



## **Common Grace and Mālāma Mentors COVID-19 Safety Policy: One-on-One Mentoring**

- 1.** Temperature checks are required for all staff and students before participation. Staff taking temperatures must wear gloves.
- 2.** Mentors and mentees will answer a questionnaire prior to participation (please see questionnaire below).
- 3.** Staff & students must wash or sanitize hands before and after participation. We also encourage this throughout the session as well.
  - Equipment will be sanitized before and after sessions.
- 4.** Common Grace & Mālāma Mentors will have extra masks, gloves, hand sanitizer and hand soap on hand at mentoring sessions.
- 5.** Staff and students are always required to wear masks during sessions.
- 6.** Participants will always stay 6-feet apart from each other.
  - Mālāma Mentors will be hosting activities and games that respect social distancing (please see attached list of activities).
  - Participants may bring blankets or towels to sit on as an option.
- 7.** All staff are required to wear face shields during sessions.
- 8.** Mentors and mentees are encouraged to wear face shields, although it is optional.
  - Parents are required to wear masks while picking up and dropping off their child. Parents will sign a contract prior to the start of the program to agree to (1) pick up their child within 15 minutes of the end of the session or to (2) designate an alternative pick-up plan.
  - For the safety of all participants, we ask parents to keep their distance from the group and wait to pick up their child until dismissed by the head coach.
  - There will be no sharing of food or personal items.
  - Personal items will be placed in a designated area.
- 9.** Mentor and mentee pairs will be divided into two teams that will remain in that team for the year.
  - No group will have more than 8 participants at one time.
  - There will be no mixing of these groups.
  - Each team will use two different areas or facilities for the entire session.
  - Family members will be kept in the same group.
- 10.** If a staff member or student feels ill, they must notify their head coach as soon as possible. In the case that a student or staff member is tested positive for COVID-19, they must notify adult head coach as soon as possible. They will follow the 14-day quarantine CDC guideline and are required to prove a negative result for COVID-19 testing and a doctor's note before participation.
  - Similarly, if someone in the same household as a participant or staff member is tested positive, they should self-quarantine and notify adult head coach.
  - All participants that are in the same group as the member with a positive result for COVID-19 will be notified through a phone call and email. They will be highly encouraged to test for COVID-19, although it is optional.
  - If a positive COVID-19 case does arise, the group will be canceled until further assessment.



## Common Grace and Mālama Mentors COVID-19 Safety Policy: Participation Questionnaire

*\*if you answer "yes" to all questions, you may participate in in-person mentorship sessions*

1. I have not tested positive for COVID-19.
2. I am not currently awaiting test results, due to concerns of experiencing symptoms related to COVID-19.
3. I am not experiencing any of the following symptoms related to COVID-19: cough, shortness of breath or difficulty breathing, fever of 100 F or higher, chills, muscle pain, sore throat, new loss of taste or smell, nausea/diarrhea/vomiting.
4. I have not traveled outside of Hawai'i in the past 14 days.
5. I have not recently been in contact with someone, who has traveled outside of Hawai'i within the past 14 days.
6. I am not living with or have meet someone who has contracted or is being tested/awaiting test results for COVID-19, within the past 14 days.
7. I understand the risk and requirements for participating in any Mālama Mentors or Common Grace events.
8. I am able to comply and follow all safety and physical distancing protocols.



## **Common Grace and Mālama Mentors COVID-19 Safety Policy: Online Mentoring**

1. Mentors and mentees should not share any resources, files or websites unless pre-approved or assigned by the adult head coach.
2. Do not have your mentee say or type personal information like their address or phone number. This can be supplied to you through your adult head coach through a secure way if needed and requested.
3. Adult head coaches will supervise online meetings for the first half. The second half will be in breakout rooms with the mentors and mentees where assistant coaches will regularly check in on each room. During the time mentors are in breakout rooms with their mentees, they are expected to maintain Malama Mentors standards of behavior.
4. Sign in five minutes before the scheduled meeting time and wait for your head coach to allow you in. Have your adult head coaches' phone number handy in case of any technical difficulties as well as your mentee's phone number on hand in case your head coach instructs you to call them.
5. Try your best to pick a space that will have minimal disruptions. Explain to your family beforehand what you're doing and ask them politely to try to be quiet and to not disrupt you during that time. If they do come into the camera on accident, it's okay for them to wave hi quickly to your mentee but do not let them take up time. The mentorship hour is for you and your mentee.
6. Do not download or install software or anything on your computer or cell phone before checking with mentor's and mentee's parents or guardian.
7. Report. If anyone shares inappropriate images or messages with you, report it to the adult head coach.
8. No meeting in person unless coordinated through Malama Mentors and pre-approved by parents.