



## Summer School 2021 Safety Protocols Information Sheet

Thank you for entrusting the care of your children to Le Jardin Academy. To maintain a safe and healthy environment and to mitigate the risk of illness, we ask everyone--students, parents, visitors, and staff--collectively adopt and support these protocols and practices to safeguard others. This document contains important information regarding the safety of your child. While we adopt these procedures as our starting guide, we acknowledge that lessons learned along the way may necessitate changes at any time. Any changes will be communicated in a timely manner.

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## LJA Risk Response

### Summer School Response Level Chart

Response Levels	Response Level 1 Low Risk	Response Level 1+ Increased Risk	Response Level 2 Heightened Risk	Response Level 3 High Risk
<b>Situation</b>	<ul style="list-style-type: none"> <li>Isolated outbreaks</li> <li>No cases in the LJA Community</li> <li>New cases &lt; 2/100k</li> <li>C&amp;C Positivity &lt; 1%</li> <li>ICU capacity &lt; 50%</li> </ul>	<ul style="list-style-type: none"> <li>Low infection and spread rate</li> <li>Confirmed case in the LJA Community</li> <li>Gov't restrictions on gathering/group size</li> <li>No new cases at LJA for 14 days</li> <li>New cases &lt; 10/100k</li> <li>C&amp;C Positivity &lt; 3%</li> <li>ICU capacity &lt; 50%</li> </ul>	<ul style="list-style-type: none"> <li>Sustained community spread</li> <li>Multiple confirmed cases in the LJA Community</li> <li>New cases &lt; 15/100k</li> <li>C&amp;C Positivity &lt;10%</li> <li>ICU capacity &lt; 70%</li> </ul>	<ul style="list-style-type: none"> <li>Widespread community transmission</li> <li>Cluster of cases in the LJA Community</li> <li>New cases &gt; 15/100k</li> <li>C&amp;C Positivity &gt;10%</li> <li>ICU capacity &gt; 70%</li> </ul>
<b>Learning Environment</b>	<ul style="list-style-type: none"> <li>Campus open; parents and spectators permitted with mitigation measures</li> <li>Enhanced cleaning/safety practices</li> <li>Physical distancing wherever possible (3-6 feet)</li> <li>Masking may be required</li> <li>Field trips and athletics may take place</li> </ul>	<ul style="list-style-type: none"> <li>Campus open; parents and spectators not permitted</li> <li>Enhanced cleaning/safety practices</li> <li>Physical distancing wherever possible (3-6 feet)</li> <li>Masking required where physical distancing cannot be maintained</li> <li>More outdoor learning and centers</li> <li>Field trips w/ safety precautions</li> </ul>	<ul style="list-style-type: none"> <li>Campuses open; parents and spectators not permitted</li> <li>Enhanced cleaning/safety practices</li> <li>Enhanced physical distancing (3-6 feet)</li> <li>Masking mandatory</li> <li>More outdoor learning and centers</li> <li>No field trips</li> </ul>	<ul style="list-style-type: none"> <li>Campus closed</li> </ul>

Updated: February 12, 2021

## Physical Distancing

### Physical Distancing Protocols

- Due to the nature of our School program, students will be moving in multi-grade level groups wherever possible.
- Classrooms will be set up to allow spacing. Seating will be organized 3-6 feet apart, and floors may be marked to help guide students to maintain social 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.

## Masking

Masks are an important barrier to reduce the spread of respiratory droplets and also may help protect the wearer from inhaling infected droplets. Masks, in combination with vaccination, airflow, physical distancing, hand-washing, disinfecting hi-touch surfaces, and absenting-when-ill practices, can substantially mitigate spread.

Students and staff should have at least two clean cloth masks at school each day. Masks should completely cover the nose and mouth and fit snugly against the face without gaps. Cloth masks should have at least two layers of fabric. Individuals requiring a medical exemption to these guidelines should provide a doctor's note to the school.

Face shields are not a suitable alternative to cloth masks for staff or students. Maximum protection can be achieved by wearing both a cloth mask and a face shield and is encouraged for those staff at higher risk of COVID-19 complications and for those who live with vulnerable family members.

Masks are not required when a staff member or student is isolated in a classroom/office or engaged in an outdoor activity with monitored physical distancing. Masks should be laundered or replaced daily to prevent bacterial or viral reproduction.

Masks have been shown to be an important way to reduce the risk of transmission in conjunction with other mitigation strategies, are recommended by the CDC, and are now part of COVID-19 social norms. At Levels 1 and above, masks will be required in common areas and classrooms in deference to community norms and concerns. Individuals requiring a medical exception to these guidelines should provide a doctor's note to the school to keep our staff informed as they work to audit compliance with these protocols with sensitivity to individual circumstances wherever possible.

### *Illustrative Masking Scenarios - Level 1 and 1+*

Level 1 and 1+	K-2	3-5	6-8	9-12
<b>Collaborative Work</b>	<ul style="list-style-type: none"><li>• With masks, may work without distancing but with ventilation or use of outdoor spaces</li><li>• Wash hands prior to and following activity</li><li>• Work outdoors when possible</li></ul>			
<b>Whole Class Instruction</b>	<ul style="list-style-type: none"><li>• Masks are generally required with seats spaced 3'-6' or with individuals separated by sneeze shields</li><li>• Use cross ventilation, mechanical fan or outdoor spaces</li><li>• Use "staggered" seating formation to optimize space</li><li>• Masks are not necessary but encouraged along with distancing outdoors</li></ul>			
<b>Safety Drills</b>	<ul style="list-style-type: none"><li>• Mask</li></ul>			
<b>Common Areas</b>	<ul style="list-style-type: none"><li>• Mask</li></ul>			

<b>Outdoor Activities</b>	<ul style="list-style-type: none"> <li>• No mask where physical distancing can be maintained</li> </ul>
<b>Isolation</b>	<ul style="list-style-type: none"> <li>• No mask</li> </ul>

If the LJA COVID-19 Risk Response Level increases to Level 2, mask wearing becomes mandatory at all grade levels (except K-2). Enhanced physical distancing is increased to 6 feet.

## Health Screening

### *Home-Based Screening*

Our first and most effective prevention strategy is for those who are sick, or who have been in close contact with someone with or exposed to COVID-19, to stay home and not come to school.

All members of the LJA community agree to self-check against the following symptoms. Keep in mind that while adults and children may experience similar symptoms of COVID-19, children's symptoms tend to be mild and more cold or flu-like. According to the CDC, the following symptoms may appear 2-14 days after exposure to the virus:

- **Fever (100.4 ° or higher)\***
- **Cough (persistent)\***
- **Shortness of breath or difficulty breathing\***
- New loss of taste or smell
- Chills or Repeated shaking with chills
- Muscle aches/pain
- **Severe Headache\***
- **Sore throat\***
- Congestion or runny nose not related to seasonal allergies
- **Nausea, vomiting or diarrhea\***
- Fatigue

Based on CDC guidelines, children with any of the symptoms highlighted above (and noted with an asterix) may have an infectious illness and should not come to school.

Your kōkua, understanding and respect for the safety and comfort of all in our community is appreciated. As children are most likely to be infected by family members, it is important for everyone to think of family health, not just individual health. While children under 12 may be less efficient at spreading the virus, out of an abundance of caution, any child or staff living in a household with someone who has symptoms consistent with COVID-19, or is undergoing testing, should not come to school.

**Positive COVID-19 Test Result** If any child, staff, or member of one's household tests positive for COVID-19, the School should be notified **immediately** by emailing [school.nurse@lejardinacademy.org](mailto:school.nurse@lejardinacademy.org). Moreover, if a household member tests positive, we request that household members get a COVID-19

Rapid PCR test, which provides results the same day. Our nurse can help you to locate a rapid-response testing facility.

Why the urgency? In mitigating spread, time is a critical factor, so immediate notification and rapid-response testing is vital. In addition, in reducing anxieties of our fellow school-community members who may have been close contacts of potential carriers, we strongly encourage all first-degree contacts to get tested with rare exceptions. School administrators will work in close collaboration with the Department of Health to determine courses of action (cf. [In-School Illness Procedures and Protocols](#)).

**Travel Out-of-State** School community members who must travel out-of-state are subject to State guidelines and orders. For our detailed policy, see [Travel Policy](#).

**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..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** doesn't merely mean "cooperation" or "help" as we often infer from TV or signage. Kōkua means something deeper. It means to extend oneself to others, in a sacrificial way, 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.

### ***Screening Procedure Prior To / Upon Arrival***

Prior to drop off each morning, all parents must complete an online self-screening form, which will be verified at drop off. Parents who send their children via carpool must complete this form in advance. 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 temperature of 100.4 or higher
- Have a cough (for those with allergies or asthma, change from baseline)
- Difficulty breathing (for those with asthma, change from baseline)
- Diarrhea or vomiting
- New-onset headache, especially with fever
- Have been in contact with someone under investigation for, or with a confirmed case of COVID-19 (please see DOH guidelines for exposure).

### *Compliance Audits*

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

## **Illnesses**

### *In-School Illness Procedures and Protocols*

If a child becomes sick while at school, the student will be sent to the Office. He/she must wait outside until the Nurse/Assistant takes the student's temperature.

If the student has symptoms consistent with COVID-19, the student will be placed in the designated isolation area. The Nurse will notify the Receptionist/Admin Assistant who will contact the parent to pick up the student. The student will not enter any interior spaces when being escorted to his/her parent's car. 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, the student will be evaluated by the nurse. Staff will be more conservative than usual in identifying signs and symptoms and taking action. For any student with symptoms indicative of COVID-19, the student will be isolated, and the parents will be contacted as above. Testing in these cases is discretionary, but the student should check with the Nurse upon return to ensure that the student has been symptom-free without medication for 24 hours. Staff will wear appropriate PPE, clean and disinfect surfaces and materials that the child may have touched after leaving the facility.

### *Reporting a Positive Case and Confirmed Case Procedure*

If a student or staff member is diagnosed with COVID-19:

1. He/she must notify the nurse at [school.nurse@lejardinacademy.org](mailto:school.nurse@lejardinacademy.org) and begin immediate home Isolation.
2. The medical practitioner is required to notify the DOH; however, School Nurse will provide information to DOH Contact Tracing department per DOH Guidelines.
3. The facilities, including lockers, desks and cubbies, that he/she used will be disinfected
4. Students and staff who had close contact (i.e., first-degree contacts) with an infected individual would be notified to quarantine for 10 days, symptom-free, from last interaction with COVID-contact or 7 days after last exposure with negative COVID result. An **HDOH Physician's Release from Isolation letter** is required on return. CDC defines first-degree contact as an individual who was within 6 feet of an infected person for at least 15 minutes starting from two days before onset of symptoms. HDOH defines close contact as all students in a standard classroom for a prolonged period. Tracing will reach back to 2 days prior to symptom onset.
5. Should a large number of individuals require testing, the school may offer "pop-up" rapid testing on-site to speed identification and improve likelihood of containment
6. For those who have been fully vaccinated (two doses of Pfizer or Moderna vaccine or one dose of Johnson & Johnson, plus two-weeks since the last dose), first degree contacts are not required to quarantine. Students and staff who are first-degree contacts may return to campus as long as they are asymptomatic and self-screen for symptoms over the next 10 days. If they develop symptoms consistent with COVID, they must immediately quarantine and undergo COVID

testing.

7. Second-degree contacts, that is, contacts of those first-degree contacts need neither be quarantined nor notified unless a first-degree contact tests positive

8. Although the DOH is responsible for contact tracing, LJA will implement this internal procedure immediately on notification of positive test result (or prior to result, if positive outcome is likely) and will share information with DOH contact tracers when they contact the school.

### ***Return to School***

After being diagnosed with COVID-19, a staff or student may return to school after the following criteria are met:

- 24 hours with no fever; and,
- respiratory and other symptoms have improved (e.g., cough, shortness of breath); and,
- 10 days since symptoms first appeared

Prior to return, individuals should provide a doctor's note; request a HDOH Release from Isolation letter to [school.nurse@lejardinacademy.org](mailto:school.nurse@lejardinacademy.org).

## **Hygiene & Cleaning**

### ***Hygiene Practices***

Students will wash their hands upon arrival at 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.

### ***Restroom Practices***

Students will need to wear a mask when going to use the restroom. Only one student will be allowed per single-stall bathroom and no more than 3 students per multi-stalled bathroom, locker room or changing area at one time.

### ***Campus Cleaning and Disinfecting Practices***

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

## **Lunch and Recess**

### ***Lunch***

Students will eat lunch in the classrooms, outside or in multipurpose areas with physical distancing. Lunch program is available for purchase on the LJA website. Snack time will be hosted at the end of the 8:00 a.m. block in classrooms or outside in their classroom groups as weather permits. 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

Recess will be held in small multi-grade-level groupings throughout campus to maintain physical distancing. Group sizes as recommended by most recent CDC, DHS and DOH guidelines will be adhered to at recess. High-touch sports may be played at recess, if masked and at Level 1 and 1+.

### Events and Gatherings

At this time, we are not permitted to have large gatherings. We will not be hosting the Summer School Friday Flag or the Summer School Picnic.

### Field Trips

Field trips are permitted in Level 1 and Level 1+; however, transportation and visited sites must meet or exceed LJA's COVID response expectations. We are currently assessing feasibility and procedures for field trips and will keep parents informed.

### Visitors

We will be limiting visitors on campus during summer school hours. Visitors with appointments will be required to complete a digital self-screening form prior to arrival and must check-in at the Summer School Office upon arrival.

### Safety Drills

Safety drills will be conducted per LJA Emergency Operation Plan. Students, faculty and any visitors on campus will be expected to participate and wear a mask during these drills.

### Drop-off and pick-up

#### *Schedules for drop-off and pick-up*

Full Day Drop-off and Pick-up Schedule			
Early Morning Care begins at 6:45 a.m. and students will be gathered by small grade-level groups when possible at different locations on campus.			
<b>Drop-off</b>	7:25 a.m. - 7:40 a.m.	K, 1, 2	Lower School Loop
	7:40 a.m. - 7:55 a.m.	3, 4, 5	Lower School Loop
	7:30 a.m. - 7:55 a.m.	6+	High School Keyhole
<b>Pick-up</b>	3:00 p.m.	K, 1, 2	Lower School Loop
	3:00 p.m.	6+	High School Keyhole

	3:10 p.m.	3, 4, 5	Lower School Loop
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Midday Drop-off and Pick-up Schedule			
<i>Due to the nature of our Summer School program, students registered for one or two blocks may start or end their day at alternate times.</i>	10:00 a.m.	K-5	Lower School Loop
		6+	High School Keyhole
	12:00 p.m. - Pick-up 1:00pm - Drop-off	K-5	Lower School Loop
		6+	High School Keyhole

Extended Day Pick-up
Students registered for Extended Day will pick-up in the Lower School Loop

Swim Instruction Pick-up
Students registered for Swim Instruction will pick-up in the Lower School Loop

### Drop-off and Pick-up Procedures

- Please drop-off and pick-up only at your designated location and remain inside your vehicle.
- Place your student name placard on the dashboard of your car so that it can be seen through the front windshield. An LJA Staff member will greet your child and/or bring your child out to you. We ask for your kōkua in limiting direct contact between parents and staff members and adhering to physical distancing recommendations.
- Students with siblings attending LJA Summer School 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 Summer School office to make arrangements. Student(s) being dropped off late will need to complete the daily self screening form.

## Supplies

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 ziplock bag. Students should also pack a snack, lunch and 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.

We also request that students keep their personal items and supplies in their backpack and remain with the student at all times.

If you need to drop off something for your child, there will be a table placed outside the Summer School office for those items. Please call the Summer School office to let us know you have a drop-off, place your item(s) on the table and an LJA staff member will deliver the items. Items dropped off must be labeled with the student's name and grade.

Supply List	
<b>Grades K-5</b>	Enclosed box or container with the following items: <ul style="list-style-type: none"> <li>● 2 sharpened #2 pencils</li> <li>● 1 box of 12 crayons</li> <li>● 1 box of 8 thin markers</li> <li>● 1 glue stick</li> <li>● 1 child size scissors</li> </ul>
<b>Grades 6-12</b>	Enclosed box or container with the following items: <ul style="list-style-type: none"> <li>● 2 sharpened #2 pencils</li> <li>● 1 red pen</li> <li>● 1 eraser, 1 ruler</li> <li>● 1 composition book</li> <li>● Students enrolled in a math class should also bring a calculator.</li> </ul>

At this time we are also requesting that Middle School and High School students bring a personal laptop as needed for class. If your child does not have a personal laptop, and you believe one will be needed for their registered class(es), please contact [support@lejardinacademy.org](mailto:support@lejardinacademy.org).

## Swim Instruction

Instructors will wear lightweight face shields for in-the-water instruction to mitigate risk due to the proximity inherent to swim instruction. The outside showers will be utilized, and, in locker rooms, only one student can be in a changing stall at a time. It is recommended that if the student is not returning to Extended Day, they wait to change at home. Pool Monitors (TAs) will be coordinating check-ins, disinfecting and drop-offs. Parents will not be able to be on the pool deck. Pool Monitors will walk students to your car if the student is not registered for Extended Day.

Swim Instructor Ratios	
Beginners	1 to 1 max - Shallow end of pool
Confident Beginners	2 to 1 max - Shallow end of pool
Intermediate/Advanced	4 to 1 max - Deep end of pool - Instructor on deck

## Contact

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