



KAMEHAMEHA SCHOOLS
Mālama Ola – Health Services Department
Readmit Process

STUDENT READMIT TO SCHOOL PROCESS AFTER MEDICAL ABSENCE:

As we learn to live with Covid-19, we have health and safety measures in place to ensure the safety of our haumana and staff.

The Centers for Disease Control and Prevention (CDC) and State of Hawai'i Department of Health identifies the symptoms most commonly associated with COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Abdominal pain

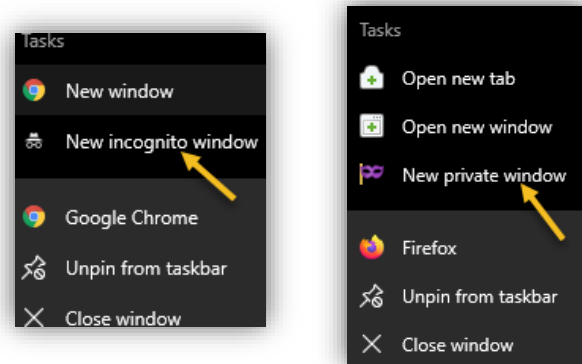
Unless otherwise documented, these symptoms warrant sending the student home.

REQUIREMENTS FOR RETURNING TO SCHOOL FOLLOWING ABSENCE DUE TO ILLNESS OR INJURY:

- 1a. If absent 1-3 days WITHOUT COVID like symptoms: Parent note is required to be submitted to the Unit Office and documentation is not required for Health Services. Have your child report directly to their Unit Office.
- 1b. If absent 1-3 days WITH COVID like symptoms:
 - Your child can return to school after a negative test **if** 24 hours with no fever (and no fever-reducing medications) **and** symptoms are improving.
 - If your child has a fever or is sick **and** their negative test was from a home test, continue to isolate and test again after 24 to 48 hours.
 - Parent note is required to be submitted to the Unit Office upon return and documentation is not required for Health Services. Have your child report directly to their Unit Office.
- 1c. If absent for 4 or more days: Healthcare provider note that clearly states your child is cleared to return to school is required to be submitted to Health Services. Have your child report directly to their Health Room.

HOW TO UPLOAD DOCUMENTS TO MO'OMŌ'ALI OLAKINO:

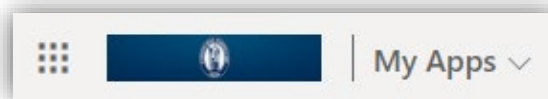
1. Use Chrome Incognito Window or Firefox Private Window for your browser.

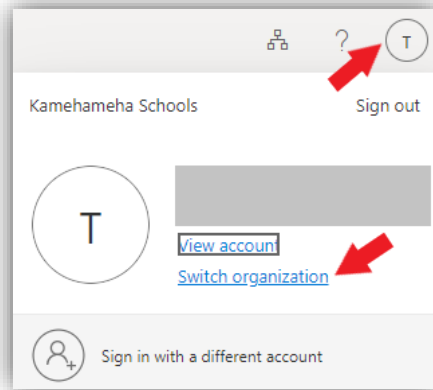


2. Go to <https://ohana.ksbe.edu/> and log in using your personal email that is on record with KS.

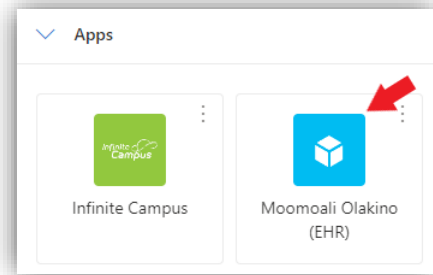


3. It should have the Kamehameha Schools icon on the upper left-hand corner. If it doesn't, click on the icon on the upper right-hand corner, then select 'Switch organization' and select your Kamehameha Schools account.

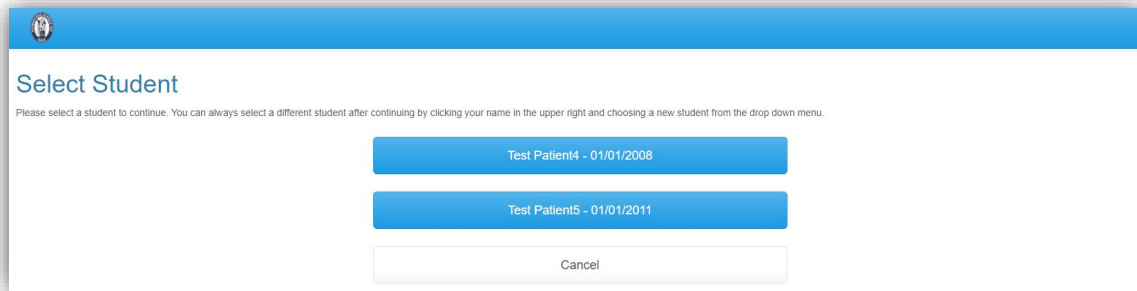




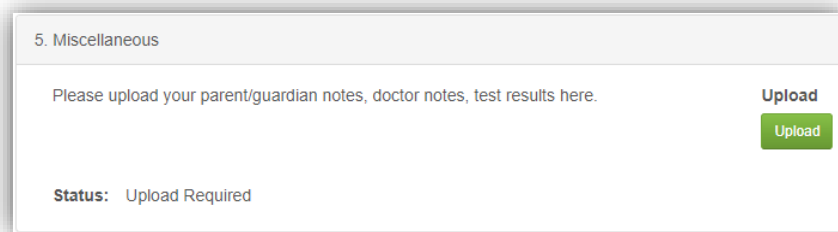
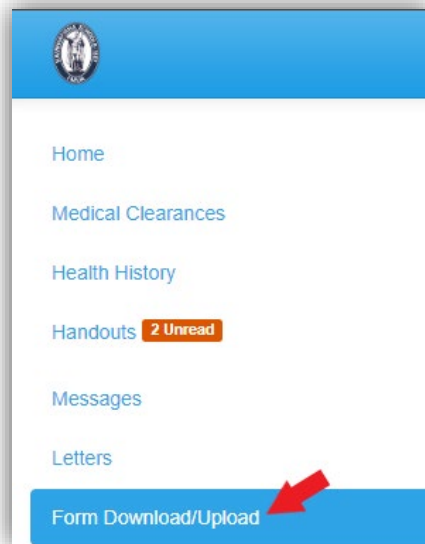
4. Once in your Kamehameha Schools account, select the Mo'omō'ali Olakino application.



5. If you have multiple children enrolled at Kamehameha Schools, select a child to continue.



6. Select 'Form Download/Upload' on the left menu bar, then select 'Upload' in the Miscellaneous section.



7. Choose your file to upload, then scroll to the bottom off the page and **select 'Save.'**



HEALTH SERVICE CLEARANCE PROCESS:

Once documents are reviewed, you will receive a confirmation email from Health Services stating the date that your child is cleared to return to school. A copy of the readmit letter will also be posted on the Parent Portal for your records.

MORNING OF RETURN:

Please ensure that your child is symptom-free or symptoms have improved when returning to school. Have your child report to the office upon arrival to school for a readmit pass if absent 1-3 school days. Have your child report to the Health Room upon arrival to school for a readmit pass if absent 4 or more school days. Your child will be sent home if we cannot quickly obtain the proper documentation. If you have any questions, please feel free to call your child's health room.

Please refer to our website at <https://www.ksbe.edu/malama-ola> for the latest updates regarding COVID-19 and changes within our schools. Mahalo nui for your help in keeping our haumana and staff as safe as possible.