

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 Hawaii Board of Education (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.

DAILY WELLNESS CHECK AT HOME

All HIDOE staff, contracted service providers, visitors and students must complete a wellness check each morning before going to the school/office.

STEP 1: Check for Symptoms of Illness

If you/your child has any symptoms of illness - do not go to the school/office. Check for the following:

- Fever (a temperature of 100°F or higher)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (tiredness, weakness)
- Muscle or body aches
- Headache
- New loss of taste or smell

- Sore throat
- Congestion or runny nose
- Nausea or vomiting (stomach ache)
- Diarrhea

STEP 2: Check for Recent COVID-19 Exposure

If you/your child are in quarantine, live in the same household or have had close contact (within 6 feet for at least 15 minutes) with someone with COVID-19, or are waiting for COVID-19 test results - do not go to the school/office until quarantine is completed or you are cleared by a health care provider.

A [printable Wellness Check visual](#) has been created for awareness to help keep our schools safe.

SCREENING FOR POTENTIAL ILLNESS AT SCHOOL

Universal symptom screening is no longer required upon arrival at the school or office.

- Research has shown that symptom screening is not effective for the identification of asymptomatic, pre-symptomatic, and some mildly symptomatic cases of COVID-19.
- Screening will likely identify individuals who have symptoms that are unrelated to COVID-19 and, at times, unrelated to any infectious illness.
- Screening may cause students to be excluded from school repeatedly even though they do not have COVID-19 or any contagious illness. This may worsen disparities in students who already miss school frequently because of chronic medical conditions.

Symptoms screening shall be conducted for anyone who is showing signs of illness at school. Screening is not specifically for COVID-19 and must be performed in a safe and respectful manner. Any designated adult can perform the screening.

In a well ventilated area, interview and observe the individual from at least 6 feet away or behind a physical barrier, using the following symptom checklist:

- Feverish, unusually warm, or flushed cheeks
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (tiredness, weakness)
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea, vomiting (stomach ache)
- Diarrhea

If any of these symptoms are present, the person should go home immediately. A student's

parent/legal guardian will be contacted to pick up the student, or the student will be sent home if he/she drives to school. If someone who is ill is not able to leave campus immediately, he/she must wait in a supervised area that is isolated from those who are well.

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.

- 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.
- 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 an 'Ohana Bubble for elementary schools and Cohorts for middle and high schools. Interaction should be limited and controlled between 'Ohana Bubbles and 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 classes in 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 Hawaii State Department of Health (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.

Meetings and events

When possible, staff meetings should be held virtually. If an in-person meeting is required, safety protocols should be followed and including but not limited to wearing masks, physical distancing of 6 feet between individuals, and proper hand hygiene.

- Critical school events that require gathering of students, including but not limited to distribution of instructional materials and flu clinics, are advised to implement the following safety measures:
 - Set up the event in a well-ventilated area.
 - Make sure everyone knows that face covering must be worn on campus - including the parking lot.
 - Minimize interactions
 - Make the event available by appointment only
 - Schedule an entire family at one time
 - Provide any forms ahead of time so that these do not need to be completed at the site
 - Create a waiting area outside and use tape to indicate where people must stand in order to maintain six (6) feet apart
 - Separate the entrance and exit
 - Develop a route to the event area that reduces possible interactions
 - Arrange seating at least six (6) feet of distance apart
 - Expedite processes so interactions are fewer than 15 minutes, to the extent possible.
 - Provide hand sanitizer and promote its use upon entry.
 - Reduce the sharing of materials - have single use pens and other materials available if necessary.
 - Clean/disinfect frequently touched surfaces in the area between use.
 - Remember that anywhere people go on campus will potentially need increased cleaning/disinfecting, so consider closing off areas such as bathrooms.

Wear a Face Covering or Mask

Fig 1:



Masks shall be worn:



Entering and exiting the school campus.



On school buses.



During campus transitions (e.g., moving from class to class and during recess 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 and students should remain in their seats.



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.



In the health room.



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.

There are exceptions for face coverings/masks due to physical or mental health conditions with a note from a U.S. licensed physician, APRN, or PA. 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.

Personal Protective Equipment (PPE) Requirements

All employees should practice proper social distancing by maintaining a six-foot distance to the extent possible, wash and/or sanitize your hands frequently, and practice and promote personal hygiene such as avoiding touching your eyes, nose, or mouth and sneezing or coughing into a tissue and immediately throwing it away. If no tissue is available, reduce the spread of germs by coughing or sneezing into your elbow. All adults cover their mouths and noses with a cloth face covering or mask while at school when within six feet of a student or other staff member. A face shield must be worn with a face mask when six feet of distance can not be maintained between individuals (e.g., when interacting with students with disabilities).

When working in close contact with students (i.e., less than 6 feet away), it is not required to wear gowns, aprons, or shoe covers, but they may be considered. Plastic protective gowns and disposable shoe covers are not advised when addressing a student's challenging behavior as they can be easily ripped or torn becoming hazardous and the shoe covers will provide less traction. However, plastic protective gowns or aprons may be considered when feeding a student, providing toileting or diapering support, or when cleaning and sanitizing especially when diluted bleach will be used or the clean-up involves bodily fluids. Disposable shoe covers may also be considered depending on the work involved.

Disposable gloves must be worn if an employee is likely to touch bodily fluids. Disposable gloves are recommended when using a disinfectant, disposing of used tissues, changing linens or doing laundry. When working with medically fragile students, disposable gloves may be worn when touching a student or their belongings. Gloves must be changed after each physical interaction to decrease the spread of possible infection. Be sure to safely dispose of gloves after use and wash or sanitize your hands before and after use. Disposable gloves cannot be reused. For incidental touches, such as providing a light Safety Care elbow check, gloves are not needed but staff must sanitize or wash their hands before and afterwards. If gloves are unavailable when physically interacting with a student, wash hands before and immediately after touching the student or handling student belongings.

Additional staff member(s) should be available to monitor and assist with bringing protective equipment for staff involved in any physical interactions. As soon as physical interaction is no longer needed, staff should remove and dispose of or clean and disinfect reusable protective equipment and wash their hands.

Ventilation

Ensure ventilation systems operate properly and increase the supply of fresh outdoor air when possible. For details, please refer to the [HIDOE AC Operation Guideline](#) during COVID-19. 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 HIDOE's Office of Facilities and Operations (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

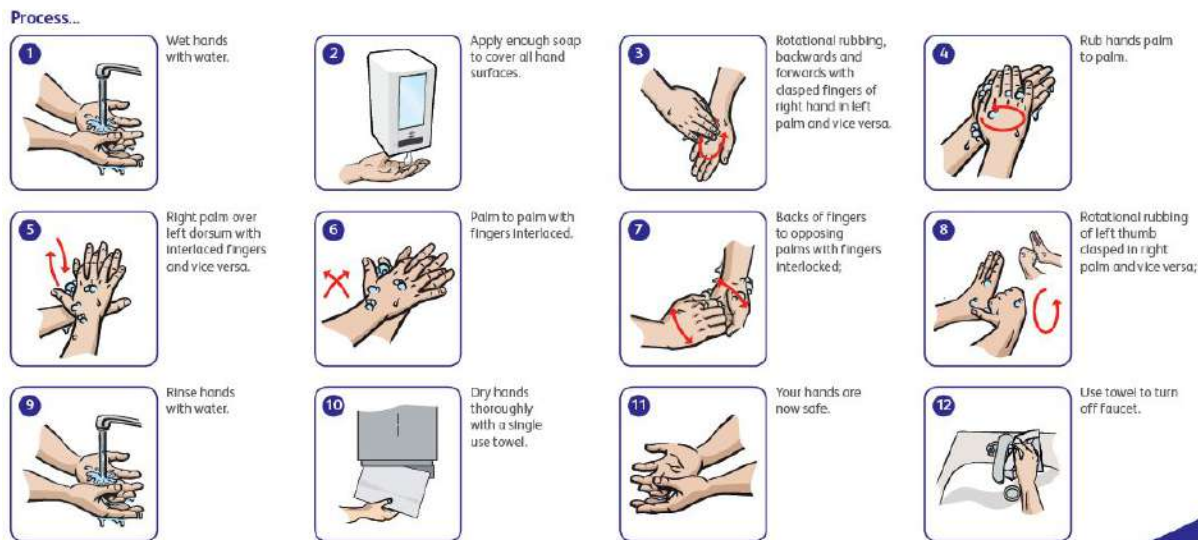
The cleaning schedule for school facilities should adhere to guidance from the CDC and the state Department of Health as available. School facilities should be cleaned daily and high-touch areas, such as door knobs, light switches, counters, desks and chairs, railings, and water fountains, should be 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 EPA-[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**



- 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 (OTM) and Office of Student Support Services (OSSS) 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 the Safety, Security and Emergency Preparedness Branch.

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://hidoee.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?](#)

Response Procedures for Positive Cases and Possible Exposure

Conditions for reporting confirmed cases

- Cases should be confirmed by an authorized medical professional and ultimately by DOH.
- In most cases, a school or office will be notified by an individual first (employee or parent/guardian of a student). The direct supervisor, principal and/or designee should request to see official documentation confirming the positive results (e.g. screenshot of lab results, letter from a healthcare professional). These results should be stored in a manner consistent with other confidential files.

Confirmed Case of COVID-19 at a School

Steps to take when a person at your campus has been diagnosed with COVID-19.

These steps do not apply to close contact situations.

Initial notification:

- **Principal or designee** will contact the Complex Area Superintendent (CAS) with details of the positive case.
- The **CAS** sets up a group text to include principal and/or designee and HIDOE's COVID-19 Core Response Team.
- As approved by the CAS and in consultation with OFO, the **principal** will close and restrict access to the appropriate areas of the campus for cleaning and sanitizing.
- The **principal** will use their best effort to obtain contact information for all employees, casual hires, vendors and students who may have come into close contact with the individual to share with DOH (see "Response Procedures for Possible Exposure and Close Contact" section for definition).
- If DOH did not reach out to the school to report the case, the **principal** should contact DOH as soon as they know to report and/or confirm the positive case (see "Additional Resources" section for contact information). The principal will be asked to provide the following information:
 - School name and location
 - Case's name, contact information and date of birth
 - Name, title (e.g. school principal), and contact information for follow up
- The **principal** should also provide the information above as well as the following to the HIDOE COVID-19 Core Response Team:
 - Date the individual was last on campus
 - Date of COVID-19 test
 - Date individual was notified of the test results
 - Approximate date for onset of symptoms
 - If there are members of the same household within the HIDOE system (e.g. staff children, siblings)
 - Potential close contacts
- DOH will call close contacts to officially notify them of exposure (this is separate from HIDOE's initial outreach). These close contacts must:
 - Be in quarantine at home for 14 days after the last contact with the case.
 - Monitor their health.
- Persons not identified as close contacts do not need to be in quarantine and may return to work.

State support:

- **Within 24 hours of notification,**
OFO will begin working with the principal and/or designee on the cleaning plan and schedule. If someone is suspected to have COVID-19 while on campus, close off any areas used by the individual. If professional cleaning and disinfection services are not immediately available through the COVID-19 Core Response Team, wait at least 24 hours before cleaning and disinfecting. These steps should be done in consultation with

the Department's COVID-19 Core Response Team. The following steps should be taken to address potentially impacted areas.

- Incident reported:
 - All areas accessed by individual are identified
 - Principal and CAS decide on what areas, rooms, and buildings to close
 - OFO will notify the point of contact (principal or designee) who will notify the appropriate branches and staff of the school or facility and work with the school to determine next steps and a schedule for cleaning
- The **COVID-19 Core Response Team** will work with the principal and/or designee on messaging to the school community. A communications procedure and letter templates are available below under "Communications Procedure for Positive Cases and Possible Exposure."
- If the principal and/or designee has not heard from DOH within 24 hours of reaching out, the **School Health Section Administrator** will assist with follow up.
- The COVID-19 Core Response Team will provide a daily update to the Superintendent who will in turn notify the Board of Education.

Returning to campus:

- Individuals who have been diagnosed with COVID-19 may return to school or their designated work space after at least 10 days since the symptoms first appeared AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
- Close contacts of someone, as determined DOH, with COVID-19 must quarantine for 14 days after the last contact with the positive case.
 - Close contacts notified by DOH must complete the entire quarantine period even if they test negative for COVID-19.
 - A doctor's note citing a shorter quarantine period will not be accepted out of an abundance of caution as symptoms can still manifest within the 14-day period.
 - If having on-going contact with a positive case (e.g. household member) the 14 day quarantine starts when the isolation period of the person with COVID-19 ends.
 - Close contacts who develop symptoms of illness should call their health care provider and inform them of exposure to an infected person.
- Anyone with symptoms of illness should stay at home.

Considerations:

- For more information about distance learning support in the event of a classroom or school closure, [click here](#).
- For more information about the types of leave to use in the event of a positive case and/or possible staff exposure, [click here](#).
 - Administrative leave is not authorized during these circumstances.

Positive Case in a School Procedural Flowchart

This flowchart has been removed temporarily as DOH updates the information.

Confirmed Case of COVID-19 at a Complex or State Office

Steps to take when a person at your office has been diagnosed with COVID-19

These steps do not apply to assumed close contact situations.

Initial notification:

- **The director/supervisor** will contact their Assistant Superintendent (AS) with details of the positive case.
- The **AS** sets up a group text to include the direct supervisor and HIDOE's COVID-19 Core Response Team (see above).
- As approved by the AS and in consultation with OFO, the **director/supervisor** will close and restrict access to the appropriate areas of the office for cleaning and sanitizing.
- The **director/supervisor** will use their best effort to obtain contact information for all employees, casual hires, vendors and principal(s) (if applicable due to school visits) who may have come into contact with the individual to share with DOH.
- If DOH did not reach out to the office to report the case, the **director/supervisor** should contact DOH as soon as they know to report and/or confirm the positive case. (Contact information will be provided by HIDOE's COVID-19 Core Response Team.) The director/supervisor will be asked to provide the following information:
 - Office name and location
 - Case's name, contact information and date of birth
 - Name, title (e.g. director), and contact information for follow up
- The **director/supervisor** should also provide the information above as well as the following to the HIDOE COVID-19 Core Response Team:
 - Date the individual was last in a HIDOE facility
 - Date of COVID-19 test
 - Date individual was notified of the test results
 - Approximate date for onset of symptoms
 - If there are members of the same household within the HIDOE system (e.g. staff, children, siblings)
- DOH will call close contacts to officially notify them of exposure (this is separate from HIDOE's initial outreach). These close contacts must:
 - Be in quarantine at home for 14 days after the last contact with the case.
 - Monitor their health.
- Persons not identified as close contacts do not need to be in quarantine and may return to work.

State support:

- **OFO** will begin working with the director/supervisor on the cleaning plan and schedule. If someone is suspected to have COVID-19 while on campus, close off any areas used by the individual. If professional cleaning and disinfection services are not immediately available through the COVID-19 Core Response Team, wait at least 24 hours before cleaning and disinfecting. These steps should be done in consultation with the Department's COVID-19 Core Response Team.

The following steps should be taken to address potentially contaminated areas.

- Incident reported:
 - All areas accessed by individual are identified
 - Director/supervisor and AS decide on what areas, rooms and buildings to close
 - OFO will notify appropriate branches and staff and work with the school to determine next steps and a schedule for cleaning
- The **COVID-19 Core Response Team** will work with the AS and/or director/supervisor on messaging to the staff. A communications procedure and letter templates are available below under "Communications Procedure for Positive Cases and Possible Exposure."
- If the director/supervisor has not heard from DOH within 24 hours of reaching out, the **School Health Section Administrator** will assist with follow up.
- The COVID-19 Core Response Team will provide a daily update to the Superintendent who will in turn notify the Board of Education.

Response Procedures for Possible Exposure and Close Contact

Conditions for reporting possible exposure and close contact situations

- The infectious period is two days prior to the onset of symptoms, or if the individual is not exhibiting any symptoms, two days prior to the positive COVID-19 test specimen collection date.
- Close contact is defined as within 6 feet for 15 minutes or longer or in direct contact with the case's secretions (e.g., coughed directly into the face) during the infectious period.

Steps to take when a person reports a possible exposure or close contact

Also see DOH Guidance: COVID-19 Interim Return to Work/School Guidance below

Initial notification:

- **Principal, designee or director/supervisor** will contact the AS or CAS with details of the possible exposure.
- **Principal, designee or director/supervisor** will create a list of employees, casual hires, vendors and students who may have come into contact with the individual to share with the assigned DOH investigator, if needed.

- As approved by the AS or CAS and in consultation with OFO, the **principal, designee or director/supervisor** will identify the impacted areas for a preliminary cleaning, as needed.

Close Contact in a School Procedural Flowchart

This flowchart has been removed temporarily as DOH updates the information.

Communications Procedure for Positive Cases and Possible Exposure

The COVID-19 Core Response Team will support the principal, supervisor or designee on messaging to close contacts, staff, parents and the broader community. Below are considerations that will be followed for the various levels of notification:

Notifying potential close contacts

- Potential close contacts (e.g. staff, parents of students, contracted service providers) identified through conversations with the individual diagnosed with COVID-19, staff and reviewing work space assignments, should be notified verbally followed up by an email for documentation.

Close contact is defined as being within 6 feet of the person for 15 minutes or longer or had direct contact with the infected person's secretions (e.g., coughed directly into face of contact). Also keep in mind the infectious period, which is two days prior to the onset of symptoms or two days prior to a COVID-19 test.

They should be advised to consult with a healthcare provider and asked to self-quarantine for 14 days after last contact with the case. Official quarantine guidance should be sought or provided from a healthcare provider and DOH. Documentation of quarantine requirements should be requested from employees so principals and supervisors can monitor when staff can return to designated work spaces.

Notifying staff and parents (not close contacts)

- All staff should be notified via email about cases involving school employees, students, and contract service providers and visitors that accessed campus. Messaging prior to confirmation of diagnosis or for cases where an individual will be evaluated on a case-by-case basis with the COVID-19 Core Response Team.

A broad parent notification to families of students who are not considered close contacts should be considered if any student(s) were on campus at the same time as the individual diagnosed with COVID-19. There will be situations where most students are not impacted by the case, however, the notification can serve as a reassurance and reminder to families about safety protocols and wellness check recommendations. This

notification can be considered on a case-by-case basis depending on the circumstances and is ultimately at the discretion of the principal.

Notification to families should go out via School Messenger and/or distributed as a hard copy. The notification should not be posted on the school's social media platforms or website as those communication channels are open to the broader community and would affect the Department's ability to protect and balance the individual's privacy interests with the public's need to know. The Attorney General's office supports the Department's reporting of cases at the Complex Area level as a way to balance the personal privacy interests with the public's interest.

Notification templates are available, [click here](#). Notifications in other languages are available at the same link. A final copy of the notification(s) should be emailed to the COVID-19 Core Response Team for the Department's records.

For cases where an individual was not on campus for two weeks or more prior to the start of the infectious period or COVID-19 test, a notification is at the discretion of the principal since there is no impact to staff or students while at school.

DOH Guidance: COVID-19 Interim Return to Work/School Guidance

Updated July 31, 2020 from DOH

Person with:	Recommendation:	Outcome:
Close contact* with a confirmed COVID-19 case	<p>Test for COVID-19, whether symptomatic or asymptomatic</p> <ul style="list-style-type: none"> Will not shorten required 14-day quarantine If positive, investigation may identify other contacts that possibly have been exposed <p>Advise patient they must quarantine for 14 days after date of last exposure (and if continued exposure, 14 days after confirmed case released from isolation)</p>	<p>Positive COVID-19 test: HDOH will work with clinician re: identification of contacts, period of isolation,† etc.</p> <p>Negative COVID-19 test: Continue 14-day quarantine (if determined to be a close contact by DOH)</p>
<p>COVID-19 like symptoms‡</p> <p>For example:</p> <ul style="list-style-type: none"> Fever Cough New loss of 	<p>Test for COVID-19; advise patient to self-isolate pending results of COVID-19 testing</p> <p>Consider testing for influenza and other pathogens</p>	<p>If COVID-19 testing result is</p> <ul style="list-style-type: none"> Positive: HDOH will work with clinician re: identification of contacts, period of isolation,† etc. Negative: May return

taste or smell • Difficulty breathing		to work/school as long as symptoms resolving and no fever for 24 hours without the use of fever-reducing medications If other explicative etiology (and COVID-19 negative), then manage same as if negative for COVID-19
Illness with low clinical suspicion for COVID-19 or past medical history of other etiology (e.g. allergy, asthma) in person well-known to clinician	Use clinical judgement on a case-by-case basis	May return to work/school as long as symptoms resolving and no fever for 24 hours without the use of fever-reducing medications

*Someone who was within 6 feet of an infected person for at least 15 minutes or had direct contact with infected person's secretions (e.g., coughed directly into face of contact); healthcare personnel wearing appropriate personal protective equipment (see <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>) are considered protected.

†<https://health.hawaii.gov/docd/files/2020/07/Med-Adv-Update-14-Coronavirus-Disease-2019-COVID-19-attach-correction.pdf>

‡<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

If a person whom you suspect has COVID-19 refuses testing, patient should remain isolated until:

- At least 10 days have passed since symptoms first appeared AND
- At least 24 hours have passed since last fever without the use of fever-reducing medications AND
- Symptoms have improved (e.g., cough, shortness of breath)

Before a Case of COVID-19 Occurs

Updated Aug. 5, 2020 from DOH

- Remind all families, faculty and staff that they should stay home when sick, to protect others and prevent the spread of illness in the school.
- Implement preventive measures at school:
 - Maintain distance of at least 6 feet from others
 - For preschools, children should learn about physical distancing. Nap mats and cribs should be spaced 6 feet apart.
 - Wear a cloth face covering, especially when distancing measures are hard to maintain
 - For preschools, the emphasis should be placed on maintaining ‘ohana bubbles and learning about proper mask wearing.
 - Wash hands often with soap and water for at least 20 seconds

- If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
 - Avoid touching eyes, nose, mouth, and cloth face covering
 - Cover coughs and sneezes with a tissue or inside of the elbow, throw tissue away, and wash hands.
 - Limit use of shared objects
 - Clean and disinfect frequently touched surfaces
 - Do not allow visitors on school campus
- Have a plan for students/staff who become ill at school:
 - Isolate
 - Send home as soon as possible

When A Student Becomes Sick

When a student shows signs of illness at school, send the student to the Health Room wearing a face mask. If there is no School Health Assistant (SHA), the student should be sent to the designated staff member.

- The SHA will conduct a screening for potential illness.
- If the student has any symptoms of illness, the SHA will call the student's parent/legal guardian to pick up the student.
- While waiting to be picked up, the sick student must be isolated from others in a supervised area. Ideally, someplace other than the Health Room.
- Do not have the student wait at the main office or any other high traffic area(s).
- If a student has any COVID-like symptoms of illness, he/she may return to school:
 - After 10 days after symptoms first appeared AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
 - With a doctor's note AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
 - With a negative COVID-19 test result AND no fever for at least 24 hours without the use of fever-reducing medication AND symptoms improved.
- If a student is sent home due to any illness symptom other than those that are COVID-like, respiratory illness, or influenza, he/she may return to school when symptoms are resolving and he/she has no fever for at least 24 hours without the use of fever-reducing 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](#).

Siblings of Students Who Become Sick at School

If the siblings of an ill student who is sent home are not ill, they may remain in school unless the ill child is being tested for COVID-19. At that point, the siblings (and all household contacts) shall remain at home until the test results return.

If the COVID-19 test results are **negative**:

- The ill student may return to school as long as symptoms are resolving and he/she has no fever for 24 hours without the use of fever-reducing medications.
- Siblings (household contacts) may return to school if they are symptom-free.

If the COVID-19 test results are **positive**:

- The ill student must remain at home until:
 - At least 10 days have passed since symptoms first appeared AND
 - At least 24 hours have passed since last fever without the use of fever-reducing medication AND
 - Symptoms have improved (cough, shortness of breath).
- Siblings (household contacts) must remain at home for 14 days if they have no further contact with the person with COVID-19, or until 14 days after the person with COVID-19 is released from isolation if there is ongoing contact.

If the student's physician has determined that the child has an illness other than COVID-19, the student may return to school as long as symptoms are resolving and he/she has no fever for 24 hours without the use of fever-reducing medication.

Cleaning of Facilities for COVID-19 Confirmed Case

If someone is suspected to have COVID-19 while on campus, close off any areas used by the individual. If professional cleaning and disinfection services are not available, schools or business offices should close the impacted areas for seven days. While CDC and DOH guidance recommends closing an area for 24 hours before cleaning and sanitizing, considering CDC information, the likelihood of the virus remaining on surfaces is greatly diminished after 7 (seven) days. Professional sanitizing service contractors will be utilized to clean the impacted areas prior to seven days or as appropriate.

The following steps should be taken to address potentially impacted areas.

- Incident reported:
 - All areas accessed by individual are identified
 - Principal and CAS decide on what areas, rooms, and buildings to close
 - OFO will notify the point of contact (principal or designee) who will notify the appropriate branches and staff of the school or facility and work with the school to determine next steps and a schedule for cleaning

If seven or more days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. School custodial staff can continue with routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

These steps should be done in consultation with the Department's COVID-19 Core Response Team. Additional CDC guidance for "Cleaning and Disinfecting Your Facility" is available, [click here](#). For more information, view training offered by OFO [here](#) or contact the Office at (808) 784-5000.

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. It may be necessary to identify an area for students to wait when the health room is full. Students exhibiting symptoms of illness should be separated from other health room visitors, such as those receiving scheduled medication or treatment for injury.

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 potential 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).
- Wear face covering and PPE as appropriate.
- Wash hands 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

- 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

Caring for a Student Who is Sick

- Show empathy
- Avoid close contact

- Wash hands (SHA and student)
- Wear face covering (SHA and student)
- SHA wears a face shield during close interaction with a student
- Screen the student for symptoms
- Contact the parent/legal guardian for pick up
- Isolate the sick student in a supervised area away from others
- 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 COVID-like, flu-like, or gastrointestinal symptoms, contact the Hawai'i State Department of Health Disease Investigation Branch or the local District Health Office.

Long-Term Goal

- Each school may need a 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 Wear a Cloth Face Covering to Protect You and Your Friends](#)
- [CDC Cover Coughs and Sneezes](#)
- [CDC Slow the Spread of COVID-19](#)
- [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 \(PPT\)](#)

DOH Contacts by Island (Direct contact for specific DOH personnel will be provided by COVID-19 Core Response Team to impacted school or office.)

Oahu	7:45 a.m.-4:30 p.m.	Oahu Office	(808) 587-6845 <i>(ask for school liaison)</i>
Oahu	After hours/weekends		(808) 600-3625
Maui	7:45 a.m.-4:30 p.m.	Maui Office	(808) 984-8213
Kauai	7:45 a.m.-4:30 p.m.	Kauai Office	(808) 241-3563
Hilo	7:45 a.m.-4:30 p.m.	DHO Hilo	(808) 933-0912
Kona	7:45 a.m.-4:30 p.m.	DHO Kona	(808) 322-4877
Neighbor Islands (after hours)			(808) 360-2575

Our partners at Hawaii Keiki are available to assist schools. Please [click here](#) for their Hawaii Keiki School Readiness Assessment and Guidance checklist. Please reach out initially to the Complex Area RN or APRN, contact information can be found [here](#).

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)

<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

<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>

Health & Safety Handbook Errata Sheet

View the [Health & Safety Handbook Errata Sheet](#) for a list of edits through the various versions of this guide.