



2020-21 Safety Protocols Information Summary

Thank you for entrusting the care of your children to Le Jardin Academy. To maintain a safe and healthy environment for students and to mitigate the risk of illness, we ask for the support of our entire community in honoring the enhanced safety protocols outlined in this document. We ask that everyone--students, parents, visitors, and staff--collectively adopt these protocols and practices to safeguard themselves and others in our community. While we adopt these procedures as our starting guide, we acknowledge that lessons learned along the way may necessitate changes at any time. This sheet contains important information regarding the safety of your child. Please read carefully and let us know if you have any questions.

Safe Homes, Safe School

Safe household practices are the first line of defense in protecting our school community. Limiting social interactions and out-of-state travel to the extent practicable, disinfecting regularly, following Department of Health guidelines at home and at work, abiding by distancing and masking guidelines...together conspire to reduce the likelihood of infection and spread. None of us like these restrictions on our liberty, but we abide them for the sake of all in our community.

Physical Distancing

- Classrooms will be set up to allow spacing. Seating will be organized 3-6 feet apart, and when necessary floors will be marked to help guide students to maintain distancing during sit down activities or line-ups.
- Rotation of small groups in common areas will be practiced (playground, pool, etc.).
- Non-essential visitors to the classroom and school will be limited.
- Events or activities will be planned in which distancing can be maintained.

Masks

Students and staff are expected to bring clean face masks to school each day. Masks will generally be worn in the classroom and common spaces on campus where physical distancing cannot always be maintained. Masks do not need to be worn during snack and meal times or outdoor physical activities. Students will be gently reminded not to touch their face coverings and to wash hands routinely. Masks should not be shared.

Individuals requiring a medical exception to these guidelines should provide a doctor's note to the school nurse who will keep our staff informed as they work to shape behaviors around these practices with sensitivity to individual circumstances wherever possible.

Compliance Audits

LJA staff will frequently conduct random temperature, mask wearing, and physical distancing audits across the campuses to help guide our evaluation of the efficacy and practicality of our procedures, practices and protocols.

Screening Procedure Prior To/Upon Arrival

Prior to drop off each morning, all parents must complete a health screening through the *SchoolPass* App. Parents who send their children via carpool must complete this screening prior to carpool. An LJA staff member will greet your child at designated drop off locations. Please wait inside your vehicle. Children will not be allowed to attend if they:

- Have a fever of 100.4° F + or have cold/flu symptoms that include: cough, shortness of breath, or new loss of smell/taste; or
- Have been in contact with someone under investigation for, or with a confirmed case of, COVID-19 (please see DOH guidelines for exposure).

Drop-off and Pick-up Procedures

- Please drop-off and pick-up only at your designated location and remain inside your vehicle. An LJA Staff member will greet your child and/or bring your child out to you. We ask for your kokua in limiting direct contact between parents and staff members and adhering to physical distancing recommendations.
- Students with siblings will be asked to drop-off and pick-up at the location designated for the youngest sibling.

Late Drop-off/Early Pick-up

If a student(s) needs to be dropped off to school later or needs to be picked up from school earlier please contact the appropriate office to make arrangements. Student(s) being dropped off late will need to complete the daily health screening.

What to Bring

In addition to the items your student(s) need for their classes per the supply list, please also send at least two face masks for your child in a labeled bag. Students should also bring a reusable water bottle/flask. Water filling stations will be available for students to refill water bottles/flasks -- the bubbler portion of water fountains will not be available for use.

If you need to drop-off something for your child, please contact the appropriate office to make arrangements. Items dropped off must be labeled with the student's name and grade.

Restroom Practice

Students will need to wear a mask when going to use the restroom. Only one student will be allowed per single-stall bathroom and 3'-6' physical distancing should be maintained per multi-stalled bathroom, locker room, or changing area at one time.

Snack/Lunch & Recess

- Students will be situated in small classroom groupings throughout campus to maintain physical distancing and group size restrictions during lunch and snack. Both indoor and outdoor venues may be utilized.
- Sharing of snacks, lunches and water bottles is prohibited.
- Recess will be held in small multi-grade level groupings throughout campus to maintain physical distancing.

Large Events and Gatherings

At this time, we will not be hosting large gatherings.

Field Trips

We are currently assessing feasibility and procedures for on-island field trips and will keep parents informed. CDC discourages field trips involving buses but recognizes the necessity of busing for various activities.

Visitors

We will be limiting visitors on campus during school hours. Visitors will be required to complete a digital self-screening form prior to arrival and must check-in at the appropriate office (i.e. Junior School Office, Main/Administration Office or High School Office) upon arrival.

Vendors

Vendors, who use LJA facilities outside of school hours, are required to follow LJA policies, procedures and practices including pre-screening, distancing and masking.

Travel

Statewide order requires that all individuals, both residents and visitors, arriving or returning to the State of Hawaii are subject to a mandatory 14-day self-quarantine. While this order remains in effect, students will not be allowed on campus during the quarantine period.

Procedures for a Sick Child

If your child becomes sick at school, s/he will be sent to the office. If the student has one of the Big 4 symptoms (i.e. fever of 100.4°+, cough, shortness of breath/ difficulty breathing, loss of taste/smell), the student will be placed in a designated isolation area. The Nurse will notify the Receptionist/Admin Assistant who will contact the parent to pick up the student. Parents will be advised to contact their primary care provider for evaluation within 24 hours, and if indicated, a COVID-19 test with a rapid-turnaround time. The Nurse may also assist in contacting a testing facility able to provide a rapid-test result. The student may not return to school until medically cleared.

For students with other symptoms such as muscle aches or pain, headache, sore throat, congestion or runny nose, nausea, vomiting or diarrhea, the student will be evaluated by the nurse and parents

contacted. Sick students can return to campus once they have been symptom-free without medication for 24 hours.

Hygiene Practices

Students will wash their hands upon arrival to school and throughout the day. We will use hand sanitizer as a bridge to hand washing during our daily routine, however, frequent and effective handwashing with soap and water will be our primary means of hygiene.

Cleaning and Disinfecting Practices

Daily cleaning and disinfecting of the surfaces in our classrooms and common spaces will be carried out by professional cleaning services contractors based on CDC guidelines. Technology tools will be regularly sanitized.

Safety Drills

Fire drills will be conducted per Le Jardin Academy Emergency Operation Plan. Students and faculty will be expected to wear a mask during these drills.

Respect for our Community

We are grateful to be a part of a special school-community at LJA. Our community is not something we take for granted. It is not just a school, a set of buildings or assortment of playing fields and learning spaces; rather, we feel a deep obligation to each other and our surroundings regardless of race, creed, political suasion, gender, etc. We are bound together by a common humanity and mission to make the world a better place--for all inhabitants of this planet.

While individual risk-preferences and beliefs around mitigation strategies vary--some being more risk-averse or some more skeptical of research reports and meta-analyses--community guidelines are designed to bring comfort to all LJA community members. It is in this spirit, a concern for the most vulnerable and anxious among us, that we kindly request your everyone's kōkua.

Kōkua is an often heard term but frequently misconstrued term. It does not merely mean "cooperation" or "help" as we often infer from TV or signage. Kōkua means something deeper. It means to extend oneself to others without the expectation of personal gain. It begins with understanding of and empathizing with others whose views may differ from our own, and it manifests itself as sincere effort to subordinate self to community. It is in this sense, and with gratitude, that the LJA community seeks every member's kōkua.