles) at least daily or between use as much as possible. Provide a guide of when hands should be washed and when surfaces should be cleaned. Have students wash their hands when coming in from playing outside.

SCHOOL BUSES




Students, drivers and anyone else riding the bus should wear face coverings. Create and maintain physical distance between children on buses.

RESTROOMS



Regularly check bathrooms to ensure soap and towel dispensers are filled. Post materials promoting protective measures and proper hand-washing techniques.

HEALTH ROOMS



Ensure school health aides are trained on recognizing illness in children, how to refer or arrange for medical evaluation, and follow up. Every school must have thermal scanners or a way of measuring body temperature. Keep student emergency contacts updated.