



RETURN TO CAMPUS PLAN

(Updated 9/7/20)

2020/2021 SCHOOL YEAR



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Introduction

We all know and studies show that face-to-face instruction is best for our keiki socially, emotionally and academically. In order to offer an on-campus learning option, we all need to do our part to protect our `ohana. For the health of our keiki and our community, Roots School will be making some necessary changes to our daily procedures. Please note the changes in this Return to Campus Plan reflect the recommendations of the World Health Organization, Centers for Disease Control and Prevention, Hawaii Association of Independent Schools, and Hawaii Department of Health (“DOH”).

Please note:

- We intend to **open our campus to begin the 2020/2021** school year at the end of August. If the health situation in our community changes, and we are **required** to move to a hybrid model or distance learning during the 2020/2021 school year, no refunds will be issued and tuition costs will not change.
- The daily policies and procedures **are subject to change at any time** and are based on the ever changing COVID-19 situation. The Roots on-campus instruction model is dictated by the number of positive COVID-19 cases on Maui, along with local and state mandates. When changes must be implemented, parents will be notified **via email**, unless you request communication via telephone. Such requests for verbal notifications must be in writing prior to the commencement of our academic year.
- Parents, visitors, enrichment teachers, administrative staff or any other adults on campus will **be required to wear masks**. We appreciate gloves as well.
- Your review and acknowledgment of this Return to Campus Plan along with payment of the non-refundable registration fees are the final step in your student(s) enrollment at Roots for the 2020/2021 school year.



Campus Reopening Goals

The health and safety of Roots students, faculty, and staff is our top priority. We are committed to protecting the physical and emotional health and well-being of our `ohana. We will work to maintain a safe space where students and teachers thrive and engage with one another while following the latest DOH guidelines for stopping the spread of SARS-CoV-2 (the virus that causes COVID-19).

Learning Together

Our campus reopening plans prioritize on-campus instruction for preschool, elementary, and middle school students. Our goal is to keep students together in the safest environment possible, to allow for in person collaboration and communication. We will make every effort to facilitate this kind of learning by adjusting class schedules to protect the health and safety of Roots students, faculty and staff.

Inspiring a Love of Learning

We realize that distance learning is difficult for so many reasons. When we reopen, we will strive to continue to inspire a love of learning in your child that can continue to be nurtured during any distance learning periods. Whether classes are delivered in person or virtually due to any future mandatory stay-at-home orders, we are committed to delivering inspiring learning experiences.

Flexibility

We will use flexibility, adaptability and understanding to ensure a safe and engaging learning environment. We recognize there may be times when students need to work remotely, when teachers must work remotely, when some students will be on campus and others learning from home. We will also expand our outdoor classroom spaces and prepare for the possibility of distance learning by incorporating distance learning practices with students. When needed, we will create hands-on projects to be done at home to continue to inspire childrens' natural curiosity.

Social and Emotional Learning

We are fortunate to have a small school community and we want to continue to support all our families. Teachers and the Head of School are always available to address any individual questions or concerns you may have. Open communication will help us to take care of the social and emotional needs of our students throughout this time of change.



Family Expectations

Part of the Roots mission is to help our students develop integrity and compassion. We ask you to join us in taking care of each other and the health of our community by taking the necessary measures to stay safe. It is all of our responsibilities to help stop the spread of SARS-CoV-2 (the virus that causes COVID-19). As we return to campus, each of us knowingly accepts the risks associated with being together. After what has occurred around the country and the world over the past few months, we know and understand that being at school may result in exposure or infection by the virus. Although we individually assume that risk, we agree as members of the Roots community, to uphold the Family Expectations outlined below. Our undertaking of the Family Expectations is based in our commitment to protect the health and safety of our entire community, that includes our families and household members, By agreeing to these Family Expectations, we commit to doing our part to care for others and ourselves as we enter the new school year.

1. Report any COVID-19 positive test

If your child, someone in your household, or someone you or your child has been in contact with tests positive for COVID-19, please notify the school office immediately. In the event of a positive test result in our school community, we will actively work with the Department of Health to implement a contact tracing protocol to limit the spread of the virus.

2. Please stay home if exposed

If anyone in your household has been notified by the Department of Health that they were in contact with a SARS-CoV-2 infected individual, notify the school office immediately. Based on the circumstance, you may be asked to keep your child home from school for a period of time. Home-based learning will be provided and fully supported during self-quarantine.

3. Please stay home if sick

If your child is sick, please keep them home from school. The school will require students to stay home until it is confirmed that they are not sick with the SARS-CoV-2 virus. If students or family members have symptoms, the student will need a note from a medical doctor indicating when they are able to return to school. All students must be fever or symptom-free for at least 24 hours prior to returning to campus. <https://tinyurl.com/CDC-Symptoms>



Family Expectations (continued)

4. Complete the daily health check assessment

We will provide you with a simple app for your phone to complete a few short health questions before 8:30 a.m. each day. If you do not complete the daily assessment before 8:30 a.m., your child's temperature will be taken with a no-touch thermometer before they are allowed to enter the school. If one child is showing symptoms, be sure to keep all children home from school. If a child does not have an appropriate temperature, a parent will not be allowed to leave the child on campus.

5. Avoid out of state travel

Any student or employee who travels outside of the state of Hawai'i will be required to notify the school and upon return shall self-quarantine for a period of fourteen (14) days or show proof of a negative COVID-19 test administered upon traveler's return to Maui, regardless of the DOH and/other governmental guidelines, recommendations and mandates.

6. Follow federal, state and local orders related to stopping the spread of SARS-CoV-2

All Roots students, families, faculty and staff are asked to follow the latest federal, state and local health departments, including the CDC, regarding physical distancing and other safety measures to protect against the spread of SARS-CoV-2.

7. Practice good hygiene

Practicing good hygiene in accordance with CDC guidelines is critical to preventing and stopping the spread of all illnesses. Frequent and thorough hand-washing should be practiced at home and at school.

8. Talk to your children

Please talk to your children in a safe and positive way about COVID-19, model safe and healthy practices, and discuss why we need to care about our personal health and the health of others. Include the importance of not sharing items like food at school, and why at times they will need to wear a mask.

Parents' Initials: _____

COVID-19 and Campus Health Status

INDICATORS: *Average of positive cases over a 7-day period	LOW	MEDIUM	HIGH
INFECTION RATE (MAUI)	5 or less new cases on Maui in one day	6-20 new cases on Maui in one day https://www.hawaiidata.org/covid19	20 or more new cases on Maui in one day
STATE & FEDERAL GUIDELINES	No material change in Federal or State guidance.	Significant change in Federal or State guidance.	Federal or State closure of all schools.



Preschool Class Plan

	LOW	MEDIUM	HIGH
INSTRUCTIONAL MODEL	Face-to-Face Model: Students and teachers meet in-person daily <ul style="list-style-type: none"> Class size limited to 10 or less 	Face-to face Model: Students and teachers meet in-person daily <ul style="list-style-type: none"> Class size limited to 10 or less Supplementary activities will be sent home 	Distance Learning Model: <ul style="list-style-type: none"> Supplementary activities will be sent home with supplementary online instruction
LOCATION(S) OF CLASSES	On-Campus: <ul style="list-style-type: none"> Maximize use of outdoor learning space Indoor classrooms utilized 	On-Campus: <ul style="list-style-type: none"> Maximize use of outdoor learning spaces Limited use of indoor classrooms 	Home: <ul style="list-style-type: none"> Online (campus is closed)
HEALTH CHECK REQUIREMENTS	Attendance contingent on successful completion of health check	Attendance contingent on successful completion of health check	N/A
STUDENT PPE REQUIREMENTS	Face mask optional	Face mask optional	N/A
TEACHER PPE REQUIREMENTS	Face mask (clear, as often as possible)	Face mask (clear, as often as possible)	N/A
STAFF AND VISITOR PPE REQUIREMENTS	Face mask	Face mask	N/A
PHYSICAL DISTANCING REQUIREMENTS	6' whenever possible	6' whenever possible	N/A
HYGIENE PRACTICES	Hand washing: <ul style="list-style-type: none"> On arrival at school During transitions; regularly throughout the day Before and after eating 	Hand washing: <ul style="list-style-type: none"> On arrival at school During transitions; regularly throughout the day Before and after eating 	N/A
VENTILATION	<ul style="list-style-type: none"> Windows to remain open Fans direct airflow away from students 	<ul style="list-style-type: none"> Windows to remain open Fans direct airflow away from students 	N/A
CLEANING PROTOCOL	<ul style="list-style-type: none"> Regular disinfection of high contact surfaces (multiple times throughout the school day) Daily/regular disinfection of shared materials Daily professional cleaning of facility Weekly professional deep cleaning of facility 	<ul style="list-style-type: none"> Regular disinfection of high contact surfaces (multiple times throughout the school day) Daily/regular disinfection of shared materials Daily professional cleaning of facility Professional deep cleaning of facility: weekly or bi-weekly 	N/A

K-2 Class Plan

	LOW	MEDIUM	HIGH
INSTRUCTIONAL MODEL	Face-to-Face Model: Students and teachers meet in-person daily	Hybrid Model: <ul style="list-style-type: none"> • Face-to-face A/B alternating schedule • Class size limited to 15 or less • Online instruction and supplementary materials will be sent home 	Distance Learning Model: <ul style="list-style-type: none"> • Online instruction and supplementary materials will be sent home
LOCATION(S) OF CLASSES	On-Campus: <ul style="list-style-type: none"> • Maximize use of outdoor learning spaces • Indoor classrooms utilized 	On-Campus: <ul style="list-style-type: none"> • Maximize use of outdoor learning spaces • Limited use of indoor classrooms • Supplementary online classes may be provided 	Home: <ul style="list-style-type: none"> • Online (campus is closed)
HEALTH CHECK REQUIREMENTS	Attendance contingent on successful completion of health check	Attendance contingent on successful completion of health check	N/A
STUDENT PPE REQUIREMENTS	Face mask optional in classroom, mandatory for indoor common areas, and at teacher discretion (when physical distancing is not possible)	Face mask optional in classroom, mandatory for indoor common areas, and at teacher discretion (when physical distancing is not possible)	N/A
TEACHER PPE REQUIREMENTS	Face mask (clear, as often as possible)	Face mask (clear, as often as possible)	N/A
STAFF AND VISITOR PPE REQUIREMENTS	Face mask	Face mask	N/A
PHYSICAL DISTANCING REQUIREMENTS	6' whenever possible	6' whenever possible	N/A
HYGIENE PRACTICES	Hand washing/sanitizing: <ul style="list-style-type: none"> • On arrival at school • During transitions/regularly throughout the day • Before and after eating 	Hand washing/sanitizing: <ul style="list-style-type: none"> • On arrival at school • During transitions/regularly throughout the day • Before and after eating 	N/A
VENTILATION	<ul style="list-style-type: none"> • Windows to remain open • Fans direct airflow away from students 	<ul style="list-style-type: none"> • Windows to remain open • Fans direct airflow away from students 	N/A
CLEANING PROTOCOL	<ul style="list-style-type: none"> • Regular disinfection of high contact surfaces (multiple times throughout the school day) • Daily/regular disinfection of shared materials • Daily professional cleaning of facility • Weekly professional deep cleaning of facility 	<ul style="list-style-type: none"> • Regular disinfection of high contact surfaces (multiple times throughout the school day) • Daily/regular disinfection of shared materials • Daily professional cleaning of facility • Professional deep cleaning of facility: weekly or bi-weekly 	N/A



3-5 Class Plan

	LOW	MEDIUM	HIGH
INSTRUCTIONAL MODELS	Face-to-Face Model: Students and teachers meet in-person daily	Hybrid Model: <ul style="list-style-type: none"> • Face-to-face A/B alternating schedule • Class size limited to 15 or less • Supplementary instruction online 	Distance Learning Model: <ul style="list-style-type: none"> • Online instruction
LOCATION(S) OF CLASSES	On-Campus: <ul style="list-style-type: none"> • Maximize use of outdoor learning spaces • Indoor classrooms utilized 	On-Campus: <ul style="list-style-type: none"> • Maximize use of outdoor learning spaces • Limited use of indoor classrooms • Supplementary online classes may be provided 	Home: <ul style="list-style-type: none"> • Online (campus is closed)
HEALTH CHECK REQUIREMENTS	Attendance contingent on successful completion of health check	Attendance contingent on successful completion of health check	N/A
STUDENT PPE REQUIREMENTS	Face mask optional in classroom, mandatory for indoor common areas, and at teacher discretion (when physical distancing is not possible)	Face mask optional in classroom, mandatory for indoor common areas, and at teacher discretion (when physical distancing is not possible)	N/A
TEACHER PPE REQUIREMENTS	Face mask (clear, as often as possible)	Face mask (clear, as often as possible)	N/A
STAFF AND VISITOR PPE REQUIREMENTS	Face mask	Face mask	N/A
PHYSICAL DISTANCING REQUIREMENTS	6' whenever possible	6' whenever possible	N/A
HYGIENE PRACTICES	Hand washing/sanitizing: <ul style="list-style-type: none"> • On arrival at school • During transitions/regularly throughout the day • Before and after eating 	Hand washing/sanitizing: <ul style="list-style-type: none"> • On arrival at school • During transitions/regularly throughout the day • Before and after eating 	N/A
VENTILATION	<ul style="list-style-type: none"> • Windows to remain open • Fans direct airflow away from students 	<ul style="list-style-type: none"> • Windows to remain open • Fans direct airflow away from students 	N/A
CLEANING PROTOCOL	<ul style="list-style-type: none"> • Regular disinfection of high contact surfaces (multiple times throughout the school day) • Daily/regular disinfection of shared materials • Daily professional cleaning of facility • Weekly professional deep cleaning of facility 	<ul style="list-style-type: none"> • Regular disinfection of high contact surfaces (multiple times throughout the school day) • Daily/regular disinfection of shared materials • Daily professional cleaning of facility • Professional deep cleaning of facility: weekly or bi-weekly 	N/A



New Safety Measures

1. **Daily Health Check Assessment:** We will provide you with a simple phone app to complete a Daily Health Check Assessment for your child each day BEFORE 8:30 a.m. before they enter the school. If a student or staff member fails the assessment, they will be required to get a doctor's note indicating they are not contagious and can return to school.
2. **Masks:** For K-5 students, masks are optional in the classroom, but mandatory in indoor common areas or at the teacher's discretion. For preschool students, masks are optional. Masks are not required when outdoors.
3. **Soap/Sanitizer:** Students will start their day by going directly to their class' designated sink and wash their hands with soap after entering the building in the morning. We will have regular hand washing and/or sanitizing incorporated into every transition throughout the day.
4. **Disinfecting:** Frequently touched areas will be disinfected daily. Toys and manipulatives will be sanitized regularly.
5. **Physical distancing:** Classes will function as independent "Ohana Bubbles" and recess will be staggered. Pick up and drop off will be staggered for each class to maintain the greatest amount of physical distancing from those in other classes.
6. **Field trips:** Roots teachers are excited to provide as many outdoor learning experiences as possible. We will be going to various outdoor locations throughout the year. If your child is being transported with other children, they will be required to wear a mask as physical distancing is not possible in a vehicle.



New Safety Measures (continued)

7. **If A Child Becomes Sick at School:** They will be immediately sent/taken to the office and will be closely monitored. Parents will be called and sick children **must** be picked up within the hour of the office calling home. If we cannot contact parents, we will start calling people on the emergency contact list. Please check in with Megan, in the office, to ensure that your emergency contact list has a **minimum of 3 people on it.**

8. **If a student or staff member from one class has a confirmed case of COVID:** The student or staff member will need to stay home until we receive directives from the Hawaii State Department of Health. Keeping the school open will be at the discretion of the DOH. However, by having each class function as an “Ohana Bubble” this should enable us the potential of only closing the affected class. The duration of the closure will also be at the discretion of the DOHt.



Hawaii State Library Cards, Google Classrooms and Other Online Platforms

Before the start of the 2020-2021 school year, please acquire a Hawai'i State Public Library Card for each K-8 Roots student in your family. Learning to access and use any and all of the community resources available to us is an important part of learning to thrive in a modern, connected world.

Besides the ability to borrow print books from any public library in the State, a library card provides access to thousands of eBooks, audiobooks, and electronic databases. We will be working to incorporate library resources into students' research and recreational reading experiences. More information about acquiring a card is available via the Hawai'i State Library System Homepage: <https://www.librarieshawaii.org/>

Students in grades 3-8 will need to sign up for a Gmail account so that they can access Google Classrooms if needed. Classes that may be using online platforms at any time will receive guidelines and "etiquette" to ensure that online sessions are as productive as possible.

Additional Resources and Acknowledgement



Centers for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Hawaii Department of Health: <https://hawaii-covid19.com>

Hawaii Department of Human Services: <https://humanservices.hawaii.gov>

Hawaii Data Collaborative: <https://www.hawaiidata.org/covid19>

I acknowledge receipt of a copy of the Roots School Return to Campus Plan and agree to abide by these policies. I understand that inability to follow the Family Expectations and New Safety Measures as specifically outlined above may result in harming the health of the Roots community and therefore the Maui community at large. I understand that inability to follow these policies may result in the dismissal of my child from Roots School:

Parent Signature

Date