



COVID-19 Operation Policies Addendum

The pandemic has placed all of us in unfamiliar circumstances. These addendums to our operation policies take effect July 20, 2020 and will remain in place until the Department of Human Services (DHS) and Center for Disease Control (CDC) deem necessary. The health and safety of our students, staff, and families are paramount in our policy decisions and the policies will be strictly enforced for all attendees. These policies may be modified during the school year under the guidance of DHS, CDC, Department of Education (DOE), or Department of Health (DOH) recommendations.

As an afterschool program, students who are not commonly in contact during the day are brought together within our program. Therefore, our policies may be stricter than school-day policies to help minimize spread between groups. These guidelines were developed to address all of the required measures in the "Guidelines for Child Care Facilities" required of licensed childcare providers by DHS. We appreciate your cooperation in following the policies without deviation to create as safe of a space as possible for our students and families. Please do not hesitate to contact the program with any questions or concerns (NaLikoLLC@gmail.com).

Cleaning and Sanitizing:

- High-touch areas of the site classrooms will be cleaned and sanitized throughout the day, especially at transition times (ex. indoor/outdoor group switches)
- Soap and water will be available throughout the day for frequent hand-washing. Mandatory hand-washing will also be scheduled throughout the day (arrival at the program, before snack time, after snack time, after outdoor play)
- Hand sanitizer that contains at least 60% alcohol will be available for use in each classroom, though hand-washing with soap and water will be prioritized
- High-touch items used during the day will receive extra deep cleaning at the end of each day (tables, chairs, etc)
- Shared/community supplies will be reduced to essentials and cleaned after each use (ex. pencils). Our program will cease to provide books, community coloring supplies, and board games until further notice
- Students must take home all of their belongings at the end of the day, including any craft items.
- Staff will exercise caution when disinfecting and cleaning items, using properly ventilated areas and preventing the mixture of chemicals
- Student backpacks and belongings will be stored in assigned, separate containers or cubbies each day. Non-essential personal belongings, such as toys or stuffed animals should be kept at home. Please keep backpacks to an easy-to-store size



- Each student should bring their own supply of pencils and markers/colored pencils/crayons for their personal use. The program will provide coloring pages for students who need busy work during the homework period
- Cleaning products to be EPA registered disinfectants for use against COVID-19

Physical Distancing:

- Students will be divided into cohorts or program “ohana bubbles” of no more than 15 students, which will remain the same each day
- Staff members will be assigned to specific student groups to limit cross-deployment of staff across groups as much as possible
- Each classroom will contain 2 cohort groups. Groups will be staggered between indoor/outdoor activities as often as possible, with cleaning and disinfecting of indoor spaces between area transitions
- Each cohort will report to and utilize the same classroom each day
- In situations when all students need to be indoors (ex. due to weather), space will be maximized. For example, groups will utilize opposing sides of the classrooms and covered lanai areas when possible. Windows will remain open to allow ventilation and fans will be on to promote air circulation
- When feasible, a room divider may be used to help limit contact between the two groups
- Enrichment activities will be planned with distancing in mind
- Parents and authorized pick up persons will have a designated waiting area within view of but away from the classrooms. This is to limit the number of persons in close proximity to the groups and to keep the number of persons in each classroom at one time minimal. Parents and authorized pick up persons are welcome to call or text their classroom leader when they arrive on campus and staff will have their child begin cleaning up. Staff will watch the student walk to their parent or authorized pick up person, with visibility maintained between the staff, child, and parent. Please allow extra time for your student to put away any supplies, complete any cleaning, and wash their hands. *We realize this contradicts an integral part of our programming that we previously welcomed, supported, and enjoyed—family interaction within our site—but safety is priority
- Nā Liko, LLC staff will be signing the students out at pick up, noting the time the student leaves and the person picking up the student (ex. 4:32 Mom). This will help to minimize contact
- Staff will continue to check identification of pick up persons to verify authorization. If a staff member needs to check your identification, the staff member will approach



you. When possible, please try to have the same person pick up your student to help reduce contact exposure and to help ease the pick up process

- Programming which brings visitors to our site, such as guest speaker activities, are temporarily suspended
- Six-Foot distancing markers will be placed on the ground to assist students waiting in line to sign-in
- Physical distancing will be practiced to the greatest extent possible within the cohorts and program at all times

Health and Safety:

- Temperature and visual wellness checks of students and staff will be conducted daily at the time of arrival
- Students with a temperature of 100.4° F or higher will be separated from the group and will require immediate pick up by a parent or authorized pick up person. Students showing other symptoms of COVID-19, regardless of temperature, may also require immediate pick up. In the event of an emergency, or if an authorized pick up person is unable to pick up an ill child in a timely manner, 911 may be called and the student may be taken to a hospital at the parent(s) or guardian(s) expense
- All staff will wear face masks and gloves throughout the work day
- All parents must wear a face mask and practice social distancing when on site or picking up their student
- All students must wear face masks when in our program, especially indoors. Students will be permitted to remove their mask when playing outdoors and in other situations described below. Any exceptions to this rule must be approved by the program founders, Ms. Leslie and Ms. Sherra
- Masks must cover both the mouth and nose
- We understand the masks can be hot or uncomfortable. Areas outside of the classrooms will be marked off for students who need to take a break and temporarily remove their mask for some fresh air
- Students may remove their mask outdoors while practicing social distancing to eat their snack during snack time
- Students may be asked to wear face shields provided by Nā Liko, LLC while indoors. Face shields will be labeled with the student's name, cleaned with a disinfectant when the student leaves each day, and stored in the student's individual backpack bin
- Please send snacks in containers that may be discarded after consumption (ex. baggies and brown bags). Students often forget their snack/lunch bags; the ability



to throw away any food items left behind at the end of the day will help to minimize risk of exposure

- Parents/guardians will need to sign a form stating that their child has not experienced COVID-19 symptoms in the 14 days prior to beginning at the program
- Staff will also need to sign a form stating that they have not experienced COVID-19 symptoms in the 14 days prior to beginning at the program
- Enrichment activities throughout the year (and especially at the start of the year) will focus on health and good hygiene habits to educate students on proper etiquette (ex., coughing/sneezing, hand-washing) to help minimize spread and to enable students to make responsible choices
- Staff will complete training in COVID-19 detection and prevention with a contact tracer prior to the start of the school year
- Students, staff, and parents exposed to COVID-19 may not enter our program site and will need to quarantine per Hawai'i public health guidelines
- Each parent will need to sign a form stating understanding of our amended sick policy (see below)
- If a student does not attend school that day or is sent home early, the student also may not attend our program until they are permitted to return to school
- If a family member contracts COVID-19, the DOH will inform the parent/guardian of the child's quarantine duration. The isolation period for individuals with COVID-19 is at least 10 days since symptoms first appeared and at least 24 hours with no fever or fever-reducing medication and symptoms have improved. Family members of individuals with COVID-19 have a quarantine period of 14 days from the date the individual is released from isolation. Refunds or credits for long-term absences related to COVID-19 exposure will be reviewed on a case-by-case basis by the company founders, Miss. Leslie and Miss Sherra

Facility Safety:

- Any visitors to our program classrooms (including parents) will be logged to support contact tracing efforts
- Windows, doors, and fans will remain open and on as much as possible to facilitate ventilation and to increase outdoor air circulation throughout the classrooms
- Staff will receive training prior to the start of the school year on how to handle a sick student. Anyone exhibiting flu-like symptoms will be separated from the group and remain under the supervision of a staff member until pick up
- We will maintain communication with the school throughout the year and will inform the school of any student who is sent home ill



- Per DHS guidelines, we will notify local health officials, staff, and families immediately of any possible child, visitor, or staff case of COVID-19, while maintaining confidentiality
- Nā Liko, LLC reserves the right to cease operations temporarily in the interest of preventing spread or minimizing risk. Examples include temporarily suspending one or both classrooms for a short term (2-5 days) or longer term (1+ weeks). If the school closes, our program will also be closed

Child and Parent Expectations:

- Posters will be displayed in the classrooms to remind students of shared responsibilities, such as hand-washing, sneezing/coughing etiquette, and mask-wearing
- Parents are expected to review our operation policies and inform their students of programming changes prior to the first day of attendance. Students will receive additional orientation on the new program format during the first day
- Should a family have contact with a COVID-19 contact, please inform the program immediately by phone or email so that we may adjust our programming and provide pertinent information immediately to others to help mitigate spread
- Social-emotional needs will be addressed with the students through enrichment activities during the school year. Parents are also welcome to reach out to our company for further resources.

Employee Support:

- Staff will communicate regularly with each other and seek feedback on an ongoing basis. The classrooms will remain connected via walkie talkies each school day
- Health protocols and COVID-19 detection and prevention training will continue to be reviewed with staff throughout the school year
- Sherra Dugan will be the immediate point of contact for staff COVID-19 concerns
- Nā Liko, LLC will provide staff with a supply of washable masks to wear during their shifts, and will also have other PPE items on hand in case a child becomes ill (face shields, gloves, aprons) in addition to access to everyday preventative and protective materials—extra masks, gloves, hand sanitizer, cleaning and disinfectant supplies
- Staff will complete a daily checklist of cleaning and sanitizing responsibilities



Sick Policy Addendum:

(effective July 20, 2020)

Any student exhibiting symptoms of COVID-19 will be separated from the rest of the students and require immediate pick up. If immediate pick up cannot be arranged or it is deemed an emergency, Nā Liko, LLC will call 911 and the student may be taken in an ambulance to a hospital or facility accepting COVID-19 patients at the parent(s) or guardian(s) expense. Symptoms include:

- 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 do not send your student to school sick. If a student or family member of a student is getting tested for COVID-19, please keep the student at home until the test results return. If a student is diagnosed with COVID-19 or a family member tests positive, the Department of Health will determine the date when the student may return to our program.

Additional Sick Policy information:

Any student who does not attend school that day or is sent home early due to illness may not attend our program that day. All students may return to our program when they return to school. If a student becomes sick while attending our program, parents or guardians will be notified of the student's condition and asked to make arrangements for a prompt pick up. Symptoms of probable illness or infection that will require immediate pick up include, but are not limited to:

- Fever (100° F or greater)
- Redness, swelling, or drainage of the eye
- Crusty, bright yellow, swollen, tender, red or open draining skin sores
- Diarrhea (more than two loose stools a day)
- Vomiting
- Pain with urination
- Abdominal pain
- Toothache
- Headache with fever greater than 100° F
- Extreme tiredness or lethargy
- Unusual behavior

If pick up is required and a parent or guardian cannot be reached, staff members will attempt to contact other emergency contacts listed on the student's application. If we are unable to reach any emergency contacts or a timely pick up cannot be arranged, staff members will call 911 and students may be taken to Kapi'olani Medical Center for Women and Children.



Other FAQs:

- Q: *When may my child begin attending the program after enrollment is confirmed?*
 - A: Students enrolling before the start of the school year should be able to begin attending on the student's first day of school, provided all necessary paperwork has been submitted and reviewed. Students who receive confirmation of enrollment after the start of the school year will be advised on when they may begin attending. Students may not begin attending the program without prior confirmation from Nā Liko, LLC.
- Q: *How will I receive information about health updates?*
 - A: The quickest and easiest way for us to reach a large group is by email. Please check emails throughout the day and add our email to your contact list: NaLikoLLC@gmail.com
- Q: *What happens if the program is mandated to reduce capacity temporarily?*
 - A: We hope this will never be the case, but if we do need to reduce capacity, enrollment priority will be given to students of essential workers
- Q: *Do all the students and parents still report to classroom B10?*
 - A: No. This year, students will be assigned to a specific room and will need to report to that room after school. Room assignments will be announced prior to the first day of operation. Parents or authorized pick up persons will wait at a designated spot within sight of the room to pick up their student.
- Q: *Will my grade K student still be escorted to the program after school?*
 - A: Yes, we will still walk our grade K students to the program. Please tell your student to wait at their school-day classroom.
- Q: *Do we still need to show ID at pick-up?*
 - A: Yes. Please remind all authorized pick up persons to have their ID on-hand.
- Q: *How will the rooms be organized?*
 - A: Each room will be supervised by a founder (Miss Leslie or Miss Sherra). Each room will have two cohorts or "ohana bubbles" of students. Each cohort will have an assigned Program Leader. So each classroom will have 2 student groups and 3 staff members—a founder and two leaders.
- Q: *How will you group the students?*
 - A: We will do our best to keep students together with their school day classmates. We may also group siblings together to help minimize spread and to ease the pick up process.



- Q: *How will you stagger activities during the day to increase social distancing between the cohorts?*
 - A: Cohort groups will use indoor/outdoor areas on a staggered schedule.

Example of an adjusted schedule:

	C12		B10	
	A	B	C	D
2:15-2:45	Sign in, Wellness Check, Putting away belongings and getting out homework and snack			
2:45-3:15	Indoor-Study Period	Outdoor Free Play	Indoor-Study Period	Outdoor Free Play (Field)
3:15-3:30	Transition (clean up, wash hands, prepare to switch indoor/outdoor)			
3:30-4:00	Outdoor Free Play	Indoor-Study Period	Outdoor Free Play (Field)	Indoor-Study Period
4:00-4:15	Transition (clean up, wash hands, prepare for activity)			
4:15-4:45	Outdoor-Activity	Indoor-Activity	Outdoor-Activity	Indoor-Activity
4:45-5:15	Free Play; End of day clean up			
5:15-5:30	Final pick up			

- Activities will switch each day
- Q: *What type of enrichment activities will you have this year?*
 - A: Our enrichment activities will be planned with social distancing in mind. Certain activities will be suspended temporarily, including our guest speaker activities, movie days, and all-group activities.
- Q: *Will you still have cooking activities?*
 - A: We understand that cooking activities are a favorite among the students. We will continue to have simple cooking activities as long as it is safe and feasible. Cooking activities will consist of dishes that allow students to prepare and touch only their own portion, or dishes which will cook the contents at a high heat prior to serving. Dishes will be plated individually by a staff member. The activity will resemble a cooking demonstration with students called up to assist versus the more all-in, hands-on experience we normally provide. Students will be required to wear gloves and masks during cooking activities.
- Q: *What type of outdoor activities will be available?*
 - Outdoor activities will focus on sports and games that minimize the need to touch shared equipment (for example, sports and games that emphasize kicking vs catching). Students will wash their hands after outdoor activities and equipment will be cleaned at the end of



each day or between group use. As much as possible, each cohort will have their own outdoor equipment to use.

- Q: *Will my information be shared if I report a possible COVID-19 case within my family?*
 - A: No. Per the American Disability Act (ADA), only general information will be shared, such as the classroom affected. The DOH will handle any further notifications of contact tracking.

- Q: *What is the program's contingency plan in the event an enrolled student contracts COVID-19?*
 - A: If a student becomes ill with COVID-19 symptoms during the program, the student will be isolated from the other students in a well-ventilated area and a parent/guardian will be called for immediate pick up. A staff member with appropriate PPE (personal protective equipment) will supervise the student until pick up. The area the student waited in and anything the student touched will be cleaned according to DHS and CDC protocols. If a student is being tested for COVID-19, or is confirmed to have COVID-19, Nā Liko, LLC will handle the situation in the manner recommended by COVID-19 health officials, including a possible short-or long-term closure of the classroom and/or program to prevent further spread.

- Q: *Will I receive a refund if the program is temporarily closed due to COVID-19?*
 - A: The founders will review each situation on a case-by-case basis. Short-term closures will most likely not be refunded.

- Q: *Who will determine if the program needs to close temporarily to mitigate the spread of COVID-19?*
 - A: The founders will work in collaboration with the school, DHS, and DOH to select the best course of action should COVID-19 affect a family or families in our program. We hope that a closure will not be necessary and diligent preventative measures will be successful within our program. Should a closure be required, we will notify parents as soon as possible.

- Q: *What is your current capacity?*
 - A: Our capacity currently remains at 60 students. We may operate below capacity depending on the current COVID-19 situation and staffing availability.

- Q: *Will the activities and program focus solely on hygiene and COVID-19?*
 - A: Absolutely not! Students need to have fun and a sense of normalcy in their daily lives again. While our programming will include activities about hygiene, social distancing, and social and emotional health, especially in the beginning of the year as we adjust to new routines, these topics will not make up the entirety of our programming. We look forward to reconnecting with the students and having fun!



Parent Registration Agreement (Parent Copy)

For reference—a copy was already signed and submitted with the Enrollment Application

Please initial each item to signify understanding and agreement:

- _____ I will notify the Nā Liko, LLC Afterschool Program if my child will not attend the program on a day that my child is expected to attend.
- _____ My child will only be released to the authorized adult(s) listed on my child’s application form. I will inform Nā Liko, LLC of any changes in pick up.
- _____ Once signed into the Nā Liko, LLC Afterschool Program, my child is not allowed to come and go freely from the program.
- _____ In the event of an emergency, Nā Liko, LLC is authorized to secure treatment for my child. Nā Liko, LLC will first attempt to contact the parent(s)/guardian(s), followed by authorized emergency contacts if the parent(s)/guardian(s) cannot be reached. I understand that I am financially responsible for any medical care or transportation incurred on behalf of my child.
- _____ Nā Liko, LLC operates from when school lets out until 5:30pm most school days, according to the vendor schedule. The program does not operate on school holidays or closure days, and my child may not attend the program if they were not in school that day. I will check with my program for specific start and end dates and any variances.
- _____ If I am unable to pick up my child by 5:30pm, I will inform Nā Liko, LLC and try to arrange for another person to pick my child up. In the event that I am late, a \$15 late fee will be charged for every 15 minutes beyond 5:30pm. Excessive tardiness may result in dismissal from the program.
- _____ Disciplinary issues or unsatisfactory behavior involving my child may result in a conference between myself and Nā Liko, LLC personnel. Nā Liko, LLC reserves the right to cease enrollment.
- _____ The monthly fee is due the first of each month. I will notify Nā Liko, LLC at the start of the month if my child will not continue in the program. A \$25 late fee will be assessed for late payments.
- _____ The registration fee is due when my child first begins attending the program each school year.
- _____ A \$25 fee is assessed for checks returned due to insufficient funds.
- _____ Important information is periodically sent via email, including location changes, school closures, and tax summaries (upon request)
- _____ I permit Nā Liko, LLC to release information about my child to Aina Haina Elementary School.
- _____ I have read, agree to, and will follow the Nā Liko, LLC COVID-19 Operation Policies Addendum.
- _____ I understand and will follow the sick policy outlined in Nā Liko, LLC’s COVID-19 Operation Policies Addendum.
- _____ I will wear a mask when on campus and will supply my child with masks daily.
- _____ I understand and will follow the sick policy outlined in Nā Liko, LLC’s COVID-19 Operation Policies Addendum.

I agree to and understand the above responsibilities for the Nā Liko Afterschool Program.

Signature of Parent/Legal Guardian

Date

Any other comments (ex. likes, dislikes, triggers) that may help us care for your child: