



December 2, 2021

Aloha Island Pacific Academy Families,

As we move forward with re-establishing many of our holiday traditions and events, I would like to share with you our “visitors and guests” policy as you enter our campus.

### **Visitors’ and Guests’ Policy:**

At Island Pacific Academy, the safety of our students, faculty, staff, families and visitors are always our top priority. The uncertainty caused by the COVID-19 pandemic has been a challenge for everyone in our community, and we thank you for your patience and understanding as we take the necessary steps to adjust our services and facility procedures during this situation. Please see the information below for the measures we have in place to keep our students, faculty, staff, families, guests and visitors safe at our campus.

### **Expectations:**

- All individuals must wear face masks on campus
  - 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.
- All individuals must complete the Wellness Tracker, a self screening questionnaire
- All individuals must complete a temperature check
- All individuals must show proof of full vaccination or negative COVID-19 test result taken within 72 hours of entry to the IPA campus
- All individuals must use a hand sanitizer prior to entering a building
- No eating will be allowed inside a building; only water can be consumed by visitors on campus. Not unless a divider is used while actively eating.



### **Proof of Vaccination or Negative COVID-19 Test Result:**

Island Pacific Academy shall not permit guests or visitors to enter campus without displaying proof of full vaccination, and identification bearing the same identifying information as the proof of full vaccination.

For purposes of this protocol: "Full vaccination" means (1) two weeks have passed after the second dose in a two-dose COVID-19 vaccination series which has been authorized for emergency use or approved by the U.S. Food and Drug Administration, or (2) two weeks have passed after a single-dose COVID-19 vaccination which has been authorized for emergency use or approved by the U.S. Food and Drug Administration, regardless of whether a COVID-19 vaccine booster has been received.

As an exemption, Island Pacific Academy will permit the following individuals to enter campus without proof of full vaccination:

- Visitors with proof of a negative COVID-19 test lab result taken within 72 hours of entry into campus, and identification bearing the same identifying information as the proof of negative COVID-19 test presented (the negative test result required under this section must be from an FDA approved, or FDA EUA approved, molecular or antigen test); FDA EUA approved, molecular or antigen take home tests such as Binax or other similar tests may be used provided the individual takes the test onsite and results are submitted prior to entry into the building. Individuals utilizing this type of testing must wait in their car pending the test results. IPA will not be responsible for providing onsite test kits.
- Individuals under 12 years of age;
- Individuals entering and remaining for 15 minutes or less per 24-hour day, or
- Individuals remaining in their vehicles

Acceptable proof of full vaccination includes:

- a hard copy of a state-approved or government-issued vaccination card;
- a photograph/digital copy of a state-approved or government-issued vaccination card; or
- a Hawai'i state-approved digital/smart device application confirming full vaccination status (i.e. Safe Travels Hawaii application showing proof of vaccination)

### **Pick up/Drop Off:**

Individuals entering campus for the purpose of picking-up or dropping off students may do so quickly provided they do not congregate for extended periods of time and are not on campus for more than 15 minutes per 24-hour day unless they have received a visitor pass and followed the visitor protocols described in this policy.



Individuals entering campus for the purpose of dropping off or picking up materials needed for school will be allowed, as long as the visitor policy is followed. Parents, visitors and guests can be on campus to attend specific events or meetings when invited by faculty or staff.

When on campus, we expect visitors and guests to follow all campus safety rules, follow our visitor's policy, meet the most recent out-of-state travel requirements, and notify the school in case of diagnosis of COVID-19 infection within 2 days of being on campus.

Mahalo for your attention to our visitors' and guests' policy.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerald Teramae". The signature is fluid and cursive, with a long horizontal stroke at the end.

Gerald Teramae  
Head of School

