




STATE OF HAWAII
DEPARTMENT OF EDUCATION

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF FACILITIES AND OPERATIONS

November 12, 2020

TO: Deputy Superintendent
Complex Area Superintendents
Principals (All)
Vice Principals
Administrative Service Assistants
School Administrative Services Assistants

FROM : Randall M. Tanaka 
Assistant Superintendent

SUBJECT: **Use of City and County Facilities – COVID-19 Update**

This Memorandum is to memorialize the communications received from the each of the County Departments of Parks and Recreation (DPR) regarding the Department of Education's (DOE) use of county facilities for school-sponsored activities.

Information and guidance as of November 10, 2020, are as follows:

City and County of Honolulu

Permits that would allow the DOE to use city and county facilities will be issued when the City and County of Honolulu reach Tier 4 of Mayor Caldwell's Plan. In Tier 4, Oahu must maintain a seven-day average of fewer than 20 daily cases and a seven-day average test positivity rate of less than 1% for two weeks straight. Oahu is currently in Tier 2 of the mayor's plan with a seven-day average of 88 new cases and an average test positivity rate of 3.2%; therefore, county facilities, including parks adjacent to school campuses, are not yet available for permitted school-sponsored activities.

County of Hawaii

The County of Hawaii supports the DOE's use of county park sites and facilities that are adjacent to school campuses. Schools may use county parks for permitted school-sponsored activities for which the county has been indemnified. Mayor Kim's COVID-19 Emergency Rule No. 12 pertaining to social gatherings exempts state government operations. Therefore, school-sponsored activities are not limited to groups of ten (10) persons, but other policies may apply.

School administrators must contact Mason Souza, Recreation Administrator, at (808) 961-8740, to coordinate all school uses of county facilities, including those with existing permits. Such coordination will allow the County of Hawaii, DPR, to confirm and set exclusive use days and times at specific parks in favor of school-sponsored activities and close those parks to the general public to mitigate health and

safety concerns. Please be advised that certain county facilities located on DOE property (e.g., county gyms) remain closed to the public, and swimming pools are operating under modified rules.

County of Kauai

Schools with existing permits are allowed to use county parks adjacent to their campuses for physical activities and other school-related activities provided that school administrators follow the health and safety protocols contained in the DOE's Health & Safety Handbook. The current version can be found on the DOE's website and have been provided to the County of Kauai, DPR, for reference.

The County of Kauai, DPR, as a condition of use, requires structures and playground equipment located on county property to be cleaned by the DOE. However, cleaning county facilities, including playground equipment, is not an option because such activities are not within the scope of work for DOE staff. Therefore, schools must not use any structures or playground equipment on county property.

County of Maui

Gyms and community centers have remained closed since March 2020. The County of Maui, DPR, requires that school administrators contact the DPR Permit Office directly for guidance. The DPR Permit Office can be reached by phone at (808) 270-7389 or via email at DPRPermits@co.maui.hi.us. The DPR Permit Office has a process for schools to follow, and it depends if schools have existing permits. Typically, DPR accepts applications for permits on a triennial basis; however, currently, the permitting office is not issuing permits.

Additional OFO Guidance

Regardless of whether county parks are open for DOE use, if there is an actual fire or emergency, schools should evacuate to the nearest park if it's safe to do so.

Furthermore, because county parks are community shared spaces, we have no control over who uses the structures or playground equipment. We cannot monitor when and how often county personnel cleans their facilities. Therefore, for the safety and health of DOE students and staff, for those counties allowing the use of adjacent parks, OFO strongly advises refraining from using structures and playground equipment. Additionally, as mentioned earlier, DOE custodians or other staff, are not permitted to clean county facilities because such activities are not within their scope of work.

In anticipation of the counties fully reopening their facilities for DOE school-sponsored activities, schools should continue to enter requests through the C&C Use of Facilities Lotus Notes application. The C&C Use of Facilities Lotus Notes application is a resource to assist DOE schools in meeting county indemnity requirements when applying for the use of county facilities for DOE-sponsored activities and is not a database to request for permits. Applying for and obtaining permits is the responsibility of school administrators. Please see the attached Memorandum entitled "City and County Use of Facilities, School Year 2020 – 2021 and Summer 2021 Requests to Indemnify County for Department of Education Sponsored Activities" for details.

Please refer to these websites for more detailed information regarding COVID-19 metrics and current state and county reopening statuses:

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Hawaii COVID-19 Data - <https://health.hawaii.gov/coronavirusdisease2019/what-you-should-know/current-situation-in-hawaii/>

Reopening Status - <https://recoverynavigator.hawaii.gov/reopening-status/>.

Should you have any questions, please contact Lisa A. Takata, at (808) 784-5025 or via email, at lisa.a.takata@k12.hi.us or Richard Kiyabu, at (808) 784-5062, or via email, at richard.kiyabu@k12.hi.us.

RMT:lat
Attachment

c: Communications Branch
Office of Facilities and Operations
Facilities Development Branch