# Table of Contents

- Letter from Board Chair, Mark Muglishi ........................................... 3
- Letter from the Head of School .......................................................... 4
- This Year’s Theme: CONNECT ............................................................... 5
- Orientation and the First Days of School .............................................. 6
  - Orientation ......................................................................................... 6
    - Lower School .................................................................................. 6
    - Upper School .................................................................................. 6
- School Policies Updated for COVID-19 ................................................ 7
  - Family Handbook, COVID-specific Policy ........................................... 49
  - Employee Handbook, COVID-specific Policy ....................................... 54
  - Health Policy For Family Handbook ................................................ 59
  - Face Mask and Face Shield Policy ...................................................... 68
  - Campus Visitor Policy and Declaration and Waiver Consent Form .... 70
- Impact Level Scale .................................................................................. 8
- Transmission Prevention Strategies ....................................................... 9–10
  - PPE ................................................................................................. 9
    - Face Masks ...................................................................................... 9
    - Face Shields ................................................................................... 10
  - Hygiene and Sanitization ................................................................... 11
    - Hand Hygiene ................................................................................ 11
    - Campus Cleaning and Sanitization ................................................. 11
    - Classroom Cleaning and High Touch Surfaces .............................. 11
    - Bathrooms ..................................................................................... 11
    - Air Conditioning System .................................................................... 11
    - Locations with Exposure to a Known Case of COVID-19 .................. 11
  - Physical Distancing .......................................................................... 12
    - Lower School .................................................................................. 12
    - Upper School .................................................................................. 12
  - Cohorting ............................................................................................ 13
    - Lower School .................................................................................. 13
    - Upper School .................................................................................. 13
Table of Contents (continued)

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracking and Tracing Protocol</td>
<td>15</td>
</tr>
<tr>
<td>Symptom Monitoring, Evaluation and School-reentry</td>
<td>16</td>
</tr>
<tr>
<td>Testing</td>
<td>18</td>
</tr>
<tr>
<td>Campus Access</td>
<td>19</td>
</tr>
<tr>
<td>Signage</td>
<td>19</td>
</tr>
<tr>
<td>On-campus Program</td>
<td>20–27</td>
</tr>
<tr>
<td>Lower School</td>
<td>20–23</td>
</tr>
<tr>
<td>Schedule</td>
<td>20</td>
</tr>
<tr>
<td>Pick up and Drop Off</td>
<td>20</td>
</tr>
<tr>
<td>Programmatic Adjustments/Restrictions</td>
<td>21</td>
</tr>
<tr>
<td>Social and Emotional Support</td>
<td>21</td>
</tr>
<tr>
<td>Lunch</td>
<td>22</td>
</tr>
<tr>
<td>PE</td>
<td>22</td>
</tr>
<tr>
<td>Library</td>
<td>22</td>
</tr>
<tr>
<td>After School Care</td>
<td>23</td>
</tr>
<tr>
<td>Upper School</td>
<td>24–27</td>
</tr>
<tr>
<td>Schedule</td>
<td>24</td>
</tr>
<tr>
<td>Pick up and Drop Off</td>
<td>24</td>
</tr>
<tr>
<td>Programmatic Adjustments/Restrictions</td>
<td>24</td>
</tr>
<tr>
<td>Social and Emotional Support</td>
<td>24</td>
</tr>
<tr>
<td>Lunch</td>
<td>25</td>
</tr>
<tr>
<td>PE</td>
<td>26</td>
</tr>
<tr>
<td>Library</td>
<td>26</td>
</tr>
<tr>
<td>Student Locker Use</td>
<td>27</td>
</tr>
<tr>
<td>Student Parking</td>
<td>27</td>
</tr>
<tr>
<td>Dress Code</td>
<td>27</td>
</tr>
<tr>
<td>Online Program</td>
<td>28–34</td>
</tr>
<tr>
<td>Online Program Policy</td>
<td>28</td>
</tr>
<tr>
<td>Lower School</td>
<td>30</td>
</tr>
<tr>
<td>Upper School</td>
<td>32</td>
</tr>
<tr>
<td>Residential Life Program</td>
<td>35–46</td>
</tr>
<tr>
<td>Athletics</td>
<td>47</td>
</tr>
</tbody>
</table>
Dear ‘Iolani Community,

In the context of this COVID-19 pandemic, my chosen profession, healthcare, and education are fundamentally the same at their cores. Both are essential service industries that must be done properly for the well-being of the current generation and others to follow. Some components of both can be done remotely/virtually, but some really do require the human “touch” for best results. The health of our society (broadly defined) requires each endeavor to function well and fulfill their missions.

For that reason, we must find a path forward to safely do our jobs as well as we always have in a marathon battle (not a sprint) with the SARS Cov-2 virus. This is not a situation that we shelter in a bunker for a few weeks and it goes away. It too shall pass, but there will be a lot of life to live, and a lot of impact we will have on our communities with our actions or inactions, between now and that day.

This is why we persevere. And innovate. So that we care for ourselves, and the next generation, and the one after that. We find a way to be safe and excellent at the same time. In my leadership role with Hawai‘i’s COVID-19 Public Health Task Force, I have been able to review the re-opening plans of communities and schools around the world. ‘Iolani is fortunate to have one of the best in existence. It is comprehensive, evidence-based, and presents a balance between safety and practicality that make it a gold standard, in my opinion. I know that the leadership team at ‘Iolani has reached out and exhausted every example, study, and expert to craft this plan. We are building the plane while we are flying it, so we won’t get it perfect the first time. But we’ll be nimble, and we’ll adjust, and ultimately, we’ll win.

Hawai‘i is lucky that we have had the culture, policy, and geography that have allowed us to be a shining star in the United States for COVID-19 relief, response, and recovery. The students of ‘Iolani School are equally fortunate to have all of you to continue to care for them safely and effectively in the same way that you teach them to act and think: logically, critically, compassionately, and selflessly.

Mahalo and we are in this together as One Team,

Mark

Mark Mugiishi, M.D.
Chair, ‘Iolani School Board of Governors
Letter from the Head of School

As we have all been experiencing, these are unprecedented times. The virus, SARS CoV 2 is an existential threat that we have seen manifest around the world and in our community and the experience brings to mind the question, “what comes next?”

To echo a few of the thoughts from Board Chair Dr. Mark Mugishi’s letter, “this is a marathon and not a sprint,” “we are building the plane while flying it,” and “we will get through this.” Moving out of this pandemic will take considerable time. We will need to be open to change and adaptive in order to best live and progress through it. Our world and community will ultimately be stronger and more advanced because of this challenge. While in its midst, it will require fortitude to keep our lives moving forward while we wait for the inevitable mitigations, treatments and preventions to COVID-19.

This year’s theme of “Connect,” is perhaps somewhat of an oxymoron given current conditions, however, in the sense of how deeply we are committed to the need for connection and community this year, it could not be more appropriate. In a time of necessary physical distancing and social isolation, we need relational, emotional and spiritual connection in order to grow and learn as we would during normal circumstances. It is our mission this year to maintain the safest possible conditions for our faculty, staff and students, deliver the exceptional education that is the hallmark of ʻIolani and provide many opportunities in which our entire school community experiences connections on a variety of levels.

During the fourth quarter of this past school year, we learned a great deal about delivering online education and creating social opportunities for our entire community to stay connected virtually. This is an asset that will serve us well this year as we are preparing to provide education and social and emotional support in three online scenarios: (1) students enrolled in the online program, (2) students absent from school and supported by online resources and (3) should our school be required to suspend on-campus operations and go fully online.

In parallel, our on-campus program has been modified to meet the safety constraints of the pandemic. As you will read in this plan, we are well prepared. We cannot, however, control the conditions in the external community and so our plan adapts as needed with situational changes. Many students will return to campus this year and we look forward to welcoming them back. As we continue to navigate this circumstance, we keep all of our families in our thoughts and prayers for a safe and successful school year.

We are in this together, as One Team, ʻIolani Nō Ka ʻOi

Tim

Timothy R. Cottrell, Ph.D.
Head of School
This Year’s Theme: CONNECT

At ‘Iolani, you are known. ‘Iolani’s commitment has always been to nurture relationships and demonstrate deep care for our students, our families and one another. This connection lives in the many personal conversations among students, parents, faculty, counselors, coaches, chaplains, administrators and other members of our ‘Iolani ‘ohana. It is built on the foundation of our small class sizes and the enduring commitment of our teachers to grow the minds and hearts of each one of their students. It grows as we lend one another our hearts and hands in mutual support.

CONNECT is a reminder that even in these unusual times, it is relationship that is at the heart of teaching, learning, as well as social, emotional and spiritual health.

Physical distancing, PPE and even online learning present challenges to our traditional ways of connecting but together, we will find new ways to make sure that the bridges we have to one another remain firm.

We will continue to use technology as a means to connect students with teachers, with one another and with the valuable educational resources that exist on the internet. We know that connection is the core purpose of learning, in person or online.

We will continue to support student well-being by maintaining robust connections between counselors, families and students and through an advisory program that will ensure that every young person has a listening ear and a place to get help, if they need it.

We will continue to foster safe opportunities for school community connection in the form of modified versions of student orientations, Chapel services, student activities, clubs and athletics.

We will continue to support the wellness of faculty and staff in a variety of ways, including the Blue Zones program, whose focus on exercise, nutrition, reflection on purpose and connection through interpersonal relationships reflects our mission.

Our One Team motto reminds us that we are stronger together, that we are stronger when we are connected.
Orientation and the First Days of School

Orientation

Lower School
The Lower School will host a 6th grade orientation on Tuesday, August 18, 2020. New and returning students will get to meet each other and visit their assigned classrooms. They will also be introduced to their cohort of teachers. Kindergarten orientation will take place on Wednesday, August 19, 2020. Kindergarteners and their families will visit and explore their classrooms and meet their teachers. Sixth graders and kindergarteners will also receive their ‘Iolani face masks and face shields. Students and families new to ‘Iolani can familiarize themselves with the autoline areas and classrooms to make things more comfortable on their first day of school.

Upper School
In the Upper School, orientation for new students (including all seventh graders new to the upper school) will take place on August 19th. In groups of no more than 50 students, they will attend a one hour, in-person orientation of their new campus. The larger group is divided into 50 small cohorts where they are paired with an upper-class mentor to tour the campus, locate their individual classroom assignments, navigate the new lunchtime protocols, practice the use of PPE and distancing protocols, and receive their IDs. A video version of orientation will be sent out to those students unable to make the in-person event.

First Few Days of School

Lower School
The Lower School will utilize a staggered start for the first two days of school. Half of the students in each homeroom will come to school on Monday and Tuesday, with all students returning to campus on Wednesday. This staggered start will allow classroom teachers and Lower School staff to implement the new policies and procedures in a more efficient and manageable manner.

Upper School
This year the start of school will be different from the past. Essentially all students will go through an “orientation” of the changes necessary on campus because of COVID-19. Each grade level in the upper school will be divided in half alphabetically and will come to school for two of the first four days of the school year. This smaller group of students will allow us to develop fun activities for each grade and orient them to new procedures regarding pick up and drop off, outdoor physically distanced tent spaces, QR code use for cohorting, PPE usage, cleanliness and distancing protocols in classrooms and bathrooms, lunch pick up, and the use of their personal lockers.
School Policies Updated for COVID-19

- Family Handbook, COVID-specific Policy (Appendix I)
- Employee Handbook, COVID-specific Policy (Appendix II)
- Health Policy for Family Handbook (Appendix III)
- Face Mask and Face Shield Policy (Appendix IV)
- Campus Visitor and Declaration and Waiver Consent Form (Appendix V)
Impact Level Scale

We have developed an Impact Level Chart that is aligned with the State’s Impact Level Chart. This will be viewable on ‘Iolani’s website and updated on a day to day basis to reflect conditions both external and internal to the school. Our Impact Level Chart has 5 states: Normal+, Recovery, Act with Care, Safer at Home and Stay at Home. The impact level for the State of Hawai‘i and ‘Iolani School will be designated separately. Information on the top section is from the State’s scale and the lower section is ‘Iolani specific. In each section there is a subsection of information stating COVID-19 related conditions and the associated response parameter.

The condition parameters that determine the state of impact level are:
- Number of identified COVID-19 cases within the school community
- Number of identified COVID-19 cases in external community
- Percentage of students, faculty & staff reporting elevated temperature
- Percentage of absenteeism and employee sick leave due to illness
- Number of “quarantine” separations from on-campus operations
- Number of on-campus transmission cases

The response parameters for which the school’s response will vary with the impact level are:
- On-campus and case-specific online instruction
- Protocol for PPE, social distancing, hand-hygiene and sanitization
- Cohorting
- Tracking & tracing
- Athletics & co-curricular activities
- Travel and quarantine restrictions

* ‘Iolani’s Impact Level scale is online at: https://www.iolani.org/2020-21
Transmission Prevention Strategies

Personal Protective Equipment, PPE
Our policy is face mask and shield on at all times in interior spaces. A face shield is on at all times in exterior spaces. PPE has consistently proven to be an essential step in creating a safe environment for interaction during the COVID-19 pandemic. The use of PPE is a mutual responsibility. It’s use protects from both catching and spreading the virus. The School, therefore, takes the PPE use policy very seriously and as such PPE is now a part of our dress code. The School will provide each student with 2 face masks and 1 face shield. As with school-issued i-Pads, the face shield is the property of the school and should be carefully maintained and cleaned by the student.

Face Masks
Each student will be given 2 masks.

The specifications for the ‘Iolani provided masks are:

- **Mask Sizes**
  - Small: 17 cm wide x 7.5 cm tall
  - Medium: 21.5 cm wide x 8.5 cm tall

- **Product Details**
  - 3 layers of material
  - Water repellent
  - UV sun protection
  - Antibacterial treatment
  - Antiviral treatment
  - Rewashable up to 50 times
  - 100% Polyester
  - Antiviral treatment is safe, non toxic, and has been tested effective against Coronavirus (229 E), Influenza, Avian Flu, Swine Flu, and Respiratory Syncytial Virus (RSV)

Students will need to have masks of their own in addition to those provided by the school. If a student chooses to provide their own mask they must adhere to ALL of the following guidelines: Face masks need to be of a singular contained face piece secured to the student’s head which completely covers the mouth and nose. Pieces of clothing, like bandanas or raised t-shirts are not acceptable. Additionally, a one-way valve face mask that expels a person’s breath through the valve is prohibited. Each face mask should pass the “candle test” which requires enough of a barrier around your mouth to make you unable to blow out a candle with your mask on. Face mask imagery should be minimal, if anything at all. Any imagery must be appropriate for a learning environment and not include things like inappropriate language, distracting imagery, or advertisements.

Students who have forgotten or misplaced their mask must come to their respective main offices for a temporary replacement. The school also has a supply of surgical masks. Students will be charged a fee to replace these items. Subsequent or repeated requests may result in disciplinary action consistent with the rules of the Lower and Upper Schools.
Transmission Prevention Strategies (continued)

**Face Shields**

If possible, a student should wear the face shield issued by the school. If a student chooses to provide their own shield, they must adhere to **ALL** of the following guidelines:

Face shields must be clear and unmarked. Students may add a name or personalization to the frame to help them with identification, but any personalization must be appropriate to the learning environment and not include things like inappropriate language, distracting imagery, or advertisements. In the Upper School, each 'Iolani-provided face shield will be color-coded by grade to help with identification.

- Grade 7 - Red
- Grade 8 - Orange
- Grade 9 - Green
- Grade 10 - Aqua (Teal)
- Grade 11 - Blue
- Grade 12 - Purple

Students who opt for a personal shield from home must bring those shields to their respective main offices to receive a color-coded sticker. Personal shields must be wide enough to provide side coverage (temples to temples), be long enough to cover the chin, and provide enough depth to allow a person to eat and drink without removing or compromising the effectiveness of the shield. Exceptions to the face shield rule in classes, where safety goggles are necessary for the curriculum and used in place of shields, may be granted by the appropriate deans. Exceptions may also be granted for medical reasons.

The 'Iolani face shields come in 3 different sizes which are designed to accommodate everyone in our community from K-12. Each face shield has an adjustable elastic strap, which can be loosened or tightened to your personal comfort level. Face shields may be cleaned with a single alcohol swab which can be used to wipe down the inner and outer surfaces of the shield. Alcohol swabs will be provided throughout the campus. When cleaning for the first time, we recommend testing the solution on a small area in the corner of your faceshield to ensure the solution does not cause any adverse effects (frosting, or scratching) to the PET plastic or the EVA foam frame. The most fragile part of your shield is the clear PET plastic. Avoid crushing or folding as these will leave stress marks.

Should you have any issues with your face shield, please see Mr. Eric Perkins in the Lower School or Mr. Erik Yamamoto in the Upper School Main Office.
Hygiene and Sanitization

Hand Hygiene
Proper hand hygiene is a critical aspect of preventing the spread of germs on campus and stopping their transmission to the mouth, nose and eyes. Hand sanitizing dispensers will be available at numerous spots on campus, including each individual classroom. Students will be asked to sanitize their hands upon entering each classroom, prior to eating, and periodically throughout the day while not in class.

In addition to positioning hand sanitizing dispensers in multiple locations, we are also leveraging the plumbing connections typically used for drinking fountains to install additional sinks on campus to serve as outdoor hand washing stations.

Campus Cleaning and Sanitization
As is the case with hand hygiene, enhancing our campus cleaning protocol is another essential component to the preventative strategies we have implemented to mitigate the spread of germs. In addition to our traditional cleaning equipment and supplies, we have procured handheld and more industrial sized electrostatic cleaning systems and additional disinfectant sprayers/misters to increase the coverage, efficacy, and efficiency of our cleaning and sanitization procedures. We also plan on expanding our custodial staff and will be adjusting their work schedules to allow for increased personnel on campus during the school day to assist with our enhanced cleaning efforts.

Classroom Cleaning and High Touch Surfaces
All classroom spaces will be deep cleaned at the end of every school day. During the school day itself, each class will be equipped with sanitizing wipes and/or sanitizing spray accompanied by paper towels that can be used in-between classes and throughout the day at the teacher’s discretion to wipe down desks, chairs, and other surfaces in each room.

In addition to classroom spaces, high touch surfaces around campus will be disinfected regularly throughout the day by our cleaning staff. This includes things like table tops, elevator buttons, handrails, door knobs, and many other frequently contacted surfaces.

Bathrooms
All of the bathrooms on campus will be cleaned 2-3 times per day on a rotating schedule. Where possible, physical distancing will be implemented within larger bathrooms to reduce the number of students in each bathroom at any given time. For example, in the larger bathrooms, we will restrict use to every other stall and possibly every other sink.

Air Conditioning System
Our campus is one continuous air conditioning loop that uses 2 chilled water plants to cool the circulated air. It is a closed, air-exit only system. Conditioned air is not shared between rooms. All classrooms use the closed loop air-exit only system for air conditioning. All classrooms have ducts at ceiling level—airflow is above occupants. The replacement of air conditioning filters has been increased to a monthly basis.

Locations with Exposure to a Known Case of COVID-19
In the event of a known case of COVID-19 on campus, we will identify all of the locations that the individual visited and initiate a cleaning protocol to thoroughly disinfect each space before it is opened back up for use. This process will be designed to eliminate contaminants on both surfaces and in the air by utilizing a combination of the cleaning systems and other disinfecting tools like fogging equipment and/or UV light systems.
Physical Distancing

Physical distancing is one prevention strategy within the comprehensive plan to prevent transmission and it is important. All classrooms have been mapped for physical distancing of 6 ft and extra sections and teachers have been added to make this possible. The pedestrian routes on campus have been remapped to implement one-way routes in order to reduce the density of students. Three minutes have been added to passing time in the Upper School in order to stagger the release of students from interior spaces, again to reduce the density of students. This does result in the reduction of the class period from 55 to 52 minutes.

**Lower School**
We are fortunate that our small class size model and campus spaces allows us to socially distance in almost all spaces with the exception of programmatic limitations. All classroom spaces have been mapped for 6 ft physical distancing. In addition, we recently opened 2 new and very spacious buildings in the lower school that will provide significant additional space for social distancing in our programs.

**Upper School**
All Upper School classrooms have been mapped out to have students socially distanced. For group and/or lab work, students may work more closely with one another as long as face shields and masks are worn and sanitization practices/safety protocols are followed. Our hallways and stairwells will be marked to indicate the direction of traffic. Students will be dismissed on a staggered basis in order to allow for more time to get to the next class and to create physical space in between individuals. In addition to utilizing our existing classrooms, we will also hold classes in covered outdoor spaces and in larger spaces such as Seto Hall, the Lower Gym, and the open floor spaces in the Sullivan Center.
Cohorting

**Lower School**
In the Lower School, a student’s homeroom will serve as his or her cohort. Core subject teachers will travel to cohort classrooms. Students will travel in their cohorts to specials, recess and lunch. A QR code based tracking system will be in place for students who need to visit other locations, such as the LS main office or the wellness center.

**Upper School**
In the Upper School, we will use the first week of school to undertake a student-selected cohorting process. Each tent has a capacity of 144 students and will be divided into 3 zones—a 12-table zone. Two tents will be assigned to a grade-level and students will be required to only use their grade-level tent. All zones will be proctored spaces.

During the first week of school, the Dean of Students, Associate Dean of Students, counselors and grade level advisors and teachers will help students of each grade level to settle into their preferred seating area. They will use the QR code system. At the end of the week, we will assign students to the tent and zone that they have selected as their cohort group. During the school year, a student may petition to move to a different zone and this will be adjudicated by the Upper School Associate Dean of Students, Mr. Yamamoto.

During free periods and lunch, students are required to report to their grade level tent and zone. All students will scan a QR code specific to their table in order to record their specific location. The custom app makes it possible for us to track those in immediate proximity to any student in the event that our tracking/tracing protocol is activated. Adult proctors will be monitoring each zone to make sure that students scan in, that they are in their assigned zones, that they are making proper use of the PPE and that they are staying physically distanced.
Cohorting (continued)

While free movement about the campus during free periods will not be allowed, there are specific locations besides the grade level tent that a student may go to under specific circumstances. These locations include, but are not limited to:

- The Library, if space permits.
- The Wellness Center, if medical attention is necessary
- The Counseling Office, if a call slip has been received or an appointment made ahead of time
- The Main Office, if a call slip has been received
- College Counseling, if a call slip has been received or an appointment made ahead of time
- Classrooms for study help by appointment

Each location will have a unique QR code for tracking purposes as well as adults who will remind students about hand hygiene, PPE and distancing.
Tracking and Tracing Protocol

In the event of a known on-campus case of COVID-19, the school will implement its tracking and tracing protocol to evaluate close contacts, notify families and possibly initiate separation from the school. Separation from the school and re-entry will follow the COVID-specific policies now included in the Family Handbook. The below table is a draft developed to guide tracking and tracing decisions and was created in consultation with testing services and MDs involved in testing. Tracking and tracing will involve the use of technology, school schedule and interviews.

<table>
<thead>
<tr>
<th>CATEGORIES OF COVID EXPOSURE</th>
<th>Category</th>
<th>Definition</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>Case</td>
<td>Positive Test indicates this fac/staff/student has COVID-19</td>
<td>Quarantine by State DOH protocols immediately</td>
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<tr>
<td>Household Case</td>
<td>Positive Test in the household of the fac/staff/student</td>
<td>Quarantine by State DOH protocols immediately</td>
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<tr>
<td>Exposed</td>
<td>Within 6ft &gt;10–15 minutes NO PPE or improperly used PPE</td>
<td>Identify by combination of tracking protocol and individual interview. Exposed most likely results in separation from school but not necessarily a DOH quarantine. The school will advise on testing and how/when to be cleared to re-enter the school community.</td>
<td></td>
</tr>
<tr>
<td>Non-Exposed</td>
<td>Distanced 3-6ft, Properly used PPE Indoors: mask/shield Outdoors: shield only</td>
<td>Call families/faculty and staff. Testing and separation from school not mandated but possible depending on circumstances.</td>
<td></td>
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<tr>
<td>Case by Community Spread</td>
<td>Demonstrated person to person transmission on campus</td>
<td>Revisit tracking and tracing. Intensify prevention protocols. Categorize individuals as per above definitions and act accordingly</td>
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Symptom Monitoring, Evaluation and School-reentry

It is mandatory for all members of the school community, administration, faculty, staff and students to do a daily self-screening before coming to school. Information from this screening will be entered into a school-distributed app that will function on smartphones and iPads. A login will be required. The list of self-screening questions (the school may change these questions based on circumstances) is:

- Do you have a fever?
- Are you experiencing a cough?
- Are you feeling overly fatigued?
- Are you experiencing a loss of appetite?
- Are you experiencing muscle aches?
- Have you lost your sense of smell or taste?
- Please enter your temperature:
- "Have you been in close contact to someone who tested positive or is suspected of having COVID-19?"

The school will analyze data on a daily basis in order to best support the health and wellbeing of our community. See section III of the Family Handbook covid-specific policy for greater detail.

During school, for all members of the school community, temperatures will be taken for all visits to the infirmary and prior to athletic activities or interaction with the training staff.

Appendix III: Health Policy for Family Handbook details all health-related policies. Here is the section on reentry to the school after an illness or COVID-related event:

**Student or Household-Related Travel Quarantine - WITH NO COVID-19 SYMPTOMS**

If a student or someone in his/her household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive, because of travel by the student or household member, the student must meet **ALL** of the following criteria to return to school:

- Student and/or household member has fulfilled the government mandated quarantine,
- Student and household members must be COVID-19 symptom free for the past 24 hours,
- Student and household members must be fever free (99.0°F or lower) for the past 24 hours without fever reducing medication,
- Parent must contact the infirmary and speak to a nurse prior to the child’s return, AND
- Clearance pass obtained from nurses on first day back to school
Symptom Monitoring, Evaluation and School-reentry (continued)

General Illness - No Covid-19 symptoms, testing or exposure
Any student who has been absent from school due to illness, non-Covid related, must meet ALL of the following criteria to return to school:
- Fever free (99.0°F or lower) for 24 hours without fever reducing medication,
- Symptom free for 24 hours,
- For any absence greater than 3 days, parents must inform the infirmary of the reason for the absence and obtain a note of clearance to return to school from the child’s primary care physician (PCP), AND
- Clearance pass obtained from nurses on first day back to school

Possible or Confirmed Positive COVID-19 Diagnosis WITH COVID-19 SYMPTOMS
Any student who has been absent from school due to a possible or known positive COVID-19 diagnosis, must meet ALL of the following criteria to return to school:
- Fever free (99.0°F or lower) for 3 days without fever reducing medication,
- Symptom free for 24 hours,
- 10 days since symptoms first appeared,
- Primary care physician’s note clearing child to return to school,
- Parent must contact the infirmary and speak to a nurse prior to the child’s return, AND
- Clearance pass obtained from nurses on first day back to school

Confirmed Positive COVID-19 Diagnosis WITH NO COVID-19 SYMPTOMS
Any student who has been absent from school due to a known positive COVID-19 diagnosis yet has no COVID-19 symptoms, must meet ALL of the following criteria to return to school:
- Fever free (99.0°F or lower) for 3 days without fever reducing medication,
- No current COVID-19 symptoms,
- 10 days have passed since positive test,
- Primary care physician’s note clearing child to return to school,
- Parent must contact the infirmary and speak to a nurse prior to the child’s return, AND
- Clearance pass obtained from nurses on first day back to school
Symptom Monitoring, Evaluation and School-reentry (continued)

Child Exposed to a Confirmed COVID-19 Positive Individual
The CDC defines close contact as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated. Any student who has been absent from school due to close contact with a known positive COVID-19 individual must meet ALL of the following criteria to return to school:
- Stay home for 14 days after last exposure to COVID positive individual,
- Fever free (99.0°F or lower) for 3 days without fever reducing medication,
- Symptom free,
- Primary care physician’s note clearing child to return to school,
- Parent must contact the infirmary and speak to a nurse prior to the child’s return, AND
- Clearance pass obtained from nurses on first day back to school

Testing
Regarding COVID-19 testing, it is a finite resource in our community and appropriately available to best serve the entire community. Currently, testing centers require symptoms and an MD approval to get a test. It is recommended to get tested in the event that any COVID-19 symptoms present and it may be required as part of the process of reentering school after an absence due to a COVID-19 related event. School nurses will work with families to help coordinate necessary steps.

Wash your hands
Often and for 20 secs
Campus Access

In general, campus access will be limited to students, faculty, and staff. Those who have official business with the School will first need to make an appointment with the appropriate office that they are visiting so that our Security personnel can assist with the visit. Upon arrival, visitors must check in with Security before entering campus. When checking in, our Security personnel will make sure visitors go through our health screening check and are wearing the appropriate PPE.

The pick-up and drop-off of students during the school day will take place at the Upper and Lower School autolines just as is the case before and after school. In instances where students are being picked up due to illness or a medical appointment, students will be escorted to autoline by a staff member.

Signage

New signage will be installed throughout campus to remind students of PPE requirements and its proper use, maintain physical distancing, direct traffic with new one-way walkways and stairways and other rules, regulations and habits we will need to implement our comprehensive safety protocols.
On-campus Program

Lower School

Schedule
The LS schedule is reviewed regularly at the end of each school year and modified for efficiency in how to best serve our students. The Covid-19 pandemic has prompted many additions and adjustments to ensure the safety of both our faculty and our students. We have added new teachers in grades 4-6 and added homerooms to each of those grade levels to reduce the number of students in each class from 23-24 students to 18 students. To reduce movement of students from class to class, teachers will be moving to each homeroom instead to teach their content area curriculum. The only exception will be the attendance of Specials classes, K-6, and Performing Arts Department classes in grades 4-6. To reduce the number of LS students at recess, instead of one recess for students grades 1-6, we will now have 2 separate recesses: Grades 1-3 and Grades 4-6. Students will be assigned to zones around the LS campus and remain in their cohorts while outside the classroom. Movement in stairwells will also be controlled to avoid any possible congestion of people moving in opposite directions.

Pick up and Drop Off
Morning drop off for grades K-6 will begin at 7:00 a.m. and end at 7:40 a.m. Upon exiting their vehicles, students will need to walk directly to their grade level/classroom waiting areas. These areas are the same as their after school waiting areas. All students will be escorted to their waiting areas for the first week of school. There will be faculty/staff members to supervise these waiting areas. Teachers will meet their students at the waiting area and escort them to the classroom. Breakfast bentos (along with lunch) can be preordered the Saturday prior to the week. Students will pick up their breakfast at stations located on the way to their waiting areas.

Pick-up time for grades K-3 is 2:15-2:45 p.m. and grades 4-6 is 2:45-3:15 p.m. After school, teachers will escort students to their grade level/classroom autoline waiting areas and make sure they are seated and socially distanced. Upper school siblings should meet LS students at their designated waiting area and be picked up from their designated LS Autoline. Those students walking home will need to indicate that on the Pikmykid app and also sign out at the LS office. After School Help will run from 2:45-3:15 p.m. Teachers will escort students to their autoline waiting area upon dismissal.
On-campus Program (continued)

Any grade K-3 students not picked up by 2:45 p.m. and Grade 4-6 students not picked up by 3:15 p.m. will be escorted to the LS office where their parents will be called by LS staff. Students will need to remain in the LS office until their parents arrival.

*Much of the pick up/drop off/lunch/recess/PPE/health policies & procedures will be broadcast in a webinar for LS families prior to the start of school to help families prepare for the first day of school.

Programmatic Adjustments/Restrictions

The LS is able to offer the same rich and diverse academic program that it normally does with slight modifications across every discipline. For example, partner reading, where two students sit knee-to-knee, is a key component of our literacy program in kindergarten to second grade. Physical distancing guidelines prohibit students from sitting so closely for the duration of the partner reading time. Since students will not be able to partner-read in the same way that they did before, we will leverage our technological resources to create interactions student-to-student and student-to-teacher to develop young readers in their ability to hear each other read and talk through books with one other. Continuing, research on aerosolization while a person sings precludes us from singing in our music class. Therefore, we will continue to develop young musicians by prioritizing other music skills like identifying musical patterns, demonstrating an understanding of dynamics, and rehearse to refine skills developed through playing an instrument like an ukulele or glockenspiel. These examples are just a few of the adjustments that will exist across most disciplines, keeping in mind that we are fortunate that we will get to preserve most of the Lower School academic experience.

Social and Emotional Support

This year will be full of many changes. Knowing that these are challenging times, we are committed to helping students/families navigate through the social and emotional challenges that this year will bring. With that, we have come up with a K-12 theme of “Connect” for the 2020-2021 school year. We will keep this theme at the forefront of daily life at ‘Iolani. We plan to focus the entire first week of school on community building in our cohorted homerooms. We will maintain our advisory program, guidance lessons, and ongoing team building activities throughout the year. Counseling services will remain constant; individual check in’s, group counseling, etc. The LS counselors plan to have a post out at recess/lunch to interact with students, in an effort to avoid congestion in the counseling office. We also plan to implement different procedures in the counseling office setting to maintain connections with our health/safety in mind. The LS chaplain’s office will also be located in the counseling office, so students have easy access to all of us. We will also continue having Chapel services for all students. The counseling
On-campus Program (continued)

The team will focus on our new students in order to ensure a smooth transition to ‘Iolani. We will implement a “buddy system” for our new students as well as our online learners. This will help the students to connect and remain connected. The counseling department will also have weekly meetings with our Director of Social and Emotional Health to collaborate and plan ways to support students, faculty, parents, and families.

Lunch
Lunch in the Lower School will be picnic style with students eating outside on round 6’ blankets. 6th graders will have the privilege of sitting at tables under a tent on the Art lanai. Students will have the option of buying type A lunch or bringing home lunch. Lunch will need to be ordered by the Saturday prior to the following week. Parent helpers/support staff will be delivering the lunches to grades K-3, while grade 4-6 designated students will pick up their class lunches and deliver them to their classmates. Lunch pick up will be in the cafeteria. As students exit their classroom they will sanitize/wash their hands, and parent supervisors will have carts/caddies on hand with the following supplies: hand sanitizer, gloves, paper towels, and disinfectant spray. During lunch students are allowed to remove their mask and just use their face shield. After eating, K-5 students will bag up their blanket to take home for cleaning, while 6th grade students will need to sanitize their tables when they are done since Gr. 7 students will use the tables later. Lunch locations have been measured to allow for social distancing and with the beautiful new buildings and outdoor spaces added to the Lower school, there are many relaxing spaces to enjoy.

PE
Like our Upper School colleagues, our LS PE department has modified our curriculum to engage students in low-impact physical activities that still enable them to build their athleticism and to interact safely with each other, but not require a change of clothes or use of the showers. One way we strive to structure this is by focusing on skill-building centers that students will rotate through over the course of a number of cycles.

Library
Students will still be able to visit the library, but in a limited manner due to social distancing guidelines. Students will not freely come and go to and from the LS Library before school, after school, and during recess the way they did in the past. Cohorts will enter through ‘Ewa doors and exit through Diamond Head doors. Once in the library, students will not browse books in the traditional sense of the word. Books may be laid out on tables for students to see or library
On-campus Program (continued)

... staff may help them browse one-on-one; either way, it will be library staff who handle the books. Students will be encouraged to make use of digital library resources. Books, both digital and physical, can be placed “On Hold” via the Destiny Discover website and “Hold” papers provided in the LS Library. Physical books that have been requested will be delivered to classrooms periodically. When books are returned to the library, they will be quarantined for four days, after which they will be eligible to be properly checked in again.

**After School Care**

Only After School Care (ASC) will be offered for `Iolani students Grades K-6 for Fall 2020. No After School Program classes will be offered for Fall 2020. We will evaluate the feasibility of After School Program classes for Spring 2021 and provide updates on the website in mid-November 2020. Registration begins August 5, 2020. After school activities include arts and crafts, staff-led indoor and outdoor games, and storytelling. ASC is offered from the end of the school day to 5:30 pm on full school days. No care is provided on holidays, vacations, early dismissal days, or other school days off. Should `Iolani School announce additional days off or early dismissal days, ASC will not be provided on those days.

`Iolani’s ASC operating policies have been modified to be in compliance with the Department of Human Services and `Iolani School’s COVID-19 guidelines. ASC students will practice physical distancing within their after school cohorts, and students are required to use their PPE during ASC. Temperature checks will be conducted at the start of ASC each day. ASC students will remain in their school day cohorts, with the possibility of mixing with same grade level cohorts, depending on enrollment and staffing. No snacks will be provided. There will be a snack time where students may eat snacks brought from home. ASC employees will complete orientation and training for safety procedures before the start of the school year. There are two registration options for the fall: the traditional semester by day option, and in lieu of daily drop in, a monthly registration option.
On-campus Program (continued)

Upper School

Schedule
The Upper School schedule will remain the same, with school starting at 7:40 a.m. and ending at 3:00 p.m. We will continue to start the day with homeroom because it is important for our students to have the opportunity to connect with their peers and faculty advisors in homeroom and to have regular chapel (physically distanced) time. Aside from setting aside more time during the first week of school to re-orient our students to our new safety protocols, we will continue to follow our regular ABCD-ABCD-EF schedule for the year. Our passing periods will be extended in order to allow for more time in between classes. We have added 3 minutes to each passing period and the class period changes from 55 min to 52 min.

Pick Up and Drop Off
Upper School students will still be able to remain on campus after school, for athletics practices, extracurricular activities, and/or to seek extra help from faculty. Depending on the impact level that we are on, students may also be allowed to stay after school on campus but must remain in their grade level tent areas.

Programmatic Adjustments/Restrictions
We will continue to hold after school activities, although all groups will need to modify how they will come together as a group to ensure that all safety protocols are followed.

We will continue to plan upper school events as long as they can be done in a manner that adheres to safety protocols. For any event that cannot happen safely on its regularly scheduled date, we will first look to modify or postpone the event before canceling.

Social and Emotional Support
In the Upper School, our grade level counselors will work closely with our Director of Social and Emotional Health to create programs to support our students during this challenging time. In addition to our advisory program, where an Upper School faculty has a small group of students to check in on regularly, our students are able to see our counselors for any academic and/or social/emotional help. We will continue to hold regular chapel meetings, where a
On-campus Program (continued)

very small group of students are physically in the chapel and the remainder of students are participating virtually. It is important for our students and faculty to have this regular time to reflect, learn and support one another in chapel. In addition, we will continue to have Upper School buddies for our 7th and 8th graders and our class advisors will continue to plan opportunities for our students to connect with one another.

Lunch
In the Upper School, students will use the same seating area for lunch that is used before and after school and for any free periods they may have. The grades are separated by tents and umbrella tables and after an appropriate orientation period students will be allowed to choose an area within a tent where they would like to remain for the year. These subdivided areas within each tent will include QR codes on tables to help us further identify who was present on any particular day, at any particular time. The subdivided tent zones and QR codes will simultaneously allow students to choose with whom they eat and allow the school to track particular cohorts.

Adult proctors will supervise the subdivided sections within each tent to remind students to scan QR codes, maintain physical distancing, and wear their PPE. These adults will be present throughout the school day.

Should we have an exceptionally rainy day, our tents will help protect students and the limited number of students who may be sitting at an umbrella table will be able to move to physically distanced covered spots on campus.

Each day the cafeteria will serve two plate lunch choices, a vegetarian option, bentos, sandwiches and salads. These options will be available for pick up in different locations near the cafeteria and over an extended period of time so as to limit lunch lines and allow for efficient physical distancing. As we get closer to school SODEXO will have more information about pre-order plans, pricing and payment.

Many upper school students use their lunch period to meet with teachers or with their student club peers. We will have designated outdoor meeting and eating areas where students can still meet with each other, get extra help, and still eat.

Microwaves will be available at specific locations in the Upper School. They will be set up for use with physical distancing as a requirement.
On-campus Program (continued)

PE
Our PE faculty have redesigned our PE curriculum to include low impact, stretching, and core strengthening exercises and activities. We will continue to help students to focus on proper form in all exercises as well.

Library
Our Upper School library hours will be:
Monday to Thursday 6:30 am - 9:30 pm
Friday 6:30 am - 6:00 pm
Saturday closed
Sunday 7:30 pm - 9:30 pm

Before school, during each period, and after school, a certain number of students will be allowed in the library at a time, not including the classes using the Pod and Node Rooms. This number will be determined by available seats in the library based on physical distancing guidelines.

All library users will enter the library through the main entrance. During the school day, there will be separate lines for those attending classes in the Pod and Node Rooms and those using the library. A member of the library staff will tally students entering the library. Upon entry, students will use hand sanitizer and sign in to a specific seating area via the QR code system. After maximum capacity is reached, entries will be allowed on a one-out, one-in basis. Students are expected to remain in their chosen seat for the duration of their library visit, unless they are getting help from a library staff member.

Library staff will monitor the library to help students and to make sure that PPE use and physical distancing are maintained. All library users are required to wear face masks and face shields in the library. Students may briefly pull down their face mask to drink water from a covered container.

Near the end of each period, library staff will inform students that the period is ending and direct traffic out the back door (fire exit). Students will be dismissed by seating area on a staggered basis. Students are expected to wipe down their work area, including any shared devices such as keyboard or mice, and use hand sanitizer before they leave the library. Classes using the Pod and Node Rooms will exit using the back door when the bell rings. Library staff will sanitize high touch surfaces in the library (door handles, library circulation desk, printer area, etc.) at the end of each period and at intervals throughout the day as possible.
Students must get permission from a library staff member and use hand sanitizer before browsing the library collection. Returned books will be quarantined for a period of time in accordance with current research before they are placed back into circulation. Overnight checkout of library materials such as reference books will not be allowed. Fines will be waived for this school year. Lost book fees still apply.

The library printers will be relocated to the end of the circulation desk area just inside the library entrance. Students who need to print will line up at 6-foot intervals in the library foyer and exit immediately after retrieving their document. Students entering to pick up a print item will not be counted toward the library’s maximum capacity.

Library support for classes will include curation of digital resources, creation of research guides and tutorials, and classroom or Zoom instruction. Shared book carts will not be available. Collection development will focus on digital resources. It is highly recommended that every ‘Iolani student obtain a Hawaii State Public Library card. In addition to ‘Iolani Library’s print collection and online resources, librarians will use HSPLS resources to supplement students’ research and recreational reading needs.

**Student Locker Use**
Students in the upper school will have access to a locker for books. During the use of their school lockers students will need to remain in their masks and shields for safety reasons. They will not, however, have access to their athletic/PE lockers. Our PE teachers are designing curricula that will allow our students to participate in low impact physical activity that will not require a change of clothing. More rigorous PE activity will be assigned to be completed at home.

**Student Parking**
Students may use the parking stalls on Lā‘au Street along the back side of the school on a first-come, first-served basis. The Lā‘au corner lot will be available to seniors after applications and a lottery at the end of the first week of school.

**Dress Code**
Other than the addition of guidelines and rules associated with face masks and face shields our school dress code remains unchanged.
Online Program

There are three ways in which the term “online learning” is used as it pertains to the next school year and these differences are specific to each division, please see the divisional sections for online learning.

1. A student fully enrolled in the online program on a semester basis. The program will blend access to daily class presentations with support from a dedicated online learning faculty and staff. Enrollment in the fully online program is optional for students in the Lower and Upper Schools. Dedicated online learning faculty and staff will be the primary points of academic contact. Counseling and other academic and social-emotional support systems of the school will be integrated into this program.

2. Access to class presentations and online materials for students absent from school. Different from fully enrolled online students, these resources will be available for students absent from school in order to support them in staying on track with their classes. Classroom teachers will remain the primary points of academic contact for students. Counseling and other academic and social-emotional support systems of the school will remain the same as assigned for the on-campus program.

3. The school is required either by internal or external decision to suspend on-campus operations. In this case we will continue instruction with a fully online format, much like the fourth quarter of this past school year. Our Distance Learning Plan, DLP, will be used as the framework, and this year all faculty and staff are setting up their courses such that this transition is prepared to occur.

For all three online scenarios, the roles and responsibilities for students and families in order for the program to operate at the highest level of effectiveness are the same.

**Student Roles and Responsibilities** (taken from DLP)

- Establish daily routines for engaging in the learning experiences (e.g. following your daily schedule or establishing an 8:00 a.m. start)
- Identify a comfortable, quiet space in your home where you can work effectively and successfully
- Regularly monitor online platforms (Seesaw, Google Classroom, showbie, email, etc.) to check for announcements and feedback from your teachers
- For Upper School Students: Attend class meetings via Zoom according to your class schedule and available
Online Program (continued)

through the Zoom scheduler app on your iPad.

• Zoom Class Expectations: When attending a zoom class, students must
  - Dress in 'Iolani Dress Code
  - Sit at a desk or table (not on a bed or couch)
  - Communicate and behave with the same respect and consideration you would use in the classroom
• Zoom classes will be recorded in order to provide additional resources for students and to monitor behavior
• Complete assignments with integrity and academic honesty, doing your best work
• Do your best to meet timelines, commitments, and due dates
• Communicate proactively with your teachers if you cannot meet deadlines or require additional support
• Collaborate and support your 'Iolani peers in their learning
• Comply with 'Iolani’s Acceptable Use Policy, including expectations for online etiquette
• Proactively seek out and communicate with other adults at 'Iolani as different needs arise (see below)

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| other issues related to distance learning | Mr. Zachary Linnert, Dean of Lower School zlinnert@iolani.org  
Dr. Aster Chin, Dean of Upper School achin@iolani.org |

Parent/Guardian Roles and Responsibilities (taken from DLP)

• Establish routines and expectations
• Define the physical space for your child's study
• Monitor communications from your children's teachers
• Begin and end each day with a check-in
• Take an active role in helping your children process their learning
• Establish times for quiet and reflection
• Encourage physical activity and/or exercise
• Remain mindful of your child's stress or worry
Online Program (continued)

- Monitor how much time your child is spending online
- Keep your children social, but set rules around their social media interactions
- For Lower School, parents should consult the email from their child’s grade level teacher for instructions on how to access distance learning resources.

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**Lower School**

In the Lower School, depending on the number of online learners in each grade level, we will attempt to group the students into one section or homeroom. We recognize that younger students benefit from having someone check-in with them throughout the day which is why we have hired an online teacher. The online teacher will work with the online learners to make sure the students understand their schedule and login at the appropriate times. iPads are the main vehicle that online learners use to access their live instruction and learning management system so all students, K–6, will have an iPad.

**Online Learning Platforms**

An online learning platform has been selected by teachers in grades K–2 and 3–6 as their primary mode of delivering online instruction and content. Kindergarten through 2nd grade will use Seesaw. The Seesaw iPad app includes built-in tools that allow both the teacher and the students to draw, annotate, write and type words, record video, and record audio. Teachers, students, and family members can provide feedback on work. Teachers and parents can also communicate with each other through Seesaw. Grades 3 through 6 will use Google Classroom and G Suite for Education (Docs, Sheets, Slides, etc.). Google Classroom is a learning management tool that will allow teachers to assign and collect work, give feedback, communicate with students remotely, and share daily or weekly information with families. Students will use various G Suite apps to create their school work such as Google Docs, Google Slides, Google Sites, etc. and will submit their work in Google Classroom.
The K–2, 3–6, and Specials teachers will decide on a consistent method of organizing their online learning platform so that students and families have a similar experience in every Seesaw or Google Classroom class.

**Access to Other Educational Technology Tools**
Teachers may choose to use other educational technology tools along with their online learning platform. These tools have been vetted and approved by ‘Iolani School for educational purposes only. Some of the most often used tools are:

- Flipgrid
- Notability
- BrainPOP and BrainPOP Jr.
- IXL
- Apple iWorks (Keynote, Pages, Numbers, etc.)
- NewsELA
- EPIC Books

Other educational technology tools may be added to this list throughout the school year and will also go through a vetting and approval process.

**Enrollment in the ‘Iolani School Online Learning Program**
Families that have chosen to have their child participate in the Online Learning Platform will follow two primary components:
1. Participation in school day classes via Zoom Meetings
2. Accessing and turning in school work through the online learning platform (K–2: Seesaw, 3–6: Google Classroom).

**Participation in school day classes via Zoom Meetings**
Students in the Online Learning Program will use the Zoom app on their iPad to participate in regular school day classes, including their homeroom, subject specific, and Specials classes. The teacher will host a Zoom Meeting from an iPad positioned in their classroom so that the students on Zoom will be able to clearly see the teacher and their instruction. The teacher will also be wearing a microphone so that students in the Zoom Meeting will be able to hear the teacher clearly from any distance in the classroom. Students are expected to join the Zoom Meeting for their class on time and participate in the Zoom Meeting for the entire class time. If a student is unable to participate in a Zoom Meeting they will be counted as absent. Parents/guardians should report planned absences to the lower school main office.

**Accessing and turning in school work through the online learning platform**
Students in the Online Learning Platform will receive instruction and content primarily through their online
Online Program (continued)

learning platform (K–2: Seesaw, 3–6: Google Classroom). Students are expected to check their online learning platform on a daily basis for new assignments, resources, and communications from their teachers. All school work is expected to be turned in primarily through the online learning platform based on teacher instructions.

Guidelines for Students that are in Quarantine
If a student is required to go into a 14 day quarantine but is healthy enough to participate in school, they will essentially become part of the Online Learning Program during their quarantine. See the section above “Enrollment in the ‘Iolani School Online Learning Program.” If a child is in quarantine and is not healthy enough to participate in school work then the teacher will communicate with the family on the best course of action. Parents/guardians should report planned absences to the lower school main office.

Family Resources for Online Learning
Students and parents/guardians will have access to the Online Learning Resources Website (https://sites.google.com/iolani.org/onlinelearning/home). This website will contain up-to-date information, printable tutorials, and video tutorials to help students and their family navigate their online learning platform and other educational technology tools that they may have to use throughout the school year. The Online Learning Resources website contains the following:

• Links to online learning platform login pages
• Link to the Zoom Schedule for Students
• Recordings of past family webinars and presentations
• Zoom Resources page with reminders and student tutorials
• Seesaw Resources page with video tutorials for students and parents
• Google Classroom Resources page with video tutorials for students and parents
• An FAQ page to help answer important questions
• Library Resources page with useful information about our school library system and the public library system

Upper School

Online faculty training
In order to teach our students effectively in an online platform, we are providing our faculty with extensive professional development to help them best utilize technology and technological resources and applications in their instruction. Our faculty professional development sessions have been run by our faculty colleagues in our Technology Advisory Group (TAG). Sessions have included topics such as:

• Using Keynote for Creative Project Work
• G Suite of Tools: various levels ranging from beginner to advanced
• Using Notability
• PearDeck for creating interactive presentations
• Seesaw: various levels ranging from beginner to advanced
• Online student portfolios
Online Program (continued)

• Google classroom as a learning management tool
• Tools for asynchronous engagement
• SMART AMP training
• Soundtrap online digital audio station
• Canvas learning management system
• Showbie training for the iPad
• Jupiter grades and online gradebooks
• Using Padlet
• Publishing interactive books
• Screencasting with Loom and Screencastify
• Online assessment options

Upper School: Components of Online Instruction
Regardless of whether a course is taught as a full online course or in person with an online component, every Upper School faculty member is required to do the following:

1. Create and maintain an online learning platform where assignments and course information and resources are shared with students
2. Provide daily instruction via zoom webinar as needed, when students are absent due to illness and/or required quarantine
3. Provide help to students via zoom as needed

In the Upper School, all students who will be in our online-only learning program will be in classes with other online students. We recognize that learning online is very different from in-person and so our faculty will teach their online courses specific to this format and only for those students learning remotely. In this full online instructional format, there will be some days when students will learn in a synchronous manner (where they log on at the start of their school day and attend classes just as they would if they were on campus) and there will be other times when they will learn in an asynchronous manner (where assignments and discussions are shared and completed by an assigned deadline versus at the same time, together). Students will be graded according to the same rubrics as the in-person classes and the curricular pace will remain the same.

Our students in our online-only program will receive extra help from their teachers virtually and may also seek help from our online tutors. In addition, our online-only students may reach out to their grade level counselor for help, particularly if they need assistance with the coordination of their work in all of their classes. Each student will be assigned to a faculty adviser, who will reach out to each student a few times each week to see how things are going and provide additional support as needed.

Since our online program will be designed specifically for the needs of those learning online, we will not be able to offer the full scope of our course catalogue. Choosing to participate in our online learning program may mean that the student’s schedule will need to be adjusted. We will work closely with each student to choose alternate courses if this is the case. In addition, students in the online program are not eligible to participate in extracurricular activities, such as athletics, class events, or clubs.
Online Program (continued)

While our online-only students may not participate in our in-person events, community is important and therefore, we will continue to have online opportunities for our students to connect with one another. Our Student Activities Office (SAO) will work closely with our class advisors to plan events that are both in-person and online in order to have many opportunities for all of our students to participate. Our daily chapel will be available virtually to all of our online-only students as well.

For our students who are in our on-campus program and are absent due to illness or required quarantine, our faculty are prepared to provide instruction via synchronous or recorded webinar in order to help students to remain on track academically. Faculty will continue to provide extra help, but will do so virtually until the student is cleared to return to campus. Our grade level counselors are an important resource for our on-campus program students, particularly when they are absent, because they will be able to help coordinate their work and communicate with students’ teachers to ensure a continuity in learning.

Should the school need to suspend on-campus operations, all of our classes will be moved into an online-only format. Our faculty are prepared to move all instruction online and will continue to provide support for our students virtually. We will move all on-campus activity online as well, when possible, in order to ensure that we remain connected to one another as a community.
Residential Life Program

Overview
The following information provides a broad framework of our plan for the 2020-21 school year. In the coming weeks, our team will continue to build out the specifics and we will keep you updated, especially on logistics for health and safety. Because the pandemic adds unknown factors, we are also developing contingency plans for alternative programming and protocols. We recognize that the uncertainties around the global health situation make it difficult for you to plan ahead, and appreciate your patience and support as plans continue to evolve based on current local, state, and federal guidelines.

Some of the protocols we are adopting include:
- Increased social-emotional support and community programming
- Social distancing and PPE as needed and according to state guidelines
- Daily health screenings to include temperature checks at least twice a day
- Entrances, exits, and stairs will be adapted for one-way traffic flow to accommodate social distancing
- Modifications to floor and dorm configurations
- Meal considerations
- Laundry services and schedules
- Increased and routine cleaning services within dorm common areas
- Designated quarantine space for active cases

Building Community in a Time of Physical Distancing: Considerations for Residential Life
In these unprecedented times of physical distancing, the need for social and emotional support and connection is, perhaps, more important than ever. ‘Iolani’s Residential Life program is dedicated to supporting students’ social and emotional health and wellbeing by creating a community where students feel safe, connected, and supported. The following outlines the steps the Residential Life program is taking to care for the needs of our community.

Social and Emotional Health Curriculum
The Residential Life social and emotional health curriculum will embed opportunities for social and emotional learning throughout the Residential Life experience. Our immediate focus upon arrival in Hawai‘i will be supporting students arriving from outside the State of Hawai‘i through the mandatory 14-day quarantine. Beginning on arrival and through the first few months of school we will focus on re-engaging students, building community, and ensuring
Residential Life Program (continued)

every student feels safe, connected, and supported. As the year progresses, students will participate in small and large group activities that focus on proactive skill development including discussions surrounding the social and emotional complexities that encompass adolescence. Students will learn to manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Community Weekends
Weekends afford the opportunity for students and adults to slow down, catch up on rest and work, and spend time in community. Several times throughout the year, the Residential Life program has planned “Community Weekends” where students will be required to remain on campus, engage in community and house activities, and intentionally build connections. The dates of these weekends will be announced in August, however, in an effort to build community and ensure the safety of our students, the first two weekends will be designated as community weekends in the Residential Life community.

Advisory Program
The Residential Life advisory program is in place to provide a foundation of support and care for our residential life students. Each student will be assigned to an advisory group overseen by a member of the residential life program. Advisors will support, advocate, guide, and empower students through individual check-ins, group meetings, and the organization of activities to foster community development. Advisory groups will create safe opportunities for students to navigate the personal, social, and emotional challenges of young adulthood. They will celebrate successes and persevere through challenges together. Throughout the year, advisors will keep parents informed of their student’s progress. They will consistently check in with the students, and organize events for their advisory group to foster community development.

Individual and Small Group Counseling Support
The challenges of the last several months have had a significant impact on students and families throughout the world. Ms. Siwiec will be available to provide individual and/or small group counseling to support your student as they transition back to campus and as they navigate the ups, downs, and various complexities of adolescence. Ms. Siwiec will work closely with House Parents, Heads of House, nurses, teachers, school counselors, coaches, and administration to ensure every child feels safe, supported, and connected.
Residential Life Program (continued)

Parent Support
The Residential Life Program recognizes the challenges that being separated from your child during these uncertain and challenging times can bring. Ms. Siwiec will be available for both online individual meetings/consultations with parents and online large group workshops throughout the year to support parents as they navigate the various complexities of raising adolescents. Please do not hesitate to reach out to Ms. Siwiec if she can be of support to you or your child in any way.

One Team Residential Pledge
The challenge of maintaining a healthy residential community will require a commitment from everyone to consistently follow prevention practices and guidelines for the greater good of the community. Students will be educated on their individual responsibility to uphold these practices to care for self, others and our community.

  • Caring for self: Complete daily health and wellness screening on REACH, wash and sanitize hands often, seek help when feeling unwell, overwhelmed, unsure, or unhappy
  • Caring for others: Maintain social distancing, wear all required PPE, be cooperative and honest with all adults, be respectful of others who are anxious about or more vulnerable to the virus
  • Caring for our community: Keep our community spaces safe by cleaning up after self, following instructions and directional signs on campus, having a positive attitude and lift the spirits of those around us, and playing our part as we work together for the greater good of our community

Strategic Logistical & Operational Details: Coronavirus (COVID 19) Response Plan
‘Iolani’s mission for the upcoming school year is to do all we can to create the safest environment we can within one of the safest states in the US. During the day, school will look different with many programs and spaces modified for safety reasons. We will rigorously implement personal protection equipment, social distancing, sanitization & hand-hygiene, and more as part of our daily routine. We will also align on-campus procedures with community COVID-19 conditions as part of an Impact Level Scale that will guide operational changes. Fine details of our reopening plan will continue to be communicated over the course of the summer. The following reflects our continuing strategies and planning for our Residential Life program.

Travel, Arrival, and Orientation to ‘Iolani
Quarantine After Travel
The State of Hawai‘i currently requires all travelers arriving before September 1 to serve a 14-day quarantine upon arrival to any island. However, effective August 1, 2020, ‘Iolani School Residential Life boarding students have been approved for a modified quarantine for their travel to O‘ahu. The success of this program will require timely and accurate communication between the ‘Iolani Residential Life team and all students and their families. To qualify for this modified quarantine, all students must satisfy the conditions outlined below under Modified Quarantine Procedures.

As a note, students who choose this program will still be required to abide by quarantine protocols and complete a modified quarantine on campus once evidence of a second negative test result is obtained. Testing is dependent
Residential Life Program (continued)

on availability and turnaround time to receive the results. The Residential Life team will work with each family to coordinate a second PCR test.

We still plan to partner with our students and their families to arrange quarantine lodging at Aston Hotel in Waikīkī if required. Members of the Residential Life staff will check in with students frequently while at the hotel in addition to providing supervision of an adult beginning August 10th.

Modified Quarantine Procedures
Please read the following terms carefully to ensure that you are able to meet the requirements. Once you confirm your understanding and request participation in this program, our Residential Life team will contact you directly to collect information pertaining to your travel arrangements and ensure that your family can meet this agreement.

Overview of Policy
• Students must take a COVID-19 PCR test within 72 hours of travel to Hawai‘i and provide the results of the test to ‘Iolani School as soon as they become available.
• If students have not yet obtained a negative test result prior to arriving in Hawai‘i, students must quarantine in a hotel until results are obtained. While awaiting the test results, the students must comply with that State’s rules pertaining to such quarantine, except that those subject to modified quarantine may be housed with family members.
• ‘Iolani School requires a second negative PCR result for COVID-19 five days after arrival to Hawai‘i and before moving onto campus.
• The modified quarantine applies to students only and does not allow their family members to break quarantine for any reason.

Prior to Travel
• Students must fill out any travel or health screening form required by the State of Hawai‘i or county, including but not limited to the mandatory Traveler Declaration Form, found at https://hidot.hawaii.gov/airports/files/2020/05/Travel-Declaration-Form-20200519.pdf. Please consult https://health.hawaii.gov/travel/traveling-to-hawaii/travel-requirements/ for updates.
• The students must provide ‘Iolani School written attestation that in the 14 days before travel:
  a. They have had no fever or ill symptoms; and
  b. They have not had any exposure to any known COVID-19 cases.
• While traveling, students must wear cloth face coverings to the greatest extent possible on the plane and especially in and on the way to and from airports. Face coverings are required pursuant to State and county orders upon arrival. It is also recommended that students carry hand-sanitizer to use frequently during travel, especially after touching common surfaces in airports or on the airplane.
• Upon arrival in Hawai‘i, students will travel from the airport directly to their place of quarantine only.
• For 14 days following arrival, ‘Iolani School will be responsible for monitoring daily quarantine compliance through requiring that students conduct daily wellness checks at the start of each day consisting of temperature checks and completion of symptoms questionnaires, and provide proof of completion of the
Residential Life Program (continued)

- Wellness checks to ‘Iolani School each day.
  - For students residing on ‘Iolani School campus, ‘Iolani will be assisting with options for meals for purchase by the students.
  - If students obtain negative results from pre-departure testing, during the 14 days following arrival, students will only be allowed to attend official school activities, including but not limited to orientation and classes. At all times while outside their place of residence, except when dining, they shall wear a cloth face covering or mask as required by State and county orders.
  - If students obtain positive results from pre-departure testing, or if at any time symptoms occur during the 14-day period following arrival, students must immediately seek medical care and may be required to quarantine. ‘Iolani School will connect students with health care providers for testing with test results being sent to the State of Hawai‘i Department of Health (DOH).

Support in Quarantine
Quarantine can be a challenging time for students. Taking time to prepare for quarantine prior to departure is important. Prior to departure, students will be sent a list of tips and activities that will help set students up for success. In addition, the Residential Life team will provide support for students in quarantine through virtual activities, daily check-ins, and academic support for those entering quarantine after the start of the school year.

Move-in
Upon completion of the quarantine period, students will be allowed to arrive on campus and move into the dormitory provided they are symptom-free. The residential staff will be available to pick up from hotel and transport students and their belongings to campus. In this case, we would plan additional community events for the first weekend that students would be living in the dormitory.

Move-in times for individual students will be scheduled on a staggered basis and determined once a student has completed their 14-day quarantine. Once students have moved onto campus, their off-campus permissions will be limited. We encourage families to take care of shopping needs prior to move-in and utilize the pick-up and delivery options available at multiple stores on O‘ahu. We will also work with the residential life staff and students to arrange Target pick-ups to take care of any needs they have once settled in the dorm.

On-campus family visitation will be limited, scheduled in advance, and all visitors must wear PPE and follow social distancing practices.

In addition, the dorm will still be ready for students to move in as early as August 20 provided they have completed their quarantine period before returning to campus. We will sort through these details on an individual basis as planning becomes more clear.

Late Arrival
We understand that some families are having a difficult time arranging flights and/or visa appointments as a result of limited flight options and embassy delays and closures. We will welcome your child to campus as soon as they can safely travel. We want to ensure parents and students are comfortable with the travel arrangements.
The school is offering a hybrid model for instruction/coursework, meaning classes will be available face-to-face and online for circumstances including travel and visa delays. If a student arrives later than the start of school, attendance will be taken based on the student’s participation in their online classes. Students will be responsible for the same workload as day school students. We will work with each student’s academic counselor to determine the best plan for each student and to ensure students have the materials they need for their courses.

Health, Wellness and Prevention
During the academic year, ‘Iolani will continue to monitor all city, state, and federal guidelines in order to remain up-to-date with the current best practices in response to COVID-19. Our priority in all decisions remains the health, safety, and well-being of our students. To that end, we will be taking a layered approach for the preparation, preparedness and prevention of COVID-19 on our campus and in our residence hall.

Emergency Response Plan
The following is a brief outline of our Emergency Plan if a positive case of COVID-19 is confirmed on campus. These plans are still being outlined by our Wellness Center team and will be reviewed and approved by our medical advisors.

• Coordinate with local health officials and follow their protocols and guidance.
• Self-Isolate - individuals with a confirmed case of COVID-19 will be moved to a temporary residence to self-isolate and monitor for worsening symptoms according to guidance from local health officials.
  - Regular check-ins, care, meals, and cleaning protocols will be provided to these individuals.
  - We are setting up multiple quarantine locations on campus and will utilize our spaces as we are able based on the current conditions.
• Follow protocols for contact tracing and monitor any students or faculty who may be at risk. In the event of a confirmed case in the dorm, the student and their pod mates would be isolated, monitored, and tested as necessary.
• Clean and disinfect all areas used by the COVID-19 patient focusing especially on frequently touched surfaces.
• We will act in loco parentis until arrangements are made for the parents to care for a child. We understand this period may be lengthy based on travel restrictions and are working with local health officials to ensure we are prepared for such a case.
• We will utilize cohorts, both in the academic day and in the dormitory. In addition to the cohorts, we will trace a student’s previous locations based on their use of REACH, our student management platform, and an interviewing process.

Prevention and Preparation
When there are no community transmissions or active cases, we will continue to review, update, and implement strategies to reduce, slow, and stop the spread of COVID-19. These strategies include:

• Continue working with local health officials and other partners to establish and refine emergency protocols.
• Reinforce healthy hygiene practices.
• Increase the routine cleaning and disinfection of surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (doorknobs, light switches, classroom sink handles, countertops).
Residential Life Program  (continued)

- Ensure adequate supplies to support cleaning and disinfection practices by staff and faculty so that commonly used surfaces (keyboards, desks, PPE, other personal items) can be wiped down before use.
- Create strategies to keep the community informed with accurate information to counter spread of misinformation and reduce the potential for fear and stigma, steps being taken, and any changes to usual campus schedules/functions.
Residential Life Program (continued)

PPE in the Dormitory
PPE and social distancing are the most effective tools in practicing individual responsibility to mitigate the spread of the virus. The use of personal protective equipment (PPE) in the dormitory will be changed throughout the year depending on the Hawai’i state & ‘Iolani School defined impact level. ‘Iolani will provide one school-issued shield for each student, but students will be required to bring their own masks (see packing list). Specific face mask & shield options for each of the locations are listed below:

<table>
<thead>
<tr>
<th>Location</th>
<th>Students</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wong-Trainor Lobby</td>
<td>PPE</td>
<td>PPE</td>
</tr>
<tr>
<td>On your floor</td>
<td>PPE</td>
<td>PPE</td>
</tr>
<tr>
<td>In your pod</td>
<td>No PPE</td>
<td>PPE</td>
</tr>
<tr>
<td>In your room</td>
<td>No PPE</td>
<td>PPE</td>
</tr>
<tr>
<td>Study room</td>
<td>PPE</td>
<td>PPE</td>
</tr>
<tr>
<td>Elevator</td>
<td>PPE</td>
<td>PPE</td>
</tr>
<tr>
<td>Outdoors</td>
<td>PPE</td>
<td>PPE</td>
</tr>
<tr>
<td>Off-Campus’ (when allowed)</td>
<td>Mask (State of Hawai’i requirement)</td>
<td>Mask (State of Hawai’i requirement)</td>
</tr>
</tbody>
</table>

1For the purposes of the chart above, PPE is defined as a face mask or a school-issued face shield.  
2Please note PPE requirements will change as we move through phases of the reopening plan

Cleaning and Sanitizing Considerations
To ensure that our residence and common areas remain clean and sanitized, we will increase the cleaning and hygiene expectations for all students, staff members, and cleaning services. We will continue to disinfect common areas, restrooms, and frequently touched surfaces on a recurring basis as well as on-demand as needed. Each floor and common area will also maintain hand sanitizer stations at entrances and other high-traffic areas.
Residential Life Program (continued)

Additionally, as part of nightly room checks, students may be expected to disinfect desks, doorknobs, light switches, handles, personal devices, and face shields. Specific information regarding cleaning and sanitizing protocols will be communicated in August.

We will keep cleaning supplies on hand on every floor of the dorm and we will continually monitor and restock supplies.

Physical Distancing
Prior to returning to campus, the dorm will be altered as necessary to support healthy distancing. In addition, we will have new entry and exit protocols, signage, floor markings, and other visual cues to indicate best practices in each space. Below is a brief outline of those practices:

- Elevators
  - Max Capacity - 4
  - Signage on the floor on where to stand physically distanced
- Stairwells
  - Stairwells will be utilized for one way traffic (exit only) in the dormitory
- Common Spaces
  - Will be set up to promote safe distancing and require the use of PPE

Temperature Checks & Logging
All community members will record their temperature each morning through a survey available in REACH, our student management app. Boarding students and house parents will also monitor their temperature when entering or returning to the dormitory. All student rooms will be equipped with a school-issued thermometer and we are evaluating the feasibility of installing temperature monitoring stations throughout the building.

Testing
‘Iolani School is working closely with local health care providers to arrange access to COVID-19 testing when available and deemed necessary by the school. The school reserves the right to mandate testing regardless of symptoms. If a student displays symptoms of COVID-19 or has been in close contact with a positive case, they will be tested and remain in quarantine until the results of the test are available. Protocols for a positive test result are being developed by our Wellness Center team to be reviewed by our medical advisors. Additional details will be shared as the plan evolves in advance of the student’s arrival to campus.

Routine Wellness Protocols
With COVID-19 grabbing our attention, the need to take care of basic and routine health concerns and illnesses is more important now than ever. With that in mind, please read the following:

- If a student has a temperature, cough or presents other symptoms in line with COVID-19, they will notify a dorm adult immediately and remain in their room until notified.
- Students with basic or routine health concerns will have a separate space to be taken care of.
- Students, staff, and faculty who become sick (with any illness) on campus or arrive on campus sick will be sent
Residential Life Program (continued)

- to their place of residence as soon as possible.
  - Sick residents of on-campus housing in communities with no identified COVID-19 and who are not believed to
    have been exposed to COVID-19 should avoid contact with well individuals while sick.

Dorm Closure
If the school enters a “safer at home” or “stay at home” impact response we will evaluate whether the dorm may
remain open. If we can safely remain open through “safer at home” protocols, or, if the “remain at home” period is
expected to be temporary, then we will aim to maintain on-campus residential facilities for our boarding students.
This will allow our students to actively participate in distance learning and await the return of normal on-campus
academic activities. If the “remain at home” period is expected to be long or indefinite and we are unable to have the
dormitory remain open we will work with families as alternative arrangements are made.

School Holidays
Depending on global conditions, as well as federal and international travel restrictions, we will work with families
to organize lodging during school breaks, if necessary. Options may include local home stays, trips within Hawai‘i,
or dorm accommodations. Additional charges will depend on the activities planned and the amount of supervision
required but we will aim to keep costs below the price of a ticket that would normally be purchased to return home
during these school breaks.

Considerations for the Dorm
Dorm Room Set-up
Dorm rooms will be furnished and arranged to maximize space to promote safety and cleanliness. These
considerations include bunk beds, desk arrangements, and school-issued furnishings. Furthermore, we ask that
students limit the number of belongings they bring to campus and acquire during the year to allow them to maintain
a safe and clean environment. Please refer to the packing list for more information on items to bring.

Furniture in Pod
Given the need to reduce large gatherings yet also maintain social connection, we will outfit each pod with seating, as
well as a communal mini-fridge to promote a safe gathering space and connections amongst students living together.

Smaller Cohorting
Each floor will be subdivided into smaller cohorts, and none of our floors will house more than 28 students. Each
cohort will function like a family-unit in response to pandemic conditions.

Bathrooms
Our bathrooms will be outfitted with plexiglass stalls around the sink area and proper signage will be provided to
direct our students on proper usage. We will not allow cell phones in the bathroom and will also limit the number of
individuals using the bathroom at a time to avoid density. Furthermore, we will encourage individuals to minimize
the amount of time they spend in the bathroom and, if possible, store all personal items in their room instead of the
bathroom.
Residential Life Program  (continued)

Common Room and Study Space
At the start of the school year and to avoid density, we may limit the number of individuals and use of the common and study spaces to ensure the safety of our residents.

Meals
Meal services will be adjusted to allow for safe distribution and physical distancing guidelines. The Student Center will be the main location for all residential life meals, however, at times, meals may also be served in the dorm. Initially, there will be no self-service meal stations or salad bars. Meals will be prepackaged or served by our dining services team, with additional snack and meal options available on occasion. The food service will be adjusted to reflect CDC guidelines. A variety of food options will be available at every service to allow students to choose a desirable meal option.

In addition, the Residential Life team will organize opportunities for students to get snacks for their consumption in the dorm. Students will be able to shop online for personal items, however, keep in mind we are encouraging students to minimize belongings in their room for cleaning and sanitization purposes.

Visitors
Given the need to protect all residents of the dorm, the following guidelines are in place as it relates to visitors in the dorm:

• **Visiting Students Within the Dorm:** Students will be allowed to relax their use of PPE when present in their own pod in the dormitory. When visiting students in other pods they will be asked to wear PPE as if they are in any other common space.

• **Day Students in the Dorm:** In order to maintain the health and safety of our community, the residence hall will be closed to non-boarding students to begin the year. Based on conditions in the school and state, we plan to revisit this policy regularly throughout the year.

• **Family Visits:** As local, state and federal guidelines continue to evolve the School will develop a plan for families that may be visiting their children on O‘ahu. At the start of the year, we will reduce the number of visitors on campus by scheduling in advance. We will intentionally stagger move-in dates/times in order to allow each student and their family to have ample time and space to safely move in-to their room. All visitors will be expected to follow School policy regarding PPE and social distancing practices.

• **Visiting Day Students:** Given the need to protect our family-units within the dorm, boarders will not have permission to visit day students off-campus.

• **Private Lessons and Club Sports:** In the first month of school, students will not be able to attend private lessons or club sports activities off-campus. We will continue to monitor the situation as the year progresses, but expect that off-campus permissions will remain limited in order to keep our community safe.

Weekend Activities
While we recognize the importance of exploring all Hawai‘i has to offer, we are keenly aware of the heightened risk that comes with off-campus activities, especially in crowded, indoor spaces. To that effect, the Residential Life program will work to provide a number of engaging, on-campus programming and community building activities on
evenings and weekends, as well as a limited number of off-campus opportunities when it is safe to do so. Families should expect that during the first month of school, and at times of increased infection in our area, students off-campus permissions may be limited (except for medical appointments and other urgent needs). Furthermore, we will host a number of on-campus community weekends throughout the year. Community Weekends provide the unique opportunity to intentionally build community as well as establish spirit and competition among our houses. Though our first priority is the safety of our students, we hope to build in as much flexibility as possible in order to respond to changing conditions.

Continuing Education
In order to be prepared and maintain a level of certainty with our program, we will prioritize the continuing education, training and other related support for all of our faculty and students. This will come in intentional training and education during orientation and throughout the year.

Academic Support for Hybrid Learning
We understand that some families are having a difficult time arranging flights and/or visa appointments as a result of limited flight options and embassy delays and closures. We will welcome your child to campus as soon as they can safely travel. We want to ensure parents and students are comfortable with the travel arrangements.

The school is offering a hybrid model for instruction/coursework, meaning classes will be available face-to-face and online for circumstances including travel and visa delays. If a student arrives later than the start of school, attendance will be taken based on the student’s participation in their online classes. Students will be responsible for the same workload as day school students.

Academic support will be provided for all students participating in face-to-face and online courses. We will work with each student’s academic counselor to determine the best plan for each student and to ensure students have the materials they need for their courses.
Our athletic directors continue to monitor the athletic landscape to determine the feasibility of each sport given impact levels. The impact levels and effect on our fall sports is included here:

<table>
<thead>
<tr>
<th>FALL SPORTS</th>
<th>STAY AT HOME</th>
<th>SAFER AT HOME</th>
<th>ACT WITH CARE</th>
<th>RECOVERY</th>
<th>NEW NORMAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowling</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Cross Country</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Football</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Kayaking</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Tennis (JV)</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Girls Volleyball</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Boys Waterpolo</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

0 = Closed  1 = Essential only with physical distancing and safe practices  2 = Open with physical distancing and safe practices  3 = Open with adjusted safe practices  4 = Fully open with adjusted safe practices

Every sport will continue to have its season (continued skill building) but whether or not they will have the opportunity to compete will be determined by the ILH and HHSAA.

Once a sport is deemed permitted to return to practice/play, our athletic directors will work closely with our head coaches to devise a return-to-practice plan that incorporates all safety measures necessary (& in accordance with the national sports organization’s practice). The wearing of athletic masks may be just one component of this safety protocol, depending on the sport. Athletic masks are lightweight and moisture-resistant and can be worn during workouts.

If a student is in our online program, he/she may not participate in our athletics program, which requires in-person participation.

In order to be considered for return-to-play/practice, each sports’ coaching team must submit a proposal to the school that includes the following information:

- **Current Regulations and Guidance** (Provided by the national organization for the specific sport)
  - Current County, State and Federal Regulations - current restrictions that could affect the normal operation of the sport
  - National Federation Guidance - current best practices/guidance for operating your sport during the pandemic
Athletics (continued)

General Rules and Guidelines for Return to Play
• Participation rules for athletes/coaches who are sick or have come into contact with an ill person
• Reporting structure for ill individuals or close contact situations
• Contact tracing plans
• Rules for reclearance of athletes/coaches
• Travel - participation rules for athletes/coaches or family members who travel out of state
• Sanitization rules
• Pre-departure interview and temperature check rules including failed checks
• Rules for the use of PPE and social distancing on site and during a contest

Pre-Arrival
• Health interview and temperature check guidelines including failed checks
• Equipment and personal effects responsibility of individuals and team (Home and Visitors)
• Transportation guidelines

Arrival
• Guidelines for parking, arrival time and entrance to contest arena
• Secondary health interview and temperature check guidelines upon arrival including failed checks - Home site to test home and visiting teams
• Rules regarding spectators, media, and other individuals
• Rules for pre-meetings and warm-ups

Contest
• Aspects of sport that are affected by current pandemic guidelines
• Specific modifications of sport in all areas (including equipment) to address aspects affected by pandemic guidelines
• PPE/Distancing rules and set-up for athletes/coaches/officials/outsiders both on and off the bench during a contest
• Disinfecting guidelines for individuals, contest space and equipment during a contest
• Bathroom and locker room usage during a contest

Post-Contest
• Rules for disinfecting contest arena and equipment
• Bathroom and locker room usage post contest
• Post meeting rules and gatherings
• Exit strategy for non-host team
Appendix I:
Family Handbook Covid-specific Policy

COVID-19 Policy For Family Handbook

As ‘Iolani School resumes on-campus instruction, our overriding priority is to ensure the continued safety and well-being of our students and families, employees and community during the COVID-19 pandemic. We also recognize how important in-person learning, teaching and collaboration is to education. The following guidelines, together with our prevention strategies, are designed to safely return our students, faculty and staff to campus.

This policy applies to all aspects of instruction and school-related activities, including but not limited to participation in extracurricular activities, athletic programs and events, field trips and travel, off-campus school events, student activities and clubs, Residential Life enrollment and activities, After School Care and After School Programs enrollment and activities, etc.

Please note that this policy is subject to change at ‘Iolani School’s 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.

For any general questions regarding this policy, please contact communityhealth@iolani.org.

I. Positive COVID-19 Test, Suspected Case, or Close Contact Situation
A student must remain off campus in the event of any of the following situations:

1. If the student or someone in his/her household tests positive for COVID-19 or is suspected of having COVID-19;
2. If the student or someone in his/her household has been in close contact with an individual infected by COVID-19;
3. If the student or someone in his/her household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive.

In such an event, you are required to notify the Infirmary at infirmary@iolani.org or call 808-943-2249. The student will be required to remain off campus until he/she is medically cleared and authorized by the School to return.

During this time, the School will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances.

II. Experiencing Symptoms of Illness
According to the Centers for Disease Control and Prevention (“CDC”), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2–14 days after exposure to the virus.
Appendix I: Family Handbook Covid-specific Policy (continued)

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Please refer to https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html for a list of the most current symptoms. This list does not include all possible symptoms and may be updated or revised by the CDC at any time.

If a student or someone in his/her household suspects they may have COVID-19 based on the CDC’s list of symptoms, please notify the Infirmary at infirmary@iolani.org or call 808-943-2249.

The student will be required to remain off campus until he/she or the individual in his/her household is medically cleared, and the student is authorized by the School to return.

During this time, the School will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances.

III. Mandatory Daily Self-Screening For Students Attending School On Campus

All students attending school on campus will be required to do a mandatory temperature and symptom check each day before coming to school using a secured online application to confirm that he/she is fever and symptom free. This online self-screening app will also ask about any known exposure to someone that has tested positive for COVID-19. This online self-screening app will be maintained by the School, and the results of each student’s daily temperature and symptom check will be disclosed to and monitored by the School. The Infirmary will be notified of any student temperature outside of normal range and/or any other affirmative response to the symptom check. The Infirmary will then contact the student’s parent(s)/guardian(s) while the student remains off campus.

Each family expressly understands and agrees to perform this temperature and symptom check on their student and to accurately and truthfully report the results each day prior to coming to school. Each family understands and agrees that this is a requirement of continued enrollment at ‘Iolani. Failure to perform and/or provide accurate results of this daily temperature and symptom check will result in action by the School, including but not limited to a student’s disenrollment.

All students absent from school will be required to remain off campus until he/she is medically cleared and authorized by the School to return.
Appendix I: Family Handbook Covid-specific Policy (continued)

During this time, the School will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances.

IV. Prevention Strategies, Including Masks and Face Shields
All students are required to abide by 'Iolani School's prevention strategies, including but not limited to wearing masks and school-issued face shields as instructed while on campus or participating in school events. If a student has a disability or medical condition that may prevent him/her from wearing a mask and/or face shield, please contact Dean Linnert for the Lower School at zlinnert@iolani.org or 808-943-2280 or Dean Brown for the Upper School at tbrown@iolani.org or 808-943-2384.

LEGAL DISCLAIMER REGARDING FACE SHIELDS: Please note that use of face shields issued by 'Iolani School 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 'IOLANI SCHOOL. 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.

V. Travel
All students attending school on campus are encouraged to avoid any non-essential, out-of-state travel. Please notify Dean Linnert for the Lower School at zlinnert@iolani.org or 808-943-2280 or Dean Brown for the Upper School at tbrown@iolani.org or 808-943-2384 regarding any out-of-state travel.

If a student and/or a member of his/her household travels and is subject to quarantine, the student must remain off campus until cleared to return.

During this time, the School will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances.

VI. On/Off Campus Instruction Guidelines
‘Iolani School has designed prevention strategies in order to implement and enforce health and safety measures throughout our campus. Although ‘Iolani encourages families to opt for on-campus instruction if possible, the School recognizes the needs and concerns of some of its families. Accordingly, families and students are allowed to choose between on-campus instruction or online instruction on a semester-basis for the 2020–21 school year.

While ‘Iolani School has a degree of expertise in online instruction and has added online faculty to support online students for the 2020–21 school year, it is explicitly recognized that the online program does not offer the learning
efficiency or other aspects of education that are intrinsic to in-person instruction. As such, it is important to recognize that by choosing online instruction:

1. Online students will not have access to the ‘Iolani School campus and therefore any activities associated with campus use, athletics, club meetings, performing arts productions, etc. will not be available to the student or may only be available on a limited basis.

2. The pace of instruction and assessment will be consistent with and follow on-campus instruction. While on-campus instruction is taking place, teachers will define their curricula as such and will not tailor the content or pace of their instruction for online instruction. Student grading and assessment will also remain consistent between students learning on-campus and online. In the event that the entire student population is shifted to online learning, the pace and content of instruction and student assessment may be modified at that time based on a school-wide online format.

3. While ‘Iolani School has worked to integrate community, student support, and academic programs with its online program and invested significant resources in technology and personnel to support online learning, families and students who chose the online program recognize and agree to its limitations versus in-person instruction.

If you would like your student to attend school via our online program, please direct such requests to Dean Gordon for the Residential Life Program at jgordon@iolani.org or 808-943-2231, Dean Linnert for the Lower School at zlinnert@iolani.org or 808-943-2280, or Dean Chin for the Upper School at achin@iolani.org or 808-943-2214. Requests to participate in the online program must be made by July 31, 2020.

VII. COVID-19 WAIVER AND RELEASE OF LIABILITY
While ‘Iolani School 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 ‘Iolani School’s campus that could be infected with COVID-19 who have symptoms or who are asymptomatic.

Further, while ‘Iolani School will implement safety precautions and strategies designed to mitigate the risk of COVID-19 transmission to the extent reasonably feasible, ‘Iolani School 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.
Appendix I: Family Handbook Covid-specific Policy (continued)

ACCORDINGLY, AS THE STUDENT’S PARENT(S)/GUARDIAN(S), YOU HEREBY WAIVE, DISCHARGE, COVENANT NOT TO SUE, RELEASE, INDEMNIFY, AND HOLD HARMLESS ‘IOLANI SCHOOL, 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 ‘Iolani School.

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 ‘Iolani School in writing and may not matriculate your student.
Appendix II: Employee Handbook Covid-specific Policy

COVID-19 Policy For Faculty and Staff

As ‘Iolani School resumes on-campus instruction, our overriding priority is to ensure the continued safety and well-being of our employees, students and community during the COVID-19 pandemic. We also recognize how important in-person learning, teaching and collaboration is to education. The following guidelines, together with our prevention strategies, are designed to safely return our students, faculty and staff to campus.

Please note that this policy is subject to change at ‘Iolani School’s 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.

I. Positive COVID-19 Test, Suspected Case, or Close Contact Situation
An employee must remain off campus in the event of any of the following situations:

1. If you or someone in your household tests positive for COVID-19 or is suspected of having COVID-19;
2. If you or someone in your household has been in close contact with an individual infected by COVID-19; or
3. If you or someone in your household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive.

You are required to notify Staci Fujikawa, Director of Human Resources, at sfujikawa@iolani.org, (808)943-2315 (work), or (808)387-7027 (cellular). You will be required to remain off campus until you are medically cleared and authorized by the School to return.

During this time, you may be eligible for paid leave benefits pursuant to the Families First Coronavirus Response Act (“FFCRA”), in effect until December 31, 2020, as outlined in Section VII below. You may also be required to work from home during this time, depending on the circumstances, subject to supervisor approval.

II. Experiencing Symptoms of Illness
According to the Centers for Disease Control and Prevention (“CDC”), people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
Appendix II: Employee Handbook Covid-specific Policy (continued)

Please refer to https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html for a list of the most current symptoms. This list does not include all possible symptoms and may be updated or revised by the CDC at any time.

If you suspect you may have COVID-19 based on the CDC’s list of symptoms, please notify Staci Fujikawa, Director of Human Resources, at sfujikawa@iolani.org, (808)943-2315 (work), or (808)387-7027 (cellular).

You will be required to remain off campus until you are medically cleared and authorized by the School to return.

You may be eligible for paid leave benefits pursuant to the FFCRA, as outlined in Section VII below. You may also be required to work from home during this time, depending on the circumstances, subject to supervisor approval.

III. Mandatory Daily Self-Screening

All employees will be required to do a symptom check each day before coming to work to confirm that you are fever and symptom free. This online app-based checklist will also ask about any known exposure to someone that has tested positive for COVID-19. Daily self-screening using the school’s app is mandatory and the school will monitor the associated information. In the event that the results indicate that you should not report to work, you must notify your direct supervisor. Failure to comply with the daily mandatory use of the self-screening will result in notification to your direct supervisor and the Human Resources office.

You will be required to remain off campus until you are medically cleared and authorized by the School to return. You may be eligible for paid leave benefits pursuant to the FFCRA, as outlined in Section VII below. You may also be required to work from home during this time, depending on the circumstances, subject to supervisor approval.

IV. Work On/Off Campus

‘Iolani School has designed prevention strategies in order to implement and enforce health and safety measures throughout our campus. In order to support our students and operations, all employees will be required to work on campus pursuant to these health and safety measures, with the exceptions outlined in this policy.

Employees with a disability or medical condition that places them at higher risk from COVID-19 who wish to seek an ADA reasonable accommodation should contact Staci Fujikawa, Director of Human Resources, at sfujikawa@iolani.org, (808)943-2315 (work), or (808)387-7027 (cellular). The School may require a medical certification.

Employees who have a household member with a disability or medical condition who is at higher risk from COVID-19, and who wish to remain off campus, will be required to work off campus in the School’s online learning program performing duties as assigned by their supervisor. The School may require a medical certification.

Employees who are unable to work from campus due to childcare issues caused by COVID-19 may be entitled to take partially paid leave pursuant to the FFCRA, as outlined in Section VII below, as well as additional unpaid leave.
Appendix II:
Employee Handbook Covid-specific Policy (continued)

limited circumstances, the School may permit an employee to work from home due to childcare issues caused by COVID-19 taking into account the nature of the employee’s work, departmental considerations, and the impact on overall school operations.

V. Prevention Strategies, Including Masks and Face Shields
All employees are required to abide by ‘Iolani School’s prevention strategies, including but not limited to wearing masks and school-issued face shields at all times other than when alone in your classroom or office. Individuals with a disability or medical condition that prevents them from wearing a mask and/or face shield at all such times may request an ADA reasonable accommodation. For additional information or to request an ADA reasonable accommodation, please contact Staci Fujikawa, Director of Human Resources, at sfujikawa@iolani.org, (808)943-2315 (work), or (808)387-7027 (cellular). The school may require a medical certification

LEGAL DISCLAIMER REGARDING FACE SHIELDS: Please note that use of face shields issued by ‘Iolani School is at your 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 ‘IOLANI SCHOOL. By accepting and using such face shields, all employees acknowledge and accept this disclaimer and agree to use such face shields at their own risk.

VI. Travel
Employees are encouraged to avoid any non-essential out-of-state travel. All out-of-state travel plans must be shared with, and approved by, your supervisor.

If you travel and are subject to quarantine, you must remain off campus until cleared to return.

You may also be required to work off campus upon return, depending on the circumstances, subject to supervisor approval.

VII. Families First Coronavirus Response Act (“FFCRA”) Leave Policy: In Effect Until December 31, 2020, Unless Extended in Writing
Under the FFCRA, employees may be eligible to take leave pursuant to (1) the Emergency Paid Sick Leave Act (“EPSLA”), and/or (2) the Emergency Family and Medical Leave Expansion Act (“EFMLA”), as outlined below.

1. Emergency Paid Sick Leave Act (“EPSLA”)
   A. Eligibility. All employees.
Appendix II: Employee Handbook Covid-specific Policy (continued)

B. **Reason for Leave.** Employees may take emergency paid sick leave if they are unable to work because:

   i. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.

   ii. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

   iii. The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.

   iv. The employee is caring for an individual who is subject to an order described in (i) or self-quarantine as described in (ii) above.

   v. The employee is caring for his or her child if the school or place of care of the child is closed, or the child care provider of such child is unavailable, due to COVID-19-related reasons.

   vi. The employee is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

C. **Amount of Leave.** Eligible full-time employees will have up to 80 hours (2 weeks) of EPSLA leave. Eligible part-time employees are entitled to the number of hours the employee is normally scheduled to work over two weeks.

D. **Payment of Leave Hours.** EPSLA leave will be paid at the employee’s full regular rate of pay for leave taken for reasons (i)-(iii) above. Employees taking leave for reasons (iv)-(vi) will be compensated at two-thirds their regular rate of pay; however, pay will not exceed:

   • $511 per day and $5,110 in total for leave taken for reasons (i)-(iii) above.
   • $200 per day and $2,000 in total for leave taken for reasons (iv)-(vi) above.

E. **Interaction with Other Paid Leave.** Employees may use EPSLA leave before using any other accrued paid time off for the qualifying reasons stated above.

F. **Procedure for Requesting Leave.** Employees must notify Human Resources about their request for leave as soon as practicable if such leave is foreseeable. Employees will then receive a form to complete their request.

G. **No Carryover.** EPSLA leave will not be provided beyond December 31, 2020 unless extended in writing. Any unused EPSLA leave will not carry over to the next year or be paid out to employees.
Appendix II:
Employee Handbook Covid-specific Policy (continued)

2. Emergency Family and Medical Leave Expansion Act ("EFMLA")

A. Eligibility. All employees who have been employed by 'Iolani School for at least 30 days.

B. Reason for Leave. Employees who are unable to work due to a need to care for their child when a school or place of care has been closed, or when the regular child care provider is unavailable, due to COVID-19.

C. Duration of Leave. All eligible employees are entitled to up to 12 weeks of EMFLA leave through December 31, 2020. Please note that if an employee used FMLA leave for any reason during the prior 12-month period, EFMLA leave may be reduced by the prior leave taken.

D. Pay During Leave. The first 2 weeks of EMFLA leave are unpaid, but an employee may elect to use any accrued vacation or personal leave, or may use EPSLA leave, as described above. The following 10 weeks of EMFLA leave will be paid at two-thirds of an employee’s regular rate for the number of hours the employee would otherwise be scheduled to work. EFMLA pay will not exceed $200 per day (and $10,000 in total). Employees may supplement the two-thirds pay with accrued vacation or personal leave in order to receive full pay.

E. Procedure for Requesting Leave. Employees must notify Human Resources about their request for leave as soon as practicable if such leave is foreseeable. Employees will then receive a form to complete their request documenting the name and age of the child(ren) being cared for; the name of the school, place of care, or child care provider that is closed or unavailable due to COVID-19 reasons; and a statement representing that no other suitable person is available to care for the child(ren) during the period of leave requested.

F. No Carryover. EFMLA leave will not be provided beyond December 31, 2020 unless extended in writing. Any unused EFMLA leave will not carry over to the next year or be paid out to employees.

No employee will be discharged, disciplined or discriminated against for work time missed due to taking EPSLA or EFMLA leave. If you have any questions or would like additional information, please contact Staci Fujikawa, Director of Human Resources, at sfujikawa@iolani.org, (808)943-2315 (work), or (808)387-7027 (cellular).
Appendix III: 
Health Policy for Family Handbook

HEALTH SERVICES
The School employs nurses and others trained in first aid to provide care when students become ill or are injured on campus. If a student is ill or injured, the parent/guardian will be notified by Infirmary staff. The Infirmary is located in the Wellness Center on the makai side of the Student Center facing the baseball field. School nurses are available from 7:15 a.m.–4 p.m., Monday to Friday, except on school holidays. They may be contacted by phone at 808-943-2249 or via email at infirmary@iolani.org

Parent Notification
The protocol for notifying parents when a student has visited the Infirmary are as follows:

Lower School (K–6)
» Pink half sheet Infirmary Referral slips will be sent home via backpack for all minor visits to the Infirmary; no parental notification will be made via phone unless requested.
» Phone calls to parents/guardians for all major incidents and/or concerns.

Upper School (7–12)
» For minor injuries no parental notification will be made.
» Phone calls to parents/guardians for all major incidents and/or concerns.

Health Requirements
Physical examinations, immunizations, and TB clearance must be in compliance with Hawaii State Law and ‘Iolani School policy. Please refer to Magnus Health for information on the above requirements. Should you have any questions, please contact the Director of Health Services at (808) 943-2249 or infirmary@iolani.org

Health Records
‘Iolani School maintains electronic health records for each student, including the health forms submitted annually through Magnus Health, a secure, private portal. In certain situations, it may be necessary to share the information contained in the health records with the faculty and/or staff of the School, if, in the School’s judgment, such disclosure is required for the student’s health or educational needs. In emergency situations involving the health or safety of the student, the School may disclose such information to other parties.

IILLNESS POLICY AND PROCEDURES
‘Iolani School works diligently to provide a safe and healthy campus for all students. If a child is ill, we ask for parental assistance in preventing the spread of illness by keeping the child home. Sending students to school when they are ill exposes their peers to the same illness.

Due to the current Covid-19 pandemic, changes have been made to the illness policy and procedures to ensure the health and safety of the ‘Iolani community. In an effort to reduce the spread of illness the following policies will be strictly enforced:
Appendix III: Health Policy for Family Handbook (continued)

Daily Self-Screening For Students Attending School On Campus
All students will be required to do a mandatory temperature and symptom check each day before coming to school using a secured online application to confirm that he/she is fever and symptom free. This online self-screening app will also ask about any known exposure to someone that has tested positive for COVID-19. This online self-screening app will be maintained and monitored by the School, and the results of each student’s daily temperature and symptom check will be reviewed by the School. The Infirmary will be notified of any student temperature outside of normal range and/or any other affirmative response to the symptom check. The Infirmary will then contact the student’s parents while the student remains off campus.

Each family expressly understands and agrees to perform this temperature and symptom check on their student and to accurately and truthfully report the results each day prior to coming to school. Each family understands and agrees that this is a requirement of continued enrollment at ‘Iolani. Failure to perform and/or provide accurate results of this daily temperature and symptom check will result in action by the School, including but not limited to a student’s disenrollment.

Any student absent from school will be required to remain off campus until he/she is medically cleared and authorized by the School to return.

Reporting an Illness, Medical Appointment or COVID-Related Contact
Notifying the Infirmary of any illness, whether on campus or at home, is an important element in keeping the overall community safe and healthy. In addition, families are required to report any known COVID-related diagnoses or close contact situations. Students and their families should adhere to the following guidelines:

Student off Campus
A parent or guardian needs to contact the Upper School Attendance Office at 808-943-2207 or the Lower School Attendance Office at 808-943-2227 if:
• a student is feeling ill and cannot report to school
• a student has a doctor’s appointment and cannot report to school or will be tardy to school

Student on Campus
If a student is feeling ill while in school they should do the following:
• Students should come to the Infirmary when feeling ill with teacher notification or during passing, free period or lunchtime
• Students should not call parents for pick up before coming to Infirmary. The nurses need to assess the student and will then call the parents if the child will be going home ill
• The nurses will evaluate symptoms and determine if a child is too ill to remain in school or can be treated and return to classes
Appendix III: Health Policy for Family Handbook (continued)

- All students who leave ill during the school day, must have permission from the School and check out in person with the Infirmary

Symptoms Requiring Exclusion from School Include but are Not Limited to:
If a student presents any of the following symptoms they may be required, after consultation with the school nurse, to be picked up and/or remain home from school.

- Temperature of 100°F or higher *
- Vomiting or has vomited during the night, nausea
- Diarrhea
- Shortness of Breath *
- Cough *
- Nasal Congestion *
- Sore Throat*
- Rash (unexplained cause) *
- New loss of taste or smell *
- Fatigue *
- Headache *
- Muscle or body aches *
- Poor appetite/lack of appetite *

*Possible covid-19 symptoms (subject to change as ongoing research continues).

Positive COVID-19 Test, Suspected Case, or Close Contact Situation
A student must remain off campus in the event of any of the following situations:

- If the student or someone in his/her household tests positive for COVID-19 or is suspected of having COVID-19;
- If the student or someone in his/her household has been in close contact with an individual infected by COVID-19 (the CDC defines close contact as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated); or
- If the student or someone in his/her household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive.

In such an event, you are required to notify the Infirmary at infirmary@iolani.org or call 808-943-2249. The student will be required to remain off campus until he/she is able to present a primary care physician’s note clearing the child to return to school and is authorized by the School to return. Parents must contact the Infirmary and speak to a nurse prior to the child’s return.

During this time, the School will work with the student and his/her parent(s)/guardian(s) to determine and coordinate continued online instruction based on the circumstances.

Non-COVID Communicable Disease
A family is required to notify the Infirmary at 808-943-2249 if your child has been diagnosed with or is being tested for any communicable disease.

Any student who has been diagnosed with the following must be able to present a primary care physician’s note.
Appendix III:
Health Policy for Family Handbook (continued)

clearing the child to return to school and be authorized by the School to return. Parents must contact the Infirmary and speak to a nurse prior to the child’s return.

- Scabies
- Conjunctivitis (pink eye)
- Influenza
- Measles, Mumps, Rubella
- Chicken Pox
- Mononucleosis
- Strep Throat
- Scarlet Fever
- Impetigo
- Live lice (ukus)
- Fifth Disease
- Active Tuberculosis
- Hand-Foot-Mouth Disease

Other Obligations to Report
In addition to the above listed reporting requirements, a family is required to notify the Infirmary at 808-943-2249 in the following situations. Any student who reports the following must be able to present a primary care physician’s note clearing the child to return to school and be authorized by the School to return. Parents must contact the Infirmary and speak to a nurse prior to the child’s return.

- Physical injuries
- Surgeries
- Hospital/ER visits or admissions
- Newly diagnosed conditions

Returning to School After Illness/Travel Quarantine - General Procedures & Clearance
The following procedures must be followed for clearance to return to school for ALL students K-12 who have been absent from school due to illness or quarantine, for any length of time.

- Parents or guardians MUST call the Infirmary at 808-943-2249 the day before a potential return and be given a verbal ok by the school nurse before returning to school.
- A doctor’s note of clearance is required for ALL students that have been ill and absent for 3 days or more.
- On the first day back to school, students MUST go directly to the infirmary to be assessed by a nurse and submit any doctors’ notes they may have obtained. If the student is symptomatic or deemed not eligible to return by a nurse, a parent or guardian will be notified and the student will be sent home.

A CLEARANCE PASS will be issued once a student is cleared by a nurse and meets the following guidelines:

- Symptom free
- Clearance note from primary care physician (if applicable)
- Fever free (see fever policy)

Any student who does not have a clearance pass will not be allowed to attend classes.
Appendix III: Health Policy for Family Handbook (continued)

Criteria for Returning to School Following Illness/Quarantine

Student or Household-Related Travel Quarantine - **WITH NO COVID-19 SYMPTOMS**
If a student or someone in his/her household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive, because of travel by the student or household member, the student must meet **ALL** of the following criteria to return to school:

- Student and/or household member has fulfilled the government mandated quarantine,
- Student and household members must be COVID-19 symptom free for the last 24 hours,
- Student and household members must be fever free (99.0°F or lower) for the past 24 hours without fever reducing medication,
- Parent must contact the Infirmary and speak to a nurse prior to the child’s return, AND
- Clearance pass obtained from nurses on the first day back to school.

General Illness - No Covid-19 Symptoms, Testing or Exposure
Any student who has been absent from school due to illness, non-Covid related, must meet **ALL** of the following criteria to return to school:

- Fever free (99.0°F or lower) for the last 24 hours without fever reducing medication,
- Symptom free or symptoms improving over the last 24 hours,
- **For any absence greater than 3 days, parents must inform the Infirmary of the reason for the absence and obtain a note of clearance to return to school from the child’s primary care physician (PCP), AND**
- Clearance pass obtained from nurses on the first day back to school.

Possible COVID-19 Diagnosis **WITH COVID-19 SYMPTOMS**
Any student who has been absent from school due to a possible COVID-19 diagnosis, must meet the following criteria to return to school:

- Fever free (99.0°F or lower) for the last 24 hours without fever reducing medication
- Symptom free or symptoms improving over the last 24 hours
- 10 days since symptoms first appeared
- Primary care physician’s note clearing child to return to school.
- Parent must contact the infirmary and speak to a nurse prior to the child’s return, AND
- Clearance pass obtained from nurses on the first day back to school.
Appendix III: Health Policy for Family Handbook (continued)

Confirmed Positive COVID-19 Diagnosis WITH COVID-19 SYMPTOMS
Any student who has been absent from school due to a possible or known positive COVID-19 diagnosis, must meet ALL of the following criteria to return to school:

• Fever free (99.0°F or lower) for the last 24 hours without fever reducing medication,
• Symptom free or symptoms improving over last 24 hours,
• 10 days since symptoms first appeared,
• Primary care physician’s note clearing child to return to school. The physician’s note must also confirm clearance from Hawaii Department of Health (HDOH),
• Parent must contact the Infirmary and speak to a nurse prior to the child’s return, AND
• Clearance pass obtained from nurses on the first day back to school.

Confirmed Positive COVID-19 Diagnosis WITH NO COVID-19 SYMPTOMS
Any student who has been absent from school due to a known positive COVID-19 diagnosis yet has no COVID-19 symptoms, must meet ALL of the following criteria to return to school:

• Fever free (99.0°F or lower) for the last 24 hours without fever reducing medication,
• No current COVID-19 symptoms,
• 10 days have passed since positive test,
• Primary care physician’s note clearing child to return to school. In positive COVID-19 cases, the physician’s note must also confirm clearance from Hawaii Department of Health (HDOH),
• Parent must contact the Infirmary and speak to a nurse prior to the child’s return, AND
• Clearance pass obtained from nurses on the first day back to school.

Child Exposed to a Confirmed COVID-19 Positive Individual
The CDC defines close contact as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated. Any student who has been absent from school due to close contact with a known positive COVID-19 individual must meet ALL of the following criteria to return to school:

• All students with close contact as defined above must be COVID tested whether asymptomatic or symptomatic.
• Stay home for 14 days minimum after last exposure to COVID positive individual. A Negative COVID test will not shorten the required 14 day quarantine.
• Fever free (99.0°F or lower) for the past 24 hours without fever reducing medication
• No COVID-19 symptoms for the last 24 hours
• Primary care physician’s note clearing child to return to school. The physician’s note must also confirm clearance from Hawaii Department of Health (HDOH),
Appendix III: Health Policy for Family Handbook (continued)

- Parent must contact the infirmary and speak to a nurse prior to the child’s return, AND
- Clearance pass obtained from nurses on the first day back to school

THESE POLICIES ARE SUBJECT TO CHANGE BASED ON CURRENT CDC RECOMMENDATIONS

INJURY POLICY AND PROCEDURE
Any student who has an injury requiring accommodations while on campus, must check in with the Infirmary before homeroom on the first day back to school with a note of clearance or restrictions from their primary care physician. The note must indicate specific medical instructions and/or restrictions along with the date of the next follow up. A clearance note stating the student is cleared “with no restrictions” will be required before the student is allowed to return to any activities from which they were originally restricted i.e. PE, sports, dance, etc. The note should be submitted to the Infirmary by the student in person, before homeroom, on the first day back to school.

PARTICIPATION IN ATHLETICS OR EXTRACURRICULAR AFTER SCHOOL ACTIVITIES
All students claiming illness and who arrive later in the day must check in with the Infirmary, by 12 NOON with a doctor’s note in order to participate in athletics or any extra-curricular activities that day. The note should be submitted to the Infirmary by the student, in person, upon arrival. Any student sent home ill during the school day may NOT participate in any extracurricular activities that day.

FEVER POLICY for NON-COVID ILLNESSES
A fever is any body temperature elevation over 100.0 °F (37.8 °C). A healthy person’s body temperature fluctuates between 97 °F (36.1 °C) and 100 °F (37.8 °C), with the average being 98.6 °F (37 °C).

Students with a fever must stay home until fever free for 24 hours without fever reducing medication. If a student is sent home from school with a fever they will not be allowed to attend school the next day.

Upon return, they must report to the Infirmary before homeroom for a temperature check and to be cleared by a nurse to be in school.

If the student is found to still have a temperature over 100.0 °F (37.8 °C), the student will not be allowed to attend classes and parents will be called to pick the student up.

PICK UP POLICY
If the Infirmary notifies a parent that a student must be picked up from school because he or she is ill, please arrange for pick up within one hour of notification. If a parent is not available, the emergency contact will be called. If parents are traveling and out-of-town for lengthy time periods, please notify the Infirmary in case the School needs to contact someone should the student become ill during school.
Appendix III:  
Health Policy for Family Handbook (continued)

Any student who exhibits Covid-19 symptoms will be fitted with a medical grade mask and kept in an isolated area until a parent can pick them up. For all illnesses a nurse will work with the parent regarding the pick up location - one of the autoline locations.

Any student sent home ill during the day may not participate in any extracurricular activities that day.

**HEAD LICE (UKUS) POLICY**

Should head lice be discovered on your child at home, please notify the school nurses via phone at (808) 943-2249 or email at infirmary@iolani.org

Should Head lice be discovered during the school day, parents will be required to pick up the child from the Infirmary.

A student can return to school once the following steps have been completed:

» hair treated
» nits removed
» a student must see a nurse for a hair check and clearance to return

**MEDICATIONS**

If a student requires prescription medication during school, please notify the nurse for specific directions and support. Students are not permitted to carry prescription medications in their backpack.

All prescription medications must be stored in the nurse's office with a physician completed Administration of Prescription Medication form on file in Magnus Health. Students must come without a reminder to take their daily medications.

Students who are treated for pain, either postoperatively or post-injury, must be able to function without narcotic medication while in school. Parents should speak with the nurse to be sure the medication prescribed is non-narcotic before the student’s return to school.

All insulin-dependent diabetic students must have an action plan on file with the nurse.

Nurses will dispense over-the-counter medications to students with parental consent only.

Any student who requires an Epipen must have an allergy action plan on file in Magnus Health. Students who have life threatening allergies, which may require the use of an Epipen, will be required to supply their own Epipen. Students should carry their epipen in their bag or on person so that it is readily available in an emergency. **Epipens must be taken on all field trips.**
Appendix III: Health Policy for Family Handbook (continued)

SLIPPER PASS (grades 7 to 12)
Slipper passes for medical issues such as injuries, cuts or blisters should be obtained from the infirmary before homeroom. The pass must then be taken to the attendance window before 7:40 am. All passes received after 7:40 am will be unexcused and result in detention.

Students who have broken shoes, forgotten or wet shoes should request a slipper pass from the attendance window. Any student who has a slipper pass for the day will not be allowed to participate in athletics that day.

Long Term Slipper Pass
Any student who requires a long term slipper pass for a medical issue estimated to last longer than 3 days, must have a doctor’s note on file with the infirmary. The doctor’s note must specify limitations and estimated duration of medical issues as well as a follow up date for clearance.
Appendix IV: Face Mask and Face Shield Policy

Face Mask and Shield Policy

The first line of protection and care for the community is YOU! Students need to make an extra effort in knowing their health and be responsible for protecting those around them.

Personal Protective Equipment (PPE)
PPE is now a part of our dress code. PPE has consistently proven to be an essential step in creating a safe environment for interaction during the COVID-19 pandemic. The School will provide each student with 2 face masks and 1 face shield. As with school-issued i-Pads, the face shield is the property of the school and should be carefully maintained and cleaned by the student. In the Upper School, face shields are color-coded by grade.

Grade 7 - Red
Grade 8 - Orange
Grade 9 - Green
Grade 10 - Aqua (Teal)
Grade 11 - Blue
Grade 12 - Purple

A face mask and shield must be worn at all times indoors. While outdoors (with the exception of the area around your personal locker) you may lower your face mask, but your shield must remain on your face. Failure to comply with PPE requirements will result in disciplinary action including, but not limited to, being sent home from school, detention, required study hall, and/or probation.

Face Masks - Appropriate Options
If a student chooses to provide their own mask they must adhere to ALL of the following guidelines: Face masks need to be of a singular contained face piece secured to the student’s head which completely covers the mouth and nose. Pieces of clothing, like bandanas or raised t-shirts are not acceptable. Additionally, a one-way valve face mask that expels a person’s breath through the valve is prohibited. Each face mask should pass the “candle test” which requires enough of a barrier around your mouth to make you unable to blow out a candle with your mask on. Face mask imagery should be minimal, if anything at all. Any imagery must be appropriate for a learning environment and not include things like inappropriate language, distracting imagery, or advertisements.

Face Shields - Appropriate Options
If possible, a student should wear the face shield issued by the school. If a student chooses to provide their own shield they must adhere to ALL of the following guidelines: Face shields must be clear and unmarked. Students may add a name or personalization to the frame to help them with identification, but any personalization must be appropriate to the learning environment and not include things like inappropriate language, distracting imagery, or advertisements. Each ‘Iolani-provided face shield will be color-coded by grade to help with identification. Students
who opt for a personal shield from home must bring those shields to their respective main offices to receive a color-coded sticker. Personal shields must be wide enough to provide side coverage (temples to temple), be long enough to cover the chin, and provide enough depth to allow a person to eat and drink without removing or compromising the effectiveness of the shield. Exceptions to the face shield rule in classes, where safety goggles are necessary for the curriculum and used in place of shields, may be granted by the appropriate deans. Exceptions may also be granted for medical reasons.

I Forgot or Lost my PPE
Students who have forgotten or misplaced their PPE must come to their respective main offices for a temporary replacement. Students will be charged a fee to replace these items. Subsequent or repeated requests may result in disciplinary action including, but not limited to, being sent home from school, detention, required study hall, and/or probation.

Caring for your Masks and Shields
The ‘Iolani EVA face shields come in 3 different sizes which are designed to accommodate everyone in our community from K-12. Your face shield has an adjustable elastic strap, which can be loosened or tightened to your personal comfort level. Your face shield can be cleaned with a single alcohol swab which can be used to wipe down the inner and outer surfaces of the shield. Alcohol swabs will be provided throughout the campus. When cleaning for the first time, we recommend testing the solution on a small area in the corner of your faceshield to ensure the solution does not cause any adverse effects (frosting, or scratching) to the PET plastic or the EVA foam frame. The most fragile part of your shield is the clear PET plastic. Avoid crushing or folding as these will leave stress marks.

Your masks can be hand-washed or laundered according to specifications on your mask.

Repairs and/or Issues with Your Shield

Should you have any issues with your face shield, please see Mr. Erik Yamamoto in the Upper School Main Office.
Appendix V: 
Campus Visitor Policy and 
Declaration and Waiver/Consent Form

Campus Visitor Policy

The only individuals permitted to be on ‘Iolani School campus include students, faculty and staff, and those who have official business with the school and express authorization to enter campus. Upon arrival, all visitors must check in with security before entering campus. Security will ensure that visitors go through a health screening check, and each visitor must provide security with a completed and signed Declaration and Waiver/Consent Form for him/herself and on behalf of any visiting child not currently attending ‘Iolani. Visitors are required to wear appropriate PPE at all times on campus.

Name of Visitor: ____________________________________________ Is Visitor a Minor? Yes/No

If Visitor is a Minor, Name of Parent/Guardian: ___________________________________________

Date and Time of Visit: _____________________ Reason for Visit:___________________________

Name of Authorizing Department or Individual: ___________________________________________

Per ‘Iolani School policy, an individual must remain off campus in the following situations:

1. If you or someone in your household tests positive for COVID-19 or is suspected of having COVID-19;
2. If you or someone in your household has been in close contact with an individual infected by COVID-19;
3. If you or someone in your household is advised and/or required to quarantine by any federal, State/Department of Health, and/or City law, order, or directive; or
4. If you answer “yes” to any of the questions below.

Declaration: I declare that all information provided in this form is truthful and accurate. If completing this form for my child, I declare that I have personal knowledge of the information provided below.

1. Have you or anyone in your household experienced any of the following symptoms at any time in the last 24 hours:
   a. Fever (100.4° F or higher)? _____ Yes _____ No
   b. Chills? _____ Yes _____ No
   c. Shortness of breath or difficulty breathing? _____ Yes _____ No
Appendix V:
Campus Visitor Policy and Declaration and Waiver/Consent Form (continued)

d. Cough? ____ Yes ____ No

e. Nasal congestion or runny nose? ____ Yes ____ No

f. Sore throat? ____ Yes ____ No

g. Rash with unexplained cause? ____ Yes ____ No

h. New loss of taste or smell? ____ Yes ____ No

i. Feeling unusually fatigued? ____ Yes ____ No

j. Headache? ____ Yes ____ No

k. Experiencing muscle or body aches? ____ Yes ____ No

l. Poor appetite/lack of appetite? ____ Yes ____ No

*The above are possible COVID-19 symptoms (subject to update).

2. Have you had any close contact in the last 14 days with someone diagnosed with COVID-19 or suspected of having COVID-19? The CDC defines “close contact” as anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated. ____ Yes ____ No

3. Have you and/or any other member of your household been diagnosed or suspected of having COVID-19 in the last 14 days? ____ Yes ____ No

4. Have you and/or any other member of your household traveled outside the State of Hawaii within the last 14 days and been subject to quarantine? ____ Yes ____ No
Appendix V:  
Campus Visitor Policy and Declaration and Waiver/Consent Form (continued)

Waiver and Consent:

I consent that ‘Iolani School may take my and/or my child's temperature. I agree to inform ‘Iolani School if I and/or any other member of my household tests positive for COVID-19 in the next 14 days.

I understand and acknowledge that there is a risk that there may be individuals on ‘Iolani School's campus that could be infected with COVID-19 who have symptoms or who are asymptomatic. I understand, agree, and hereby assume the risk that my presence on campus could expose me and/or my child to individuals infected with COVID-19. By voluntarily choosing to visit campus, I agree to waive, release, covenant not to sue, indemnify, and hold harmless ‘Iolani School, its officers/directors, employees, board members, volunteers, and representatives from any and all liability, loss, damage, or harm to me and/or my child (and/or our representatives, assigns, heirs, and next of kin) relating to our visit to campus, including but not limited to COVID-19 exposure or infection, bodily injury, or death. The sole exception to this waiver and release is for any loss due to gross negligence or willful or wanton conduct by ‘Iolani School.

I certify that: (1) I have read the above Waiver and Consent terms, I understand them, and sign voluntarily; and (2) If signing on behalf of a minor, I am the parent or legal guardian of the minor listed above and sign this agreement on his/her behalf.

Print First & Last Name: _____________________________________

Signature: ________________________________________________

Date: ____________________________________________________