



**STATE OF HAWAII**  
**DEPARTMENT OF EDUCATION**  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

March 6, 2020

**TO:** Deputy Superintendent  
Assistant Superintendents  
Complex Area Superintendents  
Principals (All)  
State Public Charter School Commission  
State Public Charter School Directors

**FROM:** Dr. Christina M. Kishimoto  
Superintendent

A handwritten signature in blue ink, appearing to read "Christina M. Kishimoto".

**SUBJECT: Coronavirus Disease 2019 Facilities Preparation**

In preparation for the rapidly evolving situation regarding Coronavirus Disease 2019 (“COVID-19”), we are providing guidance and reminders for Department of Education (“DOE”) and public charter school employees around best health and safety practices at school facilities.

While the Office of Facilities and Operations (“OFO”) maintains the highest sanitation standards for schools and offices, we are taking enhanced proactive steps to increase cleaning of high-contact areas, specifically, hard surfaces such as computer keyboards, handrails, doorknobs and handles, light switches, telephones, classroom desks, cafeteria tables, counters, toilets, coffee pots, etc. This means daily sanitizing of surfaces and objects that are frequently touched.

Within OFO, the School Food Services Branch is continuing to ensure that schools are cleaning and sanitizing our cafeterias and workspaces after each use and throughout the day.

The Student Transportation Services Branch, meanwhile, is working with all of its bus contractors to monitor student riders and to sanitize frequently used areas, such as bus handrails, seats and windows.

Please continue implementing the following best practices and procedures:

- Ensure correct procedures for appropriately cleaning surfaces, door handles, etc. per manufacturer’s directions;
- Ensure that all bathroom soap dispensers and hand towels are filled daily;
- Ensure that all DOE-provided COVID-19 flyers and posters are located at a clear visible location; and
- Follow protocols for reporting any suspected health cases to the state Department of Health.

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We urge staff, students and visitors to practice enhanced hygiene with everyday preventive actions including:

- Get vaccinated against the flu. With current seasonal influenza activity, similar signs and symptoms such as fever and cough could be mistaken for the coronavirus. The Department of Health strongly recommends residents ages 6 months and older to protect themselves by receiving the seasonal flu vaccination;
- Stay home when sick;
- Wash your hands often and thoroughly for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that has at least 60% alcohol;
- Avoid touching your face, eyes, nose and mouth;
- Avoid touching others when possible, including hand shaking and other greeting gestures;
- Cover your cough or sneeze with a tissue, then throw it in the trash; and
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

The DOE is in direct communication with all county, state and federal agencies regarding COVID-19. Please ensure that your schools and offices are regularly monitoring DOE memos and notices as more guidance will be provided as it becomes available.

If you need further clarification or have any questions, please call OFO at (808) 784-5185.

CMK:rmt  
c: Office of Facilities and Operations