



Operational Policies to Prevent the Spread of COVID 19

Jun 5, 2023



This policy has been created to follow the written policies of the DHS pursuant to the Hawaii Administrative Rules. It also incorporated the Hawai'i Department of Health's recommendations to prevent the spread of COVID-19 in childcare facilities. This policy has the goal of keeping Hawaii healthy and not increasing the risk of additional cases of COVID-19.

This document is shared with parents and staff upon their joining Kinder Kids. In joining Kinder Kids both staff and parents agree to the measures outlined that have been put in place to limit the spread of COVID-19. Parents and staff will be given a copy of the updated policy and required to sign the document [located on the final page] to show they have read and understood the policy. The director will follow up with all families and staff after they return their signed acknowledgment form to ensure understanding. Parents wishing to discuss any questions or concerns will be given time to talk with the Director via phone, teleconference, or in person.

The following guidelines have been updated and created to be used in addition to the Infection Control and Sanitary Practice Policy KKH. The situation in Hawai'i is rapidly evolving and these guidelines will be updated as new information becomes available.

Kinder Kids reserves the right to refuse entry to the premises if they feel individuals, children or staff are displaying any COVID-19 symptoms upon arrival.

There will be no refunds or make-up days offered for any COVID-19-related absences.

As a childcare provider, Kinder Kids International Preschool is bound by the policies created by the Department of Human Services.

Guidelines set forth by the Department of Human Services supersede the information provided to us by the Department of Health, the Department of Education, and the Centers for Disease Control and Prevention.

[Visit the State of Hawaii, Department of Health website for Hawaii COVID-19 Community Levels.](#)

Cleaning and sanitizing

Cleaning, disinfecting, and sanitizing practices:

- Staff will continue to follow all daily, weekly, and monthly cleaning, disinfecting, and sanitizing procedures [attachment 1 is the Enhanced Cleaning Measures sheet in use at Kinder Kids]
 - The bleach solution in use [upon the CDC recommendation] is

- 5 tablespoons (1/3 cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water
- In addition in line with the suggested CDC regulations,
- [Products with EPA-approved emerging viral pathogens claims](#) will be used for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- For soft (porous) surfaces such as carpeted floors, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items, and then dry items completely.
 - Otherwise, use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces
- Staff will intensify cleaning and disinfection efforts by
 - Routinely cleaning all high-touch surfaces (e.g., doorknobs, door handles, keyboards, counters, phones, toys, light switches, pens, toilet seats, sinks, etc.)
 - Clean and sanitize meal preparation and eating areas before and after use and throughout the day
 - Between indoor play times any tables in the room will be wiped down and disinfected
 - Restrooms and diaper changing areas will continue to be cleaned on a regular basis throughout the day
- Extra deep cleaning of tables, chairs, etc. will be conducted after hours with [EPA-approved](#) products.
- Children's belongings will continue to be kept separate in their personal labeled locker space with a labeled container.
- Toys will continue to be disinfected on a regular basis.

All staff will ensure the safe and correct application of disinfectants and keep products away from children and stored within a secure area.

Health and Safety

Procedures for drop-off and pick-up:

- It is optional for parents and guardians to wear a mask during drop-off and pick-up
- Masks are optional for children aged 2 and above.
- A visual check of children [which will be made safely and respectfully] will also be carried out by the teachers collecting the children
- Children and staff must wash their hands upon arrival
- Children and staff will be sent home if they are showing any of the below COVID-19 symptoms upon arrival

Procedures for children and staff who are sick:

- Children and staff will be sent home if they are showing any of the COVID-19 symptoms upon arrival and children and staff need to stay at home if they have any of the following COVID-19 symptoms:
 1. Fever of 100.4 degrees Fahrenheit or greater
 2. Persistent cough
 3. Difficulty breathing
 4. Shortness of breath
 5. Loss of taste or smell
 6. Diarrhea
- Children and staff will need to see a doctor should any of these symptoms occur, and will need to return to school with a doctor's note stating that they are clear and no longer considered contagious.
- If children become sick during the program day, Kinder Kids will isolate sick children in the office until departure. Parents will be notified immediately to pick up their children from school. Staff members will be sent home immediately should they become sick while at work.

General ongoing practices:

- It is optional for staff and essential visitors to wear a mask indoors at Kinder Kids
- Mask wearing for students 2 years of age and older is also optional
- Staff will be re-trained as to how to effectively and routinely reinforce the need for
 - frequent handwashing
 - proper sneezing / coughing etiquette
 - the use of hand sanitizer
- In addition, Kinder Kids will ensure that all staff practice good hand hygiene and teach children to wash their hands with soap and water for at least 20 seconds, especially after blowing their nose, coughing, or sneezing; going to the bathroom; before and after sensory play; and before and after eating and/or preparing food
- All employees will be routinely trained on COVID-19 symptom detection, common modes of COVID 19 transmission and how to prevent COVID-19
- All parents and staff are required to read and sign all updated versions of this policy document. Signed declarations will be added to children's files and kept on record.
- Parents will be asked to re-confirm their emergency contact information
- Children and staff must remove outdoor shoes and wear indoor shoes while in the school
- Children and staff will have access to water and soap as well as hand sanitizers with at least 60% alcohol.

Facility Safety

- Kinder Kids will ensure that ventilation systems operate properly and increase the circulation of outdoor air as much as possible by opening doors, using fans, etc. Furthermore, each classroom has an air purifier.



- Kinder Kids will ensure that all water systems and features (e.g., sinks, toilets) are safe to use after a prolonged facility shutdown (i.e. flushing of water distribution systems).
- Any child or individual who exhibits flu-like symptoms during hours of operation will be isolated in the Director's office under the supervision of the Director until they can be picked up.
 - Parents will be called for immediate pick-up in this case. If it is an emergency, a staff member will call 911 for immediate treatment.
- Teachers showing signs of illness (including but not limited to fever, aches, cough, and shortness of breath) will stay at home until the symptoms subside.
- Local health officials, staff, and families will be contacted immediately should any child, visitor, or staff contract COVID-19. Their confidentiality will be maintained.

Parent and Child Expectations

Kinder Kids believes in working together with families by communicating daily through email, phone, Himama, and/or in person.

We will try our best to work together to assure that parents and children, as well as teachers and staff, are following the Operational Policies to Prevent the spread of COVID-19.

We expect parents to continue to teach their children about our new rules at school and explain the importance of why we need to follow these new rules.

If parents need more support and guidance on how to teach their children about preventing the spread of COVID-19, please feel free to contact your child's teacher or the director through email, Himama, or in person.

Employee Support

- Management will communicate with employees on a weekly basis to offer feedback on new policy implementation, and ideas will be sought as part of weekly staff meetings.
- Ongoing review of training will take place to ensure training is relevant, up-to-date, and reinforces changes to policies or procedures.
 - Information regarding leave benefit options and policies will also be discussed and made available to staff.
- The International Director, Ryan Lopes will be designated as responsible for responding to COVID-19 concerns.

Additional Resources

- CDC Interim Guidance for Administrators of U.S. K-12 Schools and Childcare Programs <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- Talking with Children about COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/talking-with-children.html>



- For more information, please visit DOH's Coronavirus Disease webpage at: [HawaiiCOVID19.com](https://www.hawaii.gov/health/covid-19/) or the CDC's Coronavirus Disease website at: <https://www.cdc.gov/>
- [American Academy of Pediatrics and their stance on face masks:](https://www.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/cloth-face-coverings/) <https://www.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/cloth-face-coverings/>
- <https://www.hawaii-tourism-authority.org/covid-19-updates/>

Appendix



Enhanced Cleaning Measures [Effective Monday March 16th, 2020]

Area/s	Monday [teacher's name]	Time	Tuesday [teacher's name]	Time	Wednesday [teacher's name]	Time	Thursday	Time	Friday	Time
Tables [bleach spray]										
Chairs [bleach spray]										
Bench [bleach spray]										
Sink [bleach spray]										
Toys [hard] [bleach spray]										
Blue mats [bleach mop]										
Door handles [bleach spray]										

Front Door & Office Area

Area/s	Monday [teacher's name]	Time	Tuesday [teacher's name]	Time	Wednesday [teacher's name]	Time	Thursday [teacher's name]	Time	Friday [teacher's name]	Time
Glass front doors [glass spray]										
Door handle [bleach spray]										
Office bench [bleach spray]										
Table and chairs [bleach spray]										
Shoe lockers [bleach spray]										
Children's chairs at front door [bleach spray]										
Corridors [bleach mop]										

Children's Toilet Area

Area/s	Monday [teacher's name]	Time	Tuesday [teacher's name]	Time	Wednesday [teacher's name]	Time	Thursday [teacher's name]	Time	Friday [teacher's name]	Time
Toilet seat, rim, bowl and flushing handle [bleach spray]										
Sink [bleach spray]										
Floor [bleach mop]										
Cubicle doors [bleach spray]										
Door edges [bleach spray]										
Black non-slip mats [bleach mop]										

Parent/Guardian Acknowledgement of COVID-19 Infection Control and Sanitary Practices Policy

Date		Class/es	
Child's name			
Child's name			
Name			
Relationship with child			

I _____ [parent / guardian]
 have read and agree to abide by the information contained within the Kinder Kids International Preschool updated COVID-19 Operational Prevention Policy & Infection Control and Sanitary Practices Policy to Prevent the spread of COVID-19.

 Signature [Mother]

 Signature [Father]

[Please note once signed by both parents / guardians the form will be added to your child/rens file. Kinder Kids reserves the right (upon local government advice and DHS policy changes) to update and have parents sign the updated policy upon its implementation]



Staff Acknowledgement Form regarding the updated Infection Control and Sanitary Practices Policy

Date: _____

Name: _____

I _____ have read and agree to abide by the information contained within the Kinder Kids International Preschool updated COVID-19 Operational Prevention Policy & Infection Control and Sanitary Practices Policy to Prevent the spread of COVID-19.

Signature

[Please note once signed, the form will be added to your teacher file. Kinder Kids reserves the right (upon local government advice and DHS policy changes) to update and have staff/teachers sign the updated policy upon its implementation]