



COVID-19 Health and Safety Response Plan

PURPOSE OF THIS PLAN

An overview of Honolulu Waldorf School's stance on COVID-19, what agencies we continue to follow, the information we are tracking, and specify the goals of the HWS COVID-19 Health and Safety Response Plan. But first, a few definitions:

- Lei: {noun} Garland, wreath; necklace of flowers, leaves, shells, ivory, feathers, or paper, given as a symbol of affection; beads; any ornament worn around the head or about the neck; to wear a lei; crown
 - For the purposes of this document, Lei will represent one class or grade
- Pōhai: {nvi.}, Circle, group, as of people, trees; gathering; to gather about in a circle
 - For the purposes of this document, Pōhai will represent a larger cohort or "bubble" of classes or grades

Honolulu Waldorf School continues to be proactive and agile in our planning and response to the COVID-19 pandemic. With an abundance of caution and following the guidelines set forth by the Centers for Disease Control and Prevention ([CDC](#)), Hawai'i Association of Independent Schools ([HAIS](#)), the Hawai'i State Department of Education ([HIDOE](#)), and the Hawai'i Department of Health ([HDOH](#)), we are also asking our school 'Ohana to do our part in keeping each other healthy. We are putting faith in our individual 'ohana's to keep the larger pōhai safe, healthy, and well. It is with this in mind that we present to you our COVID-19 Health and Safety Response Plan.

HWS COMMUNICATIONS

HWS will continue to provide communications to our community via our [website](#), direct emails, and social media (when appropriate). Please refer to our [contact page](#) for emails and phone numbers.

STAGES OF RESPONSE/PHASED RETURN TO CAMPUS (overall look) (Updated with Issue 18)

Phase A*

- No or very few COVID-19-based restrictions
 - Examples may include: large groups ok, festivals and events allowed, no mandated masks/ added health measures, etc.

Phase B* - This is the phase we are expecting to start our 2022-2023 School Year

- All students on campus, changes to groupings as below, with other strict health measures still in place (see Phase C below)
 - Larger classes
 - Mixed pōhai (at selected times)
 - Faculty/Staff able to cross pōhai
 - Modified mask policy, such as masks optional with some exceptions
 - Events on campus that include parent audience or participation
 - Potential for on-island field trips and other excursions

Phase C*

- Strict Health Measures
 - All students on campus
 - Physical distancing as much as possible
 - Grade 1 - High School will wear masks at all times other than when eating or taking a requested mask break.
 - EC Classes will wear masks during drop-off/departure procedures and within common spaces (best efforts)
 - Limited pōhai (EC Classes, Grades 1- 3, Grades 4 - 8, High School)
 - Faculty/Staff limited to pōhai, minimized cross-over to outside pōhai
 - On-campus Health Screening questions (and temperature checks) for all students, parents, guardians, visitors, faculty, and staff
 - Frequent cleaning of spaces and increased handwashing
 - Outdoor Instruction as much as possible

Phase D*

- Very Strict Health Measures/ Partial Distance Learning, Grades PK- 3 on campus with strict physical distancing and small cohorts, grades 4 – 8 and High School move to Distance Learning
 - Reduced class size
 - Grades 4 – 8 and High School move to Distance Learning
 - Grades 1 – 3 spread out on campus
 - EC Classes spread out on campus

Phase E*

- All Students on Distance Learning
 - Physical campus closed
 - EC Classes closed
 - Star Child Kindergarten Students – Grade 8 and High School move to Distance Learning

*All plans are subject to reassessment as needed

HEALTH MEASURES AND SAFETY PROTOCOLS

Cleaning

- Prior to our return for the new school year, there will be an additional complete, thorough, and detailed cleaning of the entire facility, with focus on high-contact areas that will be touched by both employees and children (e.g., desks, equipment, toys). This level of cleaning will also be conducted during scheduled off-campus breaks such as Fall, Winter, and Spring breaks before returning to campus
- We have hand sanitizer readily available to everyone throughout the facility and upon arrival and dismissal from school
- Faculty & staff are required to frequently sanitize high-touch surfaces and shared resources (e.g., door handles, phones, etc.)
- A deep clean is conducted after school hours (desks, chairs, etc.)
- The restrooms are cleaned and sanitized on a frequent and regular basis throughout the day
- Between indoor play times, faculty & staff wipe down and disinfect tables

Physical Distancing *(Updated with Issue 18)*

- We will continue implementing delayed or staggered schedules, including arrival/drop-off times, dismissal/pick-up times

- Large group and communal activities such as field trips and festivals will be held if possible, or if needed will either be canceled or re-envisioned. Currently, no plays or assemblies will be held indoors – they will be in the big yard
- We will ensure adequate supplies to minimize sharing of high-touch materials to the extent possible
- Lunches need to come from home, and there will be no sharing of food or utensils
- All students need to bring lunches in containers they are able to open on their own
- We ask for your assistance with limiting your time on campus; please utilize email, phone, texts, etc. as much as possible. Drop-off/ pick-ups will take place at a designated area only

Prevention *(Updated with Issues 11, 14, 15, 17, and 18)*

We implement health screening (including temperature checks) upon arrival for all children, faculty, staff, and visitors

- **As of July 21st, 2022, we are updating our mask policy. Please see our revised mask policy as stated below**
 - Masks:
 - We are moving to a “mask-optional” policy for all members of our community, both indoors and outdoors. Should a member of our community begin to show symptoms of COVID and/or test positive while on campus, we will require them to physically distance from others and wear a mask until they are able to leave the campus (e.g. picked up by a parent).
- We will send home individuals with cold or flu-like symptoms, with or without high temperatures, and keep them separate from other children until they can be picked up by a parent or caregiver
- We will minimize unnecessary visitors, and those who do come to campus will be logged in and out for security purposes
- We will continue tracking absences, so please continue to email health@honoluluwaldorf.org to report an absence

Communication & Training *(Updated with Issue 18)*

- Written notification of policies and procedures will be shared with all members of the community
- Prior to the start of the school year, the administration will hold an orientation for families new to the school via zoom
- Faculty and Staff will review procedures, policies, and any necessary training during our teacher orientation that takes place during the weeks before school starts

Additional COVID-19 Related Investments HWS made for our protection

- A Health Coordinator on staff
- Personal Protective Equipment for all faculty and staff
- Fogger with non-toxic solution purchased for efficient disinfection of indoor spaces
- Additional handwashing stations throughout the campus
- Custodial procedures and equipment to mitigate surface-to-person spread

Daily Health Checks for Faculty/Staff/Students upon Arrival *(Updated with Issue 17)*

- **Parents/Caregivers:**
 - The following health check (including temperature checks) may now be completed daily at home. Please keep your child home if you answer yes for your child to any of the following health questions below, or if your child is ill with any fever over 100.4, common cold, influenza, or COVID-like symptoms

- **Members of the community are not allowed to come to the HWS campus if:**
 - You answer “yes” to any of the following health questions below, or,
 - The student/person is ill with any fever over 100.4, common cold, influenza, or COVID-like symptoms

(Updated Questions with Issues 5, 8, and 17)

Have you or anyone in the household had a fever or taken any fever-reducing medications within the last 48 hours?	Yes	No
Does anyone in the household have any flu, cold, or COVID symptoms?	Yes	No
Is anyone in the household experiencing a loss of taste or smell?	Yes	No
Have you or a household family member tested positive for COVID within the past 5 days?	Yes	No

*If a student is presenting baseline symptoms such as seasonal allergies, please contact HWS for further guidance

- **What happens if upon arrival to school campus, there is evidence of illness?**
 - We will kindly request they go home
 - Please see the “Return to School After Absence” chart under “EXPOSURE” for how to return to campus after illness or injury

EXPECTATIONS FOR RETURNING TO PHYSICAL CAMPUS *(Updated with Issues 11, 14, 15, 17, and 18)*

General Information

- Complete the COVID-19 home health check questions prior to coming to campus
- **As of July 21st, 2022, we are updating our mask policy. Please see our revised mask policy as stated below**
 - Masks:
 - We are moving to a “mask-optional” policy for all members of our community, both indoors and outdoors. Should a member of our community begin to show symptoms of COVID and/or test positive while on campus, we will require them to physically distance from others and wear a mask until they are able to leave the campus (e.g. picked up by a parent).
- We will send home individuals with cold or flu-like symptoms, with or without high temperatures, and keep them separate from other children until they can be picked up by a parent or caregiver
- We will minimize unnecessary visitors, and those who do come to campus will be logged in and out for security purposes
- We will continue tracking absences, so please continue to email health@honoluluwaldorf.org to report an absence

Events, Field, and Class Trips *(Updated with Issues 14 and 17)*

- We are continuing to re-envision previously on-campus events, festivals, meetings, and other celebrations
- Field trips and class trips are currently being reintroduced as we are able to do so for the 2022-2023 school year
- Classes may take neighborhood walk excursions, following appropriate physical distancing and mask guidelines

Travel *(Updated with Issues 5, 7, 14, 17, and 18)*

Before anyone plans travel, please read and consider the following:

- At any time, if we feel it is necessary, we will change the school’s travel policy. If you are going to plan travel or host visitors, you need to understand that restriction from campus following that travel remains a possibility (even if you are mid-trip/visit).
- Effective June 10th, 2022, and until further notice, we ask that families perform home COVID-19 tests for students or household members/guests returning from out-of-state travel after arriving back on O’ahu. Test results only need to be reported to the school if positive. If positive, please refer to the “EXPOSURE” section of this handbook for instructions.
- We may roll back to previous testing and reporting policies in the future if needed, but for now, there are no additional requirements for those traveling.

Exposure (*Updated with Issues 10, 13, 16, and 17*)

A. **Class exposure** - someone in the classroom tested positive for COVID and potentially exposed the other students in the class.

- The school will notify families immediately of the potential exposure
- Parents will have two options (test to stay or isolate at home for five days)

Option 1: Test to stay

- Student remains at school.
- Student and exposed faculty test as soon as possible that day (this is considered Day 0).
- Those who test negative and are asymptomatic may continue going to school if they remain asymptomatic; however, will need to test again on Day 5.
- Test results will need to be shared with the school via email to health@honoluluwaldorf.org.

Option 2: Isolate for five days

- Pick up your child from school as soon as possible (this is considered Day 0).
- Student stays home from school for five days and they test on Day 5 prior to returning to school.
- During the school year, we will provide Main Lesson distance learning options for Grades 4-8 and High School, and at-home activities for Grades 1-3.

If a family does not want to do any testing, we need to presume they are positive and they need to stay out of school for ten days.

B. **Student tests positive for COVID** – If a student tests positive, they must remain out of school for a minimum of 5 days. They may then return once they are asymptomatic and have a negative home rapid test result, or a doctor’s note stating they are clear to return to school. Day Zero is the day of the test, and students may return on Day 5. During the school year, we will provide some Main Lesson distance learning options for Grades 4-8 and High School, and at-home activities for Grades 1-3.

If a family does not want to do any testing or provide a doctor’s note, they need to stay out of school for ten days.

C. **Household family member tests positive for COVID** - Since family members are in such close proximity to one another, we ask that all students who are exposed to COVID due to a family member testing positive stay home until the family member is no longer testing positive, and it is clear that the student(s) are not positive either. Family households and circumstances vary, so please contact the school and we will work with the family to determine the date the child(ren) may return to school.

Chart (Updated with Issues 5, 8, 9, 10, 13, and 17)

Return to School After Absence

If your student is absent you **MUST** notify the school: health@honoluluwaldorf.org

STUDENT MAY ONLY RETURN TO SCHOOL:

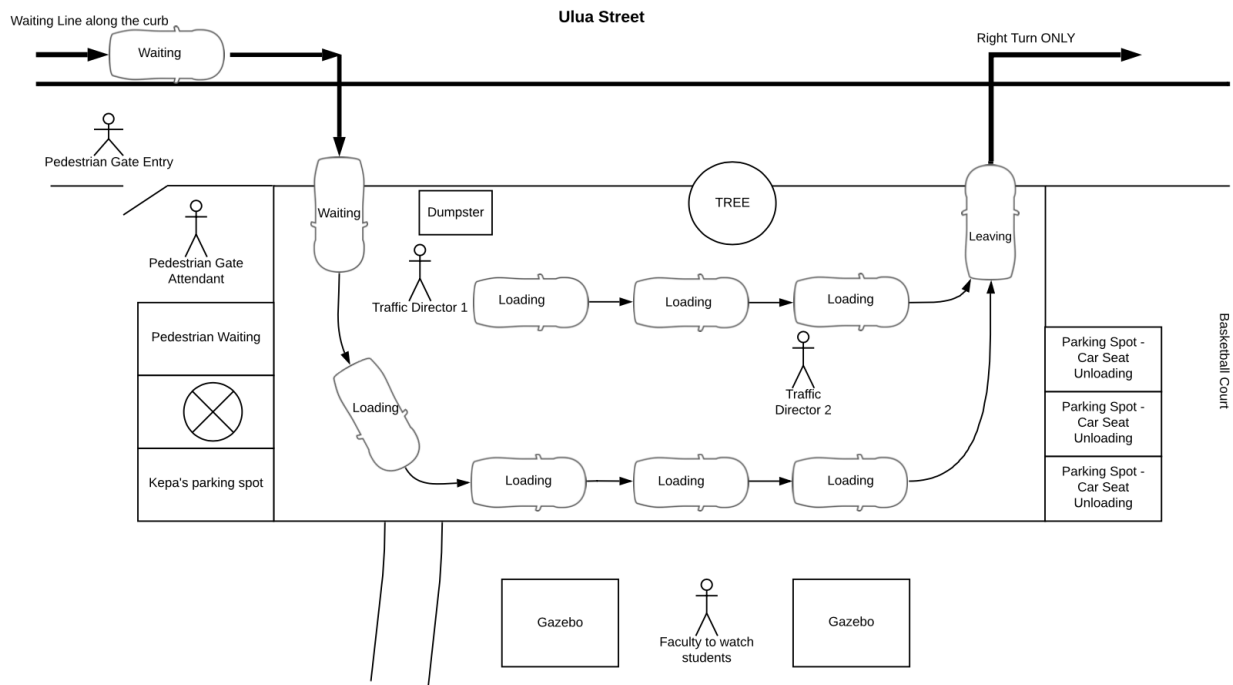
Injury	With a physician's note for any activity restrictions	AND/ OR	When the student can sit comfortably through the school day
Symptoms of any illness (without Fever)	After 24 hours symptom-free AND a negative COVID-19 test	AND	Student MUST be symptom-free , without medical intervention/medicine, for 24-hours, prior to returning to campus, WITH the negative test result (paper/email/fax). Students with persistent sore throat, coughing, sneezing, or runny nose must stay home When the student can comfortably sit through the school day
Symptoms of any illness (with Fever)	After 48 hours of no fever, symptom-free, AND a negative COVID-19 test	AND	Student MUST be fever-free , without medical intervention/medicine, for 48-hours, and symptom-free , prior to returning to campus, WITH the negative test result (paper/email/fax). Students with persistent sore throat, coughing, sneezing, or runny nose must stay home When the student can comfortably sit through the school day
COVID-19 like Symptoms (Tested Positive)	If a student tests positive, they must remain out of school for a minimum of 5 days (Day 0 is first day of symptoms or test). They may then return once they are asymptomatic and have a negative home rapid test result, or a doctor's note stating they are clear to return to school.		AND When the student can sit comfortably through the school day
Close Contact (within 6 feet for more than 15 minutes of someone confirmed with COVID-19)	Please refer to "Exposure" for instructions		If a student becomes symptomatic, refer to the symptomatic scenarios above
Returning from Out of State	Refer to our travel policy in the COVID-19 Safety and Response Plan		

Arrivals/Drop-Off and Departures/Pick-Up Information and Procedures (Updated with Issue 18)

- We will continue staggering our drop-off/arrival times as well as our pick-up/departure times. Families sign-up for times using the sign-up link provided by the office.
- We ask for parents/students to arrive from the 'Āina Haina side, and to use the parking/drive-through as check-in/drop-off, as well as for all pick-ups from the school (please see below for diagrams). All members of the community should complete the COVID-19 home health screening prior to coming to campus

- **We ask parents to remain in their cars unless they need to unbuckle/buckle children back into their car seats**
- If a parent needs additional time to help their child out of/into their car seat, you will be directed to one of three parking spots to allow for this. Please move forward to one of these spots when directed
- Students will wash hands and/or use hand sanitizer upon arrival and departure from the school, as well as, regularly throughout the school day

Student Drop-Off and Pick-Up



Parent Expectations *(Updated with Issues 17 and 18)*

- Consider how your off-campus life choices potentially impact our community. Everyone should embrace the seriousness of this pandemic and take safety measures whether you are on campus or outside in your personal life. This includes things like frequent handwashing and staying home if you are sick or have been exposed to COVID-19. In reciprocation, you can also expect this from the HWS faculty and staff
- Practice safe handwashing
- Prepare children for drop-off procedures
- Report any absences via email to health@honoluluwaldorf.org
- Prepare and pack individual student lunches/ snacks/ water including all utensils
- All students need to bring lunches in containers they are able to open on their own
- Plan to direct all office-related questions via phone or email as possible

DISTANCE LEARNING *(excludes Summer Fun, during the School Year only)*

- In the event of a physical campus closure, Star Child Kindergarten students - Grade 8 and High School students will move to Distance Learning. We will close our EC classes as they would not move to Distance Learning.
- We have developed other possible hybrid schedules that may be implemented in the event of partial campus closure based on stricter recommendations from federal or state agencies.
 - Hybrid = combination of Distance Learning with on-campus learning or a mix thereof

ADDITIONAL INFORMATION *(updated with Issues 14, 17, and 18)*

General Visits on Campus

- In an effort to keep our faculty and staff healthy and safe, we kindly ask that if you have matters with the Front Office (including our Head of School, Business Office, etc.), please conduct as much as possible via online, telephone, remote video conferencing, email, etc. If you do find yourself in a need to visit campus, you will need to:
 - Go to the office window to conduct your business
 - Do not stop in classrooms or other areas of campus not related to your official business

General Office Hours

- 7:15AM - 3:30PM

Community Health Coordinator

- Please contact our front office at 808-377-5471 or email health@honoluluwaldorf.org if you have any questions or concerns.

Confidentiality

- Members of the school community commit themselves to maintaining appropriate professional tact and discretion concerning confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators, outside professionals, parents/guardians, and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies.

Vaccination *(updated with Issue 6)*

- At this time, while we support vaccination, it is not mandatory and remains a personal decision for all HWS community members.
- Being vaccinated does not exempt anyone from our existing policies and procedures.