



## COVID-19 Procedures

Date Originally Adopted: 1/14/21

Revisions:

Related Documents: KPPCS Health & Wellness Policy 1/14/21; KPPCS School Reopening Plan 2<sup>nd</sup> Semester 1/14/21

The coronavirus known as COVID-19 became a global pandemic beginning in 2020, dramatically impacting our school life. In response to this serious health threat, Kona Pacific Public Charter School has developed the following procedures to minimize the health risks of COVID-19 to our community members and effectively address each COVID-19 scenario, as described below.

### Scenario 1: COVID-19 Symptoms and Exposure

In alignment with DOE guidelines, Kona Pacific parents and guardians are asked to perform a daily wellness check of their children before bringing them to school:



## 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 a student develops any of the listed symptoms in the course of the day, they will be moved to our health tent to wait to be picked up by their parent or guardian. Kona Pacific staff members are also asked to perform this wellness check prior to travelling to school. Any staff member who develops any of the listed symptoms in the course of the day will go home.

All students, staff, and other visitors to campus will have a temperature check performed prior to going past the front office. If a student, staff or visitor to campus has a fever of 100.4 or greater they will wait in the health tent for 10 minutes at which point they will have their temperature checked another time. If their temperature remains at or above 100.4, they will go home.

Students and staff who have any of the listed COVID-19 symptoms and/or a fever as defined may return to school 24 hours after being symptom- / fever-free without the use of medications addressing the symptoms or fever.

### **Scenario 2: COVID-19 Infection, including positive test results (“Case”)**

The KPPCS Executive Director will immediately notify the Kona DOH upon notice that any Kona Pacific community member has become infected with or tests positive for COVID-19. The State Charter Commission protocol (see below) for this scenario will immediately be set into motion, including all designated persons contacted. The DOH will let the KPPCS Executive Director know of all steps the school needs to take in response to the specific situation.

If it is a teacher who contracts or tests positive for COVID-19, the Executive Director will determine with the teacher whether the teacher is well enough to conduct distance lessons during their time of isolation. If so, the teacher’s class may move to distance learning for part or all of the time the teacher is in isolation unless it is determined to be in the best interest of the class for a co-teacher or substitute to take the class on campus for part or all of the time the teacher is in isolation.

### **Scenario 3: Close Contact with a COVID-19 Case**

A person who lives in the same house and has ongoing contact with a Case, or who has been within 6 feet of a Case for a combined total of at least 15 minutes over a 24-hour period (starting 2 days before the Case became ill or tested positive for COVID-19) will be quarantined for the 10 days that the DOH informs the school the Close Contact needs to start and end quarantine, or 10 days from the time the Case took the COVID-19 test the results of which were positive or the time the last close contact with the Case took place, whichever is most recent. Close Contacts are required to self-monitor for COVID-19

symptoms for 14 days from the date of the close contact, including for 4 days after their quarantine period ends.

If it is a teacher who becomes a Close Contact, the Executive Director will determine whether the teacher is well enough to conduct distance lessons during their time of quarantine. If so, the teacher's class may move to distance learning for part or all of the time the teacher is in quarantine unless it is determined to be in the best interest of the class for a co-teacher or substitute to take the class on campus for part or all of the time the teacher is in quarantine.

#### **Scenario 4: Contact of a Contact**

KPPCS community members who have contact but not close contact as defined above with a Case or Close Contact will self-monitor for COVID-19 symptoms for 14 days from the date of the contact. There is no mandatory quarantine for Contacts of Contacts nor required COVID-19 test required, and students or staff who are Contacts of Contacts may continue on campus during their self-monitoring period for possible COVID-19 symptoms.

#### **Parental Notification**

Parents will be notified in a timely manner by school administration if a staff member interacting on a regular basis with their children (teachers, EAs, etc.) becomes a Case or Close Contact, or is self-monitoring for COVID-19 symptoms while on campus and the start and end dates of such self-monitoring, so parents can make an informed decision about their child's participation in school under such circumstances.

#### **School Notification**

The KPPCS Executive Director will be contacted immediately by any KPPCS community member (including staff and parents) if any of the four scenarios described in this document occur with themselves, their children, or a household member.

#### **COVID-19 Preventive Measures**

This document outlines the Kona Pacific protocol for effectively responding to COVID-19 contact scenarios. For a detailed description of our COVID-19 preventive measures, see the latest approved version of our KPPCS School Reopening Plan

## **Hawaii State Public Charter School Confirmed Case of COVID-19 at a Public Charter School Communication and Cleaning Protocols**

### **Commission COVID-19 Team Members**

1. Interim Executive Director( Yvonne Lau)
2. Deputy Executive Director (PJ Foehr)
3. Services Chair (Chris Doyle)
4. Performance Chair (Lauren Endo)
5. Communications Director (Sheryl Turbeville)

### **Charter School COVID-19 Team Members**

1. Charter School Principal/School Director
2. Governing Board Chair/Governing Board Member designee
3. Charter School custodial/cleaning staff
4. Any other school designated personnel

### **External Partners**

1. Hawaii Department of Education (HIDOE)
  - a. Communications Director Lindsay Chambers
  - b. Safety & Security Director Maynard "Max" Mendoza
2. Hawaii Department of Health (DOH)
  - a. Public school liaison Karin Ng

### ***Conditions for reporting confirmed cases***

- Cases should be confirmed by a medical professional and the Hawai'i Department of Health (DOH).
- In most cases, a school or office will be notified by an individual (employee or parent/guardian of a student). The direct supervisor and principal and/or designee should request to see official documentation results (e.g. screenshot of lab results or a letter from a healthcare professional). These results should be stored in a manner consistent with other confidential files.

**Notification & Responsibilities for Confirmed Case of COVID-19 at a School**

1. If the DOH did not reach out to the school to report the case, the Principal/School Director shall notify the DOH, then the Commission, their respective Complex Area Superintendent, and the school’s governing board chair with details of the confirmed case.

a. DOH Disease Outbreak Control Division’s Disease Reporting phone numbers(updated 9/1/2020):

<u>Island</u>	<u>Hours</u>	<u>Contact</u>	<u>Telephone No.</u>
Oahu (ask for school liaison)	M-F 7:45 am-4:30 pm After hours/weekends	HDOH School Liaison	(808) 587-6845 (808) 600-3625
Maui	M-F 7:45 am-4:30 pm	Maui District Health Office	(808) 984-8213
Kauai	M-F 7:45 am-4:30 pm	Kauai District Health Office	(808) 241-3563
Hawaii (Hilo)	M-F 7:45 am-4:30 pm	Big Island DHO (Hilo)	(808) 933-0912
Hawaii (Kona)	M-F 7:45 am-4:30 pm	Big Island DHO (Kona)	(808) 322-4877
Neighbor Islands	After Hours/weekends		(808) 360-2575

b. Please contact Sheryl Turbeville at the Commission at (808) 586-3775 or (808) 226-6608.

**CHARTER SCHOOL must gather the following detailed information:**

1. When the employee or student noticed symptoms?
2. When did the employee or student get tested for COVID-19 and received confirmation of positive COVID results?
3. To what extent did the employee or student with a confirmed case of COVID-19:
  - a. participate in school activities?
  - b. interact with others?
  - c. have access to the charter school’s facilities while sick?

## 2. The Commission notifies the DOE Deputy Superintendent and the Board of Education

- a. DOE Deputy Superintendent, Phyllis Unebasami
- b. BOE--Executive Director, Alison Kunishige

## 3. The Principal/School Director and Governing Board in consultation with the DOH will determine a course of action for the school.

- a. The DOH assigns an investigator to contact the employee or student's parent/guardian and trace close contacts.
- b. Prior to staff being notified, the **individual and principal** need to agree that consent is given to notify those who may have had close contact with the individual.
- c. Principal or designee will layout the cleaning plan and schedule.
- d. Anyone in contact with the employee or student will need to self-quarantine for at least 14 days. (DOH will instruct the school on who and how long)
- e. Local health officials' recommendations for the scope and duration of school dismissals will be made on a **case-by-case basis** using the most up-to-date information about COVID-19 and the specific cases in the community. In most instances, a single case of COVID-19 in a school would not warrant closing the entire school.
  - i. Community spread and how much contact the person with COVID-19 had with others, as well as when such contact took place, need to be considered.
  - ii. These variables should also be considered when determining how long a school, or part of the school, stays closed.
  - iii. If the spread of COVID-19 within a school is higher than in the community, or if the school is the source of an outbreak, **administrators should work with local health officials to determine** if temporarily closing the school building is necessary.
- f. Students, teachers, and staff who test positive or had close contact with anyone who tested positive should be provided with guidance for when it is safe to [discontinue self-isolation](#) or end [quarantine](#).
- g. If it is determined a school closure is necessary, the school will then notify the Commission. Contact Sheryl Turbeville at (808) 226-6608 or (808) 586-3784.
- h. If the Principal/School Director closes the school campus, he/she will send all employees and students off campus. The DOH will work with the school on a cleaning and disinfection plan.

- i. The Principal/School Director obtains contact information for all students, employees, casual hires, vendors who may have come into contact with the positive COVID-19 individual. This information will be shared with the DOH investigators
- j. The DOH will begin working with the Principal on key messaging for the staff and school community. The Commission has a message template created by the DOE that has been approved by the Attorney General's office for schools to use when notifying employees, students and their families that someone has tested positive for COVID-19 on their campus
- k. Parents/guardians will be informed of the situation and those in the classroom with the COVID-19 positive student/staff will be notified and given a directive on their quarantine

#### **4. Response Procedures for Possible Exposure and Close Contact**

##### ***Conditions for reporting possible exposure and close contact situations***

- a. Close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes or had direct contact with the infected person's secretions (e.g., coughed directly into face of contact).

##### ***Steps to take when a person reports a possible exposure or close contact***

*\*\* see DOH Guidance: COVID-19 Interim Return to Work/School Guidance below*

##### **Cleaning and Disinfecting of Facilities**

1. The Principal/School Director will work on their cleaning plan with guidance from the DOH, identifying all areas accessed by the individual(s) and closing locations until proper cleaning and sanitization is completed.
2. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the individual(s), focusing especially on frequently touched surfaces

\*\*\*Karin Ng is the DOH school liaison. She is the first point of contact at DOH for schools if there are any questions or guidance needed on COVID-19. Please reach out to her at (808) 587-6363 or via email at [karin.ng@doh.hawaii.gov](mailto:karin.ng@doh.hawaii.gov)

**DOH Guidance: COVID-19 Interim Return to Work/School Guidance**

<b>Person With:</b>	<b>Recommendation:</b>	<b>Outcome:</b>
<p>Close contact* with a confirmed COVID-19 case</p>	<p>Test for COVID-19, whether symptomatic or asymptomatic</p> <ul style="list-style-type: none"> <li>- Will not shorten required 14-day quarantine</li> <li>- may identify other contacts that possibly have been exposed</li> </ul> <p>Advise patient they must quarantine for 14 days after date of last exposure (and if continued exposure, 14 days after confirmed case released from isolation)</p>	<p>Positive COVID-19 test: HDOH will work with clinician re: identification of contacts, period of isolation, etc.</p> <p>Negative COVID-19 test: Continue 14-day quarantine</p>
<p>COVID-19 like symptoms</p> <p>For example:</p> <ul style="list-style-type: none"> <li>● Fever</li> <li>● Cough</li> <li>● New loss of taste or smell</li> <li>● Difficulty breathing</li> </ul>	<p>Test for COVID-19; advise patient to self-isolate pending results of COVID-19 testing</p> <p>Consider testing for influenza and other pathogens</p>	<p>If COVID-19 testing result is</p> <ul style="list-style-type: none"> <li>- Positive: HDOH will work with clinician re: identification of contacts, period of isolation,† etc.</li> <li>- Negative: May return to work/school as long as symptoms resolving and no fever for 24 hours without the use of fever-reducing medications</li> </ul> <p>If other explicative etiology (and COVID-19 negative), then manage same as if negative for COVID-19</p>



Illness with low clinical suspicion for COVID-19 or past medical history of other etiology (e.g. allergy, asthma) in person well-known to clinician	Use clinical judgement on a case-by-case basis	May return to work/school as long as symptoms resolving and no fever for 24 hours without the use of fever-reducing medications
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**Letter templates for positive cases and potential exposure**

Any information that would expose medical information and employee/student records should not be included. If you adjust the letter below, be mindful of not narrowing down the information to the point where the individual is identifiable (e.g. classroom information, type of employee, grade level, etc.). For more information about student privacy considerations, [click here](#)

**Positive case template**

We have been made aware of a confirmed COVID-19 case involving one of our employees/students. Out of respect for this individual’s privacy, we will not be sharing additional information. Our school is taking the recommended precautions to ensure the safety of our staff and community, [including sanitizing the impacted areas. Please add other levels of response as appropriate].

The Hawaii State Department of Health is the lead agency in terms of notifying individuals who were possibly exposed. If you have any concerns, please consult with your health care provider.

**Possible exposure template**

Our school administration is aware of the COVID-19 case associated with [insert business or community]. At this time, there are no confirmed COVID-19 cases within our school community. We continue to monitor the situation for any potential impacts and will provide an update if this ultimately impacts [insert school name].

The Hawaii State Department of Health is the lead agency in terms of notifying individuals who were possibly exposed. We encourage anyone with concerns to consult with their health care provider. For additional information or guidance, please visit the state's COVID-19 website at [www.hawaiiicovid19.com](http://www.hawaiiicovid19.com).

## Talking points for staff, principals, directors and supervisors

### ***If staff/parents inquire about confirmed COVID-19 case***

- We have a confirmed COVID-19 case involving one of our employees.
- We are continuing to monitor the situation and have notified all of our employees
- We have also provided information to the Dept. of Health to assist with their investigation and notification of potentially exposed individuals.
- The school is taking appropriate precautions to ensure the safety of our staff.
- Anyone with concerns should contact their health care provider.

### ***If staff or parents inquire about possible exposure***

- The school is aware of the COVID-19 case associated with our school community.
- We are monitoring the situation to see if this impacts our campus.
- In the meantime, the school is taking appropriate precautions to ensure the safety of our staff and students.
- Anyone with concerns should contact their health care provider.

No matter the level of transmission in a community, every school should have a plan in place to protect staff, children, and their families from the spread of COVID-19. See [CDC's guidance](#) for more details.

From CDC: Screen Children Upon Arrival (if possible )

Persons who have a fever of 100.40 (38.00C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.

[Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#)

(CDC: includes When a confirmed case has entered a school, regardless of community transmission)

[Interim Considerations for K-12 School Administrators for SARS-CoV-2 Testing](#) (CDC guidance)

[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#) - CDC May 7, 2020

[Cleaning and Disinfecting Your Facility](#) CDC- April 28, 2020

Everyday Steps, Steps When Someone is Sick, and Considerations for Employee