

Enrichment Academy Childcare Tutoring Services llc “Enrichment Services”

REOPENING CAMPUS PLAN POLICY and PROCEDURES 2020-2021

*** Please note that this policy is subject to change at the Enrichment Services sole discretion as the COVID-19 pandemic evolves. Although it is our desire and intent to provide on-campus instruction for the entire school year, circumstances may necessitate school operations to be conducted online for an undefined period of time. ***

Ewa Plains Enrichment Programs IIc – “Literacy Preschool Program”

REOPENING CAMPUS PLAN POLICY and PROCEDURES 2020-2021

*** Please note that this policy is subject to change at the Enrichment Services sole discretion as the COVID-19 pandemic evolves. Although it is our desire and intent to provide on-campus instruction for the entire school year, circumstances may necessitate school operations to be conducted online for an undefined period of time. ***

TABLE OF CONTENTS Introduction1

COVID-19 Basics2

Guiding Principles4

Communication 4

Preventative Strategies5

Monitoring & Alert Levels.....6

Impact / Alert Levels7

Home – School Partnership8

Arrival & Departure9

Other On-Campus Changes10

Disclaimers11

Waiver and Release12 (2)

INTRODUCTION

The appearance of the novel coronavirus in late 2019 followed by its rapid, worldwide proliferation in early 2020 dramatically changed our lives. Everyday activities such as enjoying the outdoors, shopping, working, and on-campus schooling were suddenly restricted or prohibited.

As the government mandated closures took effect, our Enrichment Services quickly pivoted to online learning for the 4th quarter of the 2019-20 school year.

Our successful Distance Learning Program was made possible by the hard work and commitment of our amazing faculty, staff and school families. After over five months of virtual and on-campus learning, Enrichment Services understanding the importance of face-to-face instruction and in accordance with guidelines from:

Centers for Disease Control and Prevention (CDC),

Hawaii Department of Health (HDOH),

Hawaii Department of Human Services (DHS),

and American Academy of Pediatrics (AAP)

we kept the campus open five days a week to all students for the 2020-21 school year and expects all students to attend school in-person, unless granted an exception.

* We understand that the transition back to campus may come with feelings of uncertainty and concern, but we are committed to a plan that prioritizes health & safety, educational excellence, practicality, and flexibility.

It is important that we remain nimble in our ability to adapt to what has proven to be a rapidly changing environment.

As such, the policies, procedures, and overall strategies explained in this plan will be flexible and revised/adapted as needed depending on the level of viral transmission in the school and throughout the community and in accordance with the latest updates and guidelines from government and health officials.

COVID-19 BASICS

COVID-19 is the official name given to the novel coronavirus first identified in Wuhan, China in 2019. The name is an abbreviation for coronavirus disease 2019. In COVID-19, 'CO' stands for 'corona,' 'VI' for 'virus,' and 'D' for disease.

COVID-19 is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold; however, it is transmitted in much the same way.

The virus that causes COVID-19 is thought to spread mainly from person to person, primarily through respiratory droplets produced when an infected person coughs, sneezes, or talks.

These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Spread is more likely when people are in close contact with one another.

While there is still much to learn about COVID-19, it is commonly known that monitoring symptoms, wearing personal protective equipment, proper hand hygiene and sanitation practices, physical distancing along with cohorting, contact tracing and quarantining are effective preventative measures.

www.cdc.gov Case Specific on-line instruction will be available based on the circumstances and to the degree possible for those students who have been quarantined, who have underlying medical conditions that put them in a high risk category or who have other compelling reasons for not participating in on-campus activities and are granted an exception to this policy.

GUIDING PRINCIPLES

As the Enrichment Services transitions back to school, it is doing so with the following overarching guiding principles.

Health and Safety at our Enrichment Services and Program's is of the greatest priority is to the health and safety of its community.

As such, Enrichment will continually strive to align its policies and procedures with guidance from:

CDC, HDOH, DHS and AAP while implementing five overarching preventative strategies:

(1) Daily Health Screening; (2) Personal Protective Equipment (PPE); (3) Hand Hygiene and Sanitation; (4) Physical Distancing and Cohorting, (5) Contact Tracing & Quarantining.

Dedication to On-Campus Instruction & Educational Excellence

Our Enrichment Services understands that while distance learning is an effective learning modality with the needed structure and curricular framework to create orderly school days, it cannot fully replicate the invaluable social interactions and in-person support that is delivered through an on-campus experience. To that end, our Enrichment Services will, to the best of its ability and in accordance with official health guidelines, seek to provide as much on-campus instruction as safely possible. As such, all Enrichment Services students are expected to attend school in-person, unless granted an exception pursuant to this policy.

Whether on-campus or through distance learning, our Enrichment Services is steadfastly committed to maintaining a rich learning environment that focuses on the spiritual, intellectual, physical, social, and emotional needs of its students through these uncertain and evolving times.

Practicality/Feasibility

Enrichment Services fully understands that while maintaining the health and safety of its community is the most important priority as the campus is re-opened to students, plans to re-open must also be practical and sensible if they are to be sustainable.

Flexibility/Nimble

Enrichment Services fully recognizes that any plan to safely re-open campus activities must be flexible and adaptable to the fluctuating community conditions that are beyond our control.

Our Enrichment Services has created a data driven learning program that is designed to not only safely re-open campus but to adapt to possible future COVID-19 infections while maintaining as much on-campus instruction as possible.

Our Enrichment Services will remain nimble as we continually monitor the latest developments.

COMMUNICATION

As our Enrichment Services transitions back to on-campus instruction, communication will play an important role in keeping both internal and external groups informed about the latest information as it relates to being on campus and protecting the safety and well-being of our community.

Parents can expect to receive communications throughout the opening process and into the Spring semester via email updating them on the latest news and developments. Key communications will be posted through our school App Kaymbu and later on the school's website. Reopening Campus Policies and **Procedures 5.** **(4)**

PREVENTATIVE STRATEGIES-

Enrichment Services is working to minimize the risk of COVID-19 spread with the following five strategies

Five Main Preventative Strategies being Implemented				
Daily Health	Screening Personal Protective Equipment (PPE) - Face Covering	Hand Hygiene and Sanitation	Physical Distancing Cohorting,	Contact Tracing & Quarantining
				

DAILY HEALTH SCREENING

Prior to Arrival - Families are expected to continually monitor their children for signs of illness and keep their children home if they show any symptoms. Symptoms of illness include but are not limited to Chills/Sweats or Fever of 100.4° F (or higher) in the past 24 hours, Cough, Shortness of Breath/Difficulty Breathing, Fatigue, Sore Throat, Body Aches, Headache, Decreased Sense of Smell and/or Taste, Diarrhea, Nausea, and Vomiting. At School - All students, faculty and staff will be administered a temperature check with a no-touch thermometer upon arrival at school. Anyone presenting with a temperature of 100.4° F (or higher) will be immediately sent home. If a student develops any signs of illness during the school day, they will be removed from the classroom and sent to the school office (health room) where their parents will be called to immediately pick them up from school. Students are to remain at home until the student is 24 hours symptom and fever free without the use of fever reducing medications.



PPE – PERSONAL PROTECTIVE EQUIPMENT

All individuals including faculty, staff, and students will be required to wear a face covering that covers the mouth and nose while on campus (both inside and outside the classroom). This requirement will be enforced with the understanding that it is not always practical or realistic, particularly among younger children, that a mask be worn. Parents are to send their child(ren) to school with a properly fitting mask that can be worn the entire day. The school will have masks available for those students who lose, damage or otherwise need a mask. Additionally, the school will be providing face shields to all faculty, staff and students. Masks and shields worn together offer an added level of protection by covering the mouth, nose and eyes.



HAND HYGIENE and SANITATION

All students, faculty and staff will follow a regular schedule of hand washing and use of hand sanitizer throughout the day. For example, students will be required to wash and /or sanitize their hands when they first arrive to school as well as before and after all outdoor activities or other activities where they are touching common use objects. Hand sanitizer will be available in every classroom that does not have a sink, and two additional hand washing stations are being installed outside near the meal tables. In addition to promoting healthy hand hygiene, Our Enrichment Services will be implementing enhanced daily cleaning/sanitation practices which include the use of new cleaning products that are both efficacious and safe and increased frequency of cleaning, especially on high touch surfaces (e.g., door handles, sink handles, light switches and drinking fountains). The use of shared objects (e.g., gym and/or P.E. equipment, art supplies, toys, and games) will be minimized; however, when they are used, they will also be cleaned/sanitized between uses.



PHYSICAL DISTANCING

Physical (or social) distancing is a successful strategy that has been widely utilized to reduce the likelihood of close contact that may lead to viral transmission. However, because playing and socializing is central to child development, physical distancing needs to be done thoughtfully. With this in mind, Enrichment Services will be controlling and directing movement on campus to prevent students from congregating and to reduce the mixing of students from different cohorts. When students are in the classrooms, their desks and other furniture will be arranged to leave as much space as possible between them. Students will be encouraged to try and maintain a two arms' length distance between one another in meeting spaces, hallways, and exterior grounds whenever possible. Along with distancing, Saint Mark will be encouraging increased natural ventilation by opening windows and doors and using outdoor areas whenever possible and practical (weather permitting).



COHORTING, CONTACT TRACING & QUARANTINING

Students will be consistently kept together in smaller groups called cohorts throughout the school day. At Enrichment Services the cohorts will typically consist of the individual classes. Keeping the students in cohorts and minimizing the mixing/interaction between classes will reduce the risk of widespread virus transmission and allow for easier contact tracing in the event of an infection. Furthermore, cohorting allows for individual cohorts rather than the entire school to quarantine and shift to distance learning in the event of an infection. If a student or employee has a COVID-19 infection, school officials will support the Hawaii Department of Health's efforts for contact tracing and enforcing quarantining of those infected and their contacts. Provisions will be made to support continuity of learning from home during quarantine periods.



MONITORING & ALERT LEVELS

	<p>Monitoring of Enrichment Services will continuously monitor and analyze the health updates (including tracking the number of active COVID-19 cases) reported by the state and federal agencies as well as our own school community and use the data received to inform actions. In other words, Enrichment Services will adjust operations based on the current health conditions. This will be done by assigning alert levels indicated with a color code system.</p>	<p>Alert Levels The health risk status of the school will be measured in alert levels that will be communicated in the form of a five-tiered color code that integrates the State of Hawaii's Roadmap to Recovery and Resilience Impact Levels. The Alert Levels go from: BLUE to GREEN to YELLOW to ORANGE to RED The alert level assigned to Enrichment Services will be determined by both community conditions and the conditions at Enrichment Services.</p>	<p>Moving Between Alert Levels While Enrichment Service's alert level will be primarily predicated upon the conditions within the school community, the conditions in the larger community will also be a determining factor. For example, it's possible that Enrichment Services conditions are in the GREEN or YELLOW level, but the state conditions are RED which would force Enrichment Services to move to the RED and move entirely to a distance learning environment. (See Impact / Alert Levels on page 8.) Enrichment Services will strive to provide families with as much preparation time as possible when any potential changes to its alert level are necessary. However, it is important for parents to understand that the fluid and rapidly evolving nature of COVID-19 could necessitate another quick pivot to distance learning as was the case this past April.</p>
--	---	---	---

HOME-SCHOOL PARTNERSHIP PARENT COOPERATION IS NEEDED

All members of the Enrichment Services community have a shared responsibility to prevent the spread of illness when they are aware or suspect that they have contracted a communicable disease. It is imperative that all members of our school community remain committed to the safety policies and procedures listed in this and future communications to help keep students, faculty and staff safe. By enrolling your child in our Enrichment Services, parents agree to the following requirements: Follow Federal, State, and Local Orders Families are expected to adhere to the directives of applicable federal, state, and local government health departments, including the CDC and HDOH, regarding physical distancing in public, wearing masks, and other measures to reduce the spread of COVID-19. Students Must Remain Off Campus Positive COVID-19 Test If any of the Enrichment Services student, any member of the household or another close contact tests positive for COVID-19 or is suspected of having COVID-19, parents must immediately notify the Enrichment Services School office, and the student is prohibited from the Enrichment Services campus until he/she or the individual in his/her household is medically cleared, and the student is authorized by the School to return to campus. This will typically be after 10 days or when proof of a negative COVID-19 test taken at least 5 days following his/her exposure.

Close Contact /Exposed

If an Enrichment Services student or any member of a student's household has been in close contact or notified by the State Health Department that they were in contact with an individual infected with COVID-19, parents are to immediately notify the Enrichment Services School office and the student is prohibited from the Enrichment Services campus until he/she or the individual in his/her household is medically cleared, and the student is authorized by the School to return to campus.

This will typically be after 10 days or when proof of a negative COVID-19 test taken at least 5 days following his/her exposure. Advised or Required to Quarantine If an Enrichment Services student or any member of a student's household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive, parents are to immediately notify our Enrichment Services office and the student is prohibited from the Enrichment Services campus until he/she or the individual in his/her household is medically cleared, and the student is authorized by the School to return to campus.

This will typically be after 10 days or when proof of a negative COVID-19 test taken at least in the 5th -7th days following his/her exposure.

Out-of-State Travel

If an Enrichment Service's student or any member of a student's household returns from (or has visitors from) out-of-state and is not subject to a State-mandated quarantine because he/she took a 72-hour pre-travel COVID-19 test, the student does not need remain off campus for 10 days unless the parent or sibling is waiting a COVID-19 test result because of out-of-state travel.

When students must remain off campus, the school will work with the student and his/her parents to determine and coordinate online instruction based on the circumstances and to the degree possible. Reopening Campus Policies and Procedures 10

Complete Daily Health Screening & Stay Home if Sick Families are expected to continually monitor their children for signs of illness and **keep their children home if they show any symptoms.**

Symptoms of illness include but are not limited to Chills/Sweats or Fever of 100.4° F (or higher) in the past 24 hours, Cough, Shortness of Breath/Difficulty Breathing, Fatigue, Sore Throat, Body Aches, Headache, Decreased Sense of Smell and/or Taste, Diarrhea, Nausea, and Vomiting.

Face Covering

Parents are to send their child(ren) to school with a properly fitting mask that can be worn the entire day. Parents should teach their child(ren) how to properly use the mask and ensure that it is cleaned regularly.

Hygiene

Parents are asked to practice and reinforce good personal hygiene practices at home. In particular, the importance of frequent handwashing with soap and water for at least 20 seconds (especially after visiting public areas, blowing your nose, coughing, or sneezing) and the practice of coughing and sneezing into elbows should be emphasized.

Students' Personal Items

Parents are to limit the items their child(ren) bring(s) onto campus each day. Sharing of food, supplies and other items between students is prohibited.

Emergency Contact

Parents are to ensure that their child(ren)'s emergency contact information is up to date.

Medical Forms

Parents must complete and submit all required student medical forms prior to the first day of school and again at quarterly goal and grade periods.

ARRIVAL & DEPARTURE

As in years past, the parking lot traffic before and after school needs to flow quickly, smoothly, and safely. All dropping-off and picking-up MUST be done in the school parking lot. Children are not to be dropped off or picked up inside the gate or building. Out of respect and consideration for our neighbors, we also ask that you please do not drop-off or pick up on Renton Road. The driveway and parking lot are designed for one-way traffic, so all vehicles must enter the parking lot in the designated entrance and leave via church parking lot. The proper flow of traffic is indicated with painted directional arrows at Messiah Lutheran Church.

Arrival/Drop-Off

6:45 a.m. to 8:30 a.m. – Parents are to drop off PK students in front of the main gate.

7:15 a.m. to 7:55 a.m. – K-1 drop off at the main gate as well.

Parents are to drop off K-1 students in front of the main gate as well. Parents must drop off at the curb and are not permitted to walk their child(ren) to class WHEN IN THE RED, YELLOW or ORANGE TIER/ZONES. Reopening Campus Policies and

Procedures 11

Daily Health Screening – Required at Arrival

Students are to get out of the automobile and go directly to the health screener who will do a health screening including a thermal temperature check. (This screening may be done in the parking lot or by the classroom teacher before entering the classroom). If the student passes the screening, they are to proceed directly to their BUBBLE classroom where they are to immediately wash their hands. K-1 school students will need to wash their hands at the first sink or in one of the new hand washing stations. In order to maintain cohort groupings and prohibit the mixing of cohorts, students are not to congregate with other students and must proceed immediately to their classroom. (8)

Departure/Pick-Up

Pick up times will be staggered to help promote physical distancing and to prevent the cohorts from mixing with other cohorts. Specific areas have been designated by grade level for afternoon pick-up. Families MAY receive colored placards to be displayed on the automobile's dash indicating the class IF we are in RED zone/tier. Families with multiple children in the Enrichment Services will pick-up all of their children at their latest pick-up time. (i.e. If you have a child in grade k-1 and preschool, you would pick them both up at 2:25 p.m. to 2:45 p.m.- k-1 pick-up time.) At the gate assigned.

Monday through Friday

2:40 p.m. to 2:50 p.m. – Preschool age students are to be picked up at the main gate.

PK students are to be **picked up early can go up to the front door after cleaning their hands and social distancing** from the classroom door .They knocked/ring the bell (this does NOT apply while in the red and yellow tiers).

Parents must pick up

Aftercare Pick-Up 3:00 p.m. to 3:45 a.m. (unless in a RED or YELLOW zone/Tier closer) –

Before care students (Opening time or 6:45 a. m.) are to be walked by their parents **to door of the classroom** where the teacher will meet the parent and have them sign-in and give the student their Daily Health Screening & temperature check.

Parents are **not permitted to enter the classrooms** and are to immediately depart the campus once they have signed-in their child(ren).

P-K students are to be walked to the door on the church side of kindergarten room.

If arriving after 7:55 a.m. to 8:30 a.m. -No entrance will be accepted for late children, due to health screening protocol and staff beginning their lessons.

After care parents are to pick up their child(ren) at the door of their child's classroom.

OTHER ON-CAMPUS CHANGES

No Campus Visitors without Appointment- usually in the Ohana room, located outside of the gate in another building. All visitors to campus, including parents, will be screened including a thermal temperature check upon arrival and are not permitted to go beyond the school office without a scheduled appointment.

This means that parents must drop off their children at the designated drop-off area and are not permitted to walk their children onto campus if in the RED or YELLOW TIER/ZONES.

Only Before & Aftercare

Parents are permitted to walk on campus. All visitors to campus must wear a mask covering their mouth and nose.

No Excursions

All off-campus excursions and camps will be suspended until further notice. Chapel & Large Gatherings Chapels and other large group gatherings will be held virtually until further notice or outside in open air, while physically distancing.

Birthdays /Other Celebrations

No food or other snacks are permitted to be shared on campus for birthdays or any other occasion unless the food or snack items are individually factory packed.

Recess

The importance of play remains a constant and will continue to be part of the Enrichment Service's daily routine. Recess schedules will be similar to years past but cohorts will be strictly required to play in designated areas. Students will be required to wear masks at recess. There will be designated 'mask free' zones on the playground in which students may rest, remove their mask for a short time at **their assigned snack seat area and remain physically distanced** before returning to play.

Restrooms

The number of students permitted to enter a bathroom will be limited to support physical distancing and minimize close contact. As in the past, specific restrooms will be assigned to various grade levels for use throughout the school day. Movement on Campus of Enrichment Services are blessed to have a large, open campus which allows for physical distancing while moving from one area to another.

All faculty, staff, students and visitors (with an appointment) are to respect distancing initiatives and are to keep the respectful distance when moving around the campus. All bubbles/classes will stay in their respective homeroom classrooms during much of the school day and the teachers will come to them.

Physical Education

Physical exercise is a key to healthy bodies. P.E. classes will continue as in years past. Students will wear masks when physical distancing is not possible. Masks will not be required but face shields are mandatory when students are participating in vigorous physical activity as instructed by P.E. teachers.

Reopening Campus Policies and Procedures

Music

Classes have been broken into much smaller groups and will meet only in their individual class (cohort). Classes will meet in the chapel sitting at a safe physical distance of at least six feet. Students will be required to wear their masks while singing.

Art

Classes pre-K-1 art classes will take place in the grade level classrooms rather than in then art room. 2-4 grade art classes will take place in the art center area created outdoors.

Extended Care (Before & After Care)

In an effort to keep the student numbers low and to increase our ability to physical distance the students, Enrichment Service's extended care program has been drastically limited.

It is very important that all parents with a child(ren) in the extended care program understand that if any student in their child(ren)'s before or aftercare class tests positive for COVID-19, then every student in their before or aftercare class will be required to stay at home for 10 days or until proof of a negative COVID-19 test.

During this time, the school will work with the student and his/her parents to determine and coordinate online instruction based on the circumstances and to the degree possible.

DISCLAIMERS

DISCLAIMER REGARDING FACE SHIELDS

Please note that use of face shields Enrichment Services is at a student's own risk. Face shields are being provided free of charge. Face shields are provided without any representations, warranties, or guarantees of any kind whatsoever, either express or implied, including, but not limited to, warranty of merchantability, warranty of fitness for a particular purpose, or anything related to its safety, effectiveness, or performance.

Further, face shields are not scientifically proven to prevent infection from Coronavirus Disease and/or SARS-CoV-2 (COVID-19) or other viruses or bacteria. EXCEPT WHERE SPECIFICALLY PROHIBITED BY LAW, NO WARRANTIES OF ANY KIND ARE OFFERED FOR THE DESIGN OR USE OF THE FACE SHIELDS PRODUCED OR ISSUED BY Enrichment Services.

By accepting and allowing your student to use such face shields, you and your student acknowledge and accept this disclaimer and agree that use of such face shield is at your student's own risk **DISCLAIMER REGARDING CHANGES TO POLICY AND PROCEDURES**

These policies and procedures supersede those contained in any other Enrichment Services handbooks and can be modified at any time without warning. School policies must be flexible and nimble in responding to new information, and Enrichment Service's administrators will adapt and refine approaches when specific policies are not working

COVID-19 WAIVER AND RELEASE OF LIABILITY

While Enrichment Services will enforce policies to prevent persons having COVID-19 symptoms from being on its campus, there is a risk that there may be people on the Enrichment Service's campus that could be infected with COVID-19 who have symptoms or who are asymptomatic.

Further, while Enrichment Services will implement safety precautions and strategies designed to mitigate the risk of COVID-19 transmission to the extent reasonably feasible, Enrichment Services cannot anticipate every situation that may arise and cannot ensure that students will not be exposed and/or infected by COVID-19.

By sending your student to school on-campus, as the student's parent(s)/guardian(s), you understand, agree, and hereby assume the risk that your student's attendance on campus could expose your student to persons infected with COVID-19.

By sending your student to school on-campus, you further understand, agree, and hereby assume the risk that your student may be infected by COVID-19 while attending school in person on campus.

ACCORDINGLY, AS THE STUDENT'S PARENT(S)/GUARDIAN(S), YOU HEREBY WAIVE, DISCHARGE, COVENANT NOT TO SUE, RELEASE, INDEMNIFY, AND HOLD HARMLESS Ewa Plains Enrichment Programs llc, Enrichment Academy Childcare Tutoring llc , ITS OFFICERS, VOLUNTEERS, EMPLOYEES, BOARD MEMBERS, AGENTS, AND REPRESENTATIVES FROM ANY AND ALL LIABILITY TO YOUR STUDENT AND/OR HIS/HER REPRESENTATIVES, ASSIGNS, HEIRS AND NEXT OF KIN, FOR ANY LOSS OR DAMAGE, INCLUDING BUT NOT LIMITED TO BODILY INJURY OR DEATH, CAUSED BY OR RELATED TO COVID-19 EXPOSURE OR INFECTION. The sole exception to this waiver and release is for any loss or damage due to gross negligence or willful or wanton conduct by Enrichment Services.

By sending your student to school, you understand, acknowledge, and consent to all the above provisions and agree to be bound by their terms. If you have any objections to any of the above provisions, you must notify Enrichment Services in writing and may not matriculate your student.

Page 12 is intentionally blank

See handouts with orientation paperwork to be signed in person