



LE JARDIN ACADEMY

January 2021

LJA COVID Response Procedures, Practices and Protocols

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Sources:

[CDC. Guidance for Child Care Programs that Remain Open, Nov 13, 2020](#)

[CDC. Considerations for Schools, May 19, 2020](#)

[CDC. Interim Guidance for Administrators of US K-12 Schools and Child Care Program, April 10, 2020](#)

[Hawaii Department of Human Services Guidelines, June 9, 2020](#)

[Hawaii Department of Health Guidelines, June 1, 2020](#)

[Hawaii Department of Health Guidelines \(Revised\) October 22, 2020](#)

[Johns Hopkins Center for Health Security Public Health Principles for a Phased Reopening During COVID-19, April 19, 2020](#)



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American Academy of Pediatrics COVID-19 Planning Considerations for School Reentry, June 25, 2020

CorNCAA Principles of Resocialization of Collegiate Sport



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1. Schoolwide Response Levels and Criteria for Transition Between Levels

LJA COVID-19 RISK RESPONSE LEVELS

	Level 1 Low Risk	Level 1+ Increased Risk	Level 2 Heightened Risk	Level 3 High Risk
Situation¹	<ul style="list-style-type: none"> Isolated outbreaks No cases in the LJA Community New cases < 2/100k C&C Positivity < 1% ICU capacity < 50% 	<ul style="list-style-type: none"> Low infection and spread rate Confirmed case in the LJA Community Gov't restrictions on gathering/group size No new cases at LJA for 14 days New cases < 10/100k C&C Positivity < 3% ICU capacity < 50% 	<ul style="list-style-type: none"> Sustained community spread Multiple confirmed cases in the LJA Community New cases < 15/100k C&C Positivity < 10% ICU capacity < 70% 	<ul style="list-style-type: none"> Widespread community transmission Cluster of cases in the LJA Community New cases > 15/100k C&C Positivity > 10% ICU capacity > 70%
Face-to-Face Learning Environment	<ul style="list-style-type: none"> LJA campuses open; parents and spectators permitted with mitigation measures Enhanced cleaning/safety practices Physical distancing wherever possible (3-6 feet) Masking may be required Field trips and Athletics may take place 	<ul style="list-style-type: none"> LJA campuses open; parents and spectators not permitted Enhanced cleaning/safety practices Physical distancing wherever possible (3-6 feet) Masking required where physical distancing (3-6 feet) cannot be maintained Outdoor learning and centers Field trips limited to on-island w/ safety precautions Avoid airports; discourage elective travel Extended Day, enrichment activities, vendors, and non-LJA participants are permitted Sports practice and games permitted with masking required (ILH sports permitted, only if approved) 	<ul style="list-style-type: none"> LJA campuses open; remote learning option available; parents and spectators not permitted Enhanced cleaning/safety practices Enhanced physical distancing Smaller group sizes enforced; preserve "ohana bubbles" Masking mandatory Outdoor learning and centers No field trips No travel Extended Day permitted in grade level pods Enrichment activities permitted in grade level pods (Soccer Academy practice permitted with exception of non-LJA participants) Sports practice and games permitted with masking required (ILH sports permitted, only if approved) 	<ul style="list-style-type: none"> Some or all divisions closed Childcare may be offered for qualifying first-responder and LJA employee families with enhanced physical distancing; mandatory mask wearing; small mixed age groups of students from the same families in pods of 9 students + 1 teacher.
Distance Learning Environment	<ul style="list-style-type: none"> No remote learners 	<ul style="list-style-type: none"> Students may engage remotely Distance learning follows same curriculum as face-to-face 	<ul style="list-style-type: none"> Students may engage remotely Distance learning follows same curriculum as face-to-face 	<ul style="list-style-type: none"> Distance Learning for affected class(es) or division(s) until Level 2 conditions restored

¹ The situation as a whole is evaluated to determine a risk response level



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Criteria for School Re-Opening

The following criteria were taken into consideration for re-opening the school in summer and fall for face-to-face learning.

- 1) O'ahu-wide decrease in COVID-19 cases for 14 days (Johns Hopkins); and/or low level of infection in the community
- 2) Rapid testing availability on O'ahu (Johns Hopkins)
- 3) State's hospitals have [the capacity](#) to handle next outbreak (Johns Hopkins)
- 4) O'ahu [contact-tracing](#) is being carried out (Johns Hopkins)
- 5) [New cases per capita \(7-day average\)](#)
- 6) [Percent testing positive \(7-day average\)](#)
- 7) [ICU Capacity](#)
- 8) Teachers are available to teach
 - a) At LJA Response Level 1, sufficient teachers are able to return to work (i.e., no childcare concerns b/c of other schools' closures).
 - b) At LJA Response Level 2, sufficient teachers are able to return to staff Division Learning Plans
- 9) Families are confident in school's readiness for students' return
 - a) School has appropriate preventive and reactive protocols in place
 - b) School's communication around preparations and rationale for return is successful (i.e., school not viewed as reckless)
 - c) School's communication of expectations for students, parents and staff are agreed upon by all
- 10) Families agree to a series of protocols to safeguard other students (e.g., temperature check of children before school, and not bringing students to school who are ill).
- 11) School is not exposing itself to civil action (i.e., proximate cause of virus spread or death; See [CARES Act](#)).
- 12) Timing of face-to-face learning makes sense (e.g., would we open with 5 days left in school year)
- 13) Protocols and practices are in place for preventing and mitigating spread
- 14) Protocols for enhanced cleaning are in place for classrooms and vehicles
- 15) Re-opening is phased per CDC recommendation (youngest first...high school last)

Process for Changing LJA Response Levels



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- 1) The Medical Hui¹ will monitor the COVID-19 situation and the corresponding risk to, and implications for, the LJA community in order to determine the appropriate LJA Risk Response Level.
- 2) If the State, other agencies (e.g., CDC) or institutions (e.g., ILH/HHSAA) update their guidelines, that may precipitate changes in safety practices associated with a particular LJA Response Level. The Medical Hui will review any changes in guidelines and determine if changes are needed to school-practices within a given Risk Response Level.

¹ LJA Medical Hui consists of Dr. B. Anderson (Pediatrics), Dr. R. Bessinger (Epidemiology), Dr. S. Christensen (Family Practice), Dr. T. Crabtree (Chief Medical Officer, AMI), Dr. S. Hurley (Hospitalist, Straub Medical Center), Dr. J. Kim (Director General, International Vaccine Institute), Dr. S. Miscovich (President, Premier Medical Group)



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2. Students/Family Members/Staff Health Guidelines

Self-Screening before Coming to School Our first and most effective prevention strategy is for those who are sick, or who may have had close contact with someone with COVID-19, to stay home and not come to school.

To assess wellness, all members of the LJA community agree to self-check against the following symptoms. Keep in mind that while adults and children may experience similar symptoms of COVID-19, children’s symptoms tend to be mild and more cold or flu like. According to the CDC, the following symptoms may appear 2-14 days after exposure to the virus:

- **Fever (100.4 ° or higher)***
- **Cough (persistent)***
- **Shortness of breath or difficulty breathing***
- **New loss of taste or smell***
- Chills or Repeated shaking with chills
- Muscle aches/pain
- Headache
- Sore throat
- Congestion or runny nose not related to seasonal allergies
- Nausea, vomiting or diarrhea

In particular, the “Big 4” symptoms (asterisked above) will trigger exclusion from school. Your kōkua, understanding and respect for the safety and comfort of all in our community is appreciated. As children are most likely to be infected by family members, it is important for everyone to think of family health, not just individual health. While children under 12 may be less efficient at spreading the virus,

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out of an abundance of caution, any child or staff living in a household with someone who has symptoms consistent with COVID-19, or is undergoing testing, should not come to school.

Positive COVID-19 Test Result If any child, staff, or member of one’s household tests positive for COVID-19, the School should be notified **immediately** by emailing school.nurse@lejardinacademy.org. Moreover, if a household member tests positive, we request that household members get a COVID-19 rapid test, which provides results the same day. Our nurse can help you to locate a rapid-response testing facility.

Why the urgency? In mitigating spread, time is a critical factor, so immediate notification and rapid-response testing is vital. In addition, in reducing anxieties of our fellow school-community members who may have been close contacts of potential carriers, we strongly encourage all first-degree contacts to get tested with rare exception. School administrators will work in close collaboration with the Department of Health to determine courses of action (cf., **Section 5: In-School Illness Procedures and Protocols**).

Return-to-School after illness will also follow procedures and protocols noted in **Section 5**.

Maintaining Good Personal Hygiene An important strategy to reduce infection is to maintain good personal hygiene at home and throughout the school day. Frequent and thorough handwashing, without creating atypical anxieties, cannot be overemphasized.

Physical Distancing Physical distancing for LJA means preventing sustained close proximity, particularly in an enclosed environment (e.g., classroom without fresh air exchange). This standard is derived from contact tracing protocols employed by State agencies. In the absence of these conditions, students and staff should seek to maintain approximately 3-6 feet of distance from others.

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Group Size Group sizes will comply with CDC and State guidelines and are tied to the LJA Response Levels. Whenever possible, students will move in cohorts to limit spread of the virus and facilitate contact tracing, should it be required.

Masks Masks have been shown to be an important way to reduce the risk of transmission in conjunction with other mitigation strategies, are recommended by the CDC, and are now part of COVID-19 social norms. At Levels 1 and above, masks or face shields will be required in common areas and classrooms in deference to community norms and concerns. At Levels 2 and above, masks or face shields are required with specific exceptions in classrooms. Masks may be worn but are not required in outdoor activities (e.g., hiking, recess, PE and sports). Masks should be laundered or replaced daily, if possible, to prevent bacterial or viral reproduction.

Travel Out-of-State School community members who must travel out-of-state are subject to State guidelines and orders. As of this writing (December 2020), all out-of-state travelers are subject to a 10-day home quarantine unless either granted an exemption through the State Office of COVID Exemption or cleared through a State-approved pre-travel COVID test.

In addition, any teacher who travels out of the State will be required to have a negative COVID-19 test on return to O’ahu and clearance from the Nurse before he/she is provisionally allowed on campus with strict masking and physical distancing requirements. A second negative test within 5-10 days is required to be considered unconditionally returned to work. Test results should be provided to the nurse at school.nurse@lejardinacademy.org.

Effective December 2020, and as long as the State allows a pre-travel COVID test for out-of-state travelers, students may return to campus provided:

1. Student registers planned travel through designated division principal/designee
2. Student takes an approved, pre-travel PCR test and registers through the State app
3. With a negative, pre-travel PCR test and a second, negative, on-island PCR or antigen test 5-8 days following return to O’ahu, student will be permitted to return to campus without condition. Until these results are known, however, the student should remain at home.

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Advantage: shortens the amount of time that students are on remote learning relative to the alternative, the 10-day quarantine.

4. If a student has a positive antigen test, then he/she would follow-up with a PCR test to verify result, and, if positive, would follow COVID illness procedure.

Notwithstanding the pre-travel testing option, LJA recommends that staff use the existing return-from-travel protocol which has the advantage of preventing absence from school:

1. Notify supervisor and school nurse of planned travel.
2. Register through DODcovidexemption to circumvent quarantine AND enter information into State travel app
3. On return to O'ahu, take a PCR test*
4. Upload test result to State app and provide to school nurse
5. Conditionally return to campus following negative test subject to strict distancing and masking requirements
6. 5-7 days following first test, take a second PCR test*
7. Unconditionally return to campus following second negative PCR test*

*an antigen-based test may be substituted for a PCR test

Respect for our Community We are grateful to be a part of a special school-community at LJA. Our community is not something we take for granted. It is not just a school, a set of buildings or assortment of playing fields and learning spaces; rather, we feel a deep obligation to each other and our surroundings regardless of race, creed, political suasion, gender...We are bound together by a common humanity and mission to make the world a better place--for all inhabitants of this planet.

While individual risk-preferences and beliefs around mitigation strategies vary--some being more risk-averse or some more skeptical of research reports and meta-analyses--community guidelines are designed to bring comfort to all LJA community members. It is in this spirit, a concern for the most vulnerable and anxious among us, that we kindly request your everyone's kōkua.

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Kōkua is an often heard term but frequently misconstrued term. It does not merely mean “cooperation” or “help” as we often infer from TV or signage. Kōkua means something deeper. It means to extend oneself to others, in a sacrificial way, without the expectation of personal gain. It begins with understanding of and empathizing with others whose views may differ from our own, and it manifests itself as sincere effort to subordinate self to community. It is in this sense, and with gratitude, that the LJA community seeks every member’s kōkua.

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3. Drop-off and Pick-up Procedures and Protocols

Screening Procedure Prior To / Upon Arrival

Prior to drop-off each morning, all parents must complete a health screening through the SchoolPass app which will be verified at drop-off. Parents who send their children via carpool must complete this screening prior to carpool pick-up. High school students are permitted to complete the health screen on their own. An LJA staff member will greet your child at designated drop off locations. Please wait inside your vehicle. Children will not be allowed to attend if they:

- Have a fever of 100.4° F or higher and/or have cold or flu symptoms that include: persistent cough, shortness of breath, or loss of smell/taste; or
- Have been in contact with someone under investigation for or with a confirmed case of COVID-19 (See HDOH guidelines for exposure).

General Drop-off and Pick-up Procedures

- Please drop-off and pick-up only at your designated location and remain inside your vehicle. For Lower School and Extended Day, place your student name placard on the dashboard of your car so that it can be seen through the front windshield. An LJA Staff member will greet your child and/or bring your child out to you. We ask for your kokua in limiting direct contact between parents and staff members and adhering to physical distancing recommendations.
- Students with siblings will be asked to drop-off and pick-up at the location designated for the youngest sibling.

High School Drop-off and Pick-up Specifics

- High School students should be dropped off and picked up at the designated drop-off area for the HS and not in the HS driveway loop beside the basketball court in order to assist with traffic flow.

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- Drivers should drop-off/pick up students as far forward and as close as possible to the designated HS drop-off location (i.e. please do not stop along the student locker areas to let students out closer to their classrooms/lockers, as this causes congestion and an unsafe situation when drivers attempt to drive around into oncoming vehicle and pedestrian traffic).
- Drivers are also asked not to drive through the gravel student parking lot during the drop-off or pick up process. This creates a very unsafe situation for our student drivers parking and leaving their assigned stalls.

Main Campus Drop-off and Pick-up Schedule			
Early Morning Care begins at 6:30 a.m. and students will be gathered by small grade-level groups when possible at different locations on campus.			
Drop-off	7:30 a.m. - 7:40 a.m.	K, 1, 2, 3, 4, 5	Lower School Loop
	7:40 a.m. - 7:55 a.m.	6, 7, 8	Middle School Lane
	7:45 a.m. - 8:00 a.m.	9, 10, 11, 12	High School Lane
Pick-up	2:35 p.m.	K, 1	Lower School Loop
	2:45 p.m.	2, 3	Lower School Loop
	2:55 p.m.	4, 5	Lower School Loop
	3:15 p.m. (Wednesdays 2:30 p.m.)	6, 7, 8	Middle School Lane
	3:25 p.m. (Wednesdays 2:25 p.m.)	9, 10, 11, 12	High School Lane

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Junior School Campus Drop-off and Pick-up Schedule			
Early Morning Care begins at 6:30 a.m.			
Drop-off	6:30 - 7:25 a.m.	PK, JK	Rooms 3 & 4
Drop-off	7:30-8:00 a.m.	PK, JK	Front Courtyard
Pick-up	11:20 a.m.	PK half-day	Front Courtyard
	2:20 p.m.	PK full-day, JK	Front Courtyard

Extended Day Pick-up
K-8 Students registered for Extended Day will pick-up in the Lower School Loop
PK and JK Students registered for Extended Day will pick-up in the Front Courtyard at the Junior School Campus.

Athletics Drop-off and Pick-up Procedure

Screening Procedure Before Arrival

- Coaches will communicate the importance of staying home when sick along with arrival procedures to parents and athletes
- Athletes and coaches--including visiting teams--must complete SchoolPass App pre-screening form. Persons who have a temperature of 100.4° F or above, shortness of breath, cough or loss of taste/smell may not participate in activities on campus
- LJA staff will verify SchoolPass badges for participants and audit temperatures, practices and procedures
- Coaches will conduct a visual inspection of athletes for signs of illness

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Pick-up Procedures

Parents should wait in their cars at the gym (or designated pick-up area) and staff will release students to them after practices or games.

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4. Physical Distancing and Masking Practices and Protocols

Risk Response Level 1 and 1+

In the interest of clarity around masking, the following is illustrative of masking at different levels of response. This is not intended to be exhaustive; rather, teachers are encouraged to use their discretion in the infinite number of classroom activities and situations that arise. When in doubt error on the side of caution.

Illustrative Masking Scenarios - Level 1 and 1+

Level 1 and 1+	PK-2	3-5	6-8	9-12
Grouping Assumption	Cohort-based	Cohort-based	Interaction between cohorts; but 'ohana bubble generally by grade level	
Collaborative Work	<ul style="list-style-type: none"> With masks, may work without distancing but with ventilation or use of outdoor spaces Wash hands prior to and following activity Work outdoors when possible 			
Whole Class Instruction	<ul style="list-style-type: none"> Masks are generally required with seats spaced 3'-6' or with individuals separated by sneeze shields Use cross ventilation, mechanical fan or outdoor spaces Use "staggered" seating formation to optimize space Masks are not necessary but encouraged along with distancing outdoors 			

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Risk Response Level 2

If the LJA COVID-19 Risk Response Level increases to Level 2, mask wearing becomes mandatory at all grade levels (except PK-2). Enhanced physical distancing is increased to 6 feet.

Masks

The purpose of masks is two-fold: to practice a social norm that mirrors community practice and to mitigate disease spread. The latter's effect, particularly in combination with physical distancing, hand-washing, disinfecting hi-touch surfaces, and absenting-when-ill practices, can substantially mitigate spread.

Students and staff should have at least two clean cloth masks at school each day. Individuals requiring a medical exemption to these guidelines should provide a doctor's note to the school.

Face shields are not a suitable alternative to cloth masks for staff or students. Maximum protection can be achieved by wearing both a cloth mask and a face shield and is encouraged for those staff at higher risk of COVID-19 complications and for those who live with vulnerable family members.

Masks will generally be worn in the classroom (except PK-2) and in common areas.

Masks are not required when a staff member or student is isolated in a classroom/office or engaged in an outdoor activity (e.g., soccer). It is recommended that masks be changed after lunch and washed daily with soap and water.

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Level 2	PK-2	3-5	6-8	9-12
Fire Drills	Mask			
Common Areas	Mask			
Collaborative Work	Mask*	Mask		
Whole Class Instruction	Mask*	Mask unless physically distanced, separated by sneeze shields, in an area with cross ventilation, or outside		
Teacher/Aide in Classroom	Mask*	Masks where physical distancing cannot be maintained		
Outdoor Activities	No mask where physical distancing can be maintained			
Isolation	No mask			

N.B., Students and staff may be asked to wear masks at other times or on occasions as appropriate.

*If masking results in fidgeting with masks or continual correction by peers or teachers, the school leadership team will reconsider the practice with input from Medical Hui and parent engagement.

Lunch & Recess

Students will eat in the classrooms or outside or the Wang. Group sizes as recommended by most recent CDC, DHS and DOH guidelines will be adhered to at recess. No high-touch sports will be played at recess. Masks are not required while eating lunch or recess.

Restroom Practice

Level 1 Low Risk	Level 1+ Increased Risk	Level 2 Heightened Risk	Level 3 High Risk
<ul style="list-style-type: none"> Isolated outbreaks No cases in the LJA Community New cases < 2/100k C&C Positivity < 1% ICU capacity < 50% 	<ul style="list-style-type: none"> Low infection and spread rate Confirmed case in the LJA Community Gov't restrictions on gathering/group size No new cases at LJA for 14 days New cases < 10/100k C&C Positivity < 3% ICU capacity < 50% 	<ul style="list-style-type: none"> Sustained community spread Multiple confirmed cases in the LJA Community New cases < 15/100k C&C Positivity < 10% ICU capacity < 70% 	<ul style="list-style-type: none"> Widespread community transmission Cluster of cases in the LJA Community New cases > 15/100k C&C Positivity > 10% ICU capacity > 70%



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Students will need to wear a mask when going to use the restroom. Only one student will be allowed per single-stall bathroom and 3'-6' physical distancing should be maintained per multi-stalled bathroom, locker room, or changing area at one time.

Visitor Policy

We know parent support is a critical component of our school community. However, visitors to campus will be limited to ensure the safety and well-being of our students and staff. Regular volunteers and invited speakers will be permitted on campus and will be required to follow visitor protocols. This includes a check-in at the appropriate office (i.e. Junior School Office, Main/Administration Office or High School Office) to complete a health screening form, sanitizing hands upon entry, wearing a mask and complying with physical distancing norms. If the school Response Level increases to Level 2, visitors will be further limited. Substitute teachers are to follow the visitor policy.

Late Drop-off/Early Pick-up

If a student(s) needs to be dropped off to school later or needs to be picked up from school earlier please contact the appropriate office to make arrangements. Student(s) being dropped off late will need to complete the daily health screening.

Level 1 Low Risk	Level 1+ Increased Risk	Level 2 Heightened Risk	Level 3 High Risk
<ul style="list-style-type: none"> Isolated outbreaks No cases in the LJA Community New cases < 2/100k C&C Positivity < 1% ICU capacity < 50% 	<ul style="list-style-type: none"> Low infection and spread rate Confirmed case in the LJA Community Gov't restrictions on gathering/group size No new cases at LJA for 14 days New cases < 10/100k C&C Positivity < 3% ICU capacity < 50% 	<ul style="list-style-type: none"> Sustained community spread Multiple confirmed cases in the LJA Community New cases < 15/100k C&C Positivity <10% ICU capacity < 70% 	<ul style="list-style-type: none"> Widespread community transmission Cluster of cases in the LJA Community New cases > 15/100k C&C Positivity >10% ICU capacity > 70%



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5. In-School Illness Procedures and Protocols

Student

If a child becomes sick while at school, the student will be sent to the Office. He/she must wait outside until the Nurse/Assistant takes the student's temperature. If the student is fever-free, then he/she can enter the Office.

If the student has one of the Big 4 symptoms (i.e. fever of 100.4°+, cough, shortness of breath/ difficulty breathing), the student will be placed in the designated isolation area. The Nurse will notify the Receptionist/Admin Assistant who will contact the parent to pick up the student. The student will not enter any interior spaces when being escorted to his/her parent's car. Parents will be advised to contact their primary care provider for evaluation within 24 hours, and if indicated, a COVID-19 test with a rapid-turnaround time. The Nurse may also assist in contacting a testing facility able to provide a rapid-test result. The student may not return to school until medically cleared.

For students with other symptoms such as muscle aches or pain, headache, sore throat, congestion or runny nose, nausea, vomiting or diarrhea, the student will be evaluated by the nurse. Staff will be more conservative than usual in identifying signs and symptoms and taking action. For any student with symptoms indicative of COVID-19, the student will be isolated, and the parents will be contacted as above. Testing in these cases is discretionary, but the student should check with the Nurse upon return to ensure that the student has been symptom-free without medication for 24 hours.

Staff will wear appropriate PPE, clean and disinfect surfaces and materials that the child may have touched after leaving the facility.

Staff

Level 1 Low Risk	Level 1+ Increased Risk	Level 2 Heightened Risk	Level 3 High Risk
<ul style="list-style-type: none"> Isolated outbreaks No cases in the LJA Community New cases < 2/100k C&C Positivity < 1% ICU capacity < 50% 	<ul style="list-style-type: none"> Low infection and spread rate Confirmed case in the LJA Community Gov't restrictions on gathering/group size No new cases at LJA for 14 days New cases < 10/100k C&C Positivity < 3% ICU capacity < 50% 	<ul style="list-style-type: none"> Sustained community spread Multiple confirmed cases in the LJA Community New cases < 15/100k C&C Positivity <10% ICU capacity < 70% 	<ul style="list-style-type: none"> Widespread community transmission Cluster of cases in the LJA Community New cases > 15/100k C&C Positivity >10% ICU capacity > 70%



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If a staff member should fall ill, the staff member will go to the Nurse’s Office. If it is determined that the staff member should go home, a substitute will be called in to take his/her place. Custodial staff or Nurse will clean and disinfect surfaces and materials that the ill staff member may have used, if warranted.

Staff members who stay home due to fever, cough, shortness of breath, loss of taste/ smell should be cleared by their doctor before returning to work. Headache alone, especially with a history of migraine, may be able to return when symptoms subside. The same applies in cases of nausea, vomiting, and diarrhea, if not accompanied by fever. Staff should be able to return after 24 hours without symptoms, if not sooner.

COVID-19 Confirmed Case and First-Degree Contact Procedure

If a student or staff member is diagnosed with COVID-19:

1. He/she must notify the nurse at school.nurse@lejardinacademy.org and begin **immediate home isolation**.
2. The medical practitioner is required to notify the DOH; however, School Nurse will provide information to DOH Contact Tracing department per DOH Guidelines.
3. The facilities, including lockers, desks and cubbies, that he/she used will be **shutdown for 24 hours** at the end of which they and their contents would be **disinfected**
4. Students and staff who had **close contact** (i.e., **first-degree contacts**) with an infected individual would be notified to quarantine for 10 days, symptom-free, from last interaction with COVID-contact or 7 days after last exposure with negative COVID result. An HDOH physician’s Release from Isolation letter is required on return. CDC defines first-degree contact as an individual who was within 6 feet of an infected person for at least 15 minutes starting from two days before onset of symptoms. HDOH defines close contact as all students in a standard classroom for a prolonged period. Tracing will reach back to 2 days prior to symptom onset.
5. Should a large number of individuals require testing, the school may offer “pop-up” rapid testing on-site to speed identification and improve likelihood of containment

Level 1 Low Risk	Level 1+ Increased Risk	Level 2 Heightened Risk	Level 3 High Risk
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6. **Second-degree contacts**, that is, contacts of those first-degree contacts need neither be quarantined nor notified unless a first-degree contact tests positive
7. Although the DOH is responsible for contact tracing, LJA will implement this internal procedure immediately on notification of positive test result (or prior to result, if positive outcome is likely) and will share information with DOH contact tracers when they contact with the school

Return to School

After being diagnosed with COVID-19, a staff or student may [return to school after the following criteria](#) are met:

- 24 hours with no fever; **and**,
- respiratory and other symptoms have improved (e.g., cough, shortness of breath); **and**,
- 10 days since symptoms first appeared

Prior to return, individuals should provide a doctor's note (See HDOH physician's [Release from Quarantine](#) letter) to the nurse at school.nurse@lejardinacademy.org.

COVID-19 Response Team

The COVID Response Team consists of:

1. Head of School/designee - facilitate and coordinate response
2. Manager for Business & Finance - notify insurer
3. Director of Facilities - begin facility shutdown and disinfection procedure
4. School Nurse (COVID) - notify DOH; assemble contact tracers and begin tracing, isolation and notification procedure
5. Associate Director of Communications and Director of Advancement - tailor and send constituent messaging
6. Manager of Human Resources - prepare for staff notices of support (e.g., EAP, health benefits, FFCRA, FMLA...)
7. Principal/Supervisor of the affected division(s) - facilitate identification of first-degree contacts and facilities for disinfection; follow-up with student

Level 1 Low Risk	Level 1+ Increased Risk	Level 2 Heightened Risk	Level 3 High Risk
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8. Director of Educational Technology - update ENS contact list

In the event of a COVID-positive event, the Nurse will have the Assistant to the Head of School initiate an immediate Zoom/F2F meeting for the COVID Response Team. The Nurse will brief the team on the case per [CDC protocol](#), and each member will dispatch respective responsibilities. Updates will be shared via GroupMe, and the Response Team will convene prior to the end of the day or just after All LJA notification is set for distribution. It is expected that a message will be sent by the end of the day. The Nurse will send the [HDOH Close Contact Report Form](#) to the HDOH.

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6. Personal Hygiene Practices

Handwashing

Students and staff will wash their hands upon arrival at school, before and after meals or snacks, after using the restroom, and before leaving school to go home. Hands should be washed with soap and water for at least 20 seconds each time.

Use of Hand Sanitizer

We will use hand sanitizer in-between hand-washing during our daily routine. When students come in from outside time during the school day, staff will give them hand sanitizer with at least 60% alcohol. This will not replace hand-washing; rather, it is intended to protect the school environment until the child proceeds to a hand-washing station. Our primary means of hygiene will be frequent and effective hand-washing with soap and water.

Masks

Masks should be laundered or replaced daily, if possible, to prevent bacterial or viral reproduction.

Level 1 Low Risk	Level 1+ Increased Risk	Level 2 Heightened Risk	Level 3 High Risk
<ul style="list-style-type: none"> Isolated outbreaks No cases in the LJA Community New cases < 2/100k C&C Positivity < 1% ICU capacity < 50% 	<ul style="list-style-type: none"> Low infection and spread rate Confirmed case in the LJA Community Gov't restrictions on gathering/group size No new cases at LJA for 14 days New cases < 10/100k C&C Positivity < 3% ICU capacity < 50% 	<ul style="list-style-type: none"> Sustained community spread Multiple confirmed cases in the LJA Community New cases < 15/100k C&C Positivity <10% ICU capacity < 70% 	<ul style="list-style-type: none"> Widespread community transmission Cluster of cases in the LJA Community New cases > 15/100k C&C Positivity >10% ICU capacity > 70%



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LJA COVID Response Procedures, Practices and Protocols

7. Cleaning and Disinfecting Practices

Classrooms and Lavatories

Daily cleaning and disinfection of the surfaces in our classrooms and common spaces will be carried out by professional cleaning services contractors based on CDC guidelines. Classrooms will be disinfected twice a day using a disinfectant solution approved by the Environmental Protection Agency for COVID-19 for high touch areas:

- Door levers
- Light switches
- Sink faucet levers
- Restroom sinks, faucets and toilet flush handles
- Student desks and chairs

If someone in our community tests positive for COVID-19, the school facility will automatically be closed for 2-5 days of cleaning and disinfection in coordination with the Department of Health. Cleaning will not begin for 24 hours after the infected facility was shut down.

Athletic Facilities and Vans

Pool

- Infection prevention materials will be available in the lifeguard room (i.e., hand sanitizer, Clorox wipes, gloves etc.)
- Bathrooms will be disinfected every night after practice by coaches and twice daily by staff
- No sharing of goggles, hair caps or other personal equipment

Gym

Level 1 Low Risk	Level 1+ Increased Risk	Level 2 Heightened Risk	Level 3 High Risk
<ul style="list-style-type: none"> • Isolated outbreaks • No cases in the LJA Community • New cases < 2/100k • C&C Positivity < 1% • ICU capacity < 50% 	<ul style="list-style-type: none"> • Low infection and spread rate • Confirmed case in the LJA Community • Gov't restrictions on gathering/group size • No new cases at LJA for 14 days • New cases < 10/100k • C&C Positivity < 3% • ICU capacity < 50% 	<ul style="list-style-type: none"> • Sustained community spread • Multiple confirmed cases in the LJA Community • New cases < 15/100k • C&C Positivity <10% • ICU capacity < 70% 	<ul style="list-style-type: none"> • Widespread community transmission • Cluster of cases in the LJA Community • New cases > 15/100k • C&C Positivity >10% • ICU capacity > 70%



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- Infection prevention materials will be available in the corner of the gym by the Athletic Training Room (i.e., hand sanitizer, Clorox wipes, gloves etc.)
- Locker rooms will be disinfected after every use by coaches and twice a day by staff
- Physical contact and activities should follow Athletic Response Levels
- No sharing personal equipment. Each individual uses the same ball for all training activities. If the ball must be shared, it must be cleaned after use.

Soccer Field

- Infection prevention materials will be available in Callum’s office (i.e., hand sanitizer, Clorox wipes, etc.)
- Physical contact and activities should follow Athletic Response Levels
- No sharing of personal equipment (e.g., gloves, shin guards, water bottles, etc.)

Weight Room

- Infection prevention materials will be available at the entrance of the weight room (i.e., hand sanitizer, Clorox wipes, etc.)
- Users must disinfectant and wipe down equipment after each use
- Strength and Conditioning coach will disinfect the floors every evening Monday-Saturday

Van Use

- Routine washing and enhanced cleaning must be performed after each use.
- Spray disinfectant after each use and let solution air dry for upholstery
 - Facilities will provide spray bottles with disinfectant solution and clean microfiber rags in each vehicle with “dirty rag” receptacles at specific locations on the campus to drop off after each use.
 - Spray microfiber cloth and wipe down all controls (i.e., steering, ignition, radio and air conditioning controls, windshield wiper lever, turn signal levers, etc.), keys, seat belt buckles and tongues, door handles (interior and exterior), recliner and seat tilt levers.

Level 1 Low Risk	Level 1+ Increased Risk	Level 2 Heightened Risk	Level 3 High Risk
<ul style="list-style-type: none"> • Isolated outbreaks • No cases in the LJA Community • New cases < 2/100k • C&C Positivity < 1% • ICU capacity < 50% 	<ul style="list-style-type: none"> • Low infection and spread rate • Confirmed case in the LJA Community • Gov't restrictions on gathering/group size • No new cases at LJA for 14 days • New cases < 10/100k • C&C Positivity < 3% • ICU capacity < 50% 	<ul style="list-style-type: none"> • Sustained community spread • Multiple confirmed cases in the LJA Community • New cases < 15/100k • C&C Positivity <10% • ICU capacity < 70% 	<ul style="list-style-type: none"> • Widespread community transmission • Cluster of cases in the LJA Community • New cases > 15/100k • C&C Positivity >10% • ICU capacity > 70%



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- Facilities will launder microfiber cloths at highest temperature settings for reuse and redistribute to vehicles.

Level 1 Low Risk	Level 1+ Increased Risk	Level 2 Heightened Risk	Level 3 High Risk
<ul style="list-style-type: none">• Isolated outbreaks• No cases in the LJA Community• New cases < 2/100k• C&C Positivity < 1%• ICU capacity < 50%	<ul style="list-style-type: none">• Low infection and spread rate• Confirmed case in the LJA Community• Gov't restrictions on gathering/group size• No new cases at LJA for 14 days• New cases < 10/100k• C&C Positivity < 3%• ICU capacity < 50%	<ul style="list-style-type: none">• Sustained community spread• Multiple confirmed cases in the LJA Community• New cases < 15/100k• C&C Positivity <10%• ICU capacity < 70%	<ul style="list-style-type: none">• Widespread community transmission• Cluster of cases in the LJA Community• New cases > 15/100k• C&C Positivity >10%• ICU capacity > 70%



January 2021

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8. Athletics Return to Training Protocols

This applies to all athletes, coaches, alumni, staff and vendors using any LJA athletic facility. These guidelines are intended to protect the safety of our community by preventing and mitigating spread of the virus.

General Rules

- No spectators allowed at this time
- Limit non-essential visitors to the school-only LJA athletes/teams/vendors using our facilities
- No sharing of food or water; no sharing personal items (i.e. water bottles, sweat towels, deodorant etc.)
- Enhanced cleaning of equipment before, during, and after training activities
- Avoid touching face and head, except to cover your mouth when coughing then wash hands immediately after
- Everyone must wash hands with soap and warm water for at least 20 seconds upon arrival
- Everyone must comply with the self-screening evaluation before participating
https://docs.google.com/forms/d/e/1FAIpQLSduVLELTX_YtzPgNdpq2WAq5Q3vjGK5o09ZT_fjH5uAfHIFw/viewform

Drop-off & Pick-up Procedures and Protocols (See Athletics section)

Illness Procedures and Protocols

Cleaning & Disinfecting Practices

	Level 1 Low Risk	Level 1+ Increased Risk	Level 2 Heightened Risk	Level 3 High Risk
<u>Situation</u>	-Isolated outbreaks -No cases at LJA	-Increasing new cases -Gov't restrictions on gathering/group size -ILH/HHSAA and Oahu League mandates	-Sustained community spread -Confirmed case(s) at LJA	-Widespread community transmission -Gov't restrictions on gatherings, issues stay-at-home order - Confirmed case(s) at LJA -Shutdown procedures in effect
<u>Safety Measures</u>	-No sharing of water bottles -Physical distancing wherever possible (3-6 feet) -Masking may be required -Self screening required -Enhanced cleaning	-Physical distancing required -Enhanced cleaning/safety practices -No sharing of water equipment -Masking required when not actively working out, social distancing cannot be maintained, and/or when indoors -Self-screening required	-Physical distancing required at all times - Enhanced cleaning/safety practices -No sharing of equipment -Self screening required -Mask wearing mandatory at all times -Smaller group sizes enforced, "ohana bubbles"	All campuses closed
<u>Practice</u>	-LJA campus open -Contact allowed -Return to league play with or without accommodations -Possible spectators in appropriate situations -School determines if parents allowed outside of car	-LJA campus open -Minimal contact allowed outside only -Games may be cancelled by leagues -Possible return to league play with accommodations -Possible LJSA scrimmages on campus -No spectators -Parents must stay in car	-Students have option of engaging remotely which likely means no practices -No spectators -No vendors or guests on campus -Parents must remain in car -No visitors other than essential workers -No LJSA practices or scrimmages -No travel	Distance Learning for all students