



**FRIENDSHIP CHRISTIAN
SCHOOLS HEALTH AND SAFETY
HANDBOOK PRESCHOOL-5TH**

GRADE

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.
- FCS will eliminate the Superb Attendance Award.

Visitors/Parents

- For the time being, 1st -5th parents/guardians will no longer be able to visit the lunch area or classrooms during the school day and should not proceed beyond the school office. Outside drop-off is preferred. Preschool and Kindergarten parents/guardians may walk their child to the classroom but should not access other parts of the building.
- 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.
- Parents/guardians and visitors will not be allowed past main entrance without administration approval.
- School tours will be on hold until further notice.

Drop off and Pick Up

Preschool:

Drop Off: 7:30 – 8:00

- All students will enter through front lanai to have their temperature taken before proceeding to the entrance door. Student will be given a temperature check badge to give to their teacher upon arrival.
- Students will wash hands/ sanitize before entering the building.
- Parents will sign their child in and then drop their child off at the classroom door. At this time, parents/guardians are not permitted in the classrooms.

Pick up:

- Parents will use the same door for pick up as they did for drop off.
- Parents sign their child out and collect their child from the classroom door. At this time, parents/guardians are not permitted in the classrooms.

Elementary:

Drop off: 7:30-8:00

- At this time, parents are not permitted to wait on the basketball court with their child.

- All students will have their temperature taken before exiting their car or leaving their parents' care. Students will receive a temperature check badge to give their teacher before entering the classroom.
- Mask will be worn at this time.
- Students will then proceed to wash hands.
- Students will go and sit or stand in their class line with space between each student.
- Back door and back gate will be closed promptly at 8:00.
- Parents with questions, please proceed to school office.

Pick up: 2:45-3:00

- Each class will have a designated place to sit for pick up (stage, bleachers, or basketball court).
- Students will be spaced out as much as possible.
- Mask will be worn at this time.

Before and After School Care

Before school care: 6:30-7:30 (all ropes in the office will be up and only students will be able to pass to go to class)

- All students will check in at the front office.
- Hands will be washed/sanitized
- Temperature taken and recorded. Students will be given a temperature check badge.

Preschool: 6:30-7:30

Location: preschool auditorium

- Students will be allowed to play with before /after school care toys only.
- Students will be spaced out as much as possible.
- Tables will be available for those that need to finish breakfast.
- Any used toys will be set aside to be cleaned after students are taken to class
- Teacher will take the students to use the restroom and wash hands around 7:20
- Teacher will take the students to individual classroom doors- all supplies will go with the student at that time.

Cleaning:

- All tables and toys that were used will be set aside to be wiped down and sanitized before the next use.

Elementary: 6:30-7:30

Location: Bike shop

- Students will be allowed to play and use only the toys/games designated for before/after school care.
- Students will need to wear mask if they are within 3 feet of another student.
- Tables will be available for any student who needs to finish breakfast or complete homework.

Cleaning:

- All tables, toys, and games that were used will be set aside to be wiped down and sanitized before the next use.

Elementary basketball court: 7:00-7:30

- Before students get out of car or parents care, temperatures will be taken and recorded. Students will receive a temperature check badge.
- Students will then proceed to outside sink and wash hands.
- Mask will be worn during this time.
- No student will be allowed to enter the building without permission from the outside teacher. (restroom use only)
- Students will sit or stand in class line with space between students. (no running and playing)

After School Care: 3:00- 5:30

Preschool:

- All students will remain with their classroom teacher until 3:00.
- Classroom teachers will take all students left for aftercare to restroom and wash hands.
- Classroom teachers will take and record all temperatures.

3:00 – All students left in aftercare will be placed together for outside snack and play.

- Students will be spread out and remain as classes as much as possible while eating snack
- Students will wash hands after eating snack and before playing on the equipment.
- Students will be allowed to play on the rubber or grass area.
- Teachers will have all remaining students wash hands at 4:30. Calling small groups at a time to go to the sink.
- Before any student leaves for the day, they will wash their hands before leaving for home.

Cleaning:

- All tables, toys, and games that were used will be set aside to be wiped down and sanitized before the next use.

Elementary:

- All students will remain in the pickup area until 3:00.
- Masks will be worn during this time.
- Teachers on duty will divide the students into two lines:
- 2nd-5th grades who have homework.
- 1st- 5th graders with no homework.

2nd-5th graders with homework will proceed to the sink next to the drinking fountain to wash their hands and have their temperature taken and recorded. (masks on) They will then proceed to the bike shop and sit spaced out around the tables. (masks off) Those students will start on homework. When homework is complete, they will put their bag away and then wash their hands before heading out to play or eat their snack.

1st- 5th graders with no homework will proceed to the outside sink next to driveway to wash their hands and have their temperature taken and recorded. (masks on) They will then go to the brown tables to have attendance taken. (space between students) After attendance is taken, they will be able to eat their snack or go to the playground to play. Any 1st grader with homework will sit at the grey tables to complete their work.

- Teachers will have all remaining students wash hands at 4:30
- Before students leave for the day, they will wash their hands before heading home.

Cleaning:

- All tables, toys, and games that were used will be set aside to 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, library).

- All students and staff should wash or sanitize their hands frequently, including upon arrival, before and after meals, before and after recess, 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 in first through fifth grades 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 age, 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. Preschool and kindergarten students are not required to wear masks during the day.

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, lining 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
- Games/toys sanitized
- Vacuum carpet /Sweep
- 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

Kitchen: Daily (teachers, maintenance, janitors)

- Food preparation surfaces cleaned and sanitized before and after each use.
- Eating utensils and dishes cleaned and sanitized promptly after usage.
- Counter tops will be cleaned after each use and sanitized at the end of the day.
- Empty trash
- Floors swept and moped
- Refrigerator handles
- Inside refrigerator cleaned (**monthly**)

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)

- Cleaning crew will sweep and vacuum nightly
- 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, playdough, etc. and labeled with either their name or number in their own separate container.

- Each student will have their own cubby box to put their extra change of clothes and any personal items they may bring. (Preschool/ Kindergarten)
- Students will be spread out around the tables.
- 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.
- Toys/games will be wiped down daily and separated before next use. Pieces that have been put in a child's mouth will be set aside immediately and cleaned before the next use.
- **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

- Each class will have a separate lunch/snack time staggered throughout the day. No two classes will be eating at the same tables at the same time.
- Teachers and students will wash hands before and after snack/ lunch time.
- Teachers will wear disposable gloves when handling any snack or lunch item, plastic silverware or drink.
- 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.
- No buffet or family style meals will be allowed at this time.
- 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. (Library)
- 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.
- Communication with staff and families about what we expect when they come to the school through email, newsletters, and notices will continue.
- 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.

