

## **COVID-19/CORONAVIRUS HEALTH AND SAFETY RESPONSE PLAN**

**At Ka Hana Pono we share your priorities for quality, safe, nurturing care. Thank you for everything that you're doing to keep our community safe and healthy. We remain committed to providing safe and healthy childcare for you.**

Ka Hana Pono will be continuously monitoring and following the directives of state and county officials, the Centers for Disease Control and Prevention (CDC), the Hawaii Department of Health (DOH), the Hawaii Department of Human Services, and other relevant governmental agencies.

Our small class and group sizes, large shaded and fenced in playground allowing for lots of outside time, ability to stagger play, activity and nap times, plus small-group snack and lunch cycles already fit the CDC and State's recommendations of how schools can safely operate at this time. Governor Ige has said that state public schools are looking to adopt many of these practices that licensed centers and providers already have in place, including measures like the cleaning of frequently touched surfaces and daily wellness checks of enrolled children and staff that include temperature taking.

Due to the dynamic and fluid nature of the COVID-19 pandemic, guidance from officials and agencies could change at a moment's notice, and we will quickly abide by any necessary changes and communicate that with our enrolled families.

Thank you for understanding that we may need to rapidly adapt our procedures as agencies direct us too, including temporary closure if directed. We will also close on a temporary case by case basis if any situation arises in which services cannot be safely rendered. As with any illness, natural disasters, severe weather cancellations, etc.. there would be no makeup days or refunds for any days missed.

**Our utmost priority is the safety and well-being of all the children in our care, their families, our staff, and our community. We appreciate your consideration and cooperation with our collective efforts. We are committed to providing the essential service of safe, reliable childcare so that parents/families can continue to work and fulfill all of their important obligations. Mahalo!**

### **Updated August 29, 2022:**

**In an effort to avoid the spread of COVID-19, our policies and procedures for health and safety include:**

- **Digital SignIn** - Parents/Guardians will be using a web-based app called Brightwheel for a digital student checkin/checkout experience. Parent communication through app messages or alerts via SMS text messages to individual parents or a group will also be maintained in Brightwheel.
- **Daily Wellness Screening** - Temperature checks upon arrival + a health questionnaire parents answer at drop-off via the Brightwheel app.

- The parent/guardian will be asked to confirm that the child does not have a fever or any other symptoms of illness and that the child has not taken any medication within the last 24 hours.
- Teachers will make visual inspections of the children throughout the day for signs of illness which could include flushed cheeks, red eyes, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- Parents will be called to arrange an early pickup if their child develops any symptoms of illness while at the center.
- **Stay Home When Sick / Illness Policy - People with symptoms of infectious diseases, including COVID-19, influenza, respiratory syncytial virus (RSV), and gastrointestinal infections should stay home.**

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.

Persons who have a fever of 100.40 or above or are showing other signs of illness will not be admitted to the center.

Staying home when sick can lower the risk of spreading infectious diseases, including the virus that causes COVID-19, to other people.

Returning is permissible after 24 hours – only if symptom free without the aid of any medication.

- **Ventilation** - All classrooms have large windows that remain open during the school day so there is constant fresh airflow. There will be as much outdoor learning, activities and play as possible each day.
- **Mask Wearing**

When Covid-19 Community Levels are at medium or high, or in specific situations such as a cluster of cases or exposure to a positive case - masks will be required indoors by staff and children over the age of 2.

Masks will also be recommended to be worn in classrooms where there are identified clusters or for 10 days after exposure to a person who tests positive for COVID-19.

Ka Hana has adult and child sized masks available for anyone who wants to wear one.

- **Vaccination** - All eligible persons are encouraged to keep up to date on all vaccinations.
- **Cleaning and Disinfection**
  - When surfaces are dirty, they are cleaned using soap and water prior to disinfection.
  - Surfaces and objects that are frequently touched, especially toys and games - are cleaned, sanitized and/or disinfected twice daily and as needed. This includes cleaning objects/surfaces such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
  - After hours, every evening, the school undergoes additional cleaning and disinfecting of bathrooms, floors, carpets, and other common areas.
  - All cleaning products are used according to the directions on the label.
  - All cleaning materials are kept secure and out of reach of children.
  - Cleaning products are not to be used near children, and staff will ensure that there is adequate ventilation when using these products.
  - Children's blankets, pillows, any stuffed animals / comfort items, and extra clothes will all remain in your child's backpack until needed and put back into your child's backpack when done. These items and the children's water bottles will need to be taken home each day for cleaning.
  - Toys that cannot be cleaned and sanitized are not used.
  - Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions are set aside until they are cleaned with water and detergent, rinsed, sanitized with an EPA-registered disinfectant, rinsed again, and air-dried.
  - Toys that need to be cleaned are set aside in a container.
  - Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- **Frequent Hand Washing**
  - Hands are washed with soap and water for at least 20 seconds.
  - Children are assisted with hand-washing.
  - If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol will be used if soap and water are not readily available. Children are supervised when they use hand sanitizer to prevent ingestion.

- Hand hygiene stations are set up at the entrance of the facility, so that children can clean their hands before they enter.
  - If a sink with soap & water is not available, hand sanitizer with at least 60% alcohol will be provided. Hand sanitizer is kept out of children's reach and use is supervised.
  
- All children, staff, and volunteers should engage in hand hygiene at the following times:
  - Arrival to the facility and after breaks
  - Before and after preparing food or drinks
  - Before and after eating or handling food, or feeding children
  - Before and after administering medication or medical ointment
  - Before and after diapering
  - After using the toilet or helping a child use the bathroom
  - After coming in contact with bodily fluid
  - After handling animals or cleaning up animal waste
  - After playing outdoors or in sand
  - After handling garbage
  
- **There will be no food preparation done at school.**
  - The center will still have snacks available, they will be individually wrapped / prepackaged snacks such as: applesauce, string cheese, oranges, bananas, animal crackers, fig & granola bars. Milk and water will always be available. We will incorporate as much whole foods, fresh fruit and vegetables as possible.
  - Ka Hana Pono is on the waiting lists of qualified vendors to provide daily snack delivery service.
  - Parents take the children's water bottles home each day for cleaning.
  - [Parents will provide a lunch and two snacks from home, recommended to be in accordance with USDA guidelines.](#)
  
- **Additional health and safety precautions:**
  - No shoes inside the classroom, children will take their shoes off and leave them outside the front door of the school. Teachers will take the shoes to the back playground area.
  - Limiting transmission/ the spread of any illness will be taken into consideration regarding all of our daily activities. For example we will be:
    - Ensuring that children's nap time mats are spaced out as much as possible, ideally 6 feet apart. When possible, placing children head to toe in order to further reduce the potential for viral spread will be done.

- No non essential visitors or volunteers.
- New families can tour by appointment only
- Our administrative staff, such as our Executive Director, are teleworking from home.
- Here is a link to the CDC's guidance:  
[CDC and COVID19 - Information for Schools and Childcare Programs](#)

[Click here to sign up for public state-health notifications.](#)

CDC guidelines which state parameters for continued safe operation of schools can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

[Handwashing Superheroes](#)

## COVID-19 HEALTH AND SAFETY RESPONSE PLAN

### PARENT/GUARDIAN ACKNOWLEDGEMENT

I acknowledge that I have received a copy of Ka Hana Pono's COVID-19 Health and Safety Response Plan.

I have read and understood the contents of this plan and will act in accordance with these policies and procedures as a condition of being a community member and enrolled family of Ka Hana Pono.

I understand and agree that:

I will keep my child home if they are feeling unwell or displaying symptoms of COVID-19 until they've been symptom-free without medication for at least 24 hours.

Classrooms will only be open to teachers and students who are well.

I will participate in all required health-screening activities (questions, on-site temperature check, training, etc.) as required. I will answer all questions truthfully, completely, and to the best of my knowledge.

Ka Hana Pono may need to rapidly adapt including temporary closures on a case by case basis if any situation arises in which services cannot be safely rendered. As with natural disasters, severe weather cancellations, illness and etc.. there would be no makeup days or refunds for any days missed.

This plan replaces any and all prior verbal and written communications regarding Ka Hana Pono's working conditions, policies, and procedures regarding COVID-19. The working conditions, policies, and procedures described in the plan are based on Federal and State agency information and may be subject to change as the pandemic response evolves and these agencies post updated information. If/when the plan changes, I will receive a notification and copy of the update.

I understand that if I have questions or concerns at any time about the plan, I will consult the Director or Health Consultant for clarification.

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Parent/Guardian Signature

Date

Parent/Guardian (Please Print Name): \_\_\_\_\_

Name of Child(ren): \_\_\_\_\_