

**Hawaii State Public Charter School
Confirmed Case of COVID-19 at a Public Charter School
Communication and Cleaning Protocols**

Commission COVID-19 Team Members

1. Interim Executive Director(Yvonne Lau)
2. Deputy Executive Director (PJ Foehr)
3. Services Chair (Chris Doyle)
4. Performance Chair (Lauren Endo)
5. Communications Director (Sheryl Turbeville)

Charter School COVID-19 Team Members

1. Charter School Principal/School Director
2. Governing Board Chair/Governing Board Member designee
3. Charter School custodial/cleaning staff
4. Any other school designated personnel

External Partners

1. Hawaii Department of Education (HIDOE)
 - a. Communications Director Lindsay Chambers
 - b. Safety & Security Director Maynard “Max” Mendoza
2. Hawaii Department of Health (DOH)
 - a. Public school liaison Karin Ng

Conditions for reporting confirmed cases

- Cases should be confirmed by a medical professional and the Hawai‘i Department of Health (DOH).
- In most cases, a school or office will be notified by an individual (employee or parent/guardian of a student). The direct supervisor and principal and/or designee should request to see official documentation results (e.g. screenshot of lab results or a letter from a healthcare professional). These results should be stored in a manner consistent with other confidential files.

Notification & Responsibilities for Confirmed Case of COVID-19 at a School

1. If the DOH did not reach out to the school to report the case, the Principal/School Director shall notify the DOH, then the Commission, their respective Complex Area Superintendent, and the school's governing board chair with details of the confirmed case.
 - a. DOH Disease Outbreak Control Division's Disease Reporting phone numbers(updated 9/1/2020):

<u>Island</u>	<u>Hours</u>	<u>Contact</u>	<u>Telephone No.</u>
Oahu	M-F 7:45 am-4:30 pm	HDOH School Liaison	(808) 587-6845
	(ask for school liaison)	After hours/weekends	(808) 600-3625
Maui	M-F 7:45 am-4:30 pm	Maui District Health Office	(808) 984-8213
Kauai	M-F 7:45 am-4:30 pm	Kauai District Health Office	(808) 241-3563
Hawaii (Hilo)	M-F 7:45 am-4:30 pm	Big Island DHO (Hilo)	(808) 933-0912
Hawaii (Kona)	M-F 7:45 am-4:30 pm	Big Island DHO (Kona)	(808) 322-4877
Neighbor Islands After Hours/weekends			(808) 360-2575

- b. Please contact Sheryl Turbeville at the Commission at (808) 586-3775 or (808) 226-6608.

CHARTER SCHOOL must gather the following detailed information:

1. When the employee or student noticed symptoms?
2. When did the employee or student get tested for COVID-19 and received confirmation of positive COVID results?

3. To what extent did the employee or student with a confirmed case of COVID-19:
 - a. participate in school activities?
 - b. interact with others?
 - c. have access to the charter school's facilities while sick?

2. The Commission notifies the DOE Deputy Superintendent and the Board of Education

- a. DOE Deputy Superintendent, Phyllis Unebasami
- b. BOE--Executive Director, Alison Kunishige

3. The Principal/School Director and Governing Board in consultation with the DOH will determine a course of action for the school.

- a. The DOH assigns an investigator to contact the employee or student's parent/guardian and trace close contacts.
- b. Prior to staff being notified, the **individual and principal** need to agree that consent is given to notify those who may have had close contact with the individual.
- c. Principal or designee will layout the cleaning plan and schedule.
- d. Anyone in contact with the employee or student will need to self-quarantine for at least 14 days. (DOH will instruct the school on who and how long)
- e. Local health officials' recommendations for the scope and duration of school dismissals will be made on a **case-by-case basis** using the most up-to-date information about COVID-19 and the specific cases in the community. In most instances, a single case of COVID-19 in a school would not warrant closing the entire school.
 - i. Community spread and how much contact the person with COVID-19 had with others, as well as when such contact took place, need to be considered.
 - ii. These variables should also be considered when determining how long a school, or part of the school, stays closed.
 - iii. If the spread of COVID-19 within a school is higher than in the community, or if the school is the source of an outbreak, **administrators should work with local health officials to determine** if temporarily closing the school building is necessary.

- f. Students, teachers, and staff who test positive or had close contact with anyone who tested positive should be provided with guidance for when it is safe to [discontinue self-isolation](#) or end [quarantine](#).
- g. If it is determined a school closure is necessary, the school will then notify the Commission. Contact Sheryl Turbeville at (808) 226-6608 or (808) 586-3784.
- h. If the Principal/School Director closes the school campus, he/she will send all employees and students off campus. The DOH will work with the school on a cleaning and disinfection plan.
- i. The Principal/School Director obtains contact information for all students, employees, casual hires, vendors who may have come into contact with the positive COVID-19 individual. This information will be shared with the DOH investigators.
- j. The DOH will begin working with the Principal on key messaging for the staff and school community. The Commission has a message template created by the DOE that has been approved by the Attorney General's office for schools to use when notifying employees, students and their families that someone has tested positive for COVID-19 on their campus.
- k. Parents/guardians will be informed of the situation and those in the classroom with the COVID-19 positive student/staff will be notified and given a directive on their quarantine.

4. Response Procedures for Possible Exposure and Close Contact

Conditions for reporting possible exposure and close contact situations

- a. Close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes or had direct contact with the infected person's secretions (e.g., coughed directly into face of contact).

Steps to take when a person reports a possible exposure or close contact

***** see DOH Guidance: COVID-19 Interim Return to Work/School Guidance below***

Cleaning and Disinfecting of Facilities

1. The Principal/School Director will work on their cleaning plan with guidance from the DOH, identifying all areas accessed by the individual(s) and closing locations until proper cleaning and sanitization is completed.
2. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the individual(s), focusing especially on frequently touched surfaces

***Karin Ng is the DOH school liaison. She is the first point of contact at DOH for schools if there are any questions or guidance needed on COVID-19. Please reach out to her at (808) 587-6363 or via email at karin.ng@doh.hawaii.gov

DOH Guidance: COVID-19 Interim Return to Work/School Guidance

Person With:	Recommendation:	Outcome:
Close contact* with a confirmed COVID-19 case	<p>Test for COVID-19, whether symptomatic or asymptomatic</p> <ul style="list-style-type: none">- Will not shorten required 14-day quarantine- If positive, investigation may identify other contacts that possibly have been exposed <p>Advise patient they must quarantine for 14 days after date of last exposure (and if continued exposure, 14 days after confirmed case released from isolation)</p>	<p>Positive COVID-19 test: HDOH will work with clinician re: identification of contacts, period of isolation, etc.</p> <p>Negative COVID-19 test: Continue 14-day quarantine</p>

<p>COVID-19 like symptoms For example:</p> <ul style="list-style-type: none"> • Fever • Cough • New loss of taste or smell • Difficulty breathing 	<p>Test for COVID-19; advise patient to self-isolate pending results of COVID-19 testing</p> <p>Consider testing for influenza and other pathogens</p>	<p>If COVID-19 testing result is</p> <p>-Positive: HDOH will work with clinician re: identification of contacts, period of isolation,† etc.</p> <p>- Negative: May return to work/school as long as symptoms resolving and no fever for 24 hours without the use of fever-reducing medications</p> <p>If other explicative etiology (and COVID-19 negative), then manage same as if negative for COVID-19</p>
<p>Illness with low clinical suspicion for COVID-19 or past medical history of other etiology (e.g. allergy, asthma) in person well-known to clinician</p>	<p>Use clinical judgement on a case-by-case basis</p>	<p>May return to work/school as long as symptoms resolving and no fever for 24 hours without the use of fever-reducing medications</p>

Letter templates for positive cases and potential exposure

Any information that would expose medical information and employee/student records should not be included. If you adjust the letter below, be mindful of not narrowing down the information to the point where the individual is identifiable (e.g. classroom information, type of employee, grade level, etc.). For more information about student privacy considerations, [click here](#)

Positive case template

We have been made aware of a confirmed COVID-19 case involving one of our **employees/students**. Out of respect for this individual's privacy, we will not be sharing additional information. Our school is taking the recommended precautions to ensure the safety of our staff and community, **[including sanitizing the impacted areas. Please add other levels of response as appropriate]**.

The Hawaii State Department of Health is the lead agency in terms of notifying individuals who were possibly exposed. If you have any concerns, please consult with your health care provider.

Possible exposure template

Our school administration is aware of the COVID-19 case associated with **[insert business or community]**. At this time, there are no confirmed COVID-19 cases within our school community. We continue to monitor the situation for any potential impacts and will provide an update if this ultimately impacts **[insert school name]**.

The Hawaii State Department of Health is the lead agency in terms of notifying individuals who were possibly exposed. We encourage anyone with concerns to consult with their health care provider. For additional information or guidance, please visit the state's COVID-19 website at www.hawaiicovid19.com.

Talking points for staff, principals, directors and supervisors

If staff/parents inquire about confirmed COVID-19 case

- We have a confirmed COVID-19 case involving one of our employees.
- We are continuing to monitor the situation and have notified all of our employees.
- We have also provided information to the Dept. of Health to assist with their investigation and notification of potentially exposed individuals.
- The school is taking appropriate precautions to ensure the safety of our staff.
- Anyone with concerns should contact their health care provider.

If staff or parents inquire about possible exposure

- The school is aware of the COVID-19 case associated with our school community.
- We are monitoring the situation to see if this impacts our campus.
- In the meantime, the school is taking appropriate precautions to ensure the safety of our staff and students.
- Anyone with concerns should contact their health care provider.

No matter the level of transmission in a community, every school should have a plan in place to protect staff, children, and their families from the spread of COVID-19. See [CDC's guidance](#) for more details.

From CDC: Screen Children Upon Arrival (if possible)

Persons who have a fever of 100.40 (38.00C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.

[Interim Guidance for Administrators of US K-12 Schools and Child Care Programs](#)

(CDC: includes When a confirmed case has entered a school, regardless of community transmission)

[Interim Considerations for K-12 School Administrators for SARS-CoV-2 Testing](#) (CDC guidance)

[Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#) - CDC May 7, 2020

[Cleaning and Disinfecting Your Facility](#) CDC- April 28, 2020

Everyday Steps, Steps When Someone is Sick, and Considerations for Employees