



**Windward Church of the Nazarene
Windward Nazarene Academy**

**K-8 COVID-19 HANDBOOK ADDENDUM
2021-2022**



ONE FAMILY ONE MISSION
F O R E V E R

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Windward Nazarene Academy is fully accredited by the Western Association of Schools and Colleges and Hawaii Association of Independent Schools.

Preface

With the arrival of the COVID-19 pandemic, schools around the world have experienced major shifts in their normal operations. The same has been true for Windward Nazarene Academy. That said, the guiding mission of the school remains unchanged:

Windward Nazarene Academy exists to partner with parents to nurture the whole child spiritually, intellectually, socially, culturally and physically in a loving environment in accordance with God's word.

The pursuit of this mission and its resulting strong ties within the school 'ohana surrounds WNA kids and provides a safe and loving community. This 'ohana, expressed in our motto,

"One Family One Mission Forever"

is the driving force behind the policies outlined in the pages of this addendum. Indeed, it is the motivation for all that the school does. The creation of a safe and healthy environment for our children and their families is the foundation upon which we work to build into them the knowledge and wisdom that God gives us. As such, the policies seek to address this in a way that is respectful and caring of all in our 'ohana.

The policies outlined in this addendum are in addition to the current handbooks. In some cases, such as in our student illness policies, they supersede the standard policies. In most cases, these policies are to be viewed as 'in addition to' current policy. This addendum will remain in force (and may be amended as needed) in order to satisfy current governmental mandates and recommendations.

It is imperative, for the safety of the entire community, that parents carefully read this addendum and follow the policies in it. We thank you all for doing your part to care for each other!

Campus Entry and Exit Policies

Visitors to Campus

To lower the risk of virus transmission, we ask that any visits to campus be by prearranged appointment. A parent may call the school office at 235-8787 ext. 200 to arrange to come on campus. Any visitors with an appointment will be met by the person with whom the appointment has been made in front of the chapel. A health check will be completed before entry to the campus, and a visitor pass will be issued after the visitor has been signed in. Visitors will not be allowed into classrooms or to have contact with students unless this is part of the prearranged reason for the visit.

Drop off Procedures

Parents are asked not to enter campus to drop children off or pick children up. All K-8 students will be screened in the turnaround prior to disembarking from the car and heading to class. Staggered start and end times for school for K-4 and 5-8 students will allow for smoother traffic flow with health checks. Siblings may be dropped off together at earlier sibling's drop off time.

K-4 Drop off time: 7:45-8:00 am

5-8 Drop off time: 8:00-8:15 am

5-8 students with siblings in K-4 may be dropped off during the K-4 drop off time.

Before Care Students:

6:30 am – 7:15 am Parent may park and meet Before Care staff at corner gate adjacent to blacktop fronting classrooms. Health checks will be performed at this gate before students are admitted.

7:15 am – 7:45 am Turnaround will begin. Students will be checked in and sent to the appropriate location.

Parents are asked not to park to drop off after 7:15.

Health Check:

A health check for each arriving student will include:

- Parent (or other responsible adult) signing the child in must be able to certify the child's health by answering 4 questions. ***These questions will not be asked at the time, but parents are responsible to be sure that no child is sent to school if any of the following questions can be answered with a 'yes.'***
 - ***Parent initials signify a "no" response to the following questions:***
 - Have you or anyone in your household been diagnosed with or had close contact with any person who has tested positive for COVID-19?
 - Has your child had a cough, shortness of breath or any other symptoms of COVID-19?

- Is anyone in your household being tested for COVID-19?
 - **If a child or family member has reason to believe that they either have or have been exposed to COVID-19, it is critical that they either self-quarantine or provide test results that show they have been tested and are not infected.**
- The child's temperature will be taken at the time of the health check.
 - No child with a temperature of 100 degrees or greater will be allowed to come to school.
 - As per normal policies, any student with a fever must be 24 hours fever free without medication in order to be allowed to return to school.
- A verbal and visual check of the child(ren) will be done.
 - No child will be admitted who has two or more of the following symptoms:
 - Cough
 - Runny nose or congestion
 - Sore throat
 - Diarrhea
 - Headache
 - Nausea
 - Muscle or body aches
 - Children who have chronic conditions that may manifest the above symptoms frequently will be noted by staff and generally allowed to enter.
 - Children who display symptoms must be 24 hours symptom free without medication or a doctor's note before returning to campus.

Pick up Procedures

All K-8 student who are not registered for After Care will be taken to turnaround for pick up. Parents may pick up siblings at earlier pick up time.

K-4 Student Pick-up Time: 3:00 pm

5-8 Student Pick-up Time: 3:00 pm

5-8 students with siblings in K-4 will be allowed to dismiss to turnaround when K-4 goes to turnaround.

After Care Students:

Parents will be asked to provide general pick up times to allow the school to form cohorts for After Care. Cohorts will be brought to blacktop area fronting classrooms at designated pick up times. Students will be signed out at the gate adjacent to that area by staff. Parents are asked to be on time to allow smooth transitioning of cohorts into the pick up area.

Sanitation Policies

Masks

- Teachers will wear masks at all times.
- Students are required to wear masks in the classroom and when walking to and from locations around campus.
 - Students may remove their masks at recess and when eating lunch.
- Teachers and staff will teach and encourage proper mask wearing through the day.

Cleaning

- Eating surfaces will continue to be sanitized before and after each use.
- High touch areas will be sanitized several times each day by a dedicated staff member.
- Bathrooms and common areas will be sanitized by that staff member throughout the day with teaching staff additionally sanitizing bathroom areas after each use.
- Playground equipment and areas will be sanitized between each group using the area.
- All classrooms will sanitize surfaces throughout the day.
 - Middle school desks will be sanitized with each change of class.

Handwashing

Normal policies have children washing hands on a regular basis before *entering* class, before eating and after any activities that may be messy. The following are being implemented to support strong handwashing practices:

- Additional handwashing sinks outside classrooms installed to allow increased opportunities for scheduled handwashing downstairs.
- Students in upstairs classrooms will be prompted to wash hands more often in classrooms where sinks are available and in bathrooms where sinks are not in classroom.
- Increase in focused instruction of proper handwashing.
- Signage to encourage proper handwashing.
- Hand sanitizer dispensers will be available for student and staff use in each classroom and in the chapel.

Cohorting

Students will remain, as much as possible, with their own classroom group to promote separation. With the exception of Computer and PE classes, teachers will come to students who will remain in their own classroom. These groupings may mix to some extent for students registered in before and after care to allow the school to continue to provide families with necessary extended hours.

Social Distancing

In compliance with DHS guidance, WNA will be implementing social distancing measures in accordance to guidelines provided by the state.

- Individual desks will be arranged to allow distancing. All desks will face the same direction with spacing between.
- Students will remain in their homeroom classrooms with belongings at their desks.
 - Middle school students will change classes, following a prescribed pattern to keep cohorts separated.
 - Desks and chairs will be sanitized between each class.
- ***Any time a student is in a line, they will be distanced.***
- Additional areas for outdoor play will be added and equipped to allow groups outdoor play without mixing classes.
- Additional outdoor seating for meals will allow classes more opportunity to eat outside in these areas rather than in classrooms.

Distance Learning in the Event of Government-imposed School Closure

Windward Nazarene Academy will operate fully in person unless changes in the pandemic mandate distance learning.

Parent are advised to be prepared for the possibility that classes will be required to move to distance learning in the event of a surge in the pandemic. Windward Nazarene Academy will act in accordance to any government mandates to close face to face education. In this event, the following is planned:

- The school will break for two days in order to allow time for staff to prepare for the shift.
- Parents are asked to ensure a device that has internet connectivity for each child and supervision as possible.
 - The supervising adult's main role is to facilitate the child remaining in the session and providing the necessary boundaries each child needs as they practice the discipline of learning.
- Teachers will provide live instruction each day, length of session determined by the amount of time a class of students can remain attentive and engaged and by the amount of time needed to present lessons.
- Materials and work will be provided. Each Friday, packets will be placed in the chapels by class for parents to pick up. Completed work will be dropped off on the class' table at that time.
- Middle school students will access and turn in most work through Google Classroom.
- Teachers will communicate regularly with parents to assist in troubleshooting and adjusting the program to accommodate the needs of families and children.
- Once school closure is lifted, the school will communicate with parents the date and arrangements for opening to allow staff to reset face to face learning.

Illness at School

Illness at school is a common event. However, the presence of COVID-19 requires any illness to be treated with caution for the protection of all students, staff and families. The following procedure will be followed in the event of a child's becoming ill at school:

- The child will be immediately removed from class and isolated.
- Parents will be notified to come and pick up the child.
- A room in the chapel is designated as an isolation area. The child will be taken to rest in the room, supervised by a staff member until they are picked up.
 - Parents are asked to make arrangements to pick up a sick child immediately upon notification to reduce the exposure of the staff who must supervise the sick child.
 - The area where the student isolated in the office will be sanitized before anyone is allowed to utilize the space.

Exposure to COVID-19

In the event that a student is exposed to someone with a confirmed case of COVID-19 at home, parents should not send the child to school. If the child has already been sent to school, parents are asked to inform the school immediately and come to get the child.

If staff or students are exposed at school, the administration will inform all who may have had contact immediately and take steps to isolate any affected cohort. As noted above, isolation will be instituted and all guidance by the Department of Health will be followed.

Any person with a positive COVID-19 test must have a doctor's note of clearance to return.

Any absences due to COVID-19 measures will not be counted as absences. Students will move to distance learning until returning to campus.

Food Service

Outside Foods

- Students bring their own morning snack, receive a NSLP approved lunch and are given an afternoon snack if registered for After School Care. This has not changed.
- Local Wellness Policy guides regarding foods brought from home have not changed.
- Any food brought onto campus that is meant for classes, rather than individual students must conform to the following, or it will not be allowed to be distributed. These policies are in keeping with state guides for schools in the pandemic
 - Special treats must meet the grab 'n go concept.
 - No foods that need to be handled by anyone other than gloved distribution of the packaged meal can be used.
 - Eg. Delivered individual pizzas by pizza delivery person that teacher simply hands to students is allowed.
 - Uber eats delivery of packaged meals not allowed. Uber driver is not

protected by food source or school.

- Packed meal delivered by restaurant is allowed, but a packed meal picked up by parent is not.

Celebrations

Birthdays, etc. are special times when we especially love to celebrate with food. If the outside food requirements for a special treat can be met, the school will allow it. **Please be sure to let teachers know at least a week in advance so that the kitchen can be informed.**

Travel

Interisland Travel

- WNA students and their families who travel interisland must follow all state and county travel guidelines, including those for quarantine and testing procedures.
- Parents must inform the school administration (Principal, Vice Principal, and Office Manager) of their interisland travel plans at least 2 days prior to their departure date; this includes dates, destination, and number of people traveling in their party.

Out-of-State Travel

- WNA students and their families who travel out of state must follow all state and county travel guidelines, including those for quarantine and testing procedures.
- Parents must inform the school administration (Principal, Vice Principal, and Office Manager) of their out-of-state travel plans at least 2 days prior to their departure date; this includes dates, destination, and number of people traveling in their party.
- Any student returning from out-of-state travel must remain off-campus for 10 days regardless of whether or not the student, parent(s), guardian(s), or any person in their travel party was exempt from the state-mandated quarantine because those individuals took a 72-hour pre-travel COVID-19 test or received an exemption for vaccination.
 - If a student meets one or more of the following conditions, they will be exempt from the above protocol:
 - The student can show proof of a negative Nucleic Acid Amplification Test (NAAT), also known as a PCR Test that was administered after the third day (72 hours) following arrival back on Oahu.
 - The student has been fully vaccinated (*currently applies to only ages 12 and up*)
 - NOTE: In both of the above exemptions, the student and anyone in his/her travel party must not show any symptoms of COVID-19 at the time of returning to campus.

- Parents must complete an Out-of-State Travel Clearance form online and have it approved by the school administration in order for their child to return to campus. This form should be filled out and submitted AFTER returning to Oahu and all tests have been completed. The form will be available on the school's website at <https://www.wnahawaii.com/inthistogether/>.

NOTE: Distance Learning will NOT be available for students who quarantine after travel.