

Ka'Umeke Kā'eo

Hawaiian Immersion Public Charter School

I N K E A U K A H A

COVID-19 PROCEDURES

The following processes and procedures will be followed in the event a Ka 'Umeke Kā'eo employee or student tests positive for COVID-19. Please note all students and employees will complete a daily health screening that includes a temperature check. Any person who has a fever of 100.4 or above or other signs of illness will not be admitted on campus. We encourage all employees and 'ohana to be on alert for signs of illness and to stay home when sick.

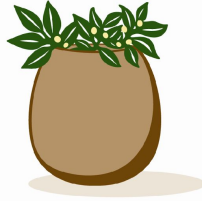
Initial Notification & Responsibilities

- 1. The Po'okumu shall notify the Department of Health, the Commission, their respective Complex Area Superintendent, and the school's Governing Board Chair with details of the potential contamination.**

Ka 'Umeke will gather the following detailed information:

1. When the employee or student noticed symptoms?
2. When did the employee or student get tested for COVID-19 and received confirmation of positive COVID results?
3. To what extent did the employee or student with a confirmed case of COVID-19:
 - a. participate in Ka 'Umeke activities?
 - b. interact with others?
 - c. have access to Ka 'Umeke facilities while sick?

- 2. The Charter School Commission will notify the DOE Deputy Superintendent and the Board of Education**



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3. The Po'okumu and Governing Board in consultation with the DOH will:

- a. DOH will assign an investigator to contact the employee or student's parent/guardian and trace close contacts.
- b. Anyone in contact with the employee or student will need to self-quarantine for at least 14 days. (DOH will instruct the school on who and how long)
- c. Health officials' recommendations for the scope and duration of school dismissals will be made on a **case-by-case basis** using the most up-to-date information about COVID-19 and the specific cases in the community. Because Ka 'Umeke's school community is so close-knit a single case of COVID-19 at school could warrant closing the entire school. In making decisions about school/campus closure and how long a closure will be health officials and school administration will consider:
 - i. Community spread and how much contact the person with COVID-19 had with others, as well as when such contact took place.
 - ii. If the spread of COVID-19 within a school is higher than in the community, or if the school is the source of an outbreak
- d. Students, teachers, and staff who test positive or had close contact with anyone who tested positive will be provided with guidance for when it is safe to [discontinue self-isolation](#) or end [quarantine](#).
- e. If it is determined a school closure is necessary, the school will then notify the Commission.
- f. If the Po'okumu closes the school campus, he/she will send all employees and students off campus. The DOH will work with the school on a cleaning and disinfection plan.
- g. The Po'okumu obtains contact information for all students, employees, casual hires and the maps of the school with building/room numbers and designated workrooms.
- h. The Po'okumu will notify employees and parents/guardians of the situation and those in the classroom with the COVID-19 positive student/staff will be notified and given a directive on their quarantine.
- i. The Po'okumu will close the school campus or the classroom in question to all employees and students as determined by the school Po'okumu and governing board in coordination with the Department of Health.
- j. The Po'okumu identifies all areas accessed by the COVID-19 infected person and the campus or classroom is cleaned and disinfected over a number of days to be determined again by the individual campus and DOH. Only cleaning staff will be allowed in the areas of the campus closed off for cleaning.
- k. The Po'okumu will develop a cleaning plan and schedule which will include additional cleaning and disinfecting of all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces



Additional Information

[Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#) (CDC: includes When a confirmed case has entered a school, regardless of community transmission)

[Interim Considerations for K-12 School Administrators for SARS-CoV-2 Testing](#) (CDC guidance)

[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#) - CDC May 7, 2020

[Cleaning and Disinfecting Your Facility](#) CDC- April 28, 2020
Everyday Steps, Steps When Someone is Sick, and Considerations for Employees