



**Saint Mark
Lutheran School**

K Ā N E ' O H E , H A W A I ' I

REOPENING CAMPUS PLAN POLICY and PROCEDURES 2020-2021

*** Please note that this policy is subject to change at Saint Mark Lutheran School's sole discretion as the COVID-19 pandemic evolves. Although it is our desire and intent to provide on-campus instruction for the entire school year, circumstances may necessitate school operations to be conducted online for an undefined period of time. ***

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INTRODUCTION

The appearance of the novel coronavirus in late 2019 followed by its rapid, worldwide proliferation in early 2020 dramatically changed our lives. Everyday activities such as enjoying the outdoors, shopping, working, and on-campus schooling were suddenly restricted or prohibited. As the government mandated closures took effect, Saint Mark quickly pivoted to online learning for the 4th quarter of the 2019-20 school year. Our successful Distance Learning Program was made possible by the hard work and commitment of our amazing faculty, staff and school families.

After over four months of no on-campus learning, Saint Mark Lutheran School, understanding the importance of face-to-face instruction and in accordance with guidelines from [Centers for Disease Control and Prevention \(CDC\)](#), [Hawaii Department of Health \(HDOH\)](#), [Hawaii Department of Human Services \(DHS\)](#), and [American Academy of Pediatrics \(AAP\)](#) is planning to open campus five days a week to all students for the 2020-21 school year and expects all students to attend school in-person, unless granted an exception.* We understand that the transition back to campus may come with feelings of uncertainty and concern, but we are committed to a plan that prioritizes health & safety, educational excellence, practicality, and flexibility.

It is important that we remain nimble in our ability to adapt to what has proven to be a rapidly changing environment. As such, the policies, procedures, and overall strategies explained in this plan will be flexible and revised/adapted as needed depending on the level of viral transmission in the school and throughout the community and in accordance with the latest updates and guidelines from government and health officials.

COVID-19 BASICS

COVID-19 is the official name given to the novel coronavirus first identified in Wuhan, China in 2019. The name is an abbreviation for coronavirus disease 2019. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease.

COVID-19 is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold; however, it is transmitted in much the same way.

The virus that causes COVID-19 is thought to spread mainly from person to person, primarily through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another.

While there is still much to learn about COVID-19, it is commonly known that monitoring symptoms, wearing personal protective equipment, proper hand hygiene and sanitation practices, physical distancing along with cohorting, contact tracing and quarantining are effective preventative measures. www.cdc.gov

* Case Specific on-line instruction will be available based on the circumstances and to the degree possible for those students who have been quarantined, who have underlying medical conditions that put them in a high risk category or who have other compelling reasons for not participating in on-campus activities and are granted an exception to this policy.

GUIDING PRINCIPLES

As Saint Mark Lutheran School transitions back to school, it is doing so with the following overarching guiding principles.

Health and Safety

Saint Mark's greatest priority is to the health and safety of its community. As such, Saint Mark will continually strive to align its policies and procedures with guidance from CDC, HDOH, DHS and AAP while implementing five overarching preventative strategies: (1) Daily Health Screening; (2) Personal Protective Equipment (PPE); (3) Hand Hygiene and Sanitation; (4) Physical Distancing; and (5) Cohorting, Contact Tracing & Quarantining.

Dedication to On-Campus Instruction & Educational Excellence

Saint Mark understands that while distance learning is an effective learning modality with the needed structure and curricular framework to create orderly school days, it cannot fully replicate the invaluable social interactions and in-person support that is delivered through an on-campus experience. To that end, Saint Mark will, to the best of its ability and in accordance with official health guidelines, seek to provide as much on-campus instruction as safely possible. As such, all Saint Mark students are expected to attend school in-person, unless granted an exception pursuant to this policy.

Whether on-campus or through distance learning, Saint Mark is steadfastly committed to maintaining a rich learning environment that focuses on the spiritual, intellectual, physical, social, and emotional needs of its students through these uncertain and evolving times.

Practicality/Feasibility

Saint Mark fully understands that while maintaining the health and safety of its community is the most important necessity as the campus is re-opened to students, plans to re-open must also be practical and sensible if they are to be sustainable.

Flexibility/Nimble

Saint Mark fully recognizes that any plan to safely re-open campus activities must be flexible and able to adapt to the fluctuating community conditions that are beyond our control. Saint Mark has created a data driven learning program that is designed to not only safely re-open campus but to adapt to possible future COVID-19 infections while maintaining as much on-campus instruction as possible. Saint Mark will remain nimble as we continually monitor the latest developments.

COMMUNICATION

As Saint Mark transitions back to on-campus instruction, communication will play an important role in keeping both internal and external groups informed about the latest information as it relates to being on campus and protecting the safety and well-being of our community.

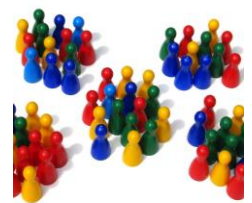
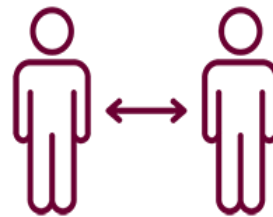
Parents can expect to receive communications throughout the reopening process and into the fall semester via email updating them on the latest news and developments. Key communications will also be posted on the [school's website](#).

PREVENTATIVE STRATEGIES

Saint Mark is working to minimize the risk of COVID-19 spread with the following five strategies.

Five Main Preventative Strategies being Implemented

Daily Health Screening	Personal Protective Equipment (PPE) - Face Covering	Hand Hygiene and Sanitation	Physical Distancing	Cohorting, Contact Tracing & Quarantining
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Daily Health Screening

Prior to Arrival - Families are expected to continually monitor their children for signs of illness and keep their children home if they show any symptoms. Symptoms of illness include but are not limited to Chills/Sweats or Fever of 100.4° F (or higher) in the past 24 hours, Cough, Shortness of Breath/Difficulty Breathing, Fatigue, Sore Throat, Body Aches, Headache, Decreased Sense of Smell and/or Taste, Diarrhea, Nausea, and Vomiting.

At School - All students, faculty and staff will be administered a temperature check with a no-touch thermometer upon arrival at school. Anyone presenting with a temperature of 100.4° F (or higher) will be immediately sent home. If a student develops any signs of illness during the school day, they will be removed from the classroom and sent to the school office (health room) where their parents will be called to immediately pick them up from school. Students are to remain at home until the student is 24 hours symptom and fever free without using fever reducing medications.

Personal Protective Equipment (PPE) - Face Covering

All individuals including faculty, staff, and students will be required to wear a face covering that covers the mouth and nose while on campus (both inside and outside the classroom). This requirement will be enforced with the understanding that it is not always practical or realistic, particularly among younger children, that a mask be worn.

Parents are to send their child(ren) to school with a properly fitting mask that can be worn the entire day. The school will have masks available for those students who lose, damage or otherwise need a mask. Additionally, the school will be providing face shields to all faculty, staff and students. Masks and shields worn together offer an added level of protection by covering the mouth, nose and eyes.

Hand Hygiene and Sanitation

All students, faculty and staff will follow a regular schedule of hand washing and use of hand sanitizer throughout the day. For example, students will be required to wash and /or sanitize their hands when they first arrive to school as well as before and after all outdoor activities or other activities where they are touching common use objects. Hand sanitizer will be available in every classroom that does not have a sink, and two additional hand washing stations are being installed.

In addition to promoting healthy hand hygiene, Saint Mark will be implementing enhanced daily cleaning/sanitation practices which include the use of new cleaning products that are both efficacious and safe and increased frequency of cleaning, especially on high touch surfaces (e.g., door handles, sink handles, light switches and drinking fountains).

The use of shared objects (e.g., gym and/or P.E. equipment, art supplies, toys, and games) will be minimized; however, when they are used, they will also be cleaned/sanitized between uses.

Physical Distancing

Physical (or social) distancing is a successful strategy that has been widely utilized to reduce the likelihood of close contact that may lead to viral transmission. However, because playing and socializing is central to child development, physical distancing needs to be done thoughtfully.

With this in mind, Saint Mark will be controlling and directing movement on campus to prevent students from congregating and to reduce the mixing of students from different cohorts. When students are in the classrooms, their desks and other furniture will be arranged to leave as much space as possible between them. Students will be encouraged to try and maintain a two arms' length distance between one another in meeting spaces, hallways, and exterior grounds whenever possible.

Along with distancing, Saint Mark will be encouraging increased natural ventilation by opening windows and doors and using outdoor areas whenever possible and practical (weather permitting).

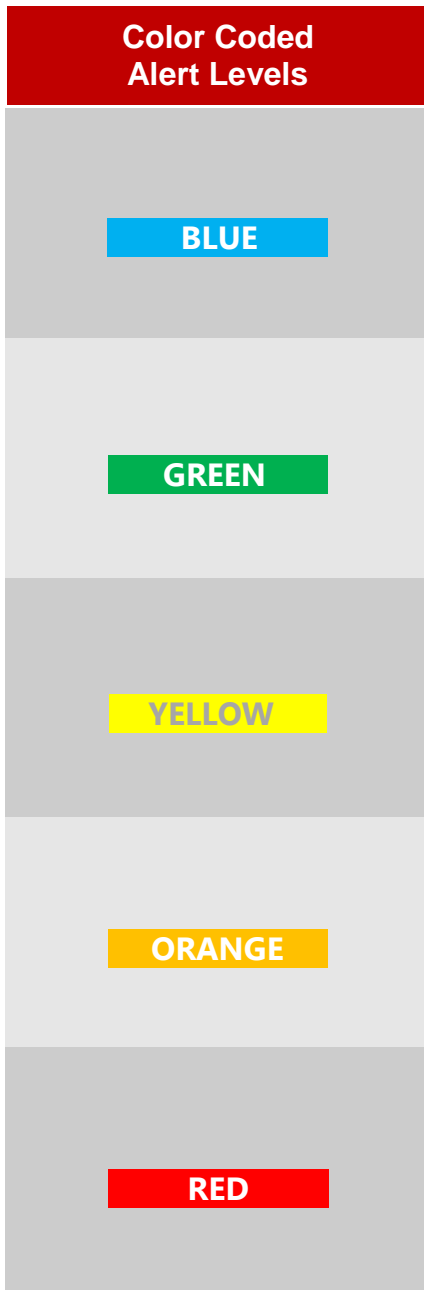
Cohorting, Contact Tracing & Quarantining

Students will be consistently kept together in smaller groups called cohorts throughout the school day. At Saint Mark the cohorts will typically consist of the individual classes. Keeping the students in cohorts and minimizing the mixing/interaction between classes will reduce the risk of widespread virus transmission and allow for easier contact tracing in the event of an infection. Furthermore, cohorting allows for individual cohorts rather than the entire school to quarantine and shift to distance learning in the event of an infection.

If a student or employee has a COVID-19 infection, school officials will support the Hawaii Department of Health's efforts for contact tracing and enforcing quarantining of those infected and their contacts. Provisions will be made to support continuity of learning from home during quarantine periods.

MONITORING & ALERT LEVELS

Saint Mark Lutheran School understands the dynamic nature of the COVID-19 pandemic and is committed to a thorough monitoring system which will be used to inform its alert levels.



Monitoring

Saint Mark Lutheran School will continuously monitor and analyze the health updates (including tracking the number of active COVID-19 cases) reported by the state and federal agencies as well as our own school community and use the data received to inform actions. In other words, Saint Mark will adjust operations based on the current health conditions. This will be done by assigning alert levels indicated with a color code system.

Alert Levels

The health risk status of the school will be measured in alert levels that will be communicated in the form of a five-tiered color code that integrates the [State of Hawaii's Roadmap to Recovery and Resilience Impact Levels](#).

The alert levels go from:

BLUE to **GREEN** to **YELLOW** to **ORANGE** to **RED**

The alert level assigned to Saint Mark will be determined by both community conditions and the conditions at Saint Mark Lutheran School.

Moving Between Alert Levels

While Saint Mark's alert level will be primarily predicated upon the conditions within the school community, the conditions in the larger community will also be a determining factor. For example, it's possible that Saint Mark conditions are in the GREEN or YELLOW level, but the state conditions are RED which would force Saint Mark to move to the RED and move entirely to a distance learning environment. (See **Impact / Alert Levels** on page 8.)

Saint Mark will strive to provide families with as much preparation time as possible when any potential changes to its alert level are necessary. However, it is important for parents to understand that the fluid and rapidly evolving nature of COVID-19 could necessitate another quick pivot to distance learning as was the case this past March.

IMPACT / ALERT LEVELS

State Defined Impact Level	Community Conditions	Alert Level	Saint Mark Conditions	Saint Mark Response
New Normal (No Disruption)	<ul style="list-style-type: none"> Successful treatments and/or Vaccine and/or “herd immunity” High Risk populations and kūpuna exercise caution when in public 	BLUE	No identified COVID-19 cases in the school community	Students are On-Campus
Recovery (Minimal Disruption)	<ul style="list-style-type: none"> Number of new cases indicate sporadic activity Well within maximum capacity for testing, hospital capacity, and/or Contact tracing High Risk populations and kūpuna stay at home when possible High Risk businesses allowed to open 	GREEN	No identified COVID-19 cases in the school community	Students are On-Campus* <ul style="list-style-type: none"> Full protocol for PPE, physical distancing, hand hygiene, sanitization and cohorting
Act with Care (Minor Disruption)	<ul style="list-style-type: none"> Number of new cases and/or clusters are manageable within system capacity Within maximum capacity for testing, hospital capacity, and/or contact tracing High Risk populations and kūpuna advised to stay at home Medium Risk (followed by High Risk) businesses allowed to open 	YELLOW	Low (<10) numbers of identified COVID-19 cases/ close contacts in school community	Students are On-Campus* <ul style="list-style-type: none"> Students/Cohorts quarantine as needed Quarantined cohorts will move to an entirely on-line learning environment at home and remain quarantined for 14 days or until they receive a negative COVID test result at which time they will be allowed back on campus Full protocol for PPE, physical distancing, hand hygiene, sanitization and cohorting.
Safer at Home (Moderate Disruption)	<ul style="list-style-type: none"> Number of new cases indicates controlled community spread Near maximum capacity for testing, hospital capacity, and/or Contact tracing High Risk populations and kūpuna advised to stay at home Low Risk businesses allowed to open 	ORANGE	Growing (>10) numbers of identified COVID-19 cases/ close contacts in school community	Students are On-Campus* <ul style="list-style-type: none"> School may begin a larger scale restriction of on-campus operations and further implement on-line instruction Implement broader testing if possible Full protocol for PPE, physical distancing, hand hygiene, sanitization and cohorting.
Stay at Home (Major Disruption)	<ul style="list-style-type: none"> Cases surging and /or uncontrolled community spread Risk of insufficient testing, hospital capacity, and/or contract testing “Stay at Home” order is given for all non-essential workers Only essential businesses open 	RED	Widespread identified COVID-19 cases/ close contacts in school community	Suspension of On-Campus Operations <ul style="list-style-type: none"> No students allowed on campus School moves the entire academic program on-line

* Case Specific On-line instruction Available to the Degree Possible

HOME-SCHOOL PARTNERSHIP

PARENT COOPERATION IS NEEDED

All members of the Saint Mark School community have a shared responsibility to prevent the spread of illness when they are aware or suspect that they have contracted a communicable disease. It is imperative that all members of our school community remain committed to the safety policies and procedures listed in this and future communications to help keep students, faculty and staff safe.

By enrolling your child at Saint Mark School, parents agree to the following requirements:

Follow Federal, State, and Local Orders

Families are expected to adhere to the directives of applicable federal, state, and local government health departments, including the CDC and HDOH, regarding physical distancing in public, wearing masks, and other measures to reduce the spread of COVID-19.

Students Must Remain Off Campus

Positive COVID-19 Test

If a Saint Mark student, any member of the household or another close contact tests positive for COVID-19 or is suspected of having COVID-19, parents must immediately notify the Saint Mark School office, and the student is prohibited from the Saint Mark campus until he/she or the individual in his/her household is medically cleared, and the student is authorized by the School to return to campus. This will typically be after 14 days or when proof of a negative COVID-19 test result is acquired. During this time, the school will work with the student and his/her parents to determine and coordinate online instruction based on the circumstances and to the degree possible.

Close Contact / Exposed

If a Saint Mark student or any member of a student's household has been in close contact or notified by the State Health Department that they were in contact with an individual infected with COVID-19, parents are to immediately notify the Saint Mark School office and the student is prohibited from the Saint Mark campus until he/she or the individual in his/her household is medically cleared, and the student is authorized by the School to return to campus. This will typically be after 14 days or when proof of a negative COVID-19 test result is acquired. During this time, the school will work with the student and his/her parents to determine and coordinate online instruction based on the circumstances and to the degree possible.

Advised or Required to Quarantine

If a Saint Mark student or any member of a student's household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive, parents are to immediately notify the Saint Mark School office and the student is prohibited from the Saint Mark campus until he/she or the individual in his/her household is medically cleared, and the student is authorized by the School to return to campus. This will typically be after 14 days or when proof of a negative COVID-19 test result is acquired. During this time, the school will work with the student and his/her parents to determine and coordinate online instruction based on the circumstances and to the degree possible. Families are strongly encouraged to avoid any non-essential out-of-state travel at this time.

Complete Daily Health Screening & Stay Home if Sick

Families are expected to continually monitor their children for signs of illness and keep their children home if they show any symptoms. Symptoms of illness include but are not limited to Chills/Sweats or Fever of 100.4° F (or higher) in the past 24 hours, Cough, Shortness of Breath/Difficulty Breathing, Fatigue, Sore Throat, Body Aches, Headache, Decreased Sense of Smell and/or Taste, Diarrhea, Nausea, and Vomiting.

Face Covering

Parents are to send their child(ren) to school with a properly fitting mask that can be worn the entire day. Parents should teach their child(ren) how to properly use the mask and ensure that it is cleaned regularly.

Hygiene

Parents are asked to practice and reinforce good personal hygiene practices at home. In particular, the importance of frequent handwashing with soap and water for at least 20 seconds (especially after visiting public areas, blowing your nose, coughing, or sneezing) and the practice of coughing and sneezing into elbows should be emphasized.

Students' Personal Items

Parents are to limit the items their child(ren) bring(s) onto campus each day and reinforce policies around the sharing of food, supplies and other items with other students.

Emergency Contact

Parents are to ensure that their child(ren)'s emergency contact information is up to date.

Medical Forms

Parents must complete and submit all required student medical forms prior to the first day of school.

ARRIVAL & DEPARTURE

As in years past, the parking lot traffic before and after school needs to flow quickly, smoothly, and safely. All dropping-off and picking-up **MUST** be done in the school parking lot. Children are not to be dropped off or picked up on Kamehameha Highway. Out of respect and consideration for our neighbors, we also ask that you please do not drop-off or pick up on Hoene Place. The driveway and parking lot are designed for one-way traffic, so all vehicles must enter the parking lot in the designated entrance and leave via the designated exit. The proper flow of traffic is indicated with painted directional arrows.

Arrival/Drop-Off

7:15 a.m. to 7:55 a.m. – Parents are to drop off **PK students** in front of the Early Learning Center and sign-in their children curbside.

7:15 a.m. to 7:55 a.m. – Parents are to drop off **K-8 students** in front of the bell tower loading zone.

Parents must drop off at the curb and are not permitted to walk their child(ren) to class.

Daily Health Screening – Required at Arrival

Students are to get out of the automobile and go directly to the health screener who will do a health screening including a thermal temperature check. (This screening may be done in the parking lot or by the classroom teacher before entering the classroom). If the student passes the screening, they are to proceed directly to their classroom where they are to immediately wash their hands. Middle school students will need to wash their hands in the middle school bathroom or in one of the new hand washing stations.

In order to maintain cohort groupings and prohibit the mixing of cohorts, students are not to congregate with other students and must proceed immediately to their classroom.

Departure/Pick-Up

Pick up times will be staggered to help promote physical distancing and to prevent the cohorts from mixing with other cohorts. Specific areas have been designated by grade level for afternoon pick-up. Families will receive colored placards to be displayed on the automobile's dash indicating the grade level. Families with multiple children at Saint Mark will pick-up all of their children at their latest pick-up time. (i.e. If you have a child in grade 1 and a child in grade 6, you would pick them both up at 2:45 p.m.)

2:15 p.m. to 2:30 p.m. – **K-2 students** are to be picked up in front of the bell tower loading zone.

2:30 p.m. to 2:45 p.m. – **3-5 students** are to be picked up in front of the bell tower loading zone.

2:45 p.m. to 3:00 p.m. – **6-8 students** are to be picked up in front of the bell tower loading zone.

3:00 p.m. to 3:15 p.m. – **PK students** are to be picked up in front of the Early Learning Center.

Parents must pick up at the curb and are not permitted to walk onto campus.

Before Drop-Off & Aftercare Pick-Up

6:30 a.m. to 7:15 a.m. – Before care students are to be walked by their parents to door of the classroom where the teacher will meet the parent and have them sign-in and give the student their Daily Health Screening & temperature check. Parents are not permitted to enter the classrooms and are to immediately depart the campus once they have signed-in their child(ren). PK students are to be walked to the center classroom in the ELC and K-8 students are to be walked to the door on the church side of kindergarten room.

3:15 p.m. to 5:30 p.m. – After care parents are to pick up their child(ren) in either the play area (blacktop for K-8 students and the playground for PK students) or at the door of their aftercare room.

OTHER ON-CAMPUS CHANGES

No Campus Visitors without Appointment

All visitors to campus, including parents, will be screened including a thermal temperature screening upon arrival and are not permitted to go beyond the school office without a scheduled appointment. This means that parents must drop off their children at the designated drop-off area and are not permitted to walk their children onto campus. Only Before & Aftercare parents are permitted to walk on campus. All visitors to campus must wear a mask covering their mouth and nose.

No Excursions

All off-campus excursions and camps will be suspended until further notice.

Chapel & Large Gatherings

Chapels and other large group gatherings will be held virtually until further notice.

Recess

The importance of play remains a constant and will continue to be part of Saint Mark's daily routine. Recess schedules will be similar to years past but cohorts will be strictly required to play in designated areas. Students will be required to wear masks at recess. There will be designated 'mask free' zones on the playground in which students may rest, remove their mask for a short time, and remain physically distanced before returning to play.

Restrooms

The number of students permitted to enter a bathroom will be limited to support physical distancing and minimize close contact. As in the past, specific restrooms will be assigned to various grade levels for use throughout the school day.

Movement on Campus

Saint Mark Lutheran School is blessed to have a large, open campus which allows for physical distancing while moving from one area to another. All faculty, staff, students and visitors (with an appointment) are to respect distancing initiatives and are to keep the respectful distance when moving around the campus.

Middle School Students Staying in Homeroom

To decrease movement between different classrooms, the middle school students (with the exception of art, music, P.E. and computers) will stay in their respective homeroom classrooms during much of the school day and the teachers will come to them.

Physical Education

Physical exercise leads to healthy bodies. P.E. classes will continue as in years past. Students will wear masks when physical distancing is not possible. Masks will not be required when students are participating in vigorous physical activity as instructed by P.E. teachers.

Choir Classes

Choir classes have been broken into much smaller groups and will meet with only their class (cohort). Classes will meet in the chapel sitting at a safe physical distance of at least six feet. Students will be required to wear their masks while singing.

Art Classes

K-5 art classes will take place in the grade level classrooms rather than in the art room. 6-8 art classes will take place in the art room.

Extended Care (Before & After Care)

In an effort to keep the student numbers low and to increase our ability to physical distance the students, Saint Mark's extended care program has been drastically limited to no more than 10 to 12 students per class. It is very important that all parents with a child(ren) in the extended care program understand that if any student in their child(ren)'s before or aftercare class tests positive for COVID-19, then every student in their before or aftercare class will be required to stay at home for 14 days or until proof of a negative COVID-19 test. During this time, the school will work with the student and his/her parents to determine and coordinate online instruction based on the circumstances and to the degree possible.

DISCLAIMERS

DISCLAIMER REGARDING FACE SHIELDS

Please note that use of face shields issued by Saint Mark School is at a student's own risk. Face shields are being provided free of charge. Face shields are provided without any representations, warranties, or guarantees of any kind whatsoever, either express or implied, including, but not limited to, warranty of merchantability, warranty of fitness for a particular purpose, or anything related to its safety, effectiveness, or performance. Further, face shields are not scientifically proven to prevent infection from Coronavirus Disease and/or SARS-CoV-2 (COVID-19) or other viruses or bacteria. **EXCEPT WHERE SPECIFICALLY PROHIBITED BY LAW, NO WARRANTIES OF ANY KIND ARE OFFERED FOR THE DESIGN OR USE OF THE FACE SHIELDS PRODUCED OR ISSUED BY SAINT MARK SCHOOL.** By accepting and allowing your student to use such face shields, you and your student acknowledge and accept this disclaimer and agree that use of such face shield is at your student's own risk

DISCLAIMER REGARDING CHANGES TO POLICY AND PROCEDURES

These policies and procedures supersede those contained in any other Saint Mark handbooks and can be modified at any time without warning. School policies must be flexible and nimble in responding to new information, and Saint Mark Lutheran School's administrators must be willing to refine approaches when specific policies are not working.