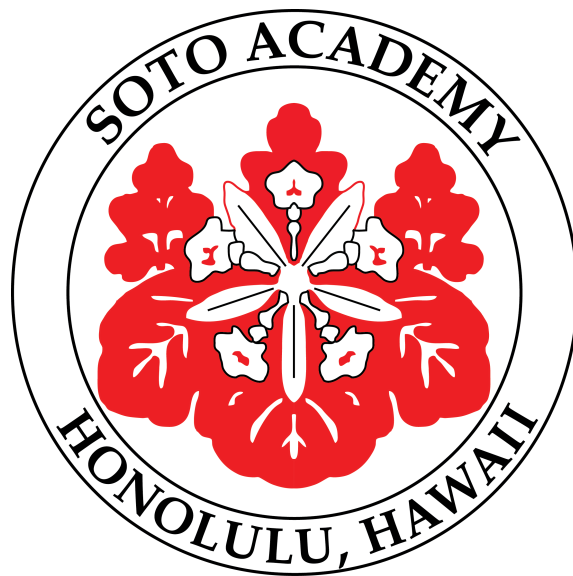


# SOTO ACADEMY COVID-19 HANDBOOK



2021-2022

# TABLE OF CONTENTS

<b>INTRODUCTION</b>	<b>2</b>
<b>EXPECTATIONS</b>	<b>3</b>
<b>SYMPTOMS OF COVID</b>	<b>4</b>
<b>BEFORE SCHOOL CARE (BSC)</b>	<b>5</b>
<b>AFTER SCHOOL STUDY HALL (ASSH)</b>	<b>6</b>
<b>CLASSROOM PROCEDURES/PREVENTIVE MEASURES</b>	<b>8</b>
<b>USE OF FACE MASKS AND SHIELDS</b>	<b>9</b>
<b>DAILY SCREENING</b>	<b>10</b>
<b>TRAVEL POLICY</b>	<b>12</b>
<b>CAFETERIA PROCEDURES</b>	<b>14</b>
<b>SICK CHILD PROCEDURES</b>	<b>15</b>
<b>KEEPING CLEAN AND DISINFECTING</b>	<b>16</b>
<b>CAMPUS MOVEMENT</b>	<b>17</b>
<b>COVID-19 TESTING/CONFIRMED CASE PROCEDURES</b>	<b>18</b>
<b>CAMPUS VISITOR POLICY AND CONSENT FORM</b>	<b>19</b>
<b>WAIVER AND RELEASE FORM</b>	<b>20</b>

# INTRODUCTION

The goal of this handbook is to provide a guideline and establish a protocol to keep our entire Soto Academy family and campus healthy and safe from COVID-19. We are committed to practice recommended safety and health measures to protect our students, staff, parents, and extended families. We base our guidelines, policies, and procedures on recommendations made by:

- Hawaii Department of Health (HDOH)
- Centers of Disease Control and Prevention (CDC)
- Hawaii Association of Independent Schools (HAIS)
- Department of Human Services (DHS)

We value person-to-person instruction, social interaction, and building academic experiences that being present in school provides and are doing all we can to follow the guidelines of the CDC and HDOH. We will make every effort to keep our school open for person-to-person learning and be prepared to switch to distance learning in cohorts or total school in response to what is happening in our school community and/or state.

It will take joint effort, support, and commitment from all of you to reach our goal to keep everyone safe and healthy.

Changes may still occur as we progress throughout the year.

**After reading this COVID-19 handbook, please sign the last two pages.** The first page is a Campus Visitor Policy and Consent form to acknowledge and agree to follow certain procedures such as vaccinating, 5 foot distancing, wearing masks, temperature checks, responding honestly to the Soto Academy COVID-19 Screening questions, and required protocols. We believe in our Soto Academy families and will need your continued support to keep everyone safe and healthy.

The second page is a Waiver and Release form. It acknowledges that you understand the contagious nature of COVID-19 and will not hold Soto Academy, Soto Mission, and all of the entities liable should your child/children or your family contract COVID-19.

# EXPECTATIONS

Soto Academy has put together guidelines, policies and procedures to prepare for the safe return of our students. By enrolling your child(ren) at Soto Academy, you agree to follow these guidelines:

- Federal, State, and Local orders for COVID-19
- Daily temperature checks upon arrival at school
- Daily COVID-19 Screening upon arrival at school
- Recommendations of the daily COVID-19 Screening and of your primary care physician
- Stay at home if you are sick
- Notify the school if your child or household member tests positive for COVID-19
- Agree to have your child wear a face mask while at school
- Wear a face mask yourself and practice 5 foot distancing when on campus

# SYMPTOMS OF COVID

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2–14 days after you are exposed to the virus that causes COVID-19.

### Seek medical care immediately if someone has Emergency Warning Signs of COVID-19

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



Centers for Disease  
Control and Prevention  
National Center for Emerging and  
Zoonotic Infectious Diseases

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

## BEFORE SCHOOL CARE (BSC)

Parents are to walk their child to room 101 where the teacher on duty will make a visual check on your child and take your child's temperature. Masks must be worn upon arrival and throughout the period. Parents are also required to wear masks during the drop-off.

Students will be asked to sanitize upon entry into the classroom. Parents will not be allowed to enter the room. If another child/parent is arriving at the same time, please remember to maintain 6 foot distancing.

Children may bring their breakfast to eat during BSC. Masks may be removed until breakfast is completed. BSC children may bring a book or small personal, quiet activity to take out, but will be responsible for it.

Children will sanitize again and be brought to their class at 7:30 a.m.

## AFTER SCHOOL STUDY HALL (ASSH)

ASSH is available only to those students whose parents signed up for the program. There will be no add-ons unless someone no longer needs their space and it becomes available in a particular group.

Extra care is being taken to keep our classes small in order to maintain 5 foot distancing. In some cases, we are keeping the children in their same classroom and at their same assigned desks. When this is not possible, some classes will move to another classroom that will have clear partitions. Any grouping of classes will be within the same cohorts. All desks are sanitized daily before and after use.

Students may bring a (home provided) snack to be eaten in their own class before ASSH or during ASSH depending on the group. ASSH leaders arrive at 2:30 p.m. If students are moving to another classroom, this is when the move takes place. All students entering a classroom must sanitize before entering. At this point, the groups may rotate for their 15 minute recess in designated areas, washing hands before and after playground time.

ASSH is the time when students have the opportunity to complete their homework. When homework is completed, children are asked to read for a designated time, which is followed by quiet activities. This gives everyone a chance to finish their work, with less distractions.

We are allowing children the opportunity to bring a small container of activities to keep themselves engaged. These activities can be taken out only after homework is completed. Teachers will send out specifications regarding this. For sanitation reasons, these items may not be shared with peers.

During ASSH, children will not be allowed to remove things from shelves for sanitary reasons. Reading books must also be brought from home for their personal use or checked out earlier from their personal class libraries. All books borrowed from our classroom libraries are quarantined before being placed back on shelves.

ASSH pick up is between 2:30 p.m. to 5:30 p.m. If your child will not be staying for ASSH, please call ahead or send a note with your child in the morning, so that we can get your child ready to go after school or at designated time.

To keep school areas limited to school personnel and students, we ask that parents not enter the school building. Instead, designated doorbells can be used to alert the ASSH leaders that someone is being picked up. When you arrive to pick your child up, ring the bell designated for your child's class. Parents arriving after 4:00 p.m. may find their child in one of two play areas. Ring the office if you need help locating your child.

Make sure that anyone authorized to pick your child up is on your application form and is prepared to show an ID if asked. It is also advised to talk to your child about the people who will be picking them up and to question if someone else shows up. Please remember to wear a mask and practice 6 foot distancing at all times.

**ASSH Pick up during classroom times:**

Grade K will be in room 103. Their doorbell can be accessed from the driveway, attached to the railing opposite their classroom door. Please ring the bell so the leader can identify you and send your child out.

Grade 1/2 will be in room 101. Their doorbell can be accessed from the driveway, attached to the railing opposite their classroom door. Please ring the bell so the leader can identify you and send your child out.

Grade 3/4/5 will be in room 201. Their doorbell can be accessed from the front entrance right by the gate. Please ring the bell so the leader can identify you and send your child out.

**Pick up during playground times:**

If your child is at one of the back playground areas, wait at the edge of the building and motion for the attention of your child's leader. Your child will bring you the sign out sheet. Once your child is signed out, he or she may be sent to their classroom to pick up their belongings.

If your child is in the front playground, – please do not enter the gate. The leaders will bring the clipboard to you. If there are other parents there ahead of you, please wait to move forward. Once your child is signed out he/she may be sent to their classroom to pick up their belongings.



# CLASSROOM PROCEDURES/PREVENTIVE MEASURES

Our class size promotes physical distancing within the classroom, where we maintain about a 5 foot distancing between individuals. Children in each class are assigned their own cubby/container to keep personal items. These items, along with all books and supplies, will not be shared. Student personal containers will be placed next to their desk as much as possible to minimize contact by others and movement in the classroom.

Students will need to bring their own water bottles to school daily. These bottles need to be cleaned inside and out and returned to school, with fresh water the next day. We have water coolers in the class to refill bottles when they are emptied. Teachers will refill bottles for students. Hands will be sanitized before and after each bottle refill.

A limited amount of school toys/activities will be left on our shelves for shared use. Only one child may use it at a time. After use of an activity, your child will be instructed to return it to a designated area where it will be sanitized by the teacher before returning it to the shelf.

Children will be allowed to bring their own small container of a personal “quiet activity/toy”, which will be kept in their own area and not shared with others for sanitary reasons. Each teacher will give their own specifications as to what can be brought to school and on which day or days. This personal container may also be used in the study hall class if your child is staying for ASSH.

Books may be borrowed from our class library but must be returned to a designated area for quarantine before the teacher returns them to the shelf.

Masks must be worn in the classroom by students in all classes. Face shields are optional for students. The CDC recommends masks for all students. All teachers will wear a mask throughout the day. Teachers may also be supplied with a face shield, which may be worn in addition to a mask especially when they need to do closer work with a child.

Only authorized people will be allowed to enter a classroom. Anyone who enters a classroom must sanitize upon entering and wear a mask at all times. Children will remain in their own classroom for all subjects except P.E., Taiko, and Music, where applicable. For computer class, the computer teacher will go into the classroom. iPads and other shared equipment will be sanitized after each use. PE classes remain in their own class on most days but when classes from the same cohort are combined, it will only be outdoors and in a combined number of no more than 16. Masks will be worn at all times when more than one class play together outdoors.. Shared equipment will be sanitized after each cohort use.

# USE OF FACE MASKS AND SHIELDS

*(Personal Protective Equipment, PPE)*

Everyone must wear a mask indoors and outdoors. According to the HDOH and CDC, face masks are recommended for all students. Face masks must adhere to the following guideline: they must be a singular contained face piece secured to the student's head, which completely covers both mouth and nose. Pieces of clothing like bandanas and one-way valve masks are not acceptable. Masks will only be optional during physical outdoor activities such as PE and recess.

All students and staff are required to wear a mask to school daily. In addition we ask that students bring an extra mask to school in case the one worn to school gets soiled or becomes unusable. The extra mask should be sent in a small labeled container or zip lock bag. However, disposable masks are provided if your child needs one..

All staff members are required to wear masks. If teachers have difficulty being understood when teaching, a shield may be worn alone, but only for short periods, as long as 6 foot distancing or greater can be maintained.

We realize that wearing a mask all day is difficult. Rest assured, we will allow everyone opportunities to take breathers when needed. Please talk to your child about the importance of wearing masks. Also, please take time to practice putting on and removing masks at the ear bands. We will review these procedures in school as well.

# DAILY SCREENING

Familiarize yourself with the Soto Academy COVID-19 Screening questions, which will be emailed to all parents, available for your reference on our school website and in this digital handbook.

Review the COVID-19 Screening each morning before your child leaves for school. Please let us know that you reviewed the list daily and no boxes were checked.

## COVID-19 Screening - Soto Academy

### COVID-19 Screening Questions

#### Section 1: Symptoms

The following symptoms may indicate a possible illness that may be a safety concern to others.

Any boxes checked means that you will not be allowed to enter school or you will be sent home.

You should contact your primary care physician and follow his/her recommendation. If cleared by the doctor, you may return to school if symptom free for 24 hours without fever reducing medications.

Check ALL that apply

- Temperature 100°F or higher
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with allergies/asthmatic cough, a change in their cough from baseline)
- New loss of smell or taste
- Diarrhea, vomiting, or abdominal pain
- New onset of headache
- Experiencing unusual fatigue

## Section 2: Close Contact/Potential Exposure

Any boxes checked means that you will not be allowed to enter school or you will be sent home.

You should contact your primary care physician. You will be required to stay off campus until your primary care physician provides a note clearing your return.

Check ALL that apply

- Been in close contact with someone who has tested positive for COVID19
- Took a COVID19 test and are waiting for results
- Lives in a household in which you can answer YES to either of the above

# TRAVEL POLICY

If you plan to travel, please inform the office prior to departing.

The following policies apply to any individual who is an employee, **or** student at Soto Academy, **or** is an immediate family member of a student or employee of Soto Academy. Currently, **outer island travel** policy is the same as that of the State of Hawaii. If traveling internationally, we ask that you comply with the CDC and State of Hawaii travel requirements (check with the office if additional requirements may be asked at the time.)

## **Travel Policy for Vaccinated Immediate Family Member of Student in the Same Household**

If an immediate family member of a Soto Academy student (in the same household) travels, and is not able to isolate from the family (Soto student), we ask that they follow the state travel policy at the time. In addition, we ask that a Covid-19 test be taken on the fifth day after return. Soto Academy student must not come to school until the negative test result is confirmed.

If traveling family member **is able to isolate** for five days and take a Covid-19 test on the fifth day, the student need not miss any school time, unless there is a positive result on the fifth day test.

## **Travel Policy for Vaccinated Employees of Soto Academy**

Employees of Soto Academy are discouraged from traveling out of state. If travel is necessary, employee must follow state travel policies at the time. In addition, we ask that the employee take a Covid-19 test five days after their return. If the results are negative and there are no symptoms, the employee may return to work.

## **Travel Policy for Vaccinated Family Member of Soto Academy Staff**

If staff member can isolate away from traveling family member (or visa versa), after traveler returns, employee need not miss any work days.

If a vaccinated member of a Soto Academy staff member travels, we ask that the family member follow state travel policy at the time. In addition, they are asked to take a Covid-19 test five days after they return. The Soto Academy staff member may return to school after the fifth day negative reading.

## **Travel Policies for Non-Vaccinated Family Members of Soto Academy Students**

If a non-vaccinated person from the same household as a Soto Academy student travels, they must follow the state travel policy. Upon return, they are asked to take a Covid-19 test on the fifth day after their return. Soto Academy student in the same household are asked to stay home through the fifth day and after test results are confirmed. After a negative reading, our Soto Academy student is asked to stay home an additional five days. Students may return to school after the tenth day if there are no symptoms or fever from anyone in the household. Please make arrangements with your child's teacher for school work.

**Travel Policies for Students of Soto Academy**

**We strongly recommend no traveling out of state at this time for our Soto Academy students**, (all of whom are not yet vaccinated.) If traveling for an emergency or very special reason, student must follow the state non-vaccinated travel policy. In addition, student must take a Covid-19 test five days after returning from their trip, (even if a test needed to be taken within 72 hours in the final leg of the trip). Upon negative results, Soto student is asked to stay home an additional five days, and watched for any symptoms. Student must stay home a total of ten days before returning to school. Please make arrangements with the teacher for school work to be sent home.

**\*\*\*NOTE\*\*\***: These policies will also be followed if you should have **guests coming to stay in your home**. The guest will be considered a vaccinated family member traveling or a non-vaccinated family member traveling. Please call the office (Mrs. Nakamoto) if you have any questions.

# CAFETERIA PROCEDURES

All students and faculty will wash hands and/or sanitize before entering the cafeteria. Cafeteria tables are sanitized daily before and after use. Children will be brought into the cafeteria on a staggered schedule. Each group will enter and exit through a designated doorway to eliminate crossway traffic. Distancing rules for seating will apply.

The lunch period for Kindergarten through 2nd Grade is from 10:55 a.m. to 11:25 a.m. Each group will sit in separate designated sections in the cafeteria.

The lunch period for 3rd Grade through 5th Grade is 11:25 a.m. to 11:50 a.m. Each group will sit in separate designated sections in the cafeteria.

# SICK CHILD PROCEDURES

Vigilant daily temperature checks and COVID-19 Screening questions, along with your support in keeping your sick child from coming to school, should lessen the number of sick children in school.

However, in the event that a child does come down with a fever, or does not appear well during the school day, parents will be called to pick their child up. A separate “Sick Room” will be provided for a child with a fever until he/she is picked up. We ask that parents make every effort to pick their child up within an hour of notification.

Your child will be supervised while in the “Sick Room.” Other children with minor injuries or less severe ailments will be cared for in the office.



## KEEPING CLEAN AND DISINFECTING

Keeping our lavatories safe and clean for everyone is important as we know that distancing and cross contaminating in that space is of concern. Classes schedule lavatory visits, and there are assigned stalls for each class. Teachers limit the number of students entering the lavatory at one time. Every effort is made to separate the use of the lavatory to members of the same class. Scheduled visits minimize the number of children visiting the lavatory during the course of the day. Visits occurring during non-scheduled times utilizes a system that lets children know they are clear to enter.

Staff sprays/wipes down the lavatory periodically during the day.

Lavatory assignments: Each class is assigned toilet stalls for their class use. Teachers monitor children's entry and exit from the lavatory at scheduled times. Staff is assigned to a stall for staff use only.

Before the first day of school, lavatories will undergo a deep cleaning and sanitizing.

Our lavatories are swept and mopped or shot down and sinks and toilets are cleaned/sanitized nightly. All high touched areas, such as rails, knobs, and doorways are also wiped down and sanitized. All products used for cleaning are EPA approved.

To maintain a safe and clean environment, all high touch surfaces in occupied classrooms, including desk tops, countertops, computers and iPads, water dispensers and door knobs are sanitized before and after school.

Children's belongings including books, school supplies, and "activity container" from home, is kept in student personal spaces.

## CAMPUS MOVEMENT

The number of children in our student body and our campus size makes it possible for children to move around campus with limited cohort mixing. Even if groups should cross paths, distancing can still be maintained since our corridors are six feet apart. Directional arrows placed 6 feet apart on the ground throughout campus will also support distancing.

Schedules are in place for single class recesses in designated areas on campus. Lavatory, cafeteria, PE, and Taiko are also scheduled to lessen cohorts crossing.

For the time being, all visitors on campus will be limited. A bell will be provided for entry, when entry is necessary. Anyone needing to enter the campus must sanitize, clear a temperature check, and respond to COVID-19 Screening.

# COVID-19 TESTING/CONFIRMED CASE PROCEDURES

1. If a staff member, student or member of his/her household tests positive for Covid-19, the school must be notified immediately.
2. We will contact the HDOH and follow their instructions in regards to
  - a. Who needs to be tested within the school.
  - b. Notify parents of possible exposure
  - c. Additional and proper cleaning and sanitizing of infected areas.
3. School-wide closure may not be necessary. Our school will work with the HDOH to make this decision.
4. Alternative learning arrangements will be made until the staff member or student can return to school.

# CAMPUS VISITOR POLICY AND CONSENT FORM

I understand and acknowledge that the only individuals permitted to enter the Soto Academy building/campus includes students, faculty, staff, and those who have official business with the school and authorization to enter. Visitors will agree to wear appropriate PPE (as described in our handbook) and follow the distancing guidelines while on campus. I also agree to complete and comply with the daily “Soto Academy COVID-19 Screening”, which can be found in the Daily Screening section of the Soto Academy COVID-19 Handbook.

Name and Grade of Child(ren) Attending Soto Academy:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## WAIVER AND RELEASE FORM

One of the goals of Soto Academy is to provide a safe environment for our students, teachers, faculty and staff, even despite COVID-19 (“COVID-19 and variants”). Soto Academy, a division of Soto Mission of Hawaii, Soto Mission of Hawaii, a Hawaii nonprofit corporation, Hawaii Soto Mission Association, a Hawaii nonprofit corporation, Hawaii Soto-shu Head Office, a Hawaii nonprofit corporation, or any entity or organization that is part of or affiliated with any of the foregoing henceforth identified as “School”. This document provides information we ask you to acknowledge and understand regarding COVID-19.

While the School will endeavor to take reasonable preventative measures to reduce the spread of COVID-19 and to institute procedures to attempt to decrease the spread of the disease, the School cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending the School and participating in the School’s programming and activities on campus and/or in person could increase your risk and your child(ren)’s risk of contracting COVID-19.

By signing below, you confirm that you have read this document and understand and accept that attending the School and participating in the School’s programming and activities on campus and/or in person could increase your risk and your child(ren)’s risk of contracting COVID-19. You further agree to waive on behalf of yourself, your child(ren), and your representatives any claims against the School, its directors, officers, employees, agents, representatives, affiliates and/or assigns (collectively, “School Parties”), arising out of any COVID-19-related illness or injuries, to the extent permitted by law. You, on behalf of yourself, your child(ren), and your representatives, also agree to indemnify and hold harmless the School from and against all claims. You also acknowledge that you or your child(ren) could contract COVID-19 from outside of the School and unrelated to you or your child(ren)’s participation in School activities.

I have read, understand and agree to the above, as the legal guardian of the minor child(ren) listed below and are signing this agreement on their behalf:

Parent/Guardian’s Name: \_\_\_\_\_

First Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian’s Name: \_\_\_\_\_

Second Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child(ren)’s Name(s) and Age(s): \_\_\_\_\_