

ISLAND PACIFIC ACADEMY

**NAVIGATING
HEALTH AND SAFETY PLAN
AUG-2021**



Table of Contents

Health and Safety Measures.....	Page 3
Use of Face Masks.....	Page 4
Hand Hygiene.....	Page 5
Social Distancing.....	Page 5
Health Screening.....	Page 5
Health Room.....	Page 6
Student Absences.....	Page 6
Vaccinations.....	Page 6
Enhanced Cleaning, Sanitizing and Disinfecting.....	Page 7
Signage.....	Page 7
Lunch and Snack.....	Page 7
PE Classes.....	Page 8
Campus Access for Parents and Visitors.....	Page 8
School Store.....	Page 9
Car Line.....	Page 9
Modification of Programs and Special Events.....	Page 10
Travel Policy.....	Page 10
Virtual Excursions.....	Page 10
Response Plan.....	Page 11
Additional Resources Regarding COVID-19.....	Page 11
Diagram 1: Illness Decision Chart.....	Page 12
References.....	Page 13



As a school community we all realize the importance and benefits of children attending school in-person. That being said, the health and safety of all of our school community continues to be an extremely high priority for Island Pacific Academy.

Reopening school will mandate a school community commitment to reduce the risk of exposure and spread of COVID-19 to the best of our abilities. The objective of this document is to inform families, faculty, staff and administration of the necessary protocols and procedures to reduce the exposure and spread of the COVID-19 virus while on campus. Protocols and procedures in this document are aligned with the CDC's guidance for COVID-19 prevention in K-12 schools and the Department of Health's guidance in the State of Hawaii.

All protocols and guidance, included in this document are subject to revision and change as new and relevant information regarding COVID-19 becomes available.

Health and Safety Measures

CDC recommends that people wear masks in public settings, at events and gatherings, and anywhere they will be around other people. Masks are an additional step to help prevent people from getting and spreading COVID-19. It provides a barrier that keeps respiratory droplets from spreading. When we all wear masks, we take care of each other and everyone is protected.

Students, faculty, staff and administrators are required to bring/wear face masks to school each day. Visitors will be required to wear a face mask while on campus. Masks should completely cover the nose and mouth and fit snugly against the sides of the face without gaps.

Face masks include surgical, N-95, or homemade/store bought cloth face masks that are made of at least two layers of washable and breathable fabric. CDC does not recommend using masks if they have an exhalation valve or vent, therefore, these masks are not allowed to be used on campus. Although CDC does consider gaiters to be appropriate face covering, IPA does not allow the use of gaiters on campus.

Face shields can be worn over face masks.

When students are in transition, such as arriving at school, leaving school, on their way to the restroom/using the restroom, or accessing their lockers, face masks are required.

When a mask is not in use, such as during lunch while eating and/or drinking, students should have a labeled ziploc bag or container to hold their mask to keep it safe and clean.

After touching or removing your mask, wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol. Students will be gently reminded not to touch their mask and to wash hands frequently.

Students cannot share a mask or shield and are encouraged to bring an extra face mask or shield to school in case their face mask or shield gets soiled or becomes unusable. Disposable masks are a good option as the spare.

Face masks will follow IPA Dress Policy as stated in the 2021-22 Parent/ Student Handbook. Faculty, staff and administrators will also follow professional decorum guidelines.

- Use of Face Masks
 - Use of face masks should continue for everyone despite the new CDC recommendation, due to the inability to assure that those not wearing masks are truly vaccinated and vaccinations have not yet been rolled out for children of all ages.
 - Wearing a mask will help protect people around you, including those at higher risk of severe illness from COVID-19 and individuals who frequently come into close contact with other people.
 - Wear a mask inside your home if someone you live with is sick with symptoms of COVID-19 or has tested positive for COVID-19.
 - Everyone will wear a face mask, at all times, with a few exceptions. The exceptions are as follows:
 - During PE on campus or at Kapolei Regional Park, a face mask will be optional when participating in the PE activity, while maintaining at least 6 feet distance as feasible. While walking to the park or field, students will wear a face mask. (Please ensure that your child has an extra mask in case the mask they are wearing becomes soiled or saturated.)
 - During outdoor recess, students should carry their face masks with them all the time. As an example, if students are not "running around," face masks should be worn.
 - During band/orchestra classes in the Secondary division, students are excluded from wearing their face masks when playing an instrument. If students are not playing their instrument and receiving instruction from the teacher, students should wear their face masks.



- Face shields may be worn by teachers in their classrooms, occasionally, and if it is needed for instruction. For example, when students need to see the teachers' mouth (forming sounds) or for singing (music).
- Hand Hygiene
 - Washing your hands can keep you healthy and prevent the spread of germs and viruses. Germs can spread from other people or surfaces when you:
 - Touch your eyes, nose, and mouth
 - Touch a contaminated surface or object
 - Blow your nose, cough, or sneeze into hands and then touch other people's hands or objects.
 - Hand washing/sanitizer use will be done frequently throughout the school day including:
 - Upon entry to campus
 - Before and after eating
 - Before leaving the classroom and again on re-entry to next classroom
 - After recess
 - After using the restroom
 - Any time the hands become soiled
 - After coughing, sneezing or touching the face
- Social Distancing
 - It is our plan that students, teachers, staff and administrators will be on campus daily. Social distancing guidelines will be implemented as feasible.
 - Physical barriers such as plexiglass will be installed at public-facing transaction counters.
 - Each student will be provided a personal divider for their individual use when eating lunch indoors.
- Health Screening
 - Daily monitoring of an individual's health is everyone's responsibility. Review the **Illness Decision Chart** (Diagram 1) as a guide to determine if your child is well enough to attend school.
 - A web application, IPA Cares, is a self-screening platform that supports the well-being of students, faculty, staff, administrators and visitors in the IPA community. Parents of students will complete this quick, daily check-in questionnaire for their child and will immediately receive guidance on whether to enter campus or stay home that day. All faculty, staff, administrators and visitors will also complete this



questionnaire. Information related to this application will be shared once details are finalized.

- Parents are encouraged to keep their child home if they have symptoms of any infectious illness or symptoms consistent with COVID-19. Likewise, teachers, staff and administrators are also encouraged to stay home if they have symptoms of any infectious illness or symptoms consistent with COVID-19.
 - Temperature screenings will be conducted respectfully, upon entry into a building and throughout the day, in accordance with any applicable privacy laws or regulations. Confidentiality will be maintained.
 - Any individual with a temperature of 100.0°F or greater will be sent home and may not return to campus until the individual is fever free without the use of fever reducing medication (i.e., Tylenol or Motrin) for 24 hours.
- Health Room
 - If students are sick during the school day, parents will need to pick up their child within one (1) hour of being contacted by the school.
 - No medications can be administered by the health aide unless there is an Authorization for Storage and Administration of Prescribed Medications form signed by both the parent and the physician on file.
 - If a student needs over-the-counter medication (i.e., ibuprofen, acetaminophen, cold/allergy medicine), the health aide will contact parents to either pick up their child or will be asked to come to school to dispense the medication.
- Student Absences
 - While we know our parents and families recognize that being in school is important, we are asking that children be sent to school when they are healthy and if they are not feeling well, to please stay home. To support this, we will be more flexible with our attendance policy and have raised the number of allowable absences for the school year to 25. If you feel your child will exceed 25 absences during the school year, please contact your respective division Principal to discuss how we can work together to support your child.
- Vaccinations
 - At this time, IPA strongly recommends that students receive a COVID-19 vaccination, as they are eligible to receive the vaccine.
 - IPA will mandate that faculty, staff and administrators receive a COVID-19 vaccination or weekly testing.



- Enhanced Cleaning, Sanitizing and Disinfecting
 - To enhance safety and health measures, upon entry into the buildings, individuals will thermal scan, hand sanitizer and pass through the Anti-Pandemic Safety Gate for a 360-degree disinfection of the body (Safety Data Sheet of disinfectant spray available under References). Families may opt out of the 360-degree disinfection of the body. Please inform your respective Principal to opt out of the Anti-Pandemic Safety Gate.
 - In addition to the routine daily sanitizing and cleaning, our contracted cleaners will use an Electrostatic Backpack Sprayer to sanitize classrooms, common areas, workspaces and high touch areas (Safety Data Sheet of disinfectant spray available under References).
 - To support healthy hygiene behaviors, an adequate supply of hand sanitizers with at least 60% alcohol, hand soaps, paper towels, and tissues will be on hand in classrooms, workspaces, restrooms and common areas. CDC approved products will be used to help prevent the spread of COVID-19.
 - Classrooms, common areas, floors, workspaces and frequently touched surfaces (e.g., door handles, stairwell railings, sink handles, restroom stalls, playground equipment) and/or equipment will be cleaned and disinfected frequently.
 - Shared objects (e.g., learning tools, games, or learning manipulatives) will be cleaned between each use.
 - The REME Halo in-duct air purifier has been installed into the air condition systems in each building. This air purifier is capable of eliminating and reducing microbial contaminants, odors, and reducing particulate matter in the air (Product details available under References).
 - Water fountains will not be available; however, the refillable water stations will be operational. Cleaning and sanitizing of these stations will be conducted frequently.

- Signage
 - Adequate signs will be posted throughout campus on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, temperature screening, and properly wear a face mask.

- Lunch and Snack
 - Lunch vendors will continue to provide meals, in individual containers or packaging, to those who wish to pre-order lunch monthly. Lunch forms are available at the school's website.



- Students who do not pre-order lunch, shall bring a home lunch. Microwaves and hot water kettles will be unavailable.
 - Students will eat their lunches in a classroom to minimize large group gatherings. Some groups may utilize the outdoor spaces, weather permitting.
 - Students will be provided a personal divider for their individual use when eating lunch.
 - To reduce the risk of spreading COVID-19, sharing of food and utensils will not be allowed.
 - The Secondary Division's Snack Shop will be available during Secondary lunch to sell food items such as chips, snacks or juices.
- PE Classes
 - PE activities for students in Grades 6-9 will take into consideration health and safety guidelines as well as proper social distancing. Teachers will limit the use of shared equipment, require washing of hands or sanitizing before and after class, encourage hydration, and modify curriculum with a focus on more individual fitness, health, and wellness activities.
 - Students will have the option to come to school and wear the PE uniform t-shirt for the entire day that they have PE class. Students can also wear their own personal, athletic-style shorts (preferably in dark blue), as long as it has pockets to hold personal masks. Free dress rules apply for personal shorts. Arriving at school in the PE uniform and allowing the option to remain in the uniform after PE class will maximize instructional time and is in keeping with appropriate social distancing by eliminating the need for changing clothes in restrooms. Emphasis will be placed on keeping our students safe during PE classes by setting up strict guidelines if students decide to change clothes after class and altering lessons and activities to allow for social distancing. During PE on campus or at Kapolei Regional Park, a face mask will be optional when participating in the PE activity, while maintaining at least 6 feet distance as feasible. While walking to the park or field, students will wear a face mask. (Please ensure that your child has an extra mask in case the mask they are wearing becomes soiled or saturated.)
- Campus Access for Parents and Visitors
 - All visitors, including parents, will need to schedule an appointment to conduct business on campus. Walk-in meetings will be discouraged. All meetings should be pre-scheduled. Families are encouraged to email or call to schedule an appointment with the appropriate individuals (teachers,



- staff or administrator). If parents need immediate assistance, they should contact the Elementary or Secondary office.
- Visitors, contractors, vendors, guest speakers and the like will be required to wear a face mask while on campus. Hand sanitizing and a temperature scan will be conducted prior to entry into each building. The web application, IPA Cares, will be completed prior to entry to campus, as well. Each visitor will check-in with office personnel.
 - We encourage families to either email, postal mail or have your student bring in items such as lunch payments or any forms. A designated “drop box” has been placed in front of both buildings during normal school hours.
 - Although we encourage our students to be responsible and be prepared for the day, they may forget an item, occasionally. If this happens, please contact Mrs. Kerri in the Elementary Division or Mrs. Evelyn in the Secondary Division to let them know you will be dropping off the forgotten item. A designated table will be available outside of the Elementary building under Mrs. Kerri’s window and outside of the Secondary building near the entrance. All items should be labeled (first name, last name, grade) and placed in a bag. The student will pick up these items directly to minimize contact, when their schedule allows them to leave the classroom.
- School Store
 - Purchases from our School Store will need to be scheduled by appointment only. The space in the School Store is quite minimal and implementing social distancing in this location is a challenge. Families needing to purchase PE uniforms or other IPA marketing items may email receptionist@ipahawaii.org to schedule an appointment for store purchases.
 - Car Line
 - For morning drop off, Kapolei Public Library has agreed to allow our school access to a limited number of designated parking stalls in their parking lot from 7:30am to 8:00am. This is to allow the library staff ample time to set up for curbside service for the library patrons. An IPA staff member will direct vehicles to these stalls. Elementary parents choosing to use this entrance must park in a designated stall and escort their child to the gate.
 - For after school pick up, the Kapolei Public Library parking lot is not available, please make other arrangements.
 - An additional drop off and pick up location, for our grades 9-12 students, has been agreed to with our community partner, James Campbell



Company. IPA has been allowed access to use a portion of Ala Kahawai Street for student drop off in the morning and pick up in the afternoon to ease some traffic coming onto campus. If families have students in both the Elementary and Secondary divisions, either car line may be utilized.

- Please drive safely onto campus, do not use your cell phone while driving on campus and kindly follow directions by our staff to ensure the safety of our students, teachers, staff and administrators. Children will exit the vehicle from the curb. Designated crosswalks will be utilized on campus for everyone's safety. Everyone's cooperation and patience during the car line will be appreciated.

- Modification of programs and special events with limits on crowd sizes and social distancing
 - School-wide assemblies, programs, or special fundraising events are currently being discussed to modify these events to be mindful of the safety and well-being of our community members

- Travel Policy
 - Travel in and out of the State of Hawaii should adhere to the State of Hawaii mandates, policies, and measures for safety requirements at all times due to the pandemic.
 - If families are traveling out of 'Oahu, please notify the appropriate division Principal as soon as travel is known.
 - Approval to return to campus, after travel is completed, is necessary. The state's mandates such as a 10-day quarantine, negative test results, or proof of complete vaccination will need to be provided to the school. Please contact our health aide Kui Hew-Len at healthroom@ipahawaii.org.

- Virtual Excursions
 - Traditional learning trips will be re-envisioned as virtual excursions. Additional information is provided within the Elementary and Secondary divisions model.



Response Plan

- The school's response to exposure or positive cases by students, faculty, staff or administrators will be determined in cooperation with our school and the Hawaii Department of Health. The school will monitor the situation.
- If a COVID-19 positive case is identified by a student, faculty, staff or administrative member, schoolwide closure may occur.
- Appropriate disinfection protocols will occur when a case is identified. Areas utilized by the case will be cleaned and disinfected by a third-party vendor.
- All IPA families will be notified if there is any exposure or positive case to COVID-19 on campus.
- Once determined it is safe for the school to return to campus, such as when negative test results are achieved, families will be notified.
- We highly encourage and appreciate all families to notify your division principal in a timely manner, if you, your child or a household member has exposure or tests positive for COVID-19. A successful notification of exposure allows for an exchange of information with the person exposed to COVID-19. Our contact tracers will compile a list of close contacts and other applicable information which will be provided to the Hawaii Department of Health for further investigation.

Additional Resources Regarding COVID-19

World Health Organization (WHO)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Hawaii State Department of Health

<https://health.hawaii.gov/coronavirusdisease2019/resources/school-guidance/>

CDC COVID-19 Vaccination Information

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/index.html>

Hawaii Department of Health COVID-19 Vaccination Information

<https://hawaiiicovid19.com/vaccine/>

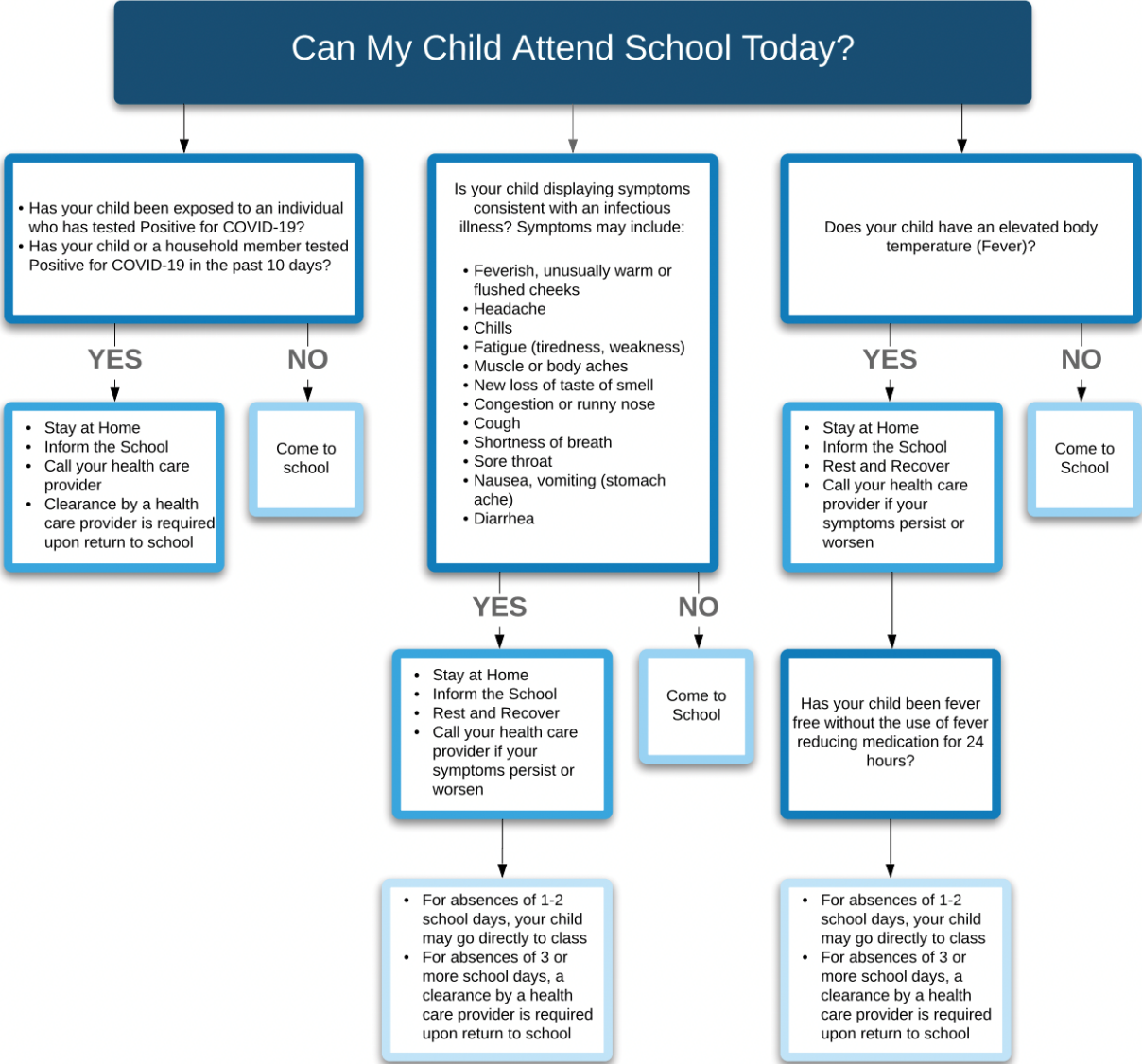
Hawaii State Department of Health Travel

<https://health.hawaii.gov/travel/>

Diagram 1: Illness Decision Chart

Illness Decision Chart

Island Pacific Academy | August 9, 2021



References

Safety Data Sheet for Disinfectant Sprayer on Anti-Pandemic Safety Gate

Safety Data Sheet for Spray of Electrostatic Backpack Sprayer

REME Halo In-Duct Air Purifier

