




STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF FACILITIES AND OPERATIONS

August 25, 2020

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

FROM: Randall M. Tanaka 
Assistant Superintendent

SUBJECT: Use of School Facilities – Updated Interim COVID-19 Guidelines #2

This Memorandum supersedes the Memorandum entitled “Use of School Facilities – Updated Interim COVID-19 Guidelines” dated July 27, 2020.

In keeping with the transition to distance learning, use of school facilities for all Type I, Type II, and Type III activities are suspended.

Effective immediately and until further notice, principals are instructed to do the following, citing Department of Education (DOE) efforts to mitigate the spread of the virus:

1. Identify current users and cancel all ongoing events and handle reimbursements accordingly;
2. Disapprove all pending requests with event dates before September 14, 2020;
3. Change application status from approved to in-progress for all requests with event dates on or after September 14, 2020; and
4. Stop accepting any new requests.

With the exception of Molokai schools and Hana High and Elementary, these guidelines apply to all after-school programming provided by the DOE and DOE-contracted vendors.

To support the students at Molokai schools and Hana High and Elementary, where in-person and blended learning will take place, principals may allow the use of school facilities for after-school programming, but no other activities should be allowed.

Deputy Superintendent, et al.
August 25, 2020
Page 2

The reopening of school facilities for Type I, Type II, and Type III activities will be reassessed following updated guidance from the Governor and the Department of Health.

Should you have any questions, please contact Richard Kiyabu, Work Program Specialist of the Facilities Development Branch, at richard.kiyabu@k12.hi.us or (808) 784-5062.

RMT:lat

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