

HAWAII STATE DEPARTMENT OF EDUCATION

RETURN TO LEARN: SCHOOL REOPENING PLAN

HEALTH & SAFETY HANDBOOK



Photo Credit: Wheeler Elementary

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Overview

The Hawai'i State Department of Education (HIDOE) continues to be proactive and agile in its tri-level response to the COVID-19 pandemic across schools, complex areas, and state offices. This handbook provides guidelines to ensure the continuity of learning on healthy and safe campuses and serves as a supplement to the Principal Handbook on Reopening Schools for School Year (SY) 2020-21.

The Department is committed to the Occupational Safety and Health Administration (OSHA) duty of care, Center for Disease Control (CDC), and Hawai'i's Department of Health guidelines by following safety precautions and worker protection in the work environment. Consistent with BOE Policies, specifically 1110-6 and 302A-1509, the Department's response efforts focus on the following to cover the work and learning environments, including the employee working from home during COVID-19.

As HIDOE prepares for the opening of SY 2020-21, there are many steps needed toward ensuring that all schools are safe to welcome back students and staff. Creating and maintaining optimal learning environments for all students while minimizing the risk of spreading infectious diseases, including COVID-19 is our main objective.

During this time of uncertainty and crisis, there are a few assumptions that must be made in order to achieve our main objective.

1. COVID-19 will not be totally eliminated, there will always be cases in our communities.
2. Every COVID-19 case cannot be prevented; need to manage spreading the disease.
3. Development of a vaccine would greatly reduce disease incidence.

This handbook is a living document that will continue to be updated as conditions change throughout the 2020-21 school year.

SCREENING FOR POTENTIAL ILLNESS

To stop the spread of illness, students and staff must stay home if they are feeling sick.

Schools shall screen employees, students and visitors for overt signs of illness in a safe and respectful manner. The purpose of screening would be for general symptoms of illness. Any designated adult can perform the screening.

Upon arrival, interview and visually inspect all individuals (from at least 6 feet away) using the following symptom checklist:

- ☐ feverish or unusually warm (has flushed cheeks)
- ☐ coughing/sneezing
- ☐ sore throat
- ☐ shortness of breath/difficulty breathing
- ☐ headache/stomach ache/nausea

- ☐ muscle pain/unusual fatigue
- ☐ new loss of taste or smell

If any of these symptoms are present, the person should be sent home immediately.

CLASSROOMS, MEETING ROOMS, OFFICES & COMMON AREAS

Drop-off/Arrival times

- Establish clear policies for student entry and dismissal from campus that ensure physical distance between individuals. Consider staggering drop-off and arrival times for students, so that large groups of people are not arriving and leaving at the same time to minimize overcrowding and human contact in confined areas.
- **Parents/legal guardians should remain in their car when dropping off or picking up their child. If they must disembark their vehicle, they should wear a mask.**
- Discourage older people, like our kupuna, especially those with underlying medical conditions, from dropping off or picking up students.

Frequent Hand Washing and/or Sanitizing

Hand-washing or sanitizing stations must be available at the entrances of school, near or inside of classrooms, and in all meeting areas (e.g. library, dining hall, offices).

- All students and staff should wash or sanitize their hands frequently, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, in between classes, and before dismissal.
- Hands should be washed with soap and water for at least 20 seconds and hand sanitizer must contain at least 60% alcohol.
- Restrooms, sinks, and sanitizing stations must be regularly maintained with adequate supplies (i.e. soap, sanitizer, and paper towels).

Promote and Practice Personal Hygiene

- Do not touch your eyes, nose, or mouth.
- Sneeze or cough into a tissue and throw it away. If no tissue is available, reduce the spread of germs by coughing or sneezing into your elbow.
- As part of health education, deliver lessons to develop student skills related to personal hygiene.

Social and Physical Distancing

All meeting places, including classrooms, where students, staff, and/or other individuals gather will be configured to allow a physical distance of at least six (6) feet of separation. Configuration at a distance of between three (3) and six (6) feet may be allowed with approved contract exceptions and additional precautions such as mandatory face coverings.

- **Schools shall submit a report, using the [COVID-19 Response Exceptions Request Form](#), detailing the extent to which they are configuring meeting spaces at less than six (6) feet**

of physical distancing.

- Schools reporting a plan to configure such spaces at less than six (6) feet of physical distancing will need to request a contract exception, no later than July 21, 2020.

~~Practice proper social distancing by maintaining a six-foot distance to the extent possible.~~

~~Keeping six feet apart in the school setting is not always feasible.~~

- Establish clear policies for student entry and dismissal from campus that ensure 6 feet of physical distance between individuals. Consider staggering drop-off and arrival times for students, so that large groups of people are not arriving and leaving at the same time to minimize overcrowding and human contact in confined areas.
- ~~● Maintain a distance of at least three feet between seats, including group tables, if students are facing the same direction, and they remain in their seats. At least six feet of distance should be maintained if students are seated facing each other.~~
- For younger children, minimize those times in the classroom when instruction or social skill development activities make it difficult to maintain six feet between students, especially when teaching or practicing necessary social skills of personal space, sharing space, and safety.
- Install physical barriers (e.g., shower curtain or flexible partitions) in areas where it is difficult for individuals to remain at least six feet apart.

Minimize 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.

- Each student's belongings should be separated from others'; kept in individually-labeled containers, cubbies, or areas; and taken home each day to be cleaned, if possible.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible or limit the use of supplies and equipment to one group of children at a time and clean and disinfect between each use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.

Consider each class as ~~a cohort (family unit)~~ an Ohana Bubble for elementary schools and Cohorts for middle and high schools. Interaction should be limited and controlled between Ohana Bubbles and Cohorts. ~~and limit and control interaction with other class cohorts~~

- ~~● When someone enters the class who is not part of the Ohana Bubble or Cohort, that person must wear a mask.~~
- ~~● For elementary schools, it is advised to keep the classes in cohorts their respective Ohana Bubbles when using the playground. Restrict interaction between different Ohana Bubbles while on the playground.~~
- During meal times, individually-plated meals are to be consumed in classrooms, at designated outdoor locations, or in the dining hall/cafeteria with distancing precautions.

From the DOH, please see the [PreK and daycare ohana bubble](#), the [Elementary ohana bubble](#), and the [Middle and high school ohana bubble](#) for more information and good practices.

Wear a Face Covering or Mask

Face coverings for adults and students must be worn when outside the classroom (e.g., moving from class to class, to an office, the library, or locker room) especially when physical distancing is difficult (see Fig. 1). Exceptions for face coverings/masks apply to those for whom it is not safe to do so due to age, medical condition, or other considerations.

In the classroom setting, where the class is considered ~~a cohort or bubble~~ an Ohana Bubble or Cohort, it is not required that students and teachers wear a mask if 6 feet of physical distance is adhered to. Facial recognition and expressions are very important social cues in a child's development. A classroom full of mask-wearing students may cause unhealthy anxiety, especially for younger students.

Adults/Staff:

- To the extent possible, all adults should cover their mouths and noses with a cloth face cover (mask) while at school. When ~~within under three~~ six feet of physical distance from a student or other staff member, adults must wear a mask.
- Wearing a face shield is not necessary for an adult unless working in a special setting such as the health room (receiving students who are sick) or interacting with students who have special needs or disabilities, where there is a higher risk of coming into contact with body fluids or respiratory droplets. A face shield should be worn with a face mask for maximum protection.
- Staff are responsible to bring and properly maintain their own masks.

Students:


- Masks ~~should~~ must be worn when keeping six feet apart is not possible. ~~or when children face each other and interact in similar ways. However, if students are sitting three feet apart, and facing the same way, wearing a mask is not required.~~
- In a classroom setting, wearing a mask may be very difficult for younger students in grades Pre-K to 2nd grade, students with disabilities, or students who have underlying medical conditions.
- Elementary students should wear masks if it is likely they will touch their mouths and/or noses without wearing one.
- When students are outside the classroom and when physical distancing is not feasible, ~~it is highly recommended that students wear~~ masks must be worn.
 - The Department of Health does not advise having students wear masks while playing at recess since wearing masks may be dangerous on the playground. ~~It is advised to keep the classes in cohorts when using the playground.~~
- When students are not wearing a mask, they should avoid close proximity (minimum ~~three~~ six feet apart ~~without facing each other~~) during group activities such as choir, band and exercising (physical education).
- Parents/legal guardians ~~will be~~ are responsible for providing students with face coverings or masks.

Disposable Masks:














- Schools shall have backup disposable masks available for staff and students who need them.

Fig 1:

Wearing a Face Covering or Mask



To the extent possible, all adults and students should wear a mask while at school. When under six feet of physical distance, masks must be worn.

-  **Masks shall be worn:**
 -  **Entering and exiting the school campus.**
 -  **On school buses.**
 -  **During campus transitions** (e.g., moving from class to class for secondary students, to an office, the library, cafeteria or locker room).
 -  **In the cafeteria.**
 -  Masks may be removed when students are **eating**. Six feet of physical distance should be adhered to.
 -  **In the classroom.**
 -  When **facial features** need to be seen by teachers or students to support learning or an activity, face shields in place of masks may be worn.
 -  Students may need **temporary breaks** from wearing masks. If a 6-foot distance is maintained, masks may be removed for temporary periods of time.
 -  If students are **seated less than six feet apart**, seats must face the same direction, students should remain in their seats and wearing a mask is required.
 -  Students should maintain at least six feet of distance during **group activities** such as choir, band and physical education where students may not be wearing a mask.
-  **Masks should not be worn during elementary school recess.** Classes should remain in their Ohana Bubble when at recess and maintain six feet of distancing as much as possible.
-  **Wearing a face shield is not necessary for an adult** unless working in a special setting such as the health room or interacting with students who have special needs where there is a higher risk of coming into contact with body fluids or respiratory droplets. A face shield should be worn with a face mask for maximum protection.

Exceptions for face coverings/masks apply to those for whom it is not safe to do so due to age, medical condition or other considerations. Chapter 19 regulations will be implemented for students who refuse to wear a mask. Refer to the Centers for Disease Control and Prevention's "Additional Considerations for the Use of Cloth Face Coverings Among K12 Students" at [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus) for more information.

Ventilation

- Ensure ventilation systems operate properly and increase circulation of outdoor air.
 - Open windows and doors when possible.
 - If a room has an air conditioner, the current recommendation is to open doors for ventilation when it is feasible to keep the air conditioner turned off.
 - Keep doors closed while the air conditioner is running.
- Do not open windows and doors if doing so poses a safety or health risk (i.e., risk of falling, triggering asthma symptoms) to children using the facility.

Cleaning and Sanitizing of Facilities and Devices

All employees responsible for the cleaning and sanitation of facilities will be trained on proper procedures, supplies, and frequency of cleaning. Once the school or office has hired the employee, the supervisor will notify OFO. Training will be offered through a variety of methods: online video, webinar, and/or in-person, to ensure timely and consistent quality in services performed.

Periodic quality assurance reviews of facilities will be required by the administration to ensure the safety of the students and staff. Procedures will be posted on the DOE intranet for administrators, head custodians, and cafeteria managers to access as needed.

OFO will communicate with the bus companies to ensure their employees responsible for cleaning buses are properly trained in sanitation procedures. All employees hired as bus drivers have their Commercial Driver's License (CDL) and are properly trained and outfitted with supplies to follow the protocols for health, sanitization, and as appropriate, social distancing, when using bus services.

The use of the **indoor** school facilities will be limited to the operations of school programming and after school services for the students enrolled at the school, and for outdoor campus requests to essential services (e.g., community food distribution), until the Governor has declared the impact level of "New Normal."

Daily cleaning procedures expectations for Custodial Service Workers - [OSHA Link](#).

Daily Cleaning of Facilities Protocol

The cleaning schedule for school facilities should adhere to guidance from the CDC and the state Department of Health as available. School facilities should be cleaned daily and high-touch areas, such as door knobs, light switches, counters, desks and chairs, railings, and water fountains, should be disinfected frequently throughout the day. Proper personal protective equipment (PPE), such as masks and disposable gloves, should be worn at all times during the preparation, cleaning, and disinfection of school facilities.

- Clean and disinfect all frequently touched surfaces as often as possible and at minimum, each day:
 - Before and after all classes and meetings.
 - School hardware may be cleaned before school, during recess, lunch recess,

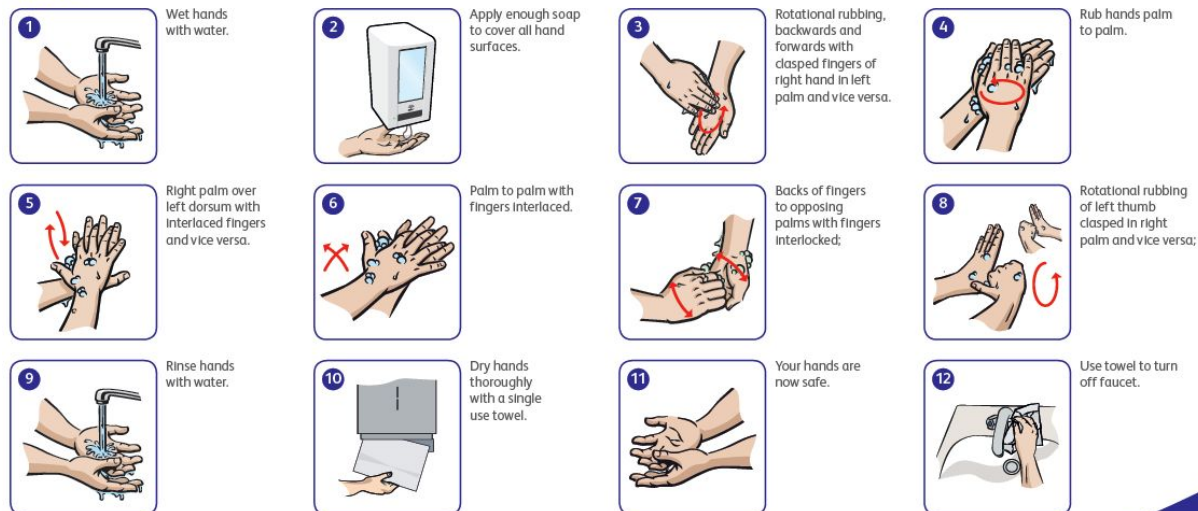
and afterschool.

- When classes are in session, custodians may disinfect doorknobs, handrails, and water fountains.
- Wear disposable gloves for all tasks in the cleaning process, including handling trash
 - Additional PPE may be required based on the cleaning/disinfectant products being used and whether there is a risk of splash
 - Gloves should be removed carefully to avoid contamination of the wearer and the surrounding area
- Use [FDA-registered products](#) or diluted bleach against the virus that causes COVID-19.
 - Always read the labels and safety data sheet of any chemicals used in daily work before using the product.
 - Follow the manufacturer's instructions for safe, effective use.
 - Disinfectants are most effective when surfaces are pre-cleaned prior to disinfection.
 - Be aware of the "contact" time for your disinfectant to be effective.
- Provide touch free waste-disposal containers.
- Ensure that facilities are regularly cleaned, sanitized, and disinfected, and that hazardous materials are disposed of properly.
- Always wash hands immediately for at least 20 seconds with soap and water (see Fig. 2) after removing gloves and after contact with a person who is sick.

Fig. 2:

How to **Wash your hands**

Process...



- Principals, with Head Custodians, should develop a daily schedule for the Custodial Staff to disinfect school hardware. High touch surfaces should be cleaned multiple times throughout the day with special attention given to key locations.

- Classrooms
 - Clean high touch surfaces:
 - Electronics such as computers, printers and devices.
 - Chairs, desks and table tops.
 - Light switches and door handles, including 1 foot above and below the handle (students & faculty tend to grab door edges to hold doors open).
 - Metal and plastic items like pencils sharpeners.
 - Sink handles and the surrounding countertops.
 - Empty wastebaskets
 - Vacuum carpet and spot clean
 - Dust, mop/wet mop resilient tile floors
 - Clean sink
 - Notify supervisor of any problems
- Restrooms
 - Clean high touch surfaces:
 - Door handles and light switches.
 - Soap dispensers and paper towel holders
 - Bathroom handles in toilets, sinks and showers.
 - Toilet seats and splash walls.
 - Privacy stall doors, door push plates (if present) and entrance/exit doors, including 1 foot above and below the push plate or handle.
 - Notify supervisor of any problems
- In cafeterias and kitchens
 - Clean high touch surfaces:
 - Door handles and light switches
 - Soap dispensers and paper towel holders
 - Food contact surfaces, hand contact areas, taps, utensils, chairs, table tops and sneeze guards (if present).
 - Water cooler handles or push buttons (if present)
 - Empty trash
 - Sweep, mop/wet mop floors
 - Clean water coolers
 - Notify supervisor of any problems
- Offices and Conference Areas
 - Empty trash
 - Vacuum carpet and spot clean
 - Dust, mop/wet mop resilient tile floors
 - Clean sink
 - Mop floor
 - Clean high touch surfaces:
 - Electronics such as computers, printers, devices and copiers.
 - Metal surfaces like file cabinets.
 - Chairs, desks and table tops.

- Light switches and door handles, including 1 foot above and below the handle (students & faculty tend to grab door edges to hold doors open).
 - Front counters are public hubs to be cleaned frequently
 - Notify supervisor of any problems
- Athletic Facilities
 - Clean high touch surfaces:
 - Door handles and light switches.
 - Soap dispensers and paper towel holders
 - Bathroom handles in toilets, sinks and showers.
 - Toilet seats and splash walls.
 - Water coolers
 - Benches and chairs, athletic equipment and locker doors
 - Clean athletic offices
 - Sweep athletic courts, hallways and all other floor areas
 - Clean locker rooms and showers
 - Check bleachers
 - Notify supervisor of any problems
- Outdoor Areas
 - Outdoor areas, like playgrounds in schools, generally require normal routine cleaning, but do not require disinfection
 - Do not spray disinfectant on outdoor playgrounds – it is not an efficient use of supplies and is not proven to reduce the risk of COVID-19
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely
 - Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers is not recommended
 - Sidewalks and roads should not be disinfected

Request for PPE supplies

HIDOE school, complex area, and state office requests for PPE will be filled to the highest standard achievable based on assessments of current and future PPE needs for individuals or groups of higher risk of exposure.

- Given the dynamic nature of the pandemic, requests are subject to considerations of the overall response needs and supply chain limitations.
- HIDOE continues to receive PPE supplies from the Hawai'i Emergency Management Agency and OFO.

OFO will work and consult with the HIDOE Office of Talent Management and Office of Student Support Services to determine the appropriate PPE needed for various categories of workers.

- Needs will be based on the risk of exposure levels described by the Hawai'i State Department of Labor and Industrial Relations and the Occupational Safety and Health Administration.

Requests:

- OFO will continue to work with the complex areas to generate requests on a recurring basis to procure PPE supplies.
- In case of an emergency, schools should keep their CAS apprised and contact Cherisse Shikada directly.

Daily Cleaning of Technology Devices

Devices that are loaned to students/staff for distance learning and telework should be cleaned upon return and reissuance to another person. For devices used throughout the day by multiple people, cleaning should occur between use by the next person.

- [General steps to cleaning commonly used technology devices](#) (e.g., computers, tablets, laptops, phones)

For detailed steps and information:

- Review “Cleaning of Devices” in the HIDEOE Technology Guidance for Employees https://hidoe.service-now.com/sp?id=kb_article&sysparm_article=KB0011472 (employee login required)

CASES OF COVID-19

COVID-19 Point of Contact and Response Team

Each school should designate a staff member (e.g., administrator or School Health Assistant) to serve as the point of contact responsible for responding to COVID-19 concerns. All staff, students and families should know who this person is and how to contact this person.

Schools should also create a COVID-19 Response Team to address concerns and questions. At the minimum, this team should include the principal, the School Health Assistant, a teacher, and the Head Custodian.

Additional Resources:

- [Stopping COVID-19 in its tracks - Terms to Know](#)
- [Stopping COVID-19 in its tracks - What does a contact tracer do?](#)

DOH Notification and Investigation Process

When a student or employee either tests positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive:

- ~~The DOH will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine or isolation.~~
- The DOH will conduct an investigation, and they will determine which individuals will be directed to a 14-day home quarantine or isolation.
- ~~The DOH will work with the school principal if it is identified that someone (student or staff) at the school is affected.~~
- The DOH will work with the school principal if either a staff member or student is identified as a confirmed positive case.

- The DOH will send a letter to the principal with start and end dates of an individual's quarantine or isolation. The affected individuals will also receive a letter from the DOH notifying them once they have completed their quarantine or isolation.
- NOTE: It is the employee's responsibility to notify his/her HIDEOE supervisor if he/she tests positive for COVID-19 or has been identified as a close contact to someone who has tested positive while working at a non-HIDEOE site or other non-HIDEOE situation. (e.g., at a second job, attending a conference/workshop, attended a gathering).
- The principal (or designee) will contact the Communications Branch to assist with communication to the school community if COVID-19 affects the school, as they have a template letter to ensure consistency of messaging.

Please see the procedural flowcharts on a positive case in a school (Fig. 3) and a close contact in a school (Fig. 4) for visual representations of the DOH and notification process.

Fig 3.

POSITIVE CASE IN A SCHOOL PROCEDURAL FLOWCHART

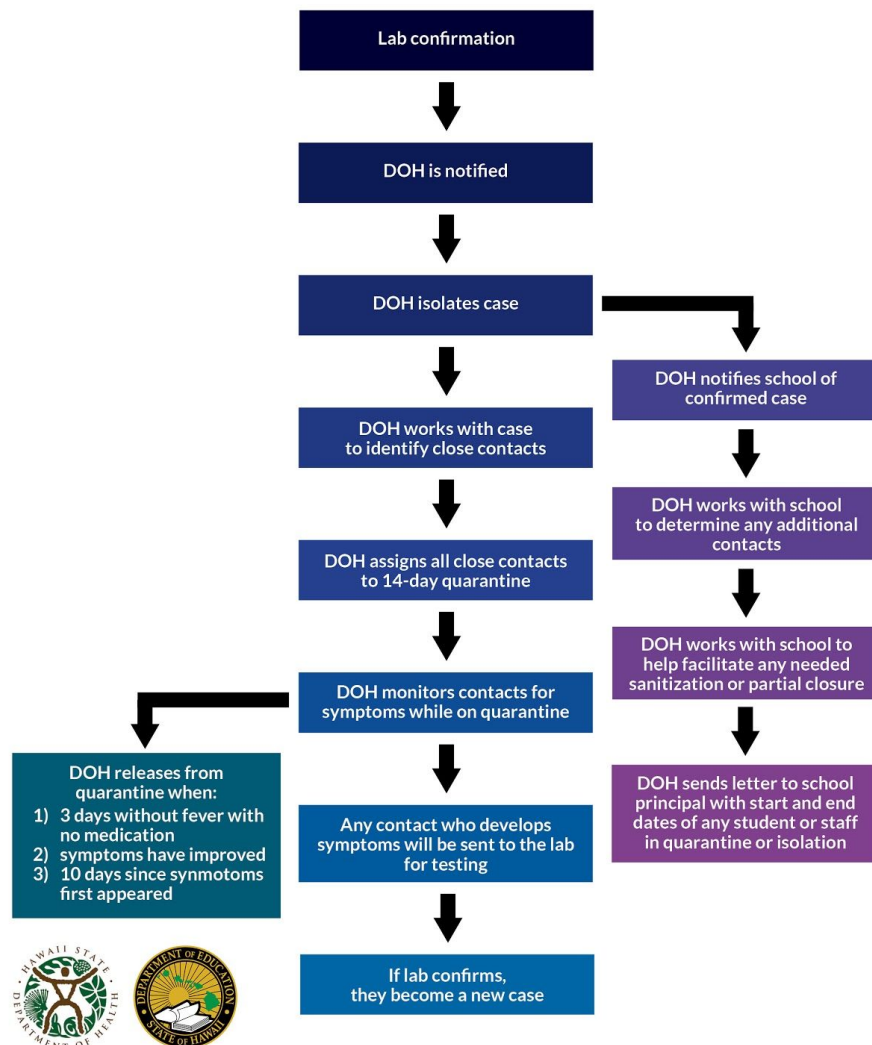
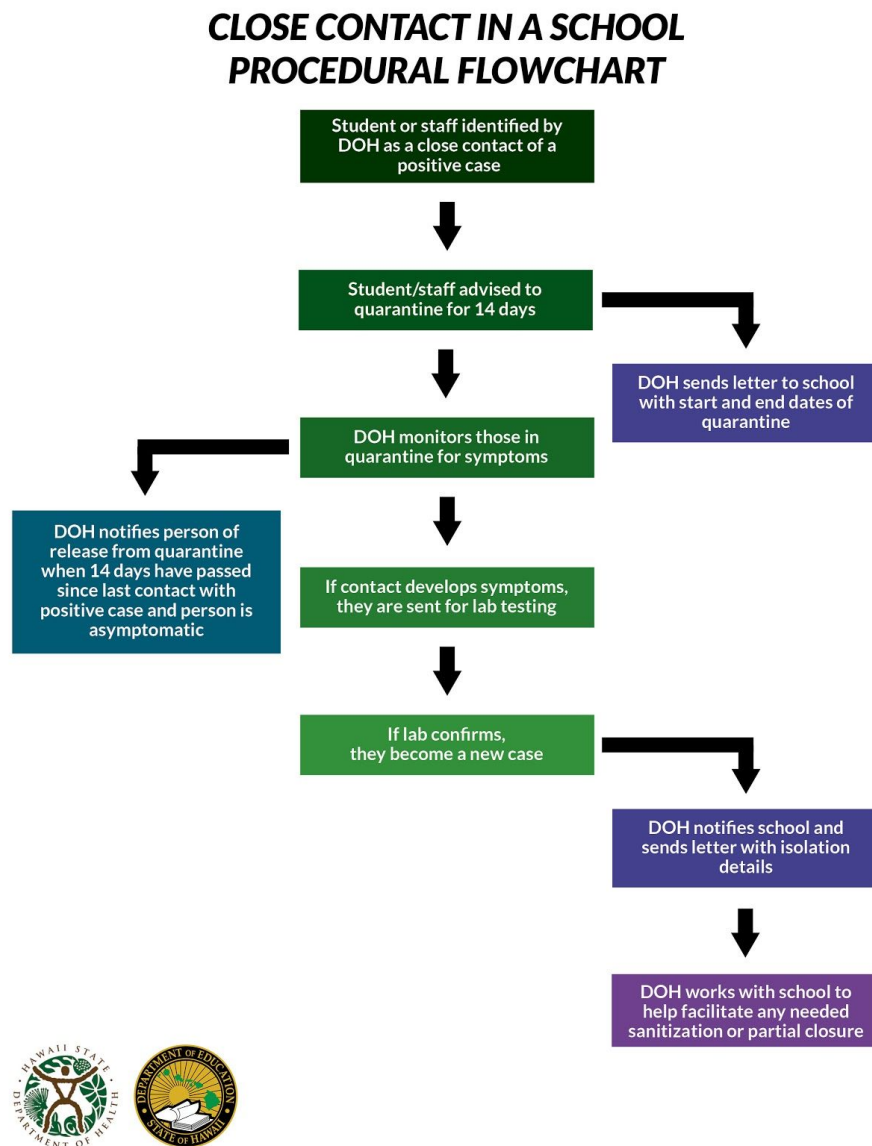


Fig. 4



HIDOE Notification Steps and Considerations

Communication to staff, students and families should not go out until DOH has confirmed a positive case with the individual and/or school. The following steps should be taken when determining if a HIDOE notification should go out:

- Principals should contact their Complex Area Superintendent immediately if they are notified of a positive COVID-19 case impacting their school.
- The Complex Area Superintendent will notify the Deputy Superintendent and designated points of contact in the Office of Student Support Services, Office of Facilities and Operations and the Communications Branch.
- In order to avoid any potential Family Educational Rights and Privacy Act (FERPA) and/or Health Insurance Portability and Accountability Act (HIPAA) violations, all

notifications about positive COVID-19 cases to those who might be potentially impacted will be done by DOH.

- HIDOE understands that schools may want to notify their staff and school communities out of an abundance of caution, which is why a notification template is available and has been approved by HIDOE's Risk Manager. The Communications Branch will provide the template and offer notification guidance, as needed. Schools are not legally obligated to send this out since the lead agency is DOH.

When A Student Becomes Sick

When a student becomes sick at school, send the student to the Health Room.

- The School Health Assistant (SHA) will call the student's parent/legal guardian to pick up the student.
- While waiting to be picked up, isolate the sick student from those who are well. If possible, in a supervised area outside the health room.
- Do not have the student wait at the main office or any other high traffic area(s).
- If a student is experiencing symptoms of respiratory illness or influenza, he/she should take the following precautions:
 - Isolation and exclusion from school should be continued for **7-10** days after illness onset ~~or~~ **and** until 24 hours after the resolution of fever and respiratory symptoms, whichever is longer.
- If a student is sent home due to any illness symptom other than a respiratory illness or influenza, he/she should be excluded from school until fever-free for at least 24 hours without the use of medication.
- The SHA will send a note home with the student which conveys the recommendations above.
- For further information, see [SHA Manual Section 2-10 General Principles for Temporary Exclusion from School](#).
- For a student who has tested positive for COVID-19, the DOH will determine the dates of quarantine and will guide the student as to his/her subsequent care and return to school.

Cleaning of Facilities for COVID-19 Confirmed Case

When there is a confirmed case of COVID-19 on a school campus, protocols will intensify as decisions about closing school facilities, the duration of, and communication with stakeholders will be necessary. **This link includes** the steps to take and a cleaning and disinfection facilities protocol checklist.

HEALTH ROOMS AND SERVICES

To ensure **physical** distancing, temporary barriers (e.g., shower curtains, flexible partitions) should be installed and procedures for health room visits should be in place prior to the start of the school year. Students exhibiting symptoms of **COVID-19 illness** should be separated from other health room visitors. The School Health **Assistant (SHA)** will play an important role in assessing and intervening ~~in suspected cases of COVID-19 when students report to the health room not feeling well.~~

- [Information](#) for staff, parents and students should be placed into the school's handbook that is distributed at the beginning of the school year.

When a student becomes ill, the student should be sent to the Health Room. If there is no School Health Assistant on campus, the student should be sent to the designated staff member.

- The student's parent or guardian should be called to pick up the student.
- The student should be placed in a supervised, isolated area until he/she is picked up.; ~~especially if the student is exhibiting symptoms of COVID-19.~~
 - Do not have the student wait at the main office.
- Any student sent home due to illness should be excluded from school until ~~symptom-free fever-free~~ for at least 24 hours (~~ideally 72 hours~~) without the use of medication.

School Health Assistants (SHAs) Perform These Essential Functions

- Serve as point of contact for student health matters
- Perform emergency first aid
- Administer approved routine prescribed medication
- Maintain health records using HealthOffice Anywhere
- Report unusual absenteeism to the DOH
- Coordinate with school staff/students' families
- Oversee the school health room
- Screen students for illness

Practices to Prevent COVID-19 in the Health Room

- Develop a route to the health room that minimizes interactions
- Avoid and prevent close contact (6+ feet)
- ~~Wears a face mask, eye protection (e.g. face shield), and gloves (discarded between students)~~ Wear a face mask in the health room (SHA and student)
- SHA must also wear eye protection, such as a face shield, during close contact with a student
- ~~Face mask or tissue is provided to student when in close contact and when student has symptoms of illness~~
- Wash hands (SHA and student before and after each encounter)
- Screen and send home any students who are ill
- Isolate those who are ill from others
- Clean and disinfect surfaces after each use
- Promote good airflow while maintaining privacy
- Keep supplies in stock

Items for Use in the Health Room During COVID-19

- ~~Cloth face masks (with ear loops, not ties)~~
- Disposable Face masks
- Eye protection (e.g. face shield or goggles)
- Disposable nitrile (non-latex) gloves

- Disinfection wipes
- Hand sanitizer (60%+ alcohol)
- Facial tissue
- Non-contact infrared thermometer
- ~~Disposable gown/apron~~

Caring for a Student Who is Sick

- Show empathy
- Avoid close contact
- Wash hands
- ~~Apply~~ **Wear** face covering (SHA and student)
- Screen the student for symptoms
- Contact the parent/legal guardian for pick up
- Isolate the sick student away from those who are well
- Advise parent to contact their health care provider
- Clean and disinfect
- Notify school administration
- Record the visit in HealthOffice Anywhere

When to Report Illness

- If 10% of the entire school or 20% of one grade or classroom are sent home with common flu-like or gastrointestinal symptoms, **the School Health Assistant will contact** the Hawai'i State Department of Health Disease Investigation Branch or **your** the local District Health Office.

~~PPE Items Recommended for Use in the Health Room during the School year~~

Item	Quantity Per School for the Fall Semester
Protective eyewear (goggles or face shield)	Two pairs (one pair to use while the other is being sanitized)
Disposable surgical Face masks for the SHA and students to use when in close contact with a SHA or when ill	Minimum of one box of 50 per school plus two more boxes (100) per thousand students enrolled
Cloth masks (ear loop kind) to use in the health room when other students are present	10 per school (a clean cloth mask should always be available in the health room in case a Substitute SHA or other school staff has to cover SHA duties)

Non-latex disposable gloves	One case of 10 boxes (100 per box) medium size per school
Gowns (disposable aprons)	One box of disposable non-latex aprons that are water-resistant/non-absorbent (a box with 20 or more should be sufficient)
Disinfection wipes (see the EPA List of Disinfectants for Use Against SARS-CoV-2)	One case of 12 bags (50 wipes per bag) per school
OPTIONAL: Non-contact infrared thermometer	One per school. Make sure that it does not require the patient to be inside for 30 minutes prior to use since this is not practical for students who are visiting the health room. Temporal thermometers are also good, but must be properly disinfected after each use.

Long-Term Goal

- Each school may need a **school health** nurse.
 - Screen, manage, and monitor students for all illness (including COVID-19).
 - Early identification of COVID-19.
 - Early/transparent reporting to DOH for contact tracing.
 - Manage COVID-19 as part of norm in schools.

Signage and Health Promotion

Provide physical guides, such as tape on floors and sidewalks, and signs on walls to ensure that staff and students remain at least six (6) feet apart (e.g., guides for creating 'one-way routes' in hallways).

Post signs in highly visible locations, such as the health room, restrooms, hallways, classrooms, and offices, to promote everyday protective measures to prevent the spreading of germs and illnesses. Consider using the following resources:

- [Stop the Spread of Germs at School and Offices](#)
- [CDC Safely Wearing and Taking Off a Cloth Face Covering](#)
- [CDC Wash Your Hands!](#)
- [CDC Stop the Spread of Germs](#)
- [CDC Stop the Spread of Germs that Can Make You and Others Sick!](#)
- [COVID-19 Protective Handwashing](#)

Additional resources

- [DOH COVID-19 Home Care Guide](#)
- [DOH COVID-19 What You Need to Know](#)
- [CDC Take 3 Actions to Fight Flu](#)
- [CDC A Healthy Future Is In Your Hands!](#)
- [CDC Germs Are Everywhere](#)
- [CDC How to Protect Yourself](#)
- [CDC 10 Things You Can Do To Manage Your Health At Home](#)
- [CDC How to Protect Yourself and Others](#)
- [A Parent's Guide: Helping Your Child Wear a Face Mask](#)
- [Help your Child Feel Good about Using and Seeing Others Wearing Face Masks](#)
- [I Can Stay Healthy by Wearing a Face Mask \(PPT\)](#)

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Authorities, References and Additional Resources

American Academy of Pediatrics

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Governor's Emergency Proclamations

<https://governor.hawaii.gov/emergency-proclamations/>

Centers for Disease Control and Prevention (CDC)

Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19) *available at*

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

U.S. Department of Labor/Occupational Safety and Health Administration (OSHA)

Guidance on Preparing Workplaces for COVID-19, *available at*

<https://www.osha.gov/Publications/OSHA3990.pdf>

U.S. Equal Employment Opportunity Commission

<https://www.eeoc.gov/coronavirus/>

Department of Health

<https://health.hawaii.gov/coronavirusdisease2019/>

Society for Human Resources Management

<https://www.shrm.org/ResourcesAndTools/tools-and-samples/hr-forms/Pages/covid-19-back-to-work-checklist.aspx>

American Society of Heating and Air-Conditioning Engineers

<https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during-the-covid-19-pandemic>