


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

OFFICE OF FACILITIES AND OPERATIONS

November 3, 2021

TO: Deputy Superintendent
Complex Area Superintendents
Principals (All)
Vice Principals
Administrative Service Assistants
School Administrative Services Assistants

FROM: Randall M. Tanaka 
Assistant Superintendent

SUBJECT: **Use of School Facilities - Updated Interim COVID-19 Guidelines #6**

This Memorandum supersedes the Memorandum entitled "Use of School Facilities - Updated Interim COVID-19 Guidelines #5" dated April 19, 2021.

Schools shall continue the use of COVID-19 benchmarks and mitigation strategies to provide ample campus access. Please be advised that effective September 13, 2021, the Hawaii State Department of Education (Department) mandated COVID-19 requirements for visiting schools and offices. All individuals twelve (12) years and older, including the Department's volunteers, vendors, and contractors, must provide an attestation of being fully vaccinated, present a negative COVID-19 test result if not fully vaccinated, wear a mask at all times within the Department's facilities, and physically distance themselves from others (Office of the Superintendent, September 2021).

The following updated guidelines expand upon the use of school facilities in response to this plan of action and in accordance with the Center for Disease Control, State of Hawaii, and each County's Reopening Strategies.

Community Use

An exception for Type II & III Community use of Department facilities for the following may be granted after careful consideration of COVID-19 benchmarks may be used in deciding whether to approve the use of school facilities at each site:

1. Private, non-profit, and/or community organizations that support the Department's curriculum and programs.
2. Private, non-profit, and/or community organizations providing direct supplemental educational, health and wellness programs to schools.
3. Private, non-profit, and/or community organizations directly contracted with the Department for the use of facilities.
4. County intercession and/or summer fun use of classrooms, cafeterias, and outdoor facilities.
5. Private School and/or University requests that adhere to the Department's allowable activities.
6. School and third-party fundraising activities that support school functions.
7. Community health and safety under the direction of the Department of Health for emergency operations and training.

Private league, athletic club tournaments, public competitions, and all other Type III Community use of the Department's facilities shall remain prohibited at this time.

Allowable Department and School-Related Activities

Upon user consensus to comply with cleaning, safety, and health requirement conditions, site administrators may approve requests for the following type I and II activities:

Department-sponsored activities specific to school and educational programming

1. Use of common spaces
 - a. School Libraries
 - i. Use of the school library and scheduling should support cohorts. If the library is large enough and physical distancing of more than six (6) feet is possible with barriers to ensure separation between cohorts, multiple cohorts may be scheduled at the same time.
 - ii. The use of masks is mandatory.
 - iii. Handwashing with soap and water or sanitizer use before and after visiting the library. Clean and disinfect shared equipment in common areas between cohorts.
 - b. Assemblies (Indoor and Outdoor)
 - i. Maintain mitigation strategies of mandatory masking, staying within cohorts, and hand sanitizing before re-entering class. Create sections and walkways

- between cohorts that are clearly defined. Class cohorts are encouraged to be separated by at least six (6) feet distancing to the greatest extent possible.
- ii. For indoor assemblies, facilitate ventilation with outdoor air by opening doors and windows.
 - iii. Prioritize outdoor assemblies over indoor.
2. Playgrounds and County Parks
 - a. Please refer to the Department's memo dated April 15, 2021, from the Office of Facilities and Operations (OFO), Use of County Facilities - COVID-19 Update and School Year 2021 - 2022 Requests to Indemnify County for guidance.
 - i. This Memorandum memorializes the communications received from each of the County's Department of Parks and Recreation offices regarding the Department's use of County facilities for school-sponsored activities.
 3. Afterschool Programs and Other Extended Out of School Time Programs Beyond the School Day
 - a. Schools may plan for programs and services that extend beyond the school's learning opportunities and care beyond the school day for their enrolled students on their school campuses. Consideration of community transmission data, capacity to maintain essential strategies, and layering other mitigation strategies must be taken into account in order to safely conduct these activities.
The use of private direct service providers will require documented commitment to adhere to these conditions and adjust to the learning models of the schools they serve. Before the commencement of these activities, the identification of shared spaces and expectations should be communicated with the school's staff.
 4. Athletic Play
 - a. Students participating in school-sanctioned athletics ages twelve (12) and over must attest to full COVID-19 vaccination, weekly proof of negative COVID-19 test results in lieu of receiving full vaccination, or provide negative COVID-19 test results on a weekly basis if religious or medical accommodations are applicable.
 - b. Students ages eleven (11) and younger shall not participate in inter-school athletic activities.

These programs may begin or continue *for schools with in-person and/or blended learning*. Priority is for school and educational programming activities essential to student services. These programs include the Out of School Time (OST) programs administered through the Community Engagement Branch (CEB) and are identified as the following:

1. These programs include the OST programs administered through CEB and are identified as the following:
 - 21st Century Community Learning Centers
 - After-School Plus
 - Resources for Enrichment, Athletics, Culture, and Health
 - Uniting Peer Learning, Integrating New Knowledge
2. College admission testing - Please consider imposing additional health and safety measures, recommended by public health agencies, the College Board, and ACT, as special conditions.
3. County intersession and summer fun programs - Careful consideration of COVID-19 benchmarks may be used in deciding whether to approve the use of school facilities for county intersession programs.
4. State and school-sponsored before, during, and after school child care programs - Please consider imposing additional health and safety measures recommended by the Department and public health agencies.
5. Extracurricular Clubs (school, for-profit, and nonprofit) - Please consider imposing additional health and safety measures as recommended by the Department and public health agencies.

Exceptions

If your school is considering a request not on the list of allowable activities or has questions about a specific activity, please contact OFO for further guidance.

Form UOF and Capital Improvements Program Project Tracking System (CPT) Online Database Updates

Please continue to review all applicant responses on Form UOF for accuracy and completeness before processing the application through the CPT online database. State agencies are exempt from the liability insurance requirements and do not need to sign the indemnification statement. Authorized users may access the CPT Use of School Facilities Database through this link <https://www.hidoefacilities.org/facilitiesUseAppSearch.php>.

Form UOF may be downloaded from <https://www.hawaiipublicschools.org/ConnectWithUs/Organization/Offices/FacilitiesandOperations/FutureSchoolsNow/Pages/Use-of-school-facilities.aspx> or on the Use of School Facilities Application in the CPT online database under the References tab.

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Use of School Facilities Point of Contact Survey

To better assist schools and offices, we request that school and office administrators complete the Use of School Facilities Point of Contact Survey by clicking on the following link <https://forms.gle/gP7dcgqDq6uLyjhJ9> (If you are not able to access the link above through this document, please copy and paste it directly into a browser such as Chrome or Firefox.)

The reopening of school facilities for all Type I, Type II, and Type III activities will be reassessed following updated guidance from the Governor and the Department of Health.

Should you have any questions or need further assistance, please contact Richard Kiyabu at richard.kiyabu@k12.hi.us or (808) 784-5062.

RMT:rk
Attachment

- c: Superintendent
- Office of Curriculum and Instructional Design
- Office of Strategy, Innovation, and Performance
- Communications Branch
- Community Engagement Branch
- Hawaii State Department of Education A+ District Offices
- Office of Facilities and Operations
- Facilities Development Branch