November 3, 2021

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 School Facilities - Updated Interim COVID-19 Guidelines #6

This Memorandum supersedes the Memorandum entitled "Use of School Facilities - Updated Interim COVID-19 Guidelines #5" dated April 19, 2021.

Schools shall continue the use of COVID-19 benchmarks and mitigation strategies to provide ample campus access. Please be advised that effective September 13, 2021, the Hawaii State Department of Education (Department) mandated COVID-19 requirements for visiting schools and offices. All individuals twelve (12) years and older, including the Department’s volunteers, vendors, and contractors, must provide an attestation of being fully vaccinated, present a negative COVID-19 test result if not fully vaccinated, wear a mask at all times within the Department’s facilities, and physically distance themselves from others (Office of the Superintendent, September 2021).

The following updated guidelines expand upon the use of school facilities in response to this plan of action and in accordance with the Center for Disease Control, State of Hawaii, and each County’s Reopening Strategies.

Community Use
An exception for Type II & III Community use of Department facilities for the following may be granted after careful consideration of COVID-19 benchmarks may be used in deciding whether to approve the use of school facilities at each site:
1. Private, non-profit, and/or community organizations that support the Department’s curriculum and programs.

2. Private, non-profit, and/or community organizations providing direct supplemental educational, health and wellness programs to schools.

3. Private, non-profit, and/or community organizations directly contracted with the Department for the use of facilities.

4. County intercession and/or summer fun use of classrooms, cafeterias, and outdoor facilities.

5. Private School and/or University requests that adhere to the Department’s allowable activities.

6. School and third-party fundraising activities that support school functions.

7. Community health and safety under the direction of the Department of Health for emergency operations and training.

Private league, athletic club tournaments, public competitions, and all other Type III Community use of the Department’s facilities shall remain prohibited at this time.

Allowable Department and School-Related Activities
Upon user consensus to comply with cleaning, safety, and health requirement conditions, site administrators may approve requests for the following type I and II activities:

Department-sponsored activities specific to school and educational programming

1. Use of common spaces
   a. School Libraries
      i. Use of the school library and scheduling should support cohorts. If the library is large enough and physical distancing of more than six (6) feet is possible with barriers to ensure separation between cohorts, multiple cohorts may be scheduled at the same time.
      ii. The use of masks is mandatory.
      iii. Handwashing with soap and water or sanitizer use before and after visiting the library. Clean and disinfect shared equipment in common areas between cohorts.
   b. Assemblies (Indoor and Outdoor)
      i. Maintain mitigation strategies of mandatory masking, staying within cohorts, and hand sanitizing before re-entering class. Create sections and walkways
between cohorts that are clearly defined. Class cohorts are encouraged to be separated by at least six (6) feet distancing to the greatest extent possible.

ii. For indoor assemblies, facilitate ventilation with outdoor air by opening doors and windows.

iii. Prioritize outdoor assemblies over indoor.

2. Playgrounds and County Parks
   a. Please refer to the Department’s memo dated April 15, 2021, from the Office of Facilities and Operations (OFO), Use of County Facilities - COVID-19 Update and School Year 2021 - 2022 Requests to Indemnify County for guidance.
      i. This Memorandum memorializes the communications received from each of the County’s Department of Parks and Recreation offices regarding the Department’s use of County facilities for school-sponsored activities.

3. Afterschool Programs and Other Extended Out of School Time Programs Beyond the School Day
   a. Schools may plan for programs and services that extend beyond the school’s learning opportunities and care beyond the school day for their enrolled students on their school campuses. Consideration of community transmission data, capacity to maintain essential strategies, and layering other mitigation strategies must be taken into account in order to safely conduct these activities. The use of private direct service providers will require documented commitment to adhere to these conditions and adjust to the learning models of the schools they serve. Before the commencement of these activities, the identification of shared spaces and expectations should be communicated with the school’s staff.

4. Athletic Play
   a. Students participating in school-sanctioned athletics ages twelve (12) and over must attest to full COVID-19 vaccination, weekly proof of negative COVID-19 test results in lieu of receiving full vaccination, or provide negative COVID-19 test results on a weekly basis if religious or medical accommodations are applicable.
   b. Students ages eleven (11) and younger shall not participate in inter-school athletic activities.

These programs may begin or continue for schools with in-person and/or blended learning. Priority is for school and educational programming activities essential to student services. These programs include the Out of School Time (OST) programs administered through the Community Engagement Branch (CEB) and are identified as the following:
1. These programs include the OST programs administered through CEB and are identified as the following:
   - 21st Century Community Learning Centers
   - After-School Plus
   - Resources for Enrichment, Athletics, Culture, and Health
   - Uniting Peer Learning, Integrating New Knowledge

2. **College admission testing** - Please consider imposing additional health and safety measures, recommended by public health agencies, the College Board, and ACT, as special conditions.

3. **County intersession and summer fun programs** - Careful consideration of COVID-19 benchmarks may be used in deciding whether to approve the use of school facilities for county intersession programs.

4. **State and school-sponsored before, during, and after school child care programs** - Please consider imposing additional health and safety measures recommended by the Department and public health agencies.

5. **Extracurricular Clubs (school, for-profit, and nonprofit)** - Please consider imposing additional health and safety measures as recommended by the Department and public health agencies.

**Exceptions**
If your school is considering a request not on the list of allowable activities or has questions about a specific activity, please contact OFO for further guidance.

**Form UOF and Capital Improvements Program Project Tracking System (CPT) Online Database Updates**

Please continue to review all applicant responses on Form UOF for accuracy and completeness before processing the application through the CPT online database. State agencies are exempt from the liability insurance requirements and do not need to sign the indemnification statement. Authorized users may access the CPT Use of School Facilities Database through this link [https://www.hidoefacilities.org/facilitiesUseAppSearch.php](https://www.hidoefacilities.org/facilitiesUseAppSearch.php).

Form UOF may be downloaded from [https://www.hawaiipublicschools.org/ConnectWithUs/Organization/Offices/FacilitiesandOperations/FutureSchoolsNow/Pages/Use-of-school-facilities.aspx](https://www.hawaiipublicschools.org/ConnectWithUs/Organization/Offices/FacilitiesandOperations/FutureSchoolsNow/Pages/Use-of-school-facilities.aspx) or on the Use of School Facilities Application in the CPT online database under the References tab.
Use of School Facilities Point of Contact Survey
To better assist schools and offices, we request that school and office administrators complete the Use of School Facilities Point of Contact Survey by clicking on the following link https://forms.gle/gP7dcgqDq6uLYjhJ9 (If you are not able to access the link above through this document, please copy and paste it directly into a browser such as Chrome or Firefox.)

The reopening of school facilities for all 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 or need further assistance, please contact Richard Kiyabu at richard.kiyabu@k12.hi.us or (808) 784-5062.

RMT: rk
Attachment

cc: Superintendent
   Office of Curriculum and Instructional Design
   Office of Strategy, Innovation, and Performance
   Communications Branch
   Community Engagement Branch
   Hawaii State Department of Education A+ District Offices
   Office of Facilities and Operations
   Facilities Development Branch
**DEPARTMENT OF EDUCATION - STATE OF HAWAIʻI**

**Request & Agreement for Use of School Buildings, Facilities, or Grounds**

Hawaii Revised Statutes §§ 302A-1148 & 302A-1148.5 • Hawaii Administrative Rules Title 8, Chapter 39

(Application must be received by the School at least 10 working days prior to requested date of use)

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**EVENT & CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Date</th>
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</table>

- **Facility Type**
  - [ ] Auditorium (extra fees may apply)
  - [ ] Gymnasium
  - [ ] Parking Lot
  - [ ] Cafeteria Dining Room
  - [ ] Library
  - [ ] Swimming Pool
  - [ ] Classroom
  - [ ] Multi-purpose Room
  - [ ] Other

- **Event Start Date:**
- **Event End Date:**

- **Dates/Days of Use:**
  (i.e., specific dates; every Saturday after school hours every school day)

- **Total Days of Use:** [ ] not to exceed 50 days, except for State, including DOE, and County activities

- **Expected Number of Attendees**

- **Time of Use:**
  - From [ ] A.M. [ ] P.M. to [ ] A.M. [ ] P.M.
  (include time required for set-up, breakdown, and cleaning)

- **Name of Event or Description**

- **Organization/Individual**

- **Address**

- **Phone Number**

- **Contact Person**

- **Email Address**

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Please answer all questions and affix your signature

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1. Is this a DOE-sponsored activity? (School Administration: )</td>
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<td>a. Is your organization a separate entity from the school (e.g., PTA, PTSA)?</td>
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<tr>
<td>b. Will other vendors participate in the event?</td>
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<td>2. Is this educational programming for A+, 21CLC, REACH, or UPLINK?</td>
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<td>a. Is the programming administered by a DOE contracted vendor?</td>
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<td>3. Is this a government-sponsored activity? (Sponsoring Agency: )</td>
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<tr>
<td>a. Is this a State-sponsored activity?</td>
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<tr>
<td>b. Is this a County-sponsored activity?</td>
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<tr>
<td>c. Is this a County Department of Parks and Recreation educational or recreational activity?</td>
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<td>4. Is your organization tax-exempt non-profit? (Tax I.D. No.: )</td>
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<td>a. Does the activity involve student child-care services?</td>
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<td>5. Is there an admission, fee/charge, tuition, donation, or contribution collected for the event/activity?</td>
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<td>6. Is this a personal or private for-profit business activity?</td>
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<td>7. Does the activity involve fundraising?</td>
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<td>8. Does the activity involve meetings, or services to promote a business, product, or religion?</td>
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<td>9. Does the activity involve political campaigning?</td>
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<td>10. Is your organization a private school or university?</td>
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<td>11. If the request is for auditorium use, do you employ union stage workers?</td>
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<td>12. Is this a non-DOE athletic event?</td>
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<tr>
<td>a. Will other vendors be participating in this event?</td>
<td>[ ]</td>
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<td>13. Do you plan to operate a carnival?</td>
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<tr>
<td>a. Do you plan to sublease the facility?</td>
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<tr>
<td>14. Do you plan to operate a fair (e.g., craft fair, farmers’ market)?</td>
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<tr>
<td>a. Do you plan to sublease the facility?</td>
<td>[ ]</td>
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<tr>
<td>15. Will you and/or your vendors/sub lessees commercially prepare food items (off site or on-site) for sale?</td>
<td>[ ]</td>
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<tr>
<td>16. Do you plan to use motor vehicle(s) on school property (car shows and exhibits)?</td>
<td>[ ]</td>
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I, the undersigned, on behalf of the organization I represent, have provided truthful and accurate information. If the school facilities, equipment or grounds are not properly maintained by the user, the State of Hawaiʻi Department of Education will deny further use of the school facilities, equipment or grounds to the individual or organization and seek appropriate restitution for damages incurred. The applicant further understands that the school facilities and grounds are to be alcohol and tobacco free, meaning that the use of any alcoholic or tobacco substances are prohibited at all times on school grounds or at any school activities. Furthermore, I understand that as a user of school facilities, the activity being conducted shall be lawful. Should disabled persons wish to participate in the requested use, applicants must make reasonable modifications and/or programmatic accommodations to permit such participation.

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Signature of Authorized Agent

Date

Name of Organization

DISTRIBUTION: ORIGINAL - School; COPY - Requestor
Preemption Notice

To assure school uses are given priority over non-school uses, all approved requests are subject to preemption by the school for unanticipated school needs. Should an unanticipated school need arise, schools may preempt all or a portion of the requested use period for the school’s needs.

Civil Defense Notice

In the event of a Civil Defense declared emergency during non-school hours, the undersigned is responsible for the safety of their program participants. The Department of Education is not obligated to provide for Civil Defense emergencies during non-school hours except when the applicable school is designated for use as a shelter by the American Red Cross.

National Pollutant Discharge Elimination System (NPDES) Notice

The National Pollutant Discharge Elimination System (NPDES) is a regulatory program administered by the United States Environmental Protection Agency that calls for the control and management of storm water pollution. In Hawaii, our storm water drainage systems were designed to prevent flooding by channeling storm water into drains that discharge through outlets along the coastline.

However, the storm water drainage systems were not designed for the disposal of waste or pollutants. In order to protect the environment and fulfill our pollution prevention (P2) responsibilities, the Department of Education must implement best management practices (BMPs) as part of a storm water management plan (SWMP).

The undersigned understands that every effort should be made to prevent pollution as a consequence of using school facilities. Waste and pollution if not curtailed will enter storm drains and eventually make its way to the ocean. Organizers and participants can help by preventing litter and minimizing the use of autos on campus by carpooling, riding bikes, and using public transportation. Report any illegal dumping and observed violations by calling the City Illegal Dumping Hotline at 768-3300 (Honolulu) or the respective county offices (neighbor islands).

Department of Health Safety Code Requirements (Hawaii Administrative Rules Title 11, Chapter 50)
Applicant responsible for complying with all Department of Health regulations for all food related events.

Acceptance and Acknowledgment

The undersigned hereby accepts and acknowledges the above requirements and notices, and to reading and understanding the statutes and administrative rules cited above.
LIABILITY REQUIREMENTS • INDEMNIFICATION STATEMENT

Liability Insurance Requirements (Per Department of Accounting and General Services Risk Management Office)

1. Promoters and/or organizers of fairs and carnivals, and non-DOE sponsored athletic event users must have general liability insurance of no less than $1 million per occurrence for personal injury and $3 million in the aggregate. Non-DOE sponsored athletic event users with less than 100 attendees may obtain a general liability insurance policy for the lesser amount listed under requirement #2.

2. All users, including carnival and fair sub lessees and vendors at DOE/school sponsored events, and except those identified above, must have general liability insurance of no less than $500,000 per occurrence and $1 million in the aggregate.

3. Users selling food items, including carnival and fair sub lessees and vendors at DOE/school sponsored events, must also have products and completed operations coverage of no less than $500,000 per occurrence and $1 million in the aggregate.

4. Organizations operating motor vehicles, including carnival and fair sub lessees and vendors at DOE/school sponsored events, must have automobile liability of no less than $500,000 per occurrence and $1 million in the aggregate.

5. State of Hawai‘i and Department of Education are to be named as additional insured.

6. Certificates of Insurance must be provided to the school.

7. Liability waivers and indemnification agreements are required from all users.

Indemnification Statement*

The undersigned individual(s), group and/or organization, his or their heirs, personal representative and assigns, or its officers, directors, members, agents, employees, successors and assigns, for and in consideration of the State of Hawai‘i Department of Education permitting and allowing the use of the designated school rooms, buildings, and/or facilities jointly and severally agree(s) to indemnify and save harmless the State of Hawai‘i Department of Education against any and all loss, liability, demands, claims, suits, action or proceedings of every name, character and description which may be suffered or incurred by or brought against the State of Hawai‘i Department of Education for or an account of any injuries or damages to any person or property received or sustained by any person, directly or indirectly, by or in consequence of the use of the facilities by the undersigned individual(s), groups and/or organization.

Acceptance and Acknowledgment

________________________________________  ____________  ______________________________________
Signature of Authorized Agent            Date            Name of Organization

*(1) State agencies are not required to sign this indemnification statement and are not required to obtain a general liability insurance policy.

(2) Each vendor/sub lessee is required to sign this indemnification statement and is required to obtain a general liability insurance policy in the amounts stated above.
CLEANING, SAFETY AND HEALTH PROTOCOLS

As a condition of approval, all applicants requesting use of school facilities must agree to comply with all Department of Education (DOE) requirements set forth herein.

Safety and Health Protocols
Applicant agrees to follow all current health and safety best practices recommended by the Centers for Disease Control and Prevention (CDC) and state health agencies.

User will continually monitor developments concerning COVID-19 and adhere to current federal and local public health practices paying close attention to social and physical distancing guidelines. While using school facilities, infection prevention measures will include, but are not limited to the spacing of participants to maintain proper physical distancing, wearing masks or other cloth facial covering if appropriate, frequent hand washing or sanitizing, and staying home when sick. User agrees to notify the principal of any suspected health cases immediately. User shall follow all protocols for reporting any suspected health cases to the Department of Health.

Cleaning Guidelines
Cleaning and disinfection shall be performed daily and at the end of each use. At the end of each use, User must remove all materials and personal belongings and return all furniture and other items to its original location. The principal or designee must agree to any arrangements pertaining to the opening and closing of the facilities.

Cleaning and Disinfection of Facilities by DOE Custodians
If DOE custodians are responsible for cleaning and disinfection, the User shall pay for all custodial support provided. Enhanced cleaning requirements may necessitate additional custodial fees.

Cleaning and Disinfection of Facilities by User
All cleaning performed or contracted by User, including cleaning of restrooms, must be performed routinely and in strict conformance with DOE standards (See Cleaning & Disinfecting Your Facility Guidelines). Routine cleaning responsibilities are, but not limited to, the following:

- Disinfect high touch surfaces (e.g., light switches, handrails, doorknobs, handles, and faucets)
- Clean hard non-porous surfaces (e.g., countertops, desktops, chairs, and dining tables)
- Remove visible contamination, if present, from soft porous surfaces (e.g., carpets) with EPA approved cleaners
- Spot clean walls
- Vacuum entryways of high traffic areas
- Clean and disinfect restrooms
- Sweep and mop floors
- Collect and remove the trash

User must designate an individual to monitor the daily maintenance and cleaning via a cleaning log.

To ensure compliance with DOE standards, User shall make the cleaning log available for inspection by the principal or designee. User agrees to pay for additional custodial labor required to confirm cleaning meets DOE standards.

Cleaning and Disinfection of Facilities Due to Confirmed Case of COVID-19
If there is a confirmed case of COVID-19, activities will be suspended until it is deemed safe to resume use of the affected facilities. Professional cleaners shall perform sanitization and disinfection of the site at User’s expense.

Failure to comply with any requirement set forth herein may result in the cancellation of the use of facilities agreement.

Acceptance and Acknowledgement
The undersigned hereby accepts and acknowledges the requirements stated above.

________________________________________________________________________
Signature of Authorized Agent                                Date                                Name of Organization

________________________________________________________________________
**Actual Fees and Charges**

<table>
<thead>
<tr>
<th>Type of Request</th>
<th>Type I</th>
<th>Type II</th>
<th>Type III</th>
<th>Org. I.D.</th>
<th>Source Object</th>
<th>Program I.D.</th>
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<td>N/A</td>
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<td>Custodial</td>
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<td>$________</td>
<td>$________</td>
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<td>42113</td>
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<td>Utilities</td>
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<td>___000</td>
<td>5001</td>
<td>37720</td>
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<tr>
<td>Totals</td>
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**Collection of Payment**

Fee Paid: $________

Date Paid: ________

Method of Payment: __________

(Make checks payable to the Department of Education)

**Special Conditions:**

- [ ] Principal approval of DOE-sponsored activity
- [ ] Number of police and/or lifeguards required
- [ ] Number of staff required to operate school-owned equipment
- [ ] Installation of necessary electrical service lines and meters, if needed and approved, shall be provided by and paid by applicant
- [ ] Connection of electrical lines to school’s system is prohibited

**Other Requirements & Approval:**

- [ ] General liability for the applicant of no less than $1 million per occurrence for personal injury and $3 million in the aggregate.
- [ ] General liability for the carnival company of no less than $1 million per occurrence for personal injury and $3 million in the aggregate.
- [ ] General liability of no less than $500,000 per occurrence and $1 million in the aggregate.
- [ ] General liability for vendors of no less than $500,000 per occurrence and $1 million in the aggregate.
- [ ] General liability for sub lessees of no less than $500,000 per occurrence and $1 million in the aggregate.
- [ ] Food sellers - Products and completed operations coverage of no less than $500,000 per occurrence and $1 million in the aggregate. Applicant (except DOE) and each vendor/sub lessee must provide its own certificate of insurance.
- [ ] Vehicle users - Automobile liability of no less than $500,000 per occurrence and $1 million in the aggregate. Applicant (except DOE) and each vendor/sub lessee must provide its own certificate of insurance.

**Application Status:**

- [ ] Request Approved
- [ ] Request Disapproved

(Appeals may be made with Complex Area Superintendent. All decisions shall be final.)

- [ ] Facility requested not available
- [ ] Custodian/staff not available
- [ ] Other

Signature of principal or designee: ___________________________ Date: __________

**Acceptance and Acknowledgment**

The undersigned hereby accepts and acknowledges the charges, special conditions, and other requirements stated above.

Signature of Authorized Agent: ___________________________ Date: __________

Name of Organization: ___________________________
# Daily Cleaning Log

**Name of Organization**

**Designated Person Responsible for Cleaning**

**Dates of Use:**

## Cleaning Activities

<table>
<thead>
<tr>
<th>Disinfect high touch surfaces</th>
<th>Clean hard non-porous surfaces</th>
<th>Remove visible contamination, if any, from soft porous surfaces (e.g., carpets) with EPA approved cleaners</th>
<th>Spot clean walls</th>
<th>Vacuum entryways of high traffic areas</th>
<th>Clean and disinfect restrooms</th>
<th>Sweep and mop floors</th>
<th>Collect and remove the trash</th>
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<tbody>
<tr>
<td>Date:</td>
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*Print copies as needed*
OFFICE OF
Facilities and Operations

Cleaning & Disinfecting
Your Facility
Based on CDC Recommendations for
COVID-19
Agenda

- Cleaning & disinfecting facilities during normal operations
- Focus on high touch surfaces
- What happens if there is an active COVID-19 case identified on campus
Cleaning & Disinfecting

• Normal cleaning practices would be the routine cleaning set forth by your Principal and the Head Custodian
• Practice routine cleaning, with a focus on cleaning and disinfecting frequently touched hard surfaces
• Wear disposable gloves to clean and disinfect
Frequency of Disinfection Cleaning

• Make it a routine to disinfect and clean school hardware as often as possible
• Principal with the Head Custodian might develop a schedule for the Custodial Staff to disinfect school hardware and high touch surfaces throughout the day.
• Disinfecting of school hardware might occur during before school, recess, lunch recess, and afterschool.
• When classes are in session, Custodians might walk past classrooms and disinfect doorknobs, handrails, and water fountain handles.
When Cleaning

• Wear disposable gloves for all tasks in the cleaning process, including handling trash
  • Additional PPE might 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
• Wash your hands often with soap and water for 20 seconds
  • Always wash immediately after removing gloves and after contact with a person who is sick
How to Wash your hands

Process...

1. Wet hands with water.
2. Apply enough soap to cover all hand surfaces.
3. Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.
4. Rub hands palm to palm.
5. Right palm over left dorsum with interlaced fingers and vice versa.
6. Palm to palm with fingers interlaced.
7. Backs of fingers to opposing palms with fingers interlocked:
8. Rotational rubbing of left thumb clasped in right palm and vice versa:
9. Rinse hands with water.
10. Dry hands thoroughly with a single use towel.
11. Your hands are now safe.
12. Use towel to turn off faucet.

Fig. 1
Disinfectant Reminder: READ THE LABEL

- It is important to read the labels and safety data sheet of any chemical you use in your daily work
- It’s important to the read label of any disinfectant you may have in stock before using the product
- Disinfectants are most effective if surfaces are pre-cleaned prior to disinfection
- Be aware of the “contact” time for your disinfectant to be effective
Disinfectant Reminder: READ THE LABEL

Virucidal, Bactericidal

Contact Time

Disinfectants are most effective if surfaces are pre-cleaned prior to disinfection

Know proper storage and disposal
Classroom

- Empty Wastebaskets
- Vacuum Carpet & Spot Clean
- Dust Mop/Wet Mop Resilient Tile Floors
- Clean Sink
- Notify Supervisor Of Any Problems
Key Touch Points in the Classroom

Classrooms:
- telephones / computers / electronics
- desks / tables
- switches
- door handles
- chairs
- pencil sharpener / metal surfaces

Fig. 3
Restroom

Expectations and standards for the cleaning of restroom fixtures
Key Touch Points in Restrooms
Cafeteria Dining Room

- Empty Trash
- Sweep Floors
- Mop Floors
- Clean water coolers
Key Touch Points in the Kitchen/Cafeteria

Kitchen/Cafeteria:
- door handles
- switches
- dispensers
- food contact surfaces
- hand contact areas
- taps
- utensils
- chairs
- table tops
- sneeze guards

Fig. 5
Offices/Conference Areas

- Empty Wastebaskets
- Vacuum Carpet & Spot Clean
- Dust Mop Resilient Tile Floors
- Clean Sink
- Mop Floor
Fig. 6

Key Touch Points in Offices/Conference Areas
Athletic Facilities

- Clean Athletic Offices
- Sweep Hallways & All Other Floor Areas including Athletic Courts
- Clean Locker Rooms & Showers
- Check Bleachers
Key Touch Points in Athletic Facilities

Athletic Facilities:
- door handles
- switches
- dispensers
- food contact surfaces
- sinks, shower handles
- toilet seats and flush handles, splash walls
- hard surface benches/chairs
- athletic equipment
- locker exterior

Fig. 7
Outdoor Areas

- Water Lawn
- Trim Grass
- Pruning Plants
- Weeding
- Fertilize Lawn and Plants
Cleaning & Disinfecting 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
Environmental Protection Agency (EPA) released a list of disinfectants that kills COVID-19

https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
Confirmed Case of COVID-19 Cleaning & Disinfecting Protocols

• Follow guidance listed in the 2020 COVID-19 Cleaning Facilities Protocols document
  • If there is a confirmed case of COVID-19, a professional cleaning company will be contracted to do the sanitization/disinfection of the site
• Link to the cleaning and disinfection of facilities protocol document:
  https://drive.google.com/file/d/1Gt_HHzVPr_-VqBeomup-ize4dBoWbOzm/view?usp=sharing
Link to CDC Guidance

Questions & Answers

- This presentation will be posted to the intranet and the training session will be recorded for anyone who was unable to join the sessions.

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Citation for Images

- Fig. 1, 3-7. Diversey. “Safe Schools Program Update COVID-19 and the SARS-CoV2 (novel coronavirus).” 2020. PDF file.
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