



**FRIENDSHIP CHRISTIAN  
SCHOOLS HEALTH AND SAFETY  
HANDBOOK MIDDLE/HIGH  
SCHOOL**

Return to School Plan

**Parents/guardians will need to complete and sign a COVID-19 waiver for each child that attends FCS.**

### **SCREENING FOR POTENTIAL ILLNESS**

To stop the spread of illness, students and staff must stay home if they are feeling sick.

Screen employees, students and visitors for overt signs of illness in a safe and respectable manner. The purpose of screening would be for general symptoms of illness. Any designated staff member can perform the screening.

Upon arrival, interview and visually inspect all individuals (from at least 6 feet away) using the following symptom checklist:

- feverish or unusually warm (has flushed cheeks)
- coughing/sneezing
- sore throat
- shortness of breath/difficulty breathing
- headache/stomach ache/nausea
- muscle pain/unusual fatigue
- new loss of taste or smell

If any of these symptoms are present, the person should be sent home immediately.

### **Illness Policy**

- Individuals with a fever of 100.4° F or greater, or with two or more COVID symptoms (cough, difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell, nasal congestion, diarrhea, etc.) that are not otherwise explained, may not return to school until 72 hours have passed since recovery (defined as resolution of fever without the use of medications and/or improvement in symptoms listed above).
- Individuals with COVID symptoms may return to school 24 hours after recovery with an alternate diagnosis (i.e. strep throat) and approval in writing by their healthcare provider.
- Students returning to school after illness must pass a temperature and health screening before being admitted to school.

## Visitors/Parents

- Parents/guardians and visitors entering the school building are required to wear face coverings.
- All visitors/parents must enter the school through the main office entrance.
- School tours will be on hold until further notice.

## Drop off and Pick Up

### Middle/High school:

#### Drop off: 7:30-8:00

- All students will have their temperature taken as soon as they are dropped off.
- Mask will be worn at this time.
- Students will then proceed to wash hands.
- Students will take all their books for the day into the classroom.
- If a student brings a ball to play with outside, they cannot share the ball with others.
- Parents with questions, please proceed to school office.

#### Pick up: 2:45-3:00

- Students will be spaced out as much as possible.
- Mask will be worn at this time.

## After School Care

### After School Care: 3:00- 3:30

#### Middle/High:

**3:00** – All students left in aftercare will be placed together for study hall.

- Students will be spread out and remain as classes as much as possible while working.
- The teacher will have all remaining students taken to the elementary campus at 3:30.
- Before any student leaves for the day, they will wash their hands before leaving for home.

#### Cleaning:

- All tables will be wiped down and sanitized before the next use.

## **Frequent Hand Washing and/or Sanitizing**

Hand-washing or sanitizing stations must be available at the entrances of the school, near or inside classrooms, and in all meeting areas (e.g. offices, lunch areas, chapel).

- All students and staff should wash or sanitize their hands frequently, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, in between classes, and before dismissal.
- Hands should be washed with soap and water for at least 20 seconds and hand sanitizer must contain at least 60% alcohol.
- Restrooms, sinks, and sanitizing stations must be regularly maintained with adequate supplies (i.e. soap, sanitizer, and paper towels).

## **Promote and Practice Personal Hygiene**

- Do not touch your eyes, nose, or mouth.
- Sneeze or cough into a tissue and throw it away. If no tissue is available, reduce the spread of germs by coughing or sneezing into your elbow.
- Teachers will emphasize the importance of proper hand washing and hygiene daily in a kind, teachable manner.

## **Wear a Face Covering or Mask**

Face coverings for adults and students must be worn when outside the classroom, (e.g. drop off and pick up, moving from class to class, to the office, restrooms, lunch area, or playground) especially when physical distancing is difficult. Exceptions for face coverings/masks apply to those for whom it is not safe to do so due to medical condition or other considerations.

In the classroom setting, where the class is considered a cohort or bubble, it is not required that students and teachers wear a mask.

Adults/Staff:

- When within three feet of a student, adults must wear a face covering.
- Wearing a face shield and face mask are necessary when receiving students who are sick.
- Staff are responsible to bring and properly maintain their own masks.

Students:

- Masks must be worn when keeping more than three feet away is not possible (i.e. drop off, pick up).
- Students are not required to wear a mask in the classroom, lunch time, recess or while at PE. (unless requested by parents)
- Parents/legal guardians will be responsible for providing students with face coverings or masks.

Disposable Masks:

- The school will have backup disposable masks available for staff and students who need them.

### Daily Cleaning of Facilities

The school will be cleaned daily and high touch areas, such as door knobs, light switches, counters, desks and chairs, railings, and water fountains, should be disinfected throughout the day. Proper equipment such as masks and gloves should be worn at all times during preparation, cleaning, and disinfection of the school facilities.

- Clean and disinfect all frequently touched surfaces as often as possible and at minimum, each day.
- Wear gloves for all tasks in the cleaning process, including handling trash.
- Use proper cleaning products.
- Always wash hands immediately for at least 20 seconds with soap and water after removing gloves and after contact with a person who is sick.

#### Classrooms: Daily (teachers)

- Clean high touch surfaces:
  - Electronics such as computers, printers and devices
  - Chairs, desks and table tops
  - Light switches and door handles, including 1 foot above and below the handle (students and staff tend to grab door edges to hold doors open).
- Empty wastebaskets
- Spray carpet
- Notify administration of any problems
- Fill out/turn in daily cleaning check list

**Restrooms: Daily (maintenance/janitors)**

- Clean high touch surfaces
  - Door handles and light switches
  - Soap dispensers and paper towel
  - Bathroom handles on toilets and sinks
- Notify administration of any problems

**Offices: Daily (secretaries)**

- Trash emptied
- Vacuum carpet/sweep floors
- Clean high touch surfaces
  - Electronics such as computers, printers and copiers
  - Metal surfaces like file cabinets
  - Chairs, desks and table tops
  - Light switches and door handles
  - Front counter are public hubs to be cleaned frequently

**Common areas: (maintenance/janitors)**

- Drinking fountains will be cleaned throughout the day
- Outdoor areas will be routinely cleaned.

**Classrooms**

- Teachers and students will wash hands before entering classroom.
- Teachers will maintain a good distance when speaking to a child, if they need to get in the student's "personal bubble" a mask must be worn by the teacher.
- Tissues and hand sanitizer will be made available for both students and teachers.
- After blowing nose, sneezing, or coughing, hands need to be washed with hand sanitizer if soap and water is not readily available.
- Avoid community supplies when possible. Clean after each use when community supplies are used. (scissors, glue, etc.)
- Students will have their own pencil, crayons, colored pencils, etc. and labeled with either their name or number in their own separate container.
- Desks will all be facing the same direction with as much space possible between them unless dividers can be put in place.
- Desks and tables will be wiped down daily with soap and water or as needed.
- Trash will be emptied.

- Teachers will emphasize the importance of proper hand washing and hygiene daily. Such as not touching their faces, mouth, or nose in a kind, teachable manner.
- **Any person** outside of the school staff must be approved by administration before entering any classroom.
- **Birthday celebrations-** At this time, parents will not be allowed to stay and help serve food. Food will need to be dropped off at the office. All food will need to be individually packaged.

### Snack and Lunch Time

- Teachers and students will wash hands before and after snack/ lunch time.
- Students will be spread out around the tables giving space to each child.
- Students will not be allowed to touch another students' snack such as passing it down the table or sharing any food.
- Snack and lunch tables will be disinfected after each use.
- Students will eat in their classrooms on rainy days.

### Cases of COVID-19

When a student or employee either tests positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive:

- The DOH will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine or isolation.
- The DOH will work with the school if it is identified that someone (student or staff) at the school is affected.
- Parents will be contacted by either email, phone call, or notices sent home as soon as possible when the school is notified of a student who has come in contact or tested positive for COVID-19.
- **Mandatory reporting:** If a student, faculty or staff member tests positive for COVID-19, the school office must be notified as soon as possible.

### When A Student Becomes Sick

When a student becomes sick at school, send them to the office.

- Office staff will call the student's parent/legal guardian to pick up the student.
- While waiting to be picked up, isolate the sick student from those who are well. If possible, in a supervised area outside the office.
- Do not have the student wait at the main office or any other high traffic area(s).

- For a student who has tested positive for COVID-19, the DOH will determine the dates of quarantine and will guide the student as to his/her subsequent care and return to school.

### **Caring for a Student Who is Sick**

- Show empathy
- Avoid close contact
- Wash hands
- Apply face covering
- Screen student for symptoms
- Contact the parent/ legal guardian for pick up
- Isolate the sick student away from those who are well
- Clean and disinfect
- Keep record of students being sent home

### **When to Report Illness**

If 10% of the entire school or 20% of one grade or classroom are sent home with common flu-like or gastrointestinal symptoms, the school administrator must call the Hawaii State Department of Health Disease Investigation Branch or your local District Health Office.

### **Communication**

- Signs will be posted throughout the building with guidance to proper hygiene for staff, parents, and students to see.
- Families will be required to update emergency contact information each year or if anything changes throughout the school year.
- We will be asking parents to keep us informed if anyone in their family has had contact with anyone who had COVID -19 symptoms.

**We will be revising or updating these policies as needed to be in compliance with the Department of Human Services and Department of Health.**

