



**Saint Mark
Lutheran School**

K Ā N E ' O H E , H A W A I ' I

**COVID-19 CAMPUS PLAN
POLICY and PROCEDURES
2021-2022**

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

Revised: July 10, 2021

TABLE OF CONTENTS

Introduction	3
Guiding Principles	4
Preventative Strategies	5
Home-School Partnership	7
Arrival & Departure	8
Other On-Campus Policies	10
Disclaimers.....	12
Waiver and Release	12

INTRODUCTION

Despite the numerous challenges brought about by the COVID-19 pandemic, Saint Mark Lutheran School is proud to have successfully been open to in-person instruction for the entire 2020-21 school year. And thanks to careful planning and steadfast adherence of the safety protocols, Saint Mark made it safely through the entire school year without any COVID-19 cases or transmissions on campus. The Saint Mark faculty, staff, students and families are to be lauded for their patience, diligence, dedication and overall spirit of cooperation in following the guidelines and keeping the community safe.

As Saint Mark Lutheran School opens for the 2021-2022 school year, the policies and procedures with regard to COVID-19 safety remain similar to last year's policies. Slight modifications have been made that take into account the latest guidelines, vaccination rates, and community conditions. However, with the overwhelming majority of the Saint Mark student body being unvaccinated, many of last year's protocols must remain in effect.

Wide-spread vaccination is the key to transitioning back to the pre-pandemic school life to which we are so accustomed. While current vaccines are not 100% effective, they are considered highly efficacious in mitigating transmission and lessening symptoms. Our hope is that with high vaccination rates, our future is one in which COVID-19 transitions to a disease with a threat level more akin to the flu than a pandemic. But with the impact of new viral variants (mutations) and booster vaccines still to be determined, the current situation remains very fluid.

It is therefore important that we remain nimble in our ability to adapt to what has proven to be an evolving landscape. As such, the policies, procedures, and overall strategies explained in this plan will be flexible and revised/adapted in accordance with the latest guidelines from government & health officials and as needed depending on the latest developments regarding vaccination rates, level of viral transmission (in the school and throughout the community), and severity of new viral variants.

Like last year, this plan prioritizes health & safety, educational excellence, practicality, and flexibility. Every COVID-19 decision that is made for our school will be one that is well-researched, well-thought-out, and continually puts the well-being of our students, faculty, staff, and families at the forefront. Saint Mark is committed to safely transitioning out of COVID-19 pandemic precautions as thoughtfully as we transitioned into them. Thank you for your Support!

Aloha and Mahalo,

Dr. David Gaudi
Head of School

GUIDING PRINCIPLES

As Saint Mark Lutheran School heads back to school for the 2021-22 school year, it is doing so with the following guiding principles.

Health and Safety

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

Dedication to On-Campus Instruction & Educational Excellence

Saint Mark understands the importance of social interactions and in-person support that is delivered through an on-campus experience. To that end, an online learning option will no longer be offered, and all Saint Mark students are expected to attend school in-person, unless granted an exception pursuant to this policy due to a need to quarantine.

Communication

As was the case last school year, open and clear communication will play an integral role in keeping families 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 from the Head of School via email updating them on the latest news and developments. Key communications will also be posted on the [school's website](#).

Vaccinations

While Saint Mark has no current plans to require vaccinations, we do strongly encourage all those eligible to get the COVID-19 vaccine to please do so. We understand that getting vaccinated is our best chance of getting Hawai'i's kids and teachers fully back-to-school and resuming more normal/traditional school activities.

Data-Driven Decision Making

Saint Mark will continue to rigorously follow the science as a guide to safely operate on campus and will make decisions that are data-driven and in the best interest of the entire school `ohana.

Practicality/Feasibility

Saint Mark fully understands that while maintaining the health and safety of its community is the most important priority, all COVID-19 policies and procedures must also be practical and sensible if they are to be sustainable.

Flexibility/Nimble

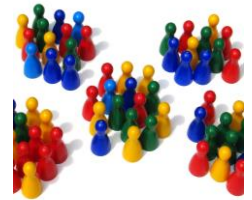
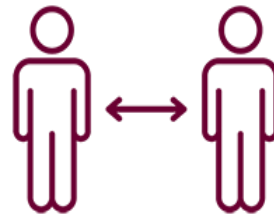
Saint Mark fully recognizes that any plan to safely operate on campus must be flexible and adaptable to the fluctuating community conditions that are beyond our control. Saint Mark has a data driven learning program that is designed to not only safely keep students on campus but to adapt to possible future COVID-19 infections. Saint Mark will remain nimble as we continually monitor the latest developments.

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

<p>Daily Health Screening (Daily Temperature Checks will Continue)</p>	<p>Personal Protective Equipment (PPE) - Face Covering</p>	<p>Hand Hygiene & Sanitation</p>	<p>Physical Distancing (To the Extent Possible) & Ventilation</p>	<p>Cohorting, Contact Tracing & Quarantining</p>
---	---	---	--	---



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 will continue to 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 the use of fever reducing medications.

Personal Protective Equipment (PPE) - Face Covering

All individuals including faculty, staff, students, and school visitors are required to wear a mask that covers the mouth and nose while on campus (both inside and outside the classroom).

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.

The school will be providing face shields to all faculty, staff and students that will be required to be worn ONLY at lunch and snack time when the masks are removed.

Hand Hygiene & 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.

In addition to promoting healthy hand hygiene, Saint Mark will continue its daily cleaning/sanitation practices which include increased frequency of cleaning, especially on high touch surfaces (e.g., door handles, sink handles, light switches and drinking fountains) and the use of cleaning products that are both efficacious and safe. The use of shared objects (e.g., art supplies, toys, and games) will be permitted; however, they will also be cleaned/sanitized between uses.

Physical Distancing (To the Extent Possible) & Ventilation

While 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, it has proven to be difficult to enforce in a school setting. Furthermore, the proper usage of PPE (masking) has proven very effective at decreasing viral transmission. As such, physical distancing will continue to be a preventative strategy but will not be a primary focus this year.

With this in mind, Saint Mark will be encouraging physical distancing to the degree possible. This may include controlling and directing movement on campus to prevent students from congregating and to reduce the mixing of students from different cohorts, arranging desks and other furniture to leave as much room as possible between them, and encouraging students to try and maintain a two arms' length distance between one another in meeting spaces, hallways, and exterior grounds whenever possible.

Saint Mark will continue to strongly encourage increased natural ventilation by opening windows and doors and using outdoor areas whenever possible and practical (weather permitting).

Cohorting, Contact Tracing & Quarantining

Students will continue to be 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 (smaller groups) rather than the entire school to quarantine and shift to distance learning in the event of on campus infections. With the increased availability of rapid testing and vaccinations, Saint Mark will on occasion be allowing some controlled mixing of cohorts.

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.

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 School, Federal, State, and Local Orders

Families are expected to adhere to all school rules as well as 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 10 days or when proof of a negative COVID-19 test taken at least 5 days following his/her exposure.

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 10 days or when proof of a negative COVID-19 test taken at least 5 days following his/her exposure. Exceptions to this requirement can be made for vaccinated individuals.

Advised or Required to Quarantine/Isolate

If a Saint Mark student or any member of a student's household (including household visitors) 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 10 days or when proof of a negative COVID-19 test taken at least 5 days following his/her exposure.

Out-of-State Travel ***Saint Mark will no longer have additional requirements for out-of-state travel***

Parents are to follow all state and city requirements regarding out-of-state travel and quarantining. In accordance with state and city requirements, an unvaccinated student (or any other unvaccinated person) is currently required to get a 72-hour pre-travel COVID-19 test in order to avoid mandatory quarantine. This means that if a Saint Mark student or any member of a student's household returns from (or has visitors from) out-of-state and is not subject to a State-mandated quarantine because he/she is fully vaccinated or took a 72-hour pre-travel COVID-19 test, the student is free to immediately return to campus.

When students must remain off campus due to quarantine requirements, 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.

Complete Daily Health Screening & Stay Home if Sick

Families are expected to continually monitor their child(ren) 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. Upon returning to school following an illness, Saint Mark reserves the right to make the final determination of eligibility to readmit a student to school and may require a doctor's clearance including a negative COVID-19 test.

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 reinforce to 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. Sharing of food between students is prohibited.

Medical Forms & Emergency Contact

Parents must complete and submit all required student medical forms including their child(ren)'s up-to-date emergency contact information 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. Parents should **NOT** park or exit their vehicle at arrival or departure.

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 in the loading zone** and are **not permitted to park** and walk their child(ren) to class and **should pull forward** if there is room so that traffic does not backup on Kamehameha Hwy.

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 are 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.)

Monday, Tuesday, Thursday, Friday

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.

Wednesday

12:45 p.m. to 1:00 p.m. – **K-2 students** are to be picked up in front of the bell tower loading zone.

1:00 p.m. to 1:15 p.m. – **3-5 students** are to be picked up in front of the bell tower loading zone.

1:15 p.m. to 1:30 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 in the loading zone and are not permitted to park and walk onto campus and should pull forward if there is room so that traffic does not backup on Kamehameha Hwy. If parents need to conduct business in the school office, it is to be done at times other than drop-off or pick-up.

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 the 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 POLICES

No Campus Visitors without Appointment

All visitors to campus, including parents, will be screened including a thermal temperature check 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 park and 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.

Excursions

After suspending all off-campus excursions and camps for the 2020-21 school year, Saint Mark will be resuming the possibility of off-campus learning with prior approval from the Head of School. Masks must be worn on all excursions as if the students were on campus.

Chapel & Large Gatherings

Full chapels and other large group gatherings will continue to be held virtually (or in a hybrid fashion) until further notice. Classes will have selected opportunities to attend chapel in person.

Birthdays / Other Celebrations

No food or other snacks are permitted to be shared on campus for birthdays or any other occasion unless the food or snack items are approved by the teacher ahead of time. (Sharing only foods that are individually factory packed is no longer a requirement.)

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 still 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 continue to be limited to support physical distancing and minimize unsupervised close contact between students from different cohorts. 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.

Physical Education

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

Choir & Band Classes

Choir classes will remain in smaller groups and will meet only in their individual class (cohort). Choir and Band 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 or the collaborative space in the ELC.

Interscholastic Athletics

Saint Mark hopes to resume interscholastic athletic competition this school year and is currently collaborating with association schools to create and implement a comprehensive plan to safely do so. Once a plan is agreed upon, it will be shared with the parents of eligible students at the appropriate time.

Extended Care (Before & After Care)

Saint Mark's extended care program will again limit the enrollment. 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 it is possible that other students in their before or aftercare class may be required to stay at home for 10 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 will adapt and refine approaches when specific policies are not working.

COVID-19 WAIVER AND RELEASE OF LIABILITY

While Saint Mark Lutheran School will enforce policies to prevent persons having COVID-19 symptoms from being on its campus, there is a risk that there may be people on the 'Saint Mark School's campus that could be infected with COVID-19 who have symptoms or who are asymptomatic.

Further, while Saint Mark School will implement safety precautions and strategies designed to mitigate the risk of COVID-19 transmission to the extent reasonably feasible, Saint Mark School cannot anticipate every situation that may arise and cannot ensure that students will not be exposed and/or infected by COVID-19.

By sending your student to school on-campus, as the student's parent(s)/guardian(s), you understand, agree, and hereby assume the risk that your student's attendance on campus could expose your student to persons infected with COVID-19.

By sending your student to school on-campus, you further understand, agree, and hereby assume the risk that your student may be infected by COVID-19 while attending school in person on campus.

ACCORDINGLY, AS THE STUDENT'S PARENT(S)/GUARDIAN(S), YOU HEREBY WAIVE, DISCHARGE, COVENANT NOT TO SUE, RELEASE, INDEMNIFY, AND HOLD HARMLESS SAINT MARK SCHOOL, ITS OFFICERS, VOLUNTEERS, EMPLOYEES, BOARD MEMBERS, AGENTS, AND REPRESENTATIVES FROM ANY AND ALL LIABILITY TO YOUR STUDENT AND/OR HIS/HER REPRESENTATIVES, ASSIGNS, HEIRS AND NEXT OF KIN, FOR ANY LOSS OR DAMAGE, INCLUDING BUT NOT LIMITED TO BODILY INJURY OR DEATH, CAUSED BY OR RELATED TO COVID-19 EXPOSURE OR INFECTION. The sole exception to this waiver and release is for any loss or damage due to gross negligence or willful or wanton conduct by Saint Mark School.

By sending your student to school, you understand, acknowledge, and consent to all the above provisions and agree to be bound by their terms. If you have any objections to any of the above provisions, you must notify Saint Mark School in writing and may not matriculate your student.