

Mary, Star of the Sea School

Back to School Plan 2020-2021



Table of Contents



Back to School Planning Team	3
MSOS Policy and Procedure Planning Guidelines	4-5
MSOS Family and Community Expectations	6
MSOS Parent Survey Results	7-8
General Health and Safety Measure Policies	9-10
Handwashing and Hand Sanitizing	11
Screening	12
Morning Drop-off and pick-up	13-14
Face masks and shields/desk shields	15
Morning Snack, Lunch, and Lunch Recess	16
Playground and School transitions	17
Field Trips, After School Programs, and School-wide Gatherings	18
Disinfecting and Sanitization of Facilities	19
Academics	20 -22
Physical and Mental Health	23-26
Additional Considerations and School Updates	27



Back to School Planning Team

Mary, Star of the Sea School (MSOS) established a Back to School Planning Team in June, 2020. The task force is composed of MSOS Pastor, Administrator, educators, staff, parents who comprise of multiple professional backgrounds including medical experts in pediatrics and pathology.

The purpose of the MSOS Planning Team is to create policies and procedures for school re-entry that foster the overall success of the MSOS learning environment, prioritizing the health and safety of children, adolescents, staff, and the MSOS community-at-large.

The planning team members are:

Father Frankie de los Reyes, SSS - Pastor
Mrs. Margaret Rufo - Principal
Mrs. Krisette Tanaka - Primary Level Chair
Mrs. Sara Harrision - Middle School Level Chair
Mrs. Debbie Luna - Office Manager
Mrs. Charelene Muneno - Admissions Director
Dr. Ana Ortega - Parent of Gabriella '24
Mr. Patrick Pan - Parent of Matthew '27
Mr. John Hung - Parent of Jackson '22
Mrs. Elizabeth Mcfarlane - Parent of Kai '25
Mrs. Kiana Hennington - Parent of Issac '24
Dr. Camilla Fraga Lovejoy - Parent of Liam '26 and Luca '28
Mrs. Francine Chang - Parent of Kauinohea '24 and Keanu '25
Dr. Grace Ouchi - Parent of Travis '21 and Kylie '26
Mrs. Debbie Rocheleau - Retired MSOS Vice Principal



MSOS Policy and Procedures



MSOS Policy and Procedures:

- are based on Centers for Disease Control and Prevention (CDC), the Hawaii Department of Health (HDOH) guidelines and recommendations suggested by the Diocese of Honolulu and American Academy of Pediatrics Association (AAP)
- allow the school to adapt to the changing condition of the pandemic and still support on-campus learning and student life
- aim to be practical, feasible, and appropriate for child and adolescent development stage.
- take into consideration evidence regarding COVID-19 in children and adolescents, including the role they may play in transmission of the infection.
- aim to have students physically present in school; however they also take into account necessary accommodations for students and/or staff who have special health care needs
- aim to “mitigate” the risk of transmission of COVID-19
- are designed to create as “normal” of a learning environment as possible and to minimize stress and anxiety for students, teachers, and staff, and parents.



Multi-level priority strategies recently published by the American Academy of Pediatrics (AAP)



Kindergarten

High priority strategies that the school should focus on:

- Cohort classes to minimize crossover among children and adults within the school
- Utilize outdoor spaces when possible
- Limit unnecessary visitors into the building

Lower priority strategies - due to practicality (more difficult to control) that the school should focus on:

- face coverings and reduce classmate interactions

Grades 1 - 8

Higher-priority strategies that the school should focus on:

- Children should wear face coverings when benefits (potential COVID-19 risk reduction) outweigh harms (eg, increasing hand-mouth/nose contact)
- Desks should be placed 3 to 6 feet apart when feasible
- Cohort classes to minimize crossover among children and adults within the school.
- Utilize outdoor spaces when possible.

Lower-priority strategies that the school should focus on:

- The risk reduction of reducing class sizes in elementary school-aged children may be outweighed by the challenge of doing so.
- Similarly, reducing classmate interactions/play in elementary school-aged children may not provide enough COVID-19 risk reduction to justify potential harms



MSOS Family and Community Expectations



As a community, we must prioritize the safety and health of everyone; we must do our part to adhere to state health recommendations and regulations and to the school's back to school policies and procedures.

Parent Survey Results were taken into consideration during the preparation process of these policies and procedures.

Policies and procedures in this report shall override the Mary, Star of the Sea Schools Student Handbook

Important dates:

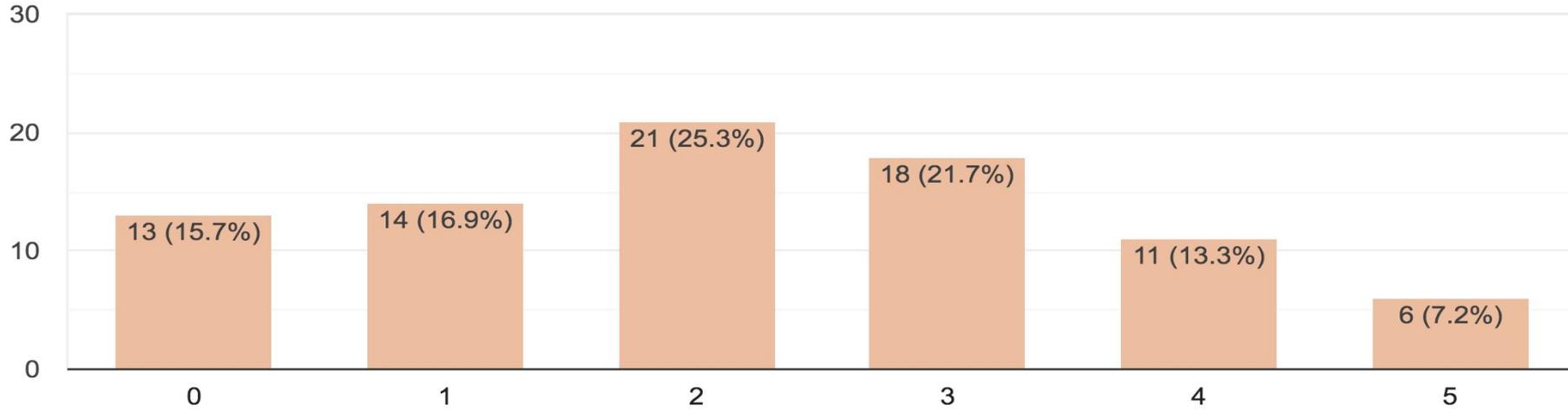
July 1, 2020	Preliminary Back to School Plan to MSOS
July 15, 2020	Plan updates as needed
July 30, 2020	Student Drop Off - Schedule TBD
August 3, 2020	First day of school



MSOS Parent Survey Results - June 15, 2020

How would you rate your overall stress level about sending your child back to school for August 3, 2020.

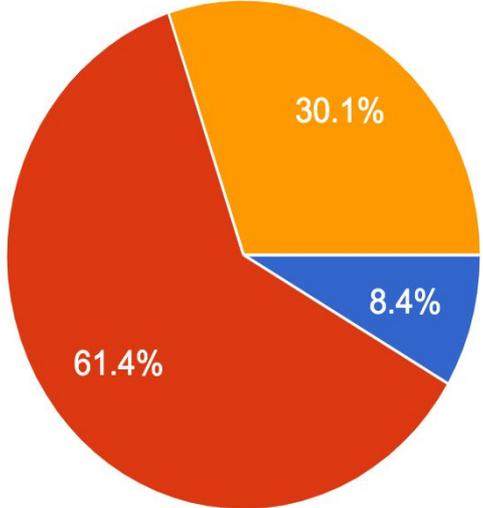
83 responses



MSOS Parent Survey Results - June 15, 2020

How would you rate your risk tolerance for returning back to school?

83 responses



- Low - Students and teachers should continue to engage in virtual-only classes, activities, and events.
- Medium - Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across scho...
- High - Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes...

General Health and Safety Measures Policies



Medical Forms; Emergency Contacts; Waiver and Disclaimer

Parents must complete and submit all required student medical forms prior to the first day of school.

Parents must provide at least 3 emergency contacts who are able to pick up your child from the School within one (1) hour of receiving a call from the School if your child presents a temperature of a 100.4 or higher or becomes ill during the school day.

Mary, Star of the Sea School will require each family to complete COVID-19 **waiver and disclaimer** forms and return them to school on or before the first day of school.

COVID-19 Testing and Notification If your child or someone in your household tests positive for COVID-19, you must notify the school as soon as possible.

Students' Personal Items Limit the items your child brings onto campus each day and reinforce policies around the sharing of food, supplies and other items with other students.

Stay Home if Sick If your child is experiencing flu or cold-like symptoms, including gastro-intestinal discomfort, excessive coughing, excessive sneezing, runny nose, or has a rash or fever, you are expected to keep them home from school.



General Health and Safety Measures Policies



Hygiene Practice and reinforce good hygiene practices at home, in particular, the importance of frequent handwashing.

Campus Visitors All Students will be dropped off at their designated locations in the morning. Campus visitors are limited to volunteers only. Throughout the school day, all campus visitors must first report to the office for routine screening (temperature check and questionnaire).

Stay Home if Exposed If anyone in your household has been notified by HDOH that they were in contact with an individual infected with COVID-19, you are asked to notify the school immediately. Based on the circumstance, you may be asked to keep your child home from school for 14 days. During this time, your child will be able to continue classes via live-stream instruction.

Travel Please avoid unnecessary travel. If your child has traveled outside the state of Hawai'i, you are required to notify the School. The school will follow the HDOH quarantine requirements for out of state travelers. If anyone in your child's household has traveled outside the state of Hawai'i and has tested positive for COVID-19, you must also keep your child at home for 14 days. Your child will continue classes via live-stream instruction.



Handwashing and Hand Sanitization



- Hand sanitizing stations are located in all classrooms and outside of the bathrooms.
- Students will be asked to sanitize their hands before entering the classroom at the beginning of the school day.
- Handwashing throughout the day will take place: following morning snack, before and after lunch.
- Additional handwashing stations will be located outside of the classroom to facilitate handwashing transitions.
- Student will be asked to sanitize their hands prior to leaving the classroom at the end of the school day.
- Hand sanitizing or washing will take place before and after, physical education, music, and art.

On campus Screening Procedures



- Upon arrival to school, temperatures of students and accompanying adults if applicable, using touchless thermometers, will be taken before the student exits the vehicle.
- If your child presents with a temperature that is higher than 100.4 °F, your child will be asked to return home. In addition to the YMCA screening location, 4 additional temperature screening locations will be set up throughout campus. (refer to Chart A)
- Should a child arrive on campus with a temperature between 99.5 °F and 100.4 °F, the health attendant will recheck the temperature 30 minutes following the first check.
- Parents will be notified if the child's temperature is 100.4 °F or more and will be expected to return to school and pick up the student if such is the case.



Morning Drop Off and End of the Day Pick Up



Grade	Drop Off	Transition Route to classroom
K1, K2 , 1a, 1b	Zone 1 (in front of the main office - makai side)	Primary Playground (entrance by Library)
2a	Zone 1 (in front of the main office- makai side)	Proceed to middle stairway (makai)
2b/3	Zone 3 and 4 (Marist Lane/Canal - Please access from the church parking lot)	Proceed to middle stairway (makai) and to upstairs
Grades 4, 5	Zone 3 and 4 (Marist Lane/Canal - Please access from the church parking lot)	Middle school courtyard/art lanai; middle stairway (mauka)
Middle School	Zone 3 and 4 (Marist Lane/Canal - Please access from the church parking lot)	Middle School Science Stairs
Early Birds (7:00-7:30)	Zone 5 (Marist Lane/Canal - Please access from the church parking lot)	Proceed to the tent





LEGEND:

T: Temperature Check for Drop off ONLY – Grades K - 3

T: Temperature Check for Parking and Walking to Class

DO: Drop off – Zone #1

DO: Drop off – Zone #2



**Mary, Star of the Sea School
Morning Drop-Off – Marist Lane**



LEGEND:

M: Entrance to Marist Lane from Aliikoa Street

T: Temperature Check Drop-Off for Grades 4 - 8

DO: Drop off – Zone #3

DO: Drop off – Zone #4



Morning Drop Off and End of the Day Pick Up



Morning Care - Morning Care will be available for students who arrive on campus before 7:30 am. Students who arrive between 7:00 and 7:30 must be dropped off at Zone 5. If students arrive between 7:00 and 7:15 they must proceed to the health room for temperature screening and remain outside the health room until 7:15.

Students who arrive on campus between 7:15 to 7:29 am need to be dropped off at their respective zones and transition to the tent.

Students who arrive on campus between 7:30-7:45 am need to be dropped off at their respective zones and transition directly to their homeroom classrooms via the specified transition route.

End of the day pick up routines - Please refer to the **drop off and pick up** post located in the Parent Information section on the website.



Face Masks, Desk Shields, and Face Shields



The school will provide each student with one desk shield, one face shield and back up surgical face masks, should the student's personal masks get soiled or lost during the school day.

- Please send your child to school with a **face mask** every day. Teach your child how to properly use and remove a face mask. If using fabric masks, ensure that your child's mask is cleaned regularly
- Please send a backup mask in a zip-lock bag to school with your child. This mask will be stored in your child's cubby and will be used in case your child's mask falls down onto the ground or gets visibly soiled or lost
- Back up masks will be available for students in case his/her masks become soiled or lost. UV sanitization compartment will be available in the health room and used on an as needed basis
- **Students will have the option to either wear their face mask with a face shields or their face mask with goggles while sitting at their desks.** Students will be given mask break opportunities at their desk on an as needed basis. Face Shields must be worn at the student desk when students take mask breaks.
- Masks must be worn while students are transitioning throughout the classroom or school
- Student desks will be organized per CDC recommendations - forward facing and three feet apart. Each student desk will have a clear acrylic **desk shield**. Students may remove their masks while sitting at their desks
- Students will be expected to wear their masks during recess although mask free zones will be provided
- Personal **face shields** will be worn during music class and stored in each students personal cubby



Morning Snack, Lunch, and Lunch Recess



Snack

Students will remain in their cohorts during snack time in the morning. Staggered snack breaks will minimize crossover.

Lunch

- **The cafeteria, classrooms, and outdoor spaces will be used for lunch. Schedules will be designed that take into consideration of social distancing and allergies.**
- Hands will be washed before and after eating.
- Students are expected to transition to and from the cafeteria wearing their personal face masks.
- **When eating in the cafeteria, students will be assigned his/her personal seat abiding by social distancing protocol.**
- Cafeteria service will continue to be provided
- **Food will be served in closed containers**
- Lunch Rangers - will be discontinued for the time being
- Parent volunteers will be responsible for disposing of lunch leftovers. **Face masks** are to be worn during transitions.
- Tables will be cleaned with soap and water between lunches and disinfected at the conclusion of lunch.

Lunch Recess

Masks must be worn during recess but a mask free zone will be established in both the primary and upper school playgrounds. Should those who wish to take a mask break must adhere to social distancing protocols.



Playground and School Transitions



Playground

Enforcing physical distancing in an outside playground is difficult and may not be the most effective method of risk mitigation.

Emphasis will be placed on cohorting students and limiting the size of groups participating in playground time. Outdoor transmission of virus is known to be much lower than indoor transmission.

Playground equipment

Students will be allowed to play on the playground equipment. Play equipment will be disinfected regularly. Equipment sharing will be kept to a minimum. It will be monitored and adjusted as needed.

Transitions

Transitions throughout the school will be designed to promote social distancing.

- Appropriate signage will be provided to create one-way routes
- Students will remain in the classroom and teachers will rotate instead. (Exceptions: PE, Middle School Art and Band)



Field Trips, After School Programs, and School-wide Gatherings



Field Trips and Sports teams

All field trips and sport teams are currently suspended until further notification.

After School Programs

Afterschool programs that include students from different classrooms are temporarily suspended.

Kama'aina Kids will offer afterschool childcare services from 3 pm to 6 pm. The Application is located on the school website in the Parent Information Section.

Schoolwide gatherings For now, schoolwide gatherings will take place virtually. Students will begin to attend mass on August 28, 2020. Students will attend mass in two cohorts (Grades K-4) and (Grades 5-8) on alternating Fridays respectively. Social distancing will be followed inside of the church.



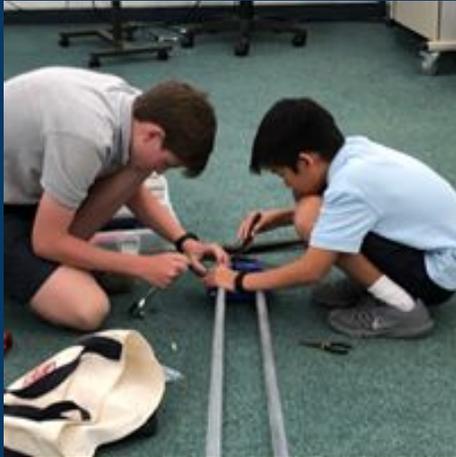
Disinfecting and Sanitization of Facilities



- Cleaning will be performed per established CDC protocols followed by disinfection when appropriate.
- Normal cleaning with soap and water decreases the viral load and optimizes the efficacy of disinfectants.
- The use of EPA approved disinfectants against COVID-19 will be used.
- Only products labeled as safe for humans and the environment (eg, Safer or Designed for the Environment), and that are less toxic, are not strong respiratory irritants or asthma triggers, and have no known carcinogenic, reproductive, or developmental effects will be used.
- High contact areas such as railings, bathrooms, door knobs, light switches, and telephones will be disinfected throughout the day.
- At the end of each day, students will use cleansing wipes to wipe down their personal spaces including desk tops, face shields, desk shields and chairs.
- Classrooms and common areas will be cleaned and disinfected throughout the day. Sanitization will be used on an as needed basis.
- Outdoor playgrounds/natural play areas will receive routine maintenance, and hand hygiene will be emphasized before and after use of these spaces.
- Outdoor play equipment with high-touch surfaces, such as railings, handles, etc, will be cleaned and disinfected regularly if used continuously.



Academics



MSOS is aware of the impact of lost instructional time and social emotional concerns of children and adolescents. MSOS faculty and staff will adjust curricula and instructional practices accordingly and provide the academic accommodations and support for all students who may still have difficulty concentrating or learning new information because of stress associated with the pandemic.

Student Work Space and Supplies

- Student desks will be spaced 3-6 feet apart as per CDC guidelines
- Each student desk will have a desk shield; masks and face shields are optional for students while sitting at their desks.
- Student personal property will be stored in either the student's desk or cubby (Please limit the items your child brings onto campus each day and reinforce) Middle school lockers will be off limits.
- In addition to personal supplies, students will be provided personal art supply kits.
- Each student will be provided with a personal-sized and refillable hand-sanitizer container that will remain in their desk.
- Personal hand wipes and sanitizer will be stored in student cubbies.
- Students are to refrain from sharing personal supplies and other items with other students.

Teacher protocols

- Teachers will wear face shields during direct instruction from the front of the classroom.
- Face masks must be worn when the teacher is circulating around the room or working with a child at his/her desk or the teacher's desk.
- Masks must be worn during transitions throughout campus.
- Goggles will be worn with the face mask during classroom instruction time.



Academics



Hybrid Classroom (to accommodate high risk)

A hybrid learning environment will be set up as needed to accommodate at-risk students who remain at home. A doctor's note must be provided that indicates that the student is either high-risk or living with a family member who is high risk. If your child is immune-compromised or you have particular concerns about their presence on our campus, please notify the School at star@starofthesea.org or (808)734-0208.

Physical Education

- Students will sanitize their hands before PE class and wash their hands with soap and water following PE.
- PE equipment will be disinfected regularly and equipment will be shared as minimally as possible.
- PE class will be designed to minimize close contact with one another.
- Masks do not have to be worn during CARDIO PE activities.
- PE class may take place either outdoors or in the gym with the doors open.

Music

- Music class will take place either inside the homeroom classroom or outdoors for Grades K-5; students will be required to wear their personal face shields
- Middle School band will take place in an outdoor shaded classroom per CDC guidelines.
- Students will use hand sanitizer before and after music/band class.
- Musical recorders will not be used
- Musical instruments used in K-1 will be properly disinfected following each use.



Academics



Art

- Art class will take place in homeroom classes (Except for Middle School).
- Students will use their own personal art supply kit.
- Students will use hand sanitizer after art class.
- Middle School art class will be held in the art classroom

Library

- Students will be allowed to visit the library and to check out books. Hands will be sanitized before and after they enter the library.
- Returned library books will be “quarantined for 4 days” before being reshelfed.

Outdoor Classrooms

In addition to our 30 X 30 tent that will be installed just outside of the cafeteria, teachers will also be able to take advantage of our beautiful outdoor spaces on our large campus to allow for additional mask break opportunities.



Physical and Mental Health



Immunizations

Existing school immunization requirements should be maintained and not deferred because of the current pandemic. In addition, although influenza vaccination is generally not required for school attendance, in the coming academic year, it should be highly encouraged for all students.

Health Room A health room, separate from all other rooms in the school, has been established.

School health staff will be provided with appropriate medical PPE to use in the health room. (N95 masks, surgical masks, gloves, disposable gowns, and face shields or other eye protection)

School health staff will have access to CDC guidance on infection control measures.

School health staff will be CPR and First Aid trained.



Physical and Mental Health



Students who are sick Students who are not feeling well will be sent to the health room. If the student has a fever, cough, rash, or cold or flu-like symptoms they will be asked to be picked up within 1 hour.

Follow up protocols:

If a child is sent home with a 2 or more low-risk or 1 high-risk COVID symptom, parents will be encouraged to contact their health care provider to discuss medical care and testing.

Please refer to the schools **Return to School Decision Tree** for details on the schools return to school protocols following an illness.

If the child or staff member visits a health care provider and has been cleared to return to school or work, the student/staff member must be 48 hours afebrile before returning to school.

If a student or school staff member has a known exposure to COVID-19 (eg, a household member with laboratory-confirmed SARS-CoV-2 infection or illness consistent with COVID-19) or has COVID-19 symptoms, having a negative virologic test result, according to CDC guidelines, may be warranted for local health authorities to make recommendations regarding contact tracing and/or school exclusion or school closure.



Physical and Mental Health



Students who are sick - *Follow up protocols continued*

For persons recovered from COVID-19 illness, the school will follow CDC recommendations for returning to school.

Students with Asthma

Asthma treatments using inhalers with spacers are preferred over nebulizer treatments whenever possible. The CDC recommends that nebulizer treatments at school should be reserved for children who cannot use or do not have access to an inhaler (with spacer or spacer with mask).

If required while waiting for a student to be picked up to go home or for emergency personnel to arrive, when using nebulizer or a peak flow meter, school health staff will wear gloves, an N95 facemask, and eye protection.

Health Staff will be trained on proper procedures and follow the CDC guidance regarding precautions when performing aerosol-generating procedures.

If possible, nebulizer treatments will be performed in the lanai, just outside the health room. If the nebulizer treatment takes place inside the health room, the health room exterior door will remain open to promote ventilation. After the use of the nebulizer, the room should undergo routine cleaning and disinfection.



Physical and Mental Health



Behavioral Health/Emotional Support for Students

MSOS is aware that students will experience a range of socio-emotional support when school opens.

Classroom teachers and staff will be provided training on how to support children during and after the COVID-19 pandemic.

Parents should inform their child's teacher should the student be experiencing anxiety about returning to school.

Students will be invited to attend **Vitural Live talks with Mrs. Rufo** prior to the opening of school to answer questions that they may have. Notification links will be sent to both the student and parent email accounts.



