



STATE OF HAWAII
DEPARTMENT OF EDUCATION
ADMIRAL ARTHUR W. RADFORD HIGH SCHOOL
4361 SALT LAKE BLVD.
HONOLULU, HAWAII 96818-3195

March 12, 2020

Dear Staff, Parent(s)/Legal Guardian(s):

The Hawaii State Department of Education (HIDOE) is working closely with the Hawaii Department of Health (DOH) regarding guidance in preventing and responding to Novel Coronavirus in the school settings. There is ongoing communication between HIDOE and DOH, and updated information will be released as it becomes available.

As we head into Spring Break, please check for school updates on our Radford website at radfordhs.org or the DOE website at hawaiipublicschools.org. Updates may also be sent through Infinite Campus email and Radford High School call-outs.

Access to the latest information on the Novel Coronavirus can be found on

- Hawaii Department of Health at health.hawaii.gov
- Center For Disease Control and Prevention at cdc.gov

Student and staff safety and health is our priority. Our hardworking custodians will continue with their daily cleaning routines to ensure a clean campus. In the meantime, the CDC also offers tips on their site to protect self and others. These tips are on page 2. Have a safe, fun and relaxing Spring Break.

Sincerely,
Radford Administration

Take Steps To Protect Yourself



- Clean your hands often
 - Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
 - If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.



- Avoid close contact
 - Avoid close contact with people who are sick
 - Put distance between yourself and other people if COVID-19 is spreading in your community. This is especially important for [people who are at higher risk of getting very sick](#).

Take steps to protect others



- Stay home if you're sick
 - Stay home if you are sick, except to get medical care. Learn [what to do if you are sick](#).



- Cover coughs and sneezes
 - Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.



- Wear a facemask if you are sick
 - If you are sick: You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room.
 - If you are NOT sick: You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.



- Clean and disinfect
 - Clean AND disinfect [frequently touched surfaces](#) daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
 - If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.