



# SACRED HEARTS ACADEMY

## BACK TO SCHOOL PLAN FOR PARENTS

SCHOOL YEAR 2021 – 2022

UPDATED SEPTEMBER 22, 2021



## Introduction

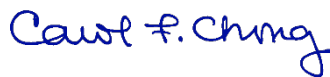
Now midway the fall term, the number of COVID cases seen daily on Oahu has risen sharply during August, and there have been a few COVID cases on campus at the Academy as well. Projections are that cases will continue to rise throughout September. This increase in cases is a clear indication that at school our students, faculty and staff need to follow our COVID mitigation protocols. Particularly important for students to participate in school on campus is consistent mask wearing and social distancing. For the second quarter of the year, we are also instituting the policy that all upper school students on campus, as well as all faculty and staff school-wide, be vaccinated against COVID or submit negative test results weekly.

Fundamental to the *Back to School Plan* is our commitment to ensure the health and safety of everyone at the Academy. Our continued attention to health and safety practices, both on and off campus, will help us all to stay well. And your diligence in ensuring the health of your family at home and keeping your daughter at home if she or a family member is not well, will help us in our efforts to minimize the number of COVID cases on campus the remainder of this year. As we continue to monitor guidance related to school practices during COVID, we are providing this first update to our Back to School Plan with new information highlighted.

We thank everyone in the Sacred Hearts community for doing your best to keep us all healthy and well!



Scott Schroeder, PhD  
President



Carol Chong '91  
Upper School Principal



Reme Tam  
Lower School Principal

## PLAN ELEMENTS

- Health and Safety Commitments
- Health and Safety Measures
- Instructional Delivery
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## HEALTH AND SAFETY COMMITMENTS

The Academy is committed to the health and safety of our students, faculty and staff. To promote health and safety as we return to campus, the Academy is instituting practices based on guidelines provided by the CDC and Hawaii Department of Health.

We likewise request that families follow the guidelines for arrival at and leaving campus and be committed themselves to sustaining a healthy environment both on and off campus.

## HEALTH AND SAFETY MEASURES

1. All Academy offices, classrooms and facilities are professionally disinfected each school day.
2. Classroom desks are configured to facilitate appropriate social distancing: 3 feet between desks. This guideline will continue only if cases in the community remain low. Students, teachers and staff must wear face masks and continue to follow the school's other safety precautions.

The 6 feet social distancing guidelines will still apply to all common areas, such as the libraries, eating spaces, courtyard, hallways, etc.

3. Health and Safety guidelines have been posted and are visible across campus.
4. Students, faculty and staff will sanitize or wash hands regularly throughout the day.
5. Students will have assigned "bubbles" (lower school) and "zones" (upper school) so that their social cohort or grade levels do not interact with other grades when class is not in session, such as during recess or lunch breaks.
6. Parents or guardians will sign a compliance attestation statement each semester, agreeing to follow the Academy's COVID-related protocols. This will replace the daily health screening questionnaire and temperature check that were in place last year. Visitors will complete the

health screening questionnaire and temperature check in the Upper School Office when entering campus.

7. Beginning October 1<sup>st</sup>, Early Learning Center (ELC) students' temperatures will be taken and recorded at the check-in station near 5<sup>th</sup> Avenue autoline. A wellness check for possible symptoms of illness will also be done for ELC students at check-in and throughout the day.
8. Beginning October 18<sup>th</sup> and extending through the remainder of the fall semester, all on-campus students in grades 7 through 12, as well as all faculty and staff, will need to be vaccinated for COVID or take a weekly COVID test and provide negative results.
9. An isolation area will be provided for students with symptoms of illness who are waiting to be picked up.

## INSTRUCTIONAL DELIVERY

This school year Sacred Hearts Academy is offering the instructional formats we plan to offer following the COVID pandemic: on campus instruction for students in the Early Learning Center (JK and SK) through 8<sup>th</sup> grade, and on campus, online or mixed (some courses on campus and others online) instructional format options for high school students (9<sup>th</sup> through 12<sup>th</sup> grades). Format selection for high school students will be done prior to the start of each semester, and the choice of format will remain in place for that semester. For example, a family might select on campus instruction for their daughter for the fall semester. The student will be on campus for the full fall semester. Families will again select their daughter's spring semester format and then might choose the online format. The student would then participate in online instruction for the full spring semester.

If you have more than one daughter in high school at the Academy, you can make the format choice for each daughter individually to best suit the needs of each child and your family.

**Note** that the Academy would return to fully online instruction for all students in all grade levels if directed to do so by the Hawaii Department of Health.

### THE ON CAMPUS FORMAT IN ELC THROUGH 8<sup>TH</sup> GRADE

Sacred Hearts Academy will offer only on campus instruction this year for students in the Early Learning Center (JK and SK) through 8<sup>th</sup> grade.

### HIGH SCHOOL FORMAT OPTIONS (9<sup>TH</sup> – 12<sup>TH</sup> GRADES)

#### The On Campus Option

Students taking the on campus option will take all of their courses at the Sacred Hearts campus during the semester.

#### The Online Option

Students taking the online option will be online for all of their classes during the semester. Online instruction typically is live on Zoom, our virtual classroom. Online classes may include only online students, or online students may be in class with on campus students, depending on the number of families requesting the online option. This year we are also offering a selected set of classes that are exclusively online and may contain both synchronous (live online with the instructor) and asynchronous

(students and instructor engage the course and each other at different times, on their own schedules through recorded lectures, discussion threads, and assignment submissions and feedback) components.

Online students/parents will be able to make appointments with their teachers as needed, just like they would to meet on campus.

Online students will be able to participate in on campus clubs, events, athletics and other non-academic activities if they choose.

### **The Mixed Format Option**

Students choosing the mixed format will take some courses on campus and some courses online during the semester. For example, a mixed format student may take her academic courses online and courses in the visual and performing arts or P.E. on campus ... or take a science class online and complete lab assignments on campus. See the online option above for a description of the online format.

Mixed format students will be able to participate in on campus clubs, events, athletics and other non-academic activities if they choose.

### **International Students and Choice of Instructional Format**

Families of international students enrolled at the Academy and on active F-1 student visas on or before March 9, 2020 may choose their daughter's instructional format. Families of international students enrolled at the Academy after that date must choose the on campus format to maintain visa status, according to current requirements of the U.S. Immigration and Customs Enforcement Agency. Please contact the Sacred Hearts Admission Office for further information and guidance.

## **DAILY PROCEDURES ON CAMPUS**

1. Students, faculty, staff and visitors must wear a mask while on campus. Parents bringing students on campus must wear a mask. Students can wear a mask with any design or pattern they like, as long as the design is not distracting and does not include advertising or political statements. Students may be asked to use a face shield during selected activities during the day.
2. Students, faculty and staff will sanitize or wash their hands regularly during the day.
3. Students, faculty and staff should follow social distancing guidelines.
4. Students may bring lunch and snacks from home, or lunch and snacks may be ordered from Sodexo, our food service provider. Prepackaged lunch and snacks ordered will be delivered to the classroom (lower school) or to designated pickup locations (upper school). Lunch and snacks will be eaten in the classroom (lower school) or in designated outdoor locations (lower and upper school). Microwaves will soon be available for upper school students in designated areas by class zone. Social distancing and sanitizing protocols will be in place for microwave use.

Online ordering for school snacks and meals can be done by grade level at the links below. Orders must be submitted by 10 pm Friday for meals the next week.

JK/SK: <https://tinyurl.com/SodexoJKSK>

Grades 1 – 6: <https://tinyurl.com/SodexoLSSHA>

Grades 7 – 12: <https://tinyurl.com/SodexoUSSHA>

5. Students are encouraged to bring their own water bottles. Students may use water fountains around campus to refill water bottles.

## **COVID VACCINATION OR TESTING FOR ON-CAMPUS STUDENTS IN 7<sup>TH</sup> THROUGH 12<sup>TH</sup> GRADE**

Beginning October 18<sup>th</sup> and extending through the remainder of the fall semester, on-campus students in 7<sup>th</sup> through 12<sup>th</sup> grade will need to provide proof of vaccination against COVID or submit negative COVID test results weekly in order to be on campus for school or school-related activities. Fully online students are exempt from this requirement. The requirement is instituted for these grade levels because all students in these grade levels meet the age requirement for vaccination. If your daughter in one of these grade levels does not meet the age requirement for vaccination, please contact Principal Carol Chong. All faculty and staff on campus will meet the same requirement.

This policy will be reviewed after the end of the fall semester to determine whether it will continue into the spring semester.

### **Vaccination Option**

For families whose daughter has received at least the first dose of the COVID vaccine, you may submit a copy of her COVID vaccination card to our health coordinator at [healthroom@faculty.sacredhearts.org](mailto:healthroom@faculty.sacredhearts.org) between now and October 18<sup>th</sup>, if you have not already done so. You may also submit a copy of the vaccination card to the health coordinator in person if you prefer. If you have an exemption from vaccination for religious or medical reasons, the Academy will honor that exemption, and you will then choose the testing option.

### **Weekly COVID Testing Option**

For families who prefer not to have their daughter vaccinated against COVID, the weekly testing option is available. The Academy will be providing a supply of at-home COVID rapid results tests, at no cost to families, sufficient to last the remainder of the fall term to each family requesting the weekly testing option on our upcoming survey.

With this option, the student will self-administer one of the provided tests each Monday, beginning October 18<sup>th</sup>, and submit results between Monday and Tuesday at 7:30 am through the Academy's online reporting site.

If your daughter tests positive for COVID on the at-home test, you should contact your physician and follow up with a PCR test to confirm the results. If your family would like to use a type of test other than that provided by the Academy, please contact our health coordinator to determine if your preferred test is acceptable. Additional details regarding distribution of tests, self-administration of tests and reporting test results will be forthcoming.

## HEALTH PROTOCOLS AT HOME AND SCHOOL

### **Hygiene, Masks and Face Shields**

Proper hygiene and use of face coverings are two of the most effective strategies for containing the spread of COVID-19. Regular hand sanitizing or hand washing will be done during the school day by students, faculty and staff. We encourage you to follow this practice at home as well. Hand sanitizer will be available in multiple locations on campus, but we ask that each student bring her own personal hand sanitizer to school as well. All students, faculty and staff will wear masks on campus and face shields may be required for some activities.

### **Stay Home if Sick**

If you observe that your daughter or a member of your household has symptoms of illness prior to leaving for school in the morning, please keep her at home for the day and notify the attendance clerk by phone at 734-5058 ext. 248 or by email at [attendance@faculty.sacredhearts.org](mailto:attendance@faculty.sacredhearts.org) by 8:00 am.

### **Sick at School**

If a student or adult develops symptoms of illness while on campus, the health room staff will direct the individual to the designated waiting area and will make every effort to isolate the individual based on available space and the number of students. The Health Coordinator will contact parents so that the student can be picked up as soon as possible and within one hour at the latest. If the individual has higher risk COVID-19 symptoms such as cough, fever, shortness of breath, loss of smell or taste, they will need to remain at home for 10 school days. The individual who exhibited these COVID-related symptoms can return to campus sooner if they test negative for COVID-19. Students will need to readmit through the Health Coordinator.

### **Returning to School After Illness**

Students who are kept home or sent home from school due to illness related to any of the symptoms below will be able to return to school after meeting the following criteria on the following page.

x	Fever (100°F or higher)	x	Headache
x	Chills	x	New loss of taste or smell
x	Cough	x	Sore throat
x	Shortness of breath or difficulty breathing	x	Congestion or runny nose
x	Fatigue (tiredness, weakness)	x	Muscle or body aches
x	Nausea or vomiting (stomachache)	x	Diarrhea



Return to School Criteria for the above COVID-related Symptoms of Illness		
(Must meet ALL three criteria in one of these columns)		
Negative COVID-19 Test	Doctor's Note	At Least 10 Days
<input type="checkbox"/> Proof of a negative COVID-19 test result. <input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication <input type="checkbox"/> Symptoms have improved	<input type="checkbox"/> A signed note from a licensed healthcare provider. <input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication <input type="checkbox"/> Symptoms have improved	<input type="checkbox"/> At least 10 days have passed since symptoms first appeared. <input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication <input type="checkbox"/> Symptoms have improved
Return to School Criteria for Someone Who Tests Positive for COVID-19		
(Must meet ALL the Criteria below)		
<input type="checkbox"/> At least 10 days have passed since symptoms first appeared or if there are not symptoms, at least 10 days have passed since the date when the positive test was conducted <input type="checkbox"/> At least 24 hours have passed since last fever without the use of fever-reducing medication <input type="checkbox"/> Symptoms have improved		

Please consult with your primary healthcare provider.

Submit any documents to: [healthroom@faculty.sacredhearts.org](mailto:healthroom@faculty.sacredhearts.org)

Or by Fax: 808-737-7867

### **If a Student is Exposed to COVID**

#### **If an Unvaccinated Student has Direct Contact with an Individual Who Tests Positive**

If a student is in direct contact (within 6 feet for 15 minutes or more) with an individual who tests positive for COVID-19, please notify the student's principal and the health coordinator ([healthroom@faculty.sacredhearts.org](mailto:healthroom@faculty.sacredhearts.org)).

- If the positive individual is from outside the home, the student should isolate immediately for 10 days, beginning from the date they were last in direct contact with the positive individual.
- If the positive individual is a household member, the student should isolate immediately for 10 days, beginning from the date that the household member received their positive test results.

It is highly recommended that the student be tested for COVID-19 on their 5<sup>th</sup> or 6<sup>th</sup> day of isolation, but it is not required.



### **If a Fully-Vaccinated Student has Direct Contact with an Individual Who Tests Positive**

An individual is considered “fully vaccinated” if *at least 2 weeks* have passed since the final dose of their vaccination has been administered. If a fully-vaccinated student has been in direct contact (within 6 feet for 15 minutes or more) with an individual who has tested positive for COVID-19, please notify the student’s principal and the health coordinator ([healthroom@faculty.sacredhearts.org](mailto:healthroom@faculty.sacredhearts.org)).

- If the positive individual is from outside the home, the student should isolate immediately for 3 days beginning from the date they were last in direct contact with the positive individual.
- If the positive individual is a household member, the student should isolate immediately for 3 days, beginning from the date that the household member received their positive test results.

The student is required to take a COVID-19 test on their 4<sup>th</sup> day of isolation or later if she wishes to return to school before the 10 day isolation period is completed. It is highly recommended that the student receive a PCR test, but a rapid test will also be considered a valid test. If the COVID-19 test results are negative AND the student is not presenting any symptoms of illness, the student can return to school.

### **If a Household Member or Friend had Direct Contact with an Individual Who Tests Positive**

If a household member or friend has been exposed to someone who has tested positive for COVID-19 or is in quarantine due to an exposure, please notify the student’s principal and the health room ([healthroom@faculty.sacredhearts.org](mailto:healthroom@faculty.sacredhearts.org)) to receive situation-specific directions. The student should not come on campus until they receive further direction from the school.

### **IMPORTANT THINGS TO NOTE:**

1. Students who have been exposed to any of the scenarios listed above should not come on campus until they have been cleared to return by the Sacred Hearts Academy health coordinator.
  - a. If the required documentation is not received and approved by the health coordinator, the student CANNOT be on campus.
2. For purposes of determining the isolation period, the date of direct exposure is considered Day 0. The day AFTER direct exposure is considered Day 1 and is the first day of isolation.
3. Sacred Hearts Academy only accepts clinical PCR and rapid COVID-19 tests taken at a licensed facility for purposes of return to school after exposure.

### **If a COVID Exposure Occurs on Campus**

If exposure to a person who tests positive for COVID occurs on campus, the school administration works with the Hawaii State Department of Health to determine which students, faculty or staff need to be sent home to isolate for the quarantine period. Those students, faculty and staff are identified as quickly as possible and are isolated while they wait for transportation home. Students’ parents are notified by personal phone call (Lower School) or by phone or text message from the Academy’s school-wide communication system (Upper school). Students are sent home with a memo from the health coordinator that includes the steps and timeline to follow in order to be cleared for return to school. Additional information about participating in school while in quarantine may be sent by your daughter’s principal and teacher.

Additional information from the CDC or Hawaii Department of Health can be found using the following links:

[What You Can Do If You Become Sick](#)

[What To Do If You Test Positive For COVID19](#)

[Isolation Guidance from the CDC](#)

[Coronavirus Self-Checker](#)

## **SCHOOL CALENDAR**

The school calendar for grades 1 through 12 returns to its regular format this year, including the same start date for all students and schedule for fall and spring breaks:

- August 9<sup>th</sup> First day of the fall semester for all students
- October 11<sup>th</sup> – 15<sup>th</sup> Fall Break
- December 17<sup>th</sup> End of the fall semester
- January 5<sup>th</sup> First day of the spring semester for all students
- March 14<sup>th</sup> – 18<sup>th</sup> Spring Break
- May 24<sup>th</sup> End of the spring semester
- May 28<sup>th</sup> Commencement

The Early Learning Center (JK and SK) has 16 additional instructional days as follows:

- October 11<sup>th</sup> – 15<sup>th</sup>
- December 20<sup>th</sup> – 22<sup>nd</sup>
- March 14<sup>th</sup> – 18<sup>th</sup>
- May 25<sup>th</sup> – 27<sup>th</sup>

## **SCHOOL SCHEDULES**

### **LOWER SCHOOL SCHEDULE**

**Early Learning Center** students (JK and SK) are in school five days a week and will follow the schedule below:

- |                |   |
|----------------|---|
| 7:00 – 7:30 am | Parent drop off and sign in at the auto line area on 5 <sup>th</sup> Avenue   |
|                | Parents check-in their daughter in the auto line area.                        |
| 7:35 am        | Bell rings - school starts  |
| 2:00 – 2:30 pm | Dismissal in the 5 <sup>th</sup> Avenue auto line for school day students M-F |
| 5:00 – 5:30 pm | Dismissal in the 5 <sup>th</sup> Avenue auto line for full day students       |

If parents of full day students request an earlier pick-up time, they need to reach Ms. April Kaneshiro at 808-728-8790 five minutes before they arrive. The child will be taken to the auto line benches on 5<sup>th</sup> Avenue by another teacher.

**Grades 1-6** students follow the schedule below:

7:00- 7:30 am	Drop off in 5 <sup>th</sup> Avenue auto line for Grades 1-6 students  Grades 1-3 students go to the Student Center for Morning Care  Grades 4-6 students proceed to their designated zones on campus
7:35 am	Bell rings; school begins
2:15 – 2:45 pm	Dismissal for school day students from Grades 1-3  5 <sup>th</sup> Avenue on M, T, Th, F  Dismissal for Grades 4-6 students in front of the Administration building on Waialae Avenue
1:00 – 1:30 pm	Early dismissal on Wednesdays for school day students  Students enrolled in Kamaaina Kids for the afternoon program will proceed directly to the Student Center and report to their teachers.

#### **LOWER SCHOOL MORNING CARE**

- JK and SK students are checked in by their parents by the 5<sup>th</sup> Avenue autoline benches. Parents may park at Kaimuki Shopping Center.
- Students in grades 1 – 3 are dropped off by parents via the 5<sup>th</sup> Avenue autoline, and students are then taken to the Student Center for morning care between 7 am and 7:30 am. Social distancing will be observed in morning care, and grade levels will be grouped. Teachers pick students up from morning care and take them to their classroom at 7:25. Students in grades 4 – 6 are dropped off by parents via the 5<sup>th</sup> Avenue autoline, and they will then go to their designated zone by grade level.

#### **LOWER SCHOOL AFTER SCHOOL CARE**

- JK and SK students enrolled in the After School Care program will remain in P108
- Students in grades 1 – 6 enrolled in the after school care program will be checked into the Kama’aina Kids program.
- Kama’aina Kids will follow Academy protocols for maintaining the health and safety of students, faculty and staff.

## UPPER SCHOOL SCHEDULE

Time	Monday	Time	Tuesday	Time	Wednesday	Time	Thursday	Time	Friday
7:50 - 8:00 a.m.	Virtual Flag in Classroom	7:50 - 8:00 a.m.	Virtual Flag in Classroom	7:50 - 8:00 a.m.	Virtual Flag in Classroom	7:50 - 8:00 a.m.	Virtual Flag in Classroom	7:50 - 8:00 a.m.	Virtual Flag in Classroom
8:00 - 9:20 a.m.	Period 1	8:00 - 8:30 a.m.	Advisory	8:00 - 9:20 a.m.	Period 7	8:00 - 9:20 a.m.	Period 3	8:00 - 9:20 a.m.	Advisory
9:20 - 9:40 a.m.	Break	8:40 - 10:00 a.m.	Period 4	9:20 - 9:40 a.m.	Break	9:20 - 9:40 a.m.	Break	9:20 - 9:40 a.m.	Break
9:40 - 11:00 a.m.	Period 2	10:00 - 10:20 a.m.	Break	9:40 - 11:00 a.m.	Period 1	9:40 - 11:00 a.m.	Period 4	9:40 - 11:00 a.m.	Period 6
11:00 a.m. - 12:20 p.m.	Academic Collaboration Period	10:20 - 11:40 a.m.	Period 5	11:00 - 11:40 a.m.	Break	11:00 a.m. - 12:20 p.m.	Academic Collaboration Period	11:00 - 11:40 a.m.	Break
12:20 - 1:10 p.m.	Lunch	11:40 a.m. - 12:20 p.m.	Academic Collaboration Period	11:40 a.m. - 1:00 p.m.	Period 2	12:20 - 1:10 p.m.	Lunch	11:40 a.m. - 1:00 p.m.	Period 7
1:10 - 2:30 p.m.	Period 3	12:20 - 1:10 p.m.	Lunch	1:30 - 3:00 p.m.	Faculty In-Service	1:10 - 2:30 p.m.	Period 5	1:30 - 3:00 p.m.	Faculty In-Service
		1:10 - 2:30 p.m.	Period 6						

## PERFORMING ARTS, ATHLETICS AND OTHER EVENTS

School events, athletics and performing arts continue to require special considerations to mitigate risk this school year. Here, too, the Academy is following CDC and Department of Health guidance in determining the precautions that need to be put in place.

Further, we will follow guidance given by professional associations for each performing arts area: band, choir, dance and drama. Specific protocols will be provided to students/families by the performing arts area they are engaged in.

We will follow ILH, HHSAA protocols for determining how sports are conducted this year. General protocols are provided on a subsequent page, and sport-specific protocols will be provided to student athletes and their families involved in each sport. **For example, some sports allow athletes to not wear masks during competition, such as cross-country and tennis.** Current guidance is that all regular fall sports will be held during the fall 2021 semester.

School-related activities vary in the level of risk created for the spread of COVID-19 based on the level of close, sustained contact and other factors. Our ability to hold these activities or need to modify them this school year is informed by their risk level. The table below provides examples of activities by risk level.

	Lower Risk	Moderate Risk	Higher Risk
<b>Performing Arts</b>		Drama and Plays Band Concerts	Choir Dance
<b>Athletics</b>	Cross Country Riflery Golf Sideline Cheer Swimming	Volleyball Softball Basketball Softball Soccer Track and Field	Competitive Cheer
<b>Other Events</b>		Robotics	Commencement School Assemblies

## ATHLETICS

The following are the general protocols to be followed by all student athletes:

- Complete a team-specific self symptom check within one hour prior to participation
- Complete temperature check by coach prior to entering practice
- Sanitize hands when entering and exiting practice
- Sanitize hand before changing stations or using equipment
- Athletes must bring their own water bottles, towels, and hand sanitizer
- There should be no sharing of personal items or equipment
- Personal items should be placed six feet apart
- Social distancing guidelines must be followed
- Masks must be worn at all times at practice sites
- Only one person is allowed in the restroom at a time
- Only coaches and athletes may stay on campus during practice
- The maximum capacity at practice is established by government guidelines

## PERFORMING ARTS

All performing arts will provide students and parents protocols specific to their discipline.

[Band](#) will follow the guidance of the High School Band Director's National Association.

[Choir](#) will follow the guidance of the Hawai'i Chapter of the American Choral Director's Association.

[Dance](#) will follow the guidance of the National Dance Education Organization.

[Drama](#) will follow the guidance of the Educational Theatre Association.

## **OTHER EVENTS**

Other scheduled events on campus may be held in their usual format, or they may be adjusted or removed from the calendar as needed to support the health and safety of participants. Announcements regarding specific events will be made in a timely manner in advance of the events.

Sacred Hearts encourages members of the Academy community to avoid non-essential travel when possible during the pandemic. The Academy is providing you our updated travel protocols so that you can build them into your travel plans when you need to travel. These procedures are one more measure that we are taking to keep everyone safe and healthy on campus.

## **TRAVEL POLICY FOR STUDENTS AND THEIR FAMILIES**

### **Pre-Travel**

Parents are asked to inform their daughter's counselor about their travel plans as soon as possible or at least one week before departure to give teachers time to prepare for their daughter's absence and return to school.

### **Return to Oahu**

At this time, the State of Hawaii requires that arriving travelers quarantine for 10 days. If travelers present a negative result on a state-approved COVID test taken within 72 hours prior to travel, they are able to forego the 10 day quarantine. Individuals fully vaccinated in the United States or its Territories may enter Hawai'i without pre-travel testing/quarantine starting the 15th day after the completion of their vaccination.

### **Online Students**

Students who are currently online may continue their regular school participation while traveling and immediately upon return to campus.

### **Return to School for On-Campus Students**

Students fully vaccinated (starting the 15th day after receiving their second dose) in the United States or its Territories may enter Hawai'i without pre-travel testing/quarantine and may return to campus immediately upon completion of travel upon showing their vaccination card to the school's Health Coordinator, if it is not already on file.

Students who quarantined for 10 days after returning to Oahu may return to campus following completion of the quarantine period.

Students who present, at the time of arrival on Oahu a negative test result on a state approved COVID test taken within 72 hours prior to travel are required to complete two additional steps before returning to campus. These additional steps are being added to help ensure the health and safety of the Academy community.

1. The student will be required to stay at home for a minimum of five days following completion of travel.
2. The student must take a second COVID test on the 5<sup>th</sup> day. This test can be one of the at-home tests distributed by the Academy for weekly use, or it can be another approved test. Contact the school's health coordinator for approval of the test you plan to use. The student may return to on-campus instruction following submission of a negative test result.

The student may participate in online instruction during this period of time.

#### **Travel of Household Members or Visitors to Your Household**

If members of your household return from off-island travel, or if you have visitors to your household from outside Oahu, please have them monitor their health, and if they develop symptoms, notify your daughter's principal.

### **QUESTIONS AND INQUIRIES**

If you have questions related to an element of this plan or implications for your daughter's educational experience this school year, please contact the appropriate principal below.

Lower School	Grades JK – 6	Mrs. Remee Tam	rtam@sacredhearts.org
Upper School	Grades 7 – 12	Mrs. Carol Chong	cchong@sacredhearts.org