



2022-23

ST. ANDREW'S SCHOOLS

Health Response Plan



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INTRODUCTION

The coronavirus pandemic that emerged in the spring of 2020 has had a profound impact on the world. At St. Andrew's Schools, we are grateful for our faculty, staff, students, and families who have demonstrated extraordinary resilience in adapting and adjusting during this shared journey.

We continue to calibrate our school operations and teaching to the most current health conditions by monitoring the latest information from the Hawai'i State Department of Health (HDOH) and the Centers for Disease Control and Prevention (CDC) and by collecting and analyzing school data. Any updates or changes to campus operations will be communicated via email to our families and employees.

For Fall 2022, we will continue to solely provide face-to-face instruction at both our Queen Emma Preschool (QEP) and Queen Emma Square (QES) campuses. Rest assured that St. Andrew's Schools is well-positioned to pivot to online learning should that become necessary again in the future.

Our most important practices to combat COVID-19 are staying home when sick or showing symptoms, staying up to date on vaccinations, and regular, thorough handwashing. We strongly encourage all eligible members of our school community to be fully vaccinated and boosted against COVID-19 and to share their vaccination status with our School Nurse so data can better inform decision-making by school leadership.

St. Andrew's Schools remains committed to providing our students with an exceptional education in the safest and most supportive way possible. Maintaining a healthy environment is paramount and will require vigilance and dedication from all members of our extended school 'ohana.

ABOUT OUR APPROACH

This Health Response Plan represents the thoughtful, ongoing work of our Risk Management Team. Our primary concern is the health and safety of our St. Andrew's School 'ohana. Our policies and procedures are based upon government mandates and the recommendations and guidelines set forth by the CDC, the DOH, and the Hawai'i Department of Human Services (DHS). We also incorporate what we have learned from our experiences since the beginning of the pandemic and the feedback we receive from our school community.

GUIDING PRINCIPLES

The following principles guide our decision-making in crafting our health response. These principles speak to our Mission, Vision, Values, Aims, and Educational Philosophy (see Appendix 1).

Safety

Our highest priority is the health and well-being of our St. Andrew's Schools community. We believe that a healthy and safe environment is one in which students, teachers, and staff can thrive. We also believe that we have an obligation and responsibility to support the health of the broader community – from our own families to those around our state. At all times, we will seek to align our measures with guidance from the Hawai'i State DOH, Hawai'i DHS, and the CDC.

On-Campus Instruction

St. Andrew's Schools recognizes that the optimal learning environment for children is one in which they are learning from their teachers and fellow students in person. To the best of our ability, and in accordance with official health guidelines, we will work to provide the safest on-campus instruction as possible for all students every day.

Academic Coherence & Excellence

St. Andrew's Schools believes in the pursuit of academic excellence and is committed to helping students develop their intellectual capacities and habits of mind so they can thrive in life. We believe that a continuous educational experience is vitally important to achieving this end. While health circumstances may necessitate certain changes or restrictions to student life, our ultimate goal is to support our students' learning and development as seamlessly as possible.

Flexibility & Adaptability

St. Andrew's Schools recognizes that any plan we design to respond to external health conditions must be flexible and able to adapt to circumstances beyond our control. Our overarching goal is to create a continuous learning structure durable enough to adapt to possible future major health concerns while still allowing us to maintain on-campus instruction.

THE IMPORTANT ROLE OF FAMILIES

Families play a vital role in maintaining safety at our school. Safe in-person learning during this pandemic will require continual collaboration between the school and our families. **Staying home if sick continues to be the most critical community safety measure for all students and employees to follow, regardless of vaccination status.**

If a student must isolate due to COVID-19 or an illness lasting greater than 5 days, the student's teacher will develop a personalized academic plan for the period of the student's absence. This will include scheduled Zoom meetings between the teacher and student. As indicated in the Parent Student Handbook, students encountering long absences will be given extra time to make up work.

The effectiveness of our efforts will also depend heavily on the members of our school community continuing to take precautions while not at school. We encourage families to implement situational COVID-19 precautions such as wearing face masks, avoiding large social gatherings, and limiting travel in areas of high COVID-19 community spread in accordance with the current guidelines from the government and health organizations.

COMMUNITY EXPECTATIONS

All members of our school 'ohana have a shared responsibility to prevent the spread of illness. Following are the expectations for our students, families, and employees of St. Andrew's Schools.

Follow Federal, State, and Local Orders. Please adhere to the directives of applicable federal, state, and local government health departments, including the CDC, regarding social distancing in public and other measures to reduce the spread of COVID-19.

Stay Home if Sick. People with symptoms of infectious diseases, including COVID-19, influenza, respiratory syncytial virus (RSV), and gastrointestinal infections should **stay home and get tested** for COVID-19 (PCR, rapid, or home test). Each day parents/guardians should check their children for fever, cough, shortness of breath, or other symptoms of COVID-19 or other infectious diseases before coming to school. If any of these signs are evident, the child must remain at home until the symptoms clear. If a child is absent for 3 or more consecutive school days due to a non-COVID-19 illness, he/she will need written clearance from a medical provider in order to return to school. COVID-19 illness must be reported to the School Nurse. **Staying home when sick is an important mitigation strategy** to keep COVID-19 and other common infectious diseases from spreading in schools.

Students who have experienced a non-COVID-19 illness can return to school after their symptoms have resolved and they have been fever-free without fever-reducing medication for at least 24 hours. Please review the [Parent Student Handbook](#) for your division on our website for more details. Parents/guardians of sick students should contact the [School Nurse](#) the day before the intended return to school to confirm their readiness. Distance learning is not available for students absent for short, non-COVID-19 illnesses; however, they will be given extra time to make up any missed schoolwork.

COVID-19 Testing and Notification. If your child or someone in your household tests positive for COVID-19, you must notify the school Nurse at (808) 532-2403 or schoolnurse@standrewsschools.org as soon as possible. Students and employees tested due to having symptoms must also remain home if awaiting COVID-19 test results. See page 7 ("Notifying the School of COVID-19 Events") for further details. All students and employees who test positive must isolate for 5 days, regardless of vaccination status.

HEALTH RESPONSE PLAN 2022-23

Face Masks. Beginning on August 25, 2022, face masks will be optional for students, faculty, and staff in indoor and outdoor settings on the downtown (The Priory & The Prep, After School Care) and Nu'uaniu (Queen Emma Preschool) campuses. Students who fall ill during the school day will be required to wear a mask. All students must carry or store 2 well-fitting facemasks in their backpacks/school cubby. The school reserves the right to mandate mask use in response to community and campus conditions and/or for specific on-campus activities.

Temperature Checking. Queen Emma Preschool will continue to administer temperature checks after lunch and before nap time.

Hand Hygiene. Handwashing is one of the most effective ways to prevent the spread of any infection. All students and employees will wash their hands frequently throughout the day. Hand sanitizer stations are readily available throughout campus. Please practice and reinforce hand washing at home. Hand washing should occur:

- Before and after meals
- Before and after play
- After using the restroom
- After blowing your nose, coughing, or sneezing

Required Forms and Emergency Contacts. Parents/guardians must complete and submit the required Student Health Form into Magnus Health System before the first day of school. The Parent-Student Handbook lists the health requirements for each grade level. Parents/guardians must provide at least three (3) emergency contacts who are able to pick up your child within one (1) hour of receiving a call from the school if your child presents with a fever or becomes ill/injured during the school day.

COVID Vaccination. We highly encourage all students and employees to remain up to date: vaccinated and boosted against COVID-19 when eligible. Parents are encouraged to upload a copy of their child's COVID-19 vaccination card, including boosters, into Magnus Health. Knowing the vaccination status of our student population helps our Risk Management Team to make informed decisions about school activities.

Students' Personal Items. Please limit the personal items your child brings onto campus each day and reinforce policies of not sharing food, supplies, and other items with other students. Students K-12 must bring their own water bottles and snacks each day.

Travel. St. Andrew's Schools encourages the school community to avoid all unnecessary travel to areas with high COVID-19 levels. Students and employees are not required to notify the school of travel plans. Should students travel off-island, they will be expected to fully comply with any State and County policies in place at the time of travel. When traveling, please continue to practice good COVID-19 prevention regardless of vaccination status. Students and employees who have traveled should test for COVID-19 between 3-5 days after returning home, regardless of symptoms. Students and staff are strongly encouraged to wear a well-fitting mask for 5 days following travel.

Visitors. Unscheduled visitors, including parents/guardians without an appointment, are not permitted on campus. Visitors must have a scheduled appointment and must visibly display their visitor badge at all times while on campus. Scheduled visitors must check in at the Attendance Office/Receiving Room, located in Transfiguration Hall, Room 101, to receive their visitor badge (downtown campus). A log of all visitors is maintained for security and contact tracing purposes. Visits to Queen Emma Preschool must be coordinated through the Director at (808) 595-4686 or sokoga@standrewsschools.org.

Attendance Office/Receiving Room (Downtown Campus). Parents/guardians may drop off forgotten items for their child(ren) (e.g., water bottles, lunch, etc.) in Transfiguration Hall, Room 101, without the need to enter the campus or receive a visitor badge. You may park briefly (less than 5 mins) in front of Transfiguration Hall and use the walk-in gate directly in front of Transfiguration Hall. Upper School students may pick up items from the Receiving Room/Attendance Office themselves. Items for K-6 students will be delivered to the classroom by a staff member.

STAYING HEALTHY & PREVENTING INFECTION

The best way to prevent illness from COVID-19 is to educate yourself and to practice the COVID-19 Mitigation Strategies:

- **Stay Up to Date** on vaccinations
- **Stay home when sick**
- **Wear a mask when appropriate**
- **Practice good hand hygiene**

Vaccination, including booster shots when eligible, is also a critical element in providing individual protection against COVID-19 and reduces the burden placed on our community from COVID-19. We encourage all eligible students, staff, and family members to get vaccinated and boosted.

COVID-19 spreads from person to person when in close contact with one another. Close contact is defined as less than 3-6 feet for more than 15 minutes in duration over a 24-hour period, depending on circumstances.

People are most contagious when they are sick. Please keep your children home if they are sick or you think they may have been exposed to COVID-19.

Asymptomatic people (those with the COVID-19 virus who don't show any symptoms of the disease) and those who are vaccinated can still spread the virus, which is why we strongly encourage everyone to continue practicing the COVID-19 Mitigation Strategies.

Resources

[How to Get the COVID-19 Vaccine in Hawai'i](#)
[COVID-19 Self Checker: Do I need a COVID-19 test?](#)

[Information about COVID-19 – City & County of Honolulu](#)

[Information about COVID-19 – State of Hawai'i](#)
[Department of Health](#)

[Information about COVID-19 – Centers for Disease Control \(CDC\)](#)

NOTIFYING THE SCHOOL OF COVID-19 EVENTS

Colleen Treacy, School Nurse
schoolnurse@standrewsschools.org
(808) 532-2403

Please notify the School Nurse by email or phone call as soon as possible for any of the following COVID-19 events in your household:

- Student/employee or a household member has been diagnosed with COVID-19
- Student/employee has been tested for COVID-19 due to symptoms
- Student/employee or household member has been identified as a close contact (as defined by the Hawai'i State Department of Health) of someone who has tested positive for COVID-19

Please do not report in person at the risk of infecting others. The information provided will help the school to respond appropriately, i.e., notify others if they have been exposed, initiate facility cleaning if needed, and monitor the health of the community.

We encourage only the affected person or a family member to notify the school. If you become aware of a COVID-19 event affecting a St. Andrew's Schools community member outside of your own family, please encourage them to notify the School Nurse. In the interest of privacy, the school will not publicly share information identifying the affected person or household. St. Andrew's Schools will, however, collaborate with the Department of Health in promoting contact tracing and advising other students or families who may need to self-quarantine as part of that process.

As a result of a COVID-19 event in the household, a student/employee may be required to isolate or wear a mask indoors, as follows:

ISOLATION (COVID-19 positive) *Regardless of vaccination status.			
Faculty/Staff	After School Care Employees	K-12 Students	QEP Students
5 days	5 days	5 days	5 days

Isolation (COVID-positive)

- Individuals (students, faculty, and staff) who test positive for COVID-19 must stay home and **ISOLATE for at least 5 full days.**
- Day 0 is considered the first day of symptoms *or* the day of a positive viral test for people who do not have symptoms.
- A mask must be worn when around others from day 6 through day 10 after completing isolation.
- Individuals whose symptoms are improving can leave isolation after 5 full days if they are fever-free for 24 hours without the use of fever-reducing medication AND symptoms have improved.

Exposure (close contact)

- Quarantine of exposures is no longer recommended, regardless of vaccination status.
- Parents/Guardians/Employees will be notified via email of an in-school exposure.
- Individuals exposed to someone with COVID-19 should immediately take precautions.
 - Wear a well-fitting, high-quality mask indoors and at home for 10 full days
 - Day 0 is the last day of exposure to the person with COVID-19
 - Watch for symptoms through Day 10
 - Get tested at least 5 full days after potential exposure, even if not having symptoms. Continue wearing your mask through Day 10 even if you test negative.
 - If symptoms develop, isolate, get tested, and notify the School Nurse immediately.
- **Active clusters within a cohort may require a return to targeted case investigation, close contact identification, and quarantine.**

QUARANTINE (QEP)	
Faculty/Staff	QEP Students
<p><i>Have the option of:</i></p> <p>5 days quarantine at home OR Remain in school but <u>must</u> wear a mask in school through Day 10</p>	<p><i>Have the option of:</i></p> <p>5 days quarantine at home OR Students who are able to wear a mask consistently and correctly may remain in school but <u>must</u> wear a mask in school through Day 10</p>

Quarantine (close contact) – QEP only

- Queen Emma Preschool students and employees identified as close contacts may choose to quarantine at home for 5 days or, if able to wear a mask correctly and consistently may remain in school but must wear a mask in school through Day 10.
- Students and employees are strongly encouraged to get tested on Day 5, regardless of symptoms.

For more information about isolation and quarantine at Queen Emma Preschool, please visit the updated [DHS Guidelines](#).

Educational Accommodations

In all situations that require a student to undergo a COVID-related isolation, accommodations will be made by St. Andrew’s Schools to support instruction from home.

What will happen if my child is in a class with a person infected with COVID-19?

If your child is a close contact of a person who has been identified with an active COVID-19 infection, you will receive an email and/or phone call from the School Nurse or Principal or Director.

THE SCHOOL DAY

Queen Emma
Preschool

7 a.m. to 5 p.m.

Grades K-6, The Priory and The Prep

7:45 a.m. to 2:45 p.m.

The Priory Upper
School

7:45 a.m. to 3 p.m.

Grade Level Cohorts

To mitigate the spread of COVID-19, indoor cohorts have been established within the school as follows and will be enforced when COVID-19 levels are high in the community:

Queen Emma Preschool

- Queen Emma Preschool – Each classroom is a cohort.

The Priory

- Priory Grades 5-6
- Priory Grades 7-12

The Prep

- Prep Grades 3-4
- Prep Grades 5-6

School Events

Gatherings such as assemblies, chapels, and other activities may take place in modified fashion this school year, based on current community spread levels, student and employee vaccination status, and current CDC, DOH, and DHS guidelines.

Students will remain in their cohorts indoors during these gatherings when COVID-19 levels are high in the community. Social distancing between cohorts indoors will be enforced to the extent possible.

Off-campus excursions, camps, and travel may be resumed on a limited basis depending on health conditions. Parents/guardians will be notified in advance of any off-campus activities.

In instances where transmissibility is Medium or High (as defined by the CDC), choir, band, singing, and chanting, and higher-risk sports may be modified based on class vaccination status and HDOH guidelines.

After School Care (ASC)

ASC is available until 5:00 p.m. daily. Availability of enrichment classes will be determined by current pandemic guidelines and our availability of resources to maintain cohorts and provide the staff required for our program. Students will remain in their normal cohorts indoors when COVID-19 levels are high in the community.

THE LEARNING EXPERIENCE AT ST. ANDREW'S SCHOOLS

The school environment and schedules have been designed to limit the broad exposure of students to each other while maintaining the high quality and personalization that are the hallmarks of a St. Andrew's education.

Queen Emma Preschool – The same set of teachers stays with the student throughout the day. Classes are not combined at the end of the day. Playtimes are staggered and specific play areas are designated for each class. There is an increased number of student learning stations/centers and a limited number of students allowed to convene at each one.

The Priory Lower School and The Prep (Grades K-6) – The schedule preserves the consistent delivery of core content and continues to incorporate specialty classes (i.e., Music, P.E., Hula, Library, Language). Classes may be held outdoors. Outdoor play is essential to students' health and well-being and occurs periodically during the school day. Use of outdoor play areas (e.g., Queen Emma Square, school playgrounds, Ylang Ylang blacktop) are supervised and staggered in accordance with student developmental levels.

The Priory Upper School (Grades 7-12) – The schedule is designed to reduce exposure while still offering a diverse and rigorous academic curriculum. Student class sizes may range from a low of 10 students to a high of 20 students. All club and large group meetings are held in accordance with current government mandates and health organization guidelines. Physical Education (P.E.) and Hula may be held outside.

ATHLETICS

St. Andrew's Schools recognizes the important role athletics plays in the educational experience of our students. Our sports programs follow Hawai'i High School Athletic Association (HHSAA), Interscholastic League of Honolulu (ILH), city and state COVID-19 guidelines for interscholastic competition and align with the school's health policies.

We highly encourage all prospective student-athletes to be up to date with their COVID-19 vaccinations. Unvaccinated athletes, particularly in high-risk sports, may be required to undergo COVID testing prior to competition. Athletic Director Missy Kilbey will keep students and families apprised of the status of our athletic programs and athlete requirements throughout the year as information becomes available.

There is currently no testing mandate from the ILH for athletes, and St. Andrew's will not be performing screening testing for athletes.

Masks are optional for athletes for all indoor and outdoor sports. If an athlete who plays an indoor sport tests positive for COVID-19, masks are required indoors for days 6 through 10 after returning to the sport from the 5

day isolation period, regardless of vaccination status. Masks must also be worn for indoor sports for days 6 through 10 for anyone taking precautions due to an exposure to someone who tested positive for COVID-19. Indoor mask wear includes facilities such as the locker room. For outdoor sports, athletes have the option of mask-wearing for days 6 through 10 after returning to the sport from the 5 day isolation period.

We highly encourage spectators to wear a mask for all indoor sports. The number of spectators will not be limited. Social distancing should be practiced to the most reasonable extent possible.

ACCOMMODATIONS, SUPPORT & RESOURCES

Queen Emma Preschool Director

Susan Okoga

sokoga@standrewsschools.org

Wellness Director (Grades K-12)

Mara Pavich Garcia

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Lower School Principal, The Priory & The Prep

Ka'ipo Bailey-Walsh

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Athletic Director

Missy Kilbey

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Upper School Principal, The Priory

Nichole Field

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School Nurse

Colleen Treacy

schoolnurse@standrewsschools.org

Director of Extended Learning (Grades K-12)

Alethia Donathan

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Attendance Office

Rebekah White

attendance@standrewsschools.org

We look forward to welcoming back all students to in-person learning. If your child is immunocompromised or you have particular health concerns about their presence on campus, we encourage you to notify the school Nurse at schoolnurse@standrewsschools.org and/or by contacting your child's Principal or Director as soon as possible.

We are also aware that feelings of anxiety can be heightened in situations such as this. St. Andrew's Schools has counselors who are here and ready to help. Please reach out to us by contacting your child's Principal or Director.

If you have any questions or concerns about school policy, please contact your child's Principal or Director. For questions, suggestions, or concerns regarding our COVID-19 procedures, please contact our School Nurse.

The following websites provide important information about COVID-19, health alerts and updates, symptoms and testing, and guidelines for staying healthy:

[Information about COVID-19 – City & County of Honolulu](#)

[Information about COVID-19 - State of Hawai'i Department of Health](#)

[Information about COVID-19 – Centers for Disease Control \(CDC\)](#)

[Information about COVID-19 – World Health Organization](#)

LEADERSHIP TEAM

Ruth R. Fletcher, Ph.D.

Head of School

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Office: (808) 532-2411

Ka'ipo Bailey-Walsh

Lower School Principal, The Priory & The Prep

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Alethia Donathan

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Nichole Field

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Stephanie Jones

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Missy Kilbey

Athletic Director

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Susan Okoga

Director of Queen Emma Preschool

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The Rev. Canon Heather Patton-Graham

Chaplain

hpatton-graham@standrewsschools.org

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Peng Ratchaworapong

Director of Technology

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Colleen Treacy

School Nurse

ctreacy@standrewsschools.org

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Mary Ellen Williams

Director of Finance

mwilliams@standrewsschool.org

Office: (808) 532-2406

APPENDIX 1

Mission

To bring out the best in each student and empower them to Kūlia i ka Nu'u – Strive for the Highest.

Vision

A world where all children are given the opportunity to learn, grow, and lead with their hearts, minds, and spirits to make their communities more humane and just.

Guiding Principles and Values

Harnessing the Power of Each Child

We believe each child should be seen as an individual, and their unique talents cultivated so they can live a life of purpose.

Creating a Culture of Belonging

Our Episcopal foundation of inclusiveness, loving kindness, and spiritual growth give students the supportive environment they need to learn, take risks, and find their passion.

Perpetuating Queen Emma's Dream

We are stewards of Queen Emma's legacy, driving us to provide each child, regardless of background, the opportunity to flourish.

Aims of a St. Andrew's Education

Our students will develop strong, confident voices and a commitment to mastering, understanding, and creating knowledge.

Our students will develop the intellectual capacity and habits of mind to be successful and thrive in college, the workforce, and beyond.

Our students will lead a life of purpose and service with integrity, respect, compassion, advocacy, and kindness.

Our students will appreciate diversity, understand our connectedness to each other and to Earth, and have the ability to work individually and collaboratively in our global community.

Our students will develop lifetime habits of physical, intellectual, spiritual, and emotional wellness so they can reach their promise and help others do the same.

Educational Philosophy

We believe that all children can learn and that they need a teacher who

- loves, cares for, and believes in them,
- sets high expectations,
- ignites their curiosity,
- understands and implements what is known regarding the science of learning, and
- crafts the curriculum and instruction so students can be successful in their learning.

To accomplish this,

- We provide an engaging and challenging learning environment that is designed to meet the needs and aspirations of girls and boys using a single-gender coordinate educational system for students' grades K–6, an all-girls Upper School for grades 7–12, and a coed, play-based program for our preschool students.
- We foster well-being in mind, body, and spirit to ensure a child's healthy growth and development.
- We teach and model integrity, empathy, compassion, and loving-kindness, and call children to live an ethical life of purpose and service. We create personalized learning experiences, so students can uncover their individual talents and passions and have voice and choice in their schoolwork. They learn how to set goals, honestly assess their progress, and be both inspired and motivated to persevere.
- We cultivate a culture of thinking, learning, leading, and doing that provides opportunities for deep inquiry, exploration, discovery, and reflection.
- We empower students to lead with courage and conviction by creating opportunities to collaborate, create, and communicate as a member of the local, national, and global community.
- We are committed to lifelong learning and continued innovation in teaching and learning. By exploring and thoughtfully incorporating educational research (e.g., the neuroscience of learning) we work to create, design, and implement a preschool–12 curricular program which uses effective instructional

and assessment strategies to enhance student learning.

APPENDIX 2 – DROP-OFF AND PICK-UP PROCEDURES

Queen Emma Preschool Morning Drop-Off

Parents/guardians will say goodbye to their child at the check-in area, and the child's Preschool teacher or teacher's aide will welcome the child to school for the day and escort the child to their classroom.

Children will wash their hands when they enter the classroom and get settled in for the day.

Queen Emma Preschool Pick-Up

- Adults must wait in their vehicles upon arrival.
- A staff member will come to your vehicle so you can sign-out your child.
- Children will wash their hands before leaving for the day.
- We ask that you quickly put your child into their car seat and exit the parking lot.

The Priory & The Prep Morning Drop-Off (Grades K-12)

Students may be dropped off **no earlier than 6:45 a.m.** Families are expected to screen their children for symptoms of COVID-19 or other illness **PRIOR** to arrival at school. If your child is sick, please keep him/her at home. Signs and cones will be in place directing parents/guardians to the appropriate drop-off location (Slow Lane or Fast Lane). (Please review the Parent Student Handbook for details).

Staff members will be present in the Slow Lane to assist Priory Lower School and Prep K-2 students to exit the vehicle. Please have your students exit the Slow Lane on the LEFT side of the vehicle. Students in grades 3-12 may exit the vehicle on their own. Please let a staff member know if your child needs assistance exiting. Upper School siblings may be dropped off in the same area. Please be sure your child is prepared to exit the vehicle in a timely manner with all of their belongings. Please remain in your vehicle at all times during drop-off. Students who may need extra time exiting their vehicle may be dropped off in Lot D as walk-in (see below).

Lower School Faculty will be in their classrooms each morning by 7:30 a.m. Please follow the directions of staff members at all times when dropping off your child.

Upper School Students should utilize the Fast Lane for drop off to the extent possible.

Upper School Faculty will be in their classrooms each morning by 7:30 a.m.

The Priory & The Prep Walk-Ins (Grades K-12)

Students in grades 4 to 12 may arrive at campus on foot without an adult present; students in grade 3 or younger walking onto campus must be accompanied by an adult or Upper School sibling. Walk-Ins must utilize the appropriate gates and crosswalks.

The Priory & The Prep Pick-Up (Grades K-12)

Pick-up times are staggered by grade level to maintain social distancing.

Grades K-6	2:45 p.m.
Grades 7-12	3 p.m.

There will be signs to direct parents/guardians to the students' designated pick-up station.

Lower School (Grades K-6): At the end of the student's day, a staff member will escort the child to the parent/guardians' vehicles when they arrive for pickup. Students who will not be picked up by a vehicle will be escorted to the designated "Walk-in & Walk-out Area" in front of the Weinberg Center entrance. Once a parent/guardian has arrived to pick up their student, the student will be escorted to this area for release.

Upper School (Grades 7-12): Students will be picked up in front of Kennedy Hall. Upper School parents/guardians may **not** park outside of a legal designated parking space prior to 3 p.m. during the Lower School's pick-up time.

If a child needs to be picked up early, parents/guardians should call the Attendance Office ahead of time at (808) 532-2449 to arrange for the student to be in the pick-up area. A staff member will escort the child to the pick-up area. Parents **MUST** sign out their child before s/he leaves campus. Parents/guardians are not permitted on campus (past the fence line) while picking up their child.

After School Care (ASC) Pick-Up Procedure

Pick-up times are from 3:30 to 5 p.m.

Lower School (Grades K-6): Call (808) 532-2464 to arrange for the student to be in the pick-up area. A staff member will escort the child to the pick-up area.

Lion's Den (Grades 7-8): Students can sign themselves out of the program for parent/guardian pick-up.

Parents/guardians are not permitted on campus while picking up their child.

APPENDIX 3 – SNACK AND MEAL GUIDELINES

- Before each meal or snack, faculty or maintenance staff will disinfect all surfaces using CDC- and/or EPA-recommended products and procedures.
- Everyone shall wash their hands before and after each meal or snack.
- Students must bring a water bottle, one or two snacks, and a home lunch if they are not buying lunch. Students with home lunch should bring their own utensils each day.
- Sharing food is not permitted.
- Microwaves and vending machines are not accessible to K-6 students.
- Ylang Ylang Courtyard will be utilized as much as possible for open air seating.
- Students will be encouraged to use 6 ft. social distancing when eating indoors.
- Upper School students may eat lunch in Ylang Ylang Courtyard, Queen Emma Park, Robinson Courtyard, or the second-floor breezeway.
- If food is to be served for a class or other activity, it must be distributed as a single serving or served by designated persons wearing masks and gloves. Family style and buffet meals in which students serve themselves from shared containers are not allowed.
- Parents/guardians are encouraged to utilize goody bags instead of food for birthday celebrations in K-6.

APPENDIX 4 – CLASSROOM PROTOCOLS AND PROCEDURES

- Classroom and bathroom windows and doors will remain open as much as possible to keep air flowing.
- All classrooms have gloves, Kleenex, disinfecting wipes, and a PURETAB (sanitizer and disinfectant) spray bottle for the teacher to use to disinfect the classroom periodically throughout the day.
- A student’s belongings are stored in individually labeled containers, cubbies, or assigned designated areas, e.g., lockers for Upper School students.
- Students will be encouraged to wash their hands after sharing electronic devices, toys, books, and other games or learning aids.
- Classrooms will be kept clear of clutter for easier cleaning.
- Machine washable cloth toys or any material-based items (e.g., pillows, blankets, tents, etc.) are not permitted except for personal blankets for napping (QEP and kindergarten).