



**STATE OF HAWAII
DEPARTMENT OF EDUCATION**

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

April 24, 2020

ACTION REQUIRED

TO: Complex Area Superintendents
All Principals

FROM: Dr. Christina M. Kishimoto
Superintendent

SUBJECT: **COVID-19 School Closure Procedures for School Year 2019-20**

In light of the ongoing COVID-19 pandemic, schools will adhere to the following closure procedures:

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| <p>By Monday, May 4, 2020</p> | <p>Teacher and Staff Window of Access: Principal or designee will communicate with teachers and school staff in writing. This communication will include a calendar, schedule, and procedures for a window of access to return to the school site.</p> <p>Drop Off and Return for students and/or families: Principal or designee will communicate with students and/or families in writing dates to provide procedures for Drop Off and Return of school-owned equipment/materials and pick up of personal belongings.</p> <p>All procedures will adhere to the social distancing and safety guidelines in place at that time.</p> |
| <p>Date to be determined by School Principal</p> | <p>Teacher and Staff Window of Access: Teachers and staff will return to school at their scheduled time to:</p> <ul style="list-style-type: none"> • Collect personal belongings in their classroom and/or office. • Pack and label students' personal items left in the classroom or office, as specified by the Principal or designee. • Address additional responsibilities that require physical presence at the school site. <p>Teachers and staff will have access to their classroom or office for a day. Requests for more than a day, including rationale, must be communicated to the principal or designee. If approved, the principal or designee will assign additional time.</p> <p>To ensure social distancing and the safety of all staff, the Principal or designee will determine the number of individuals allowed in each area at the school site and ensure time on the campus will be focused on the necessary tasks. Principals will work with their staff who have health issues to accommodate exceptions.</p> |
| <p>Date to be determined by School Principal</p> | <p>Drop Off and Return for students and/or families: Students or their family member will bring any school-issued equipment or materials back to a centralized location at the school site and pick up their personal belongings (i.e., medications, clothing, student work, yearbooks, etc.).</p> |

School principals are asked to contact their Complex Area Superintendent regarding any questions or concerns.

CMK:pu
c: Deputy Superintendent
Assistant Superintendents