

COVID-19 RESPONSE PLAN



Guahan Academy Charter School

OVERVIEW

Guahan Academy Charter School (GACS) will continue to monitor the progress of COVID-19 as we prepare for the school year (SY) 2020-2021. The safety and wellbeing of our students and staff is the primary goal as we maneuver through our decision-making process.

With the guidance of the Guam Department of Education (GDOE), the Department of Public Health and Social Services (DPHSS), the Guam Physicians Advisory, the US Center of Disease Control and Prevention (CDC), the administrative team, the teachers, and the parents of GACS strive to develop a plan that will allow students to continue with school in all Pandemic Condition of Readiness (PCOR).

The Government of Guam established a PCOR system to clearly communicate mandates and restrictions during various COVID-19 scenarios. There are four phases ranging from PCOR1 (maximum restrictions) to PCOR4 (no restrictions). (Office of the Governor’s Facebook page 2020)



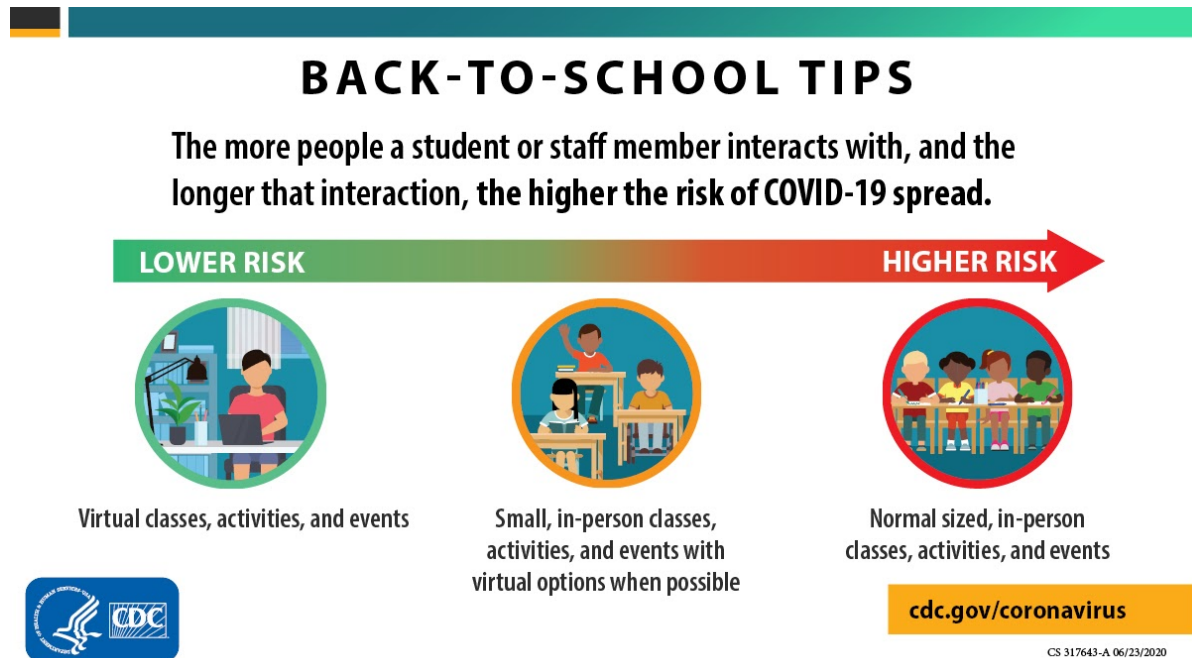
CHÅLAN PARA HINEMLO'
 GUAM'S ROAD TO RECOVERY
PCOR: PANDEMIC CONDITIONS OF READINESS

RESTRICTIONS	PCOR1	PCOR2	PCOR3	PCOR4
Any place of business or public accommodation: operate at diminished occupancy rate	MAXIMUM RESTRICTIONS	MODERATE RESTRICTIONS	MINIMUM RESTRICTIONS	NO RESTRICTIONS
Non-essential Government of Guam offices				
Non-essential businesses and activities				
Prohibition of social gatherings of any type				
All K-12 schools and higher education				
Gatherings prohibited				
Traveler quarantine				
Closure of public spaces				
Price freezing				
Face masks required				
Social distancing				

Sources: (https://en.wikipedia.org/wiki/COVID-19_pandemic_in_Guam)**
<https://www.investguam.com/coronavirus/>

CDC GUIDING PRINCIPLES FOR K-12 SETTINGS

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:



Source: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html#CommunicationResources>

GACS ACADEMIC SCENARIOS

SCENARIO 1: 100% Online Schedule: This schedule will have students learning from home and attending a virtual class with their teachers. Teachers will facilitate instruction, seatwork, projects, and assessments via virtual classroom. Students will actually be logged into class and teachers can monitor them. (Available during PCOR1 – PCOR3)

SCENARIO 2: 100% Hard Copy Schedule: This schedule will have students learning from home, doing paper and pencil independent work. Teachers will provide work on a weekly basis.

SCENARIO 3: The A/B Hybrid Schedule: This schedule will allow only 505 of students on campus: A Group and B Group. (Available during PCOR3)

- A Group will be on campus physically on Mondays and Wednesdays and will be at home online on Tuesdays and Thursdays.
- B Group will be at home online on Mondays and Wednesdays and will be on campus physically on Tuesdays and Thursdays.
- Both groups will be at home on Fridays.
- Kindergarten students will be an exception. They will be on 100% On-Site Schedule on Mondays to Thursdays. Kindergarten students will be at home on Fridays.

SCENARIO 4: 100% On-Site Schedule (Available after four weeks into PCOR4)

WHAT HAPPENS IF GUAM IS STILL ON PCOR1 or PCOR2 AND SCHOOL IS SCHEDULED TO OPEN

Pending DPHSS approval: Parents will pick up academic digital resources based on appointment. Appointments will be scheduled so that parents do not come in contact with other parents and staff will be able to keep a safe distance. A two-week period will be necessary to accommodate all students/parents.

Students who requested for internet access assistance will be given a mifi voucher from the Governor's office.

Academic activities will be 100% online until two weeks after PCOR3 has been called. Communication of re-entry will be sent to parents via GACS website (www.guahanacademy.org), email, WhatsApp, Facebook, and other media sources. During PCOR3, those who indicated at the end of the summer that they wish to remain online until PCOR4 will remain online or through hardcopy.

WHAT HAPPENS IF GUAM ENTERS INTO PCOR1 or PCOR2 DURING THE SCHOOL YEAR

All students will transition to 100% online classes.

WHAT HAPPENS IF GUAM ENTERS INTO PCOR4 FROM PCOR 3 DURING THE SCHOOL YEAR

Students will transition into 100% on-site classrooms four weeks after PCOR4 has been declared.

WHAT WILL THE END OF THE SCHOOL YEAR ACTIVITIES LOOK LIKE IF GUAM IS STILL IN PCOR1, PCOR2, or PCOR3

All celebratory activities will be virtual. These virtual celebrations will be structured and inclusive of all grade levels. Such celebrations may include honor assemblies, promotions, graduation, and other.

ONLINE CLASSROOM SETTING

Students meet with teachers via Zoom. All materials will be accessible through google classroom. Online class will have a teacher present for instruction and student assistance.

HYBRID CLASSROOM SETTING

Students will be split into two groups and by grade level. Group A will be on-site for face to face academic experience on Mondays and Wednesdays. They will meet online on Tuesdays, Thursdays, and Fridays. Group B will be on-site face to face academic experience on Tuesdays and Thursdays and will meet online on Mondays, and Wednesdays. No classes on Fridays for all groups.

(PCOR4 SETTING)

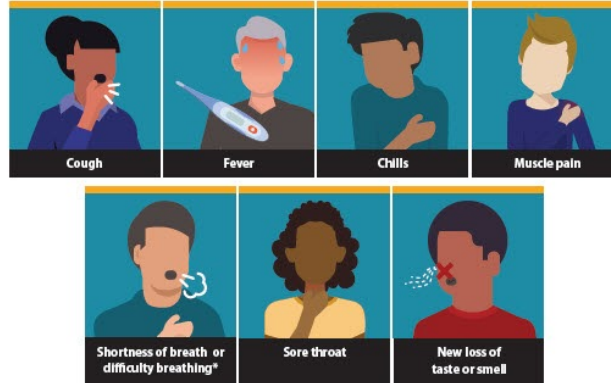
PCOR4 Classroom setting will be similar to PCOR3 to maintain prevention measures. However, both rooms will be occupied and social distancing will reduce from 6ft to 4ft to allow for 100% student attendance and for teacher's desk and equipment.

What is COVID-19?

COVID-19 is mostly spread by respiratory droplets released when people talk, cough or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as hand washing, staying home when sick) and environmental cleaning and disinfection will be emphasized throughout the campus. (CDC 2020)

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

31761-4 Rev 01/2021 (14) 188

Staff will be on the alert to watch for symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have 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

Less common symptoms:

- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Some people infected with the virus have also experienced:

1. Respiratory symptom
2. No symptoms at all called “asymptomatic”

This list does not include all possible symptoms as CDC is constantly updating their information as more information regarding COVID-19 is gathered.

Staff will look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

- Trouble breathing*(Shortness of breath)
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Call 911 and notify the operator that we are seeking care for someone who may have COVID-19.

PROMOTING BEHAVIORS THAT REDUCE SPREAD

GACS'S PROTOCOL

Enforce staying home when appropriate

Students and Staff will be encouraged to stay home when:

- + Tested positive for COVID-19 with/or without symptoms
- + Showing COVID-19 symptoms
- + Had close contact with a person with positive COVID-19
- All categories either need to Self-Quarantine for 14 days and/or until cleared by DPHSS or their clinic. Proof of clearance will be required.
- NOTE : For regular flu, students and staff should remain home for at least 24 hours after a fever has gone away on its own (without medication).
 - For COVID-19 positive WITH symptoms, students and staff should remain home until at least 72 hours (3 days) after fever has gone away on its own and until they are able to obtain a clear test from their clinic or DPHSS.
 - For COVID-19 positive with NO symptoms, students and staff should remain home until they are able to obtain a clear test from their clinic or DPHSS
 - Covid-19 test results to be turned in to the school
- NOTE: 3 days or more of absences will require an excuse note from the doctor before returning to school/work.
- Self-Quarantine for 14 days when returning from travel and isolate self from family members who have returned from travel.
- No fear of reprisal should staff and/or students contract COVID-19 and attendance will not be held against them with documentation. Perfect attendance awards will cease temporarily. GACS will offer virtual learning and telework options, if feasible.

Enforce Hand Hygiene

- Encourage students and teachers to utilize hand sanitizer located at the entry of the classroom.
- Ensure that students wash hands thoroughly. Most classrooms are equipped with a sink. Faculty and staff will teach and reinforce hand washing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. If not, then hand sanitizers containing at least 60% alcohol will be available for staff and older children who can safely use hand sanitizer.

Enforce Respiratory Etiquette

- Encourage proper coughing and sneezing etiquette (into sleeves or inside of elbows).
- Do not allow spitting and encourage everyone to cover their coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap.
- Posters of proper handwashing will be visible above all sinks.

- Signs and Messages will be posted at school entrances and restrooms to promote everyday protective measures and describe how to stop the spread of germs.
- Regular broadcast announcements to help reduce the spread of COVID-19 on PA systems.

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

How?

- Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.
- Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
- Rinse** hands well under clean, running water.
- Dry** hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH CLEAN HANDS

ALTERNATIVES
If there is no hand soap in the home, you can also use shampoo or dish soap for hand washing.

www.cdc.gov/handwashing

CDC

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, SOAD, and Stepien. HIV/CDC does not endorse commercial products, services, or companies. ©2019 CDC

Enforced Cloth Mask/ Face Coverings

- Mandatory part of GACS school uniform
 - *If a student chooses to wear a face shield, it must be worn with the mask. Face shields cannot substitute for masks.
 - * Face covering is required to be worn by students, staff and visitors
 - NO MASK, NO ENTRY
 - Inform everyone not to touch the face covering and to wash hands frequently

NOTE: Cloth face covering should not be placed on:

- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove cloth face covering without assistance

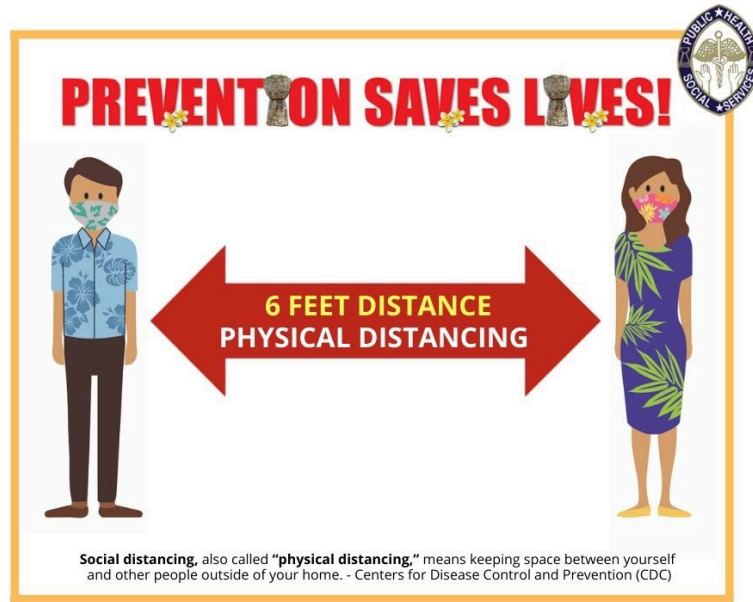
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms
- Teach and reinforce the use of a cloth face mask to reduce the risk of spreading COVID-19.
- Face coverings will be worn by staff and students and are most essential in times when physical distancing is difficult. Individuals will be reminded not to touch the face covering and to wash their hands frequently.
- Face coverings could be cloth masks or face shields with a mask.
- Disposable face masks will be available for students who are unable to provide face masks.



Cleaning and Disinfection frequently touched surfaces

- Custodians will clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking dispensers) within the school at least daily or between use as much as possible.
- Teachers and staff will frequently clean and disinfect digital devices, Student/ Teacher desks, Student/ Teacher chairs, Door handles, sink handles, and water dispensers.
- There will be routine cleaning and disinfection at least three times a day.
- Increase circulation of outdoor air as much as possible, for example by opening windows and doors.
- Classroom decorations will be minimized to posters that are laminated to ensure proper and regular disinfecting.
- Other equipment and supplies used regularly by students
 - Learning manipulatives will be minimized to ensure proper and regular disinfecting. Virtual materials are strongly encouraged.

Enforce Social Distancing



DPHSS 04/20/2020
Adapted from the Hawaii State Department of Health

www.dphss.guam.gov Guam DPHSS

- Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household.
- To practice social or physical distancing, **stay at least 6 feet (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.**

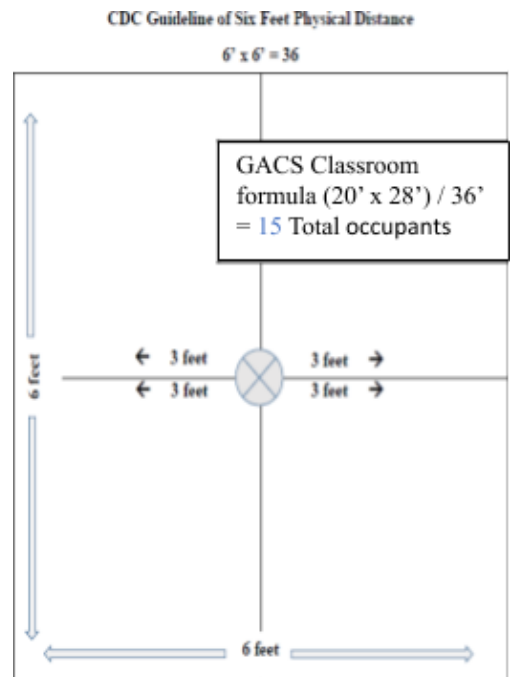
Modify layout and use of classrooms and other facilities

- Students/ student desks will be facing same direction
- All other furnishing or equipment
- 6ft spacing will be between each student.

GACS Classroom formula $(20' \times 28') / 36 = 15$ total for occupants

Modified seating area

- Seating/desks are arranged to be 6 feet apart.
- Desks will face in the same direction. If tables are available then students will sit on only one side of tables, spaced apart.
- Markers will be placed on oblong tables to keep children distanced from each other.





School Safety & COVID-19

Safety protocols at school on Covid-19 with guidance from the Centers for Disease Control and Prevention (CDC) to include:

- Wearing a mask while on school campuses and facilities
- Temperature checks upon arrival
- Physical distancing while on school campus and facilities
- Frequent cleaning of common areas and high traffic areas/surfaces
- Frequent washing of hands
- COVID-19 health education for students and staff
- Post safety signs and protocols

GACS will implement the following strategies to maintain healthy environments:

- Students and staff will go through thermal scanning.
- Protections for Staff and Children at **Higher Risk** for Severe Illness from COVID-19
- **Higher risk** options for staff (e.g. older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).
- Offer options for students at higher risk of severe illness that limit their exposure risk (e.g., virtual learning opportunities).

COVID-19

PREVENTION SAVES LIVES!

PEOPLE WHO NEED EXTRA PRECAUTIONS

Risk for Severe Illness Increases with Age:

People in their 50s are at higher risk for severe illness than people in their 40s.
People in their 60s or 70s are at higher risk for severe illness than people in their 50s.
People aged 85 or older are at greatest risk for severe illness from COVID-19.

People of any age with these conditions are at increased risk of severe illness from COVID-19: Chronic kidney disease, COPD, Immunocompromised state, Obesity BMI of 30 or higher, Serious heart conditions, Sickle cell disease, Type 2 diabetes mellitus



<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html>
DPHSS 07.13.2020



For more information, contact: Department of Public Health and Social Services
Monday - Friday • 8 AM - 5 PM • (671) 735-7154 •  Guam DPHSS •  www.dphss.guam.gov

- There will be no gatherings, visitors, and field trips.
- Virtual meetings for faculty and staff will be encouraged and if not, social distancing of at least 6 feet between people if events are held. Group size will be limited to the extent possible.
- Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible.
- Virtual activities and events will be encouraged in lieu of field trips, student assemblies, special performances, school-wide parent meetings, as possible.
- Ensure sporting events and participation in sports activities in ways that minimizes the risk of physical contact.
- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
- Limit mixing between groups if possible
- Students who feel sick in the middle of the day will be placed in an isolation room until parents pick up students.
- Parents will not be allowed to park and walk students to class, or park and pick up or wait on campus. Parents must drop off/pick up students in designated drop off/pick up areas.

Recognize Signs and Symptoms

Staff will conduct daily health checks (e.g., temperature screening and/or symptom checking of staff and students. Health checks will be conducted safely and respectfully.

Staff Training

- Train staff on all safety protocols.
- Conduct training virtually or ensure that social distancing is maintained during training.

Educate the GACS community

- Regular reminders to parents regarding safety protocol
- Posters and signs will be placed to remind the GACS community of safety protocols.

Increase ventilation in the classroom

- Classroom windows and/or doors will remain open while school is in session.

Shared Objects

- Childrens' belongings will be kept separated from others and individually labeled.
- There will be no sharing of items (electronic devices, school supplies, books, and other toys, games or learning aids.
- Student reading materials will be ebooks on their digital devices or will be personal reading materials to reduce sharing.

Water Systems

- Water dispensers will be available for refilling water bottles.
- Staff and students will be encouraged to bring their own water and/or refillable flasks.

Physical Barriers and Guides

- Physical barriers will be installed, such as sneeze guards and partitions, particularly in reception desks.
- Physical guides, such as tape on floors or sidewalks and signs on walls, will be placed to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. one way routes will be painted in the breezeway.)

Communal Spaces

- Playground will be closed.
- Students will have structured outdoor workouts in place of playground time.

Food Service

- Have children bring their own meals as feasible, or serve pre-packaged meals in the cafeteria. Seats will be spaced for children to eat take-away-lunches. Lunch hours will be staggered, cleaned and disinfected. Students will be served pre-packaged meals or encouraged to pack lunch from home.
- Disposable food service items (e.g., utensils) will be provided by food vendors. If disposable items are not feasible, food service vendors will be handled with gloves and washed with dish soap and hot water.
- All food distribution will be in pre-packaged boxes or bags. Buffet or family-style meals will not be allowed.

Staggered Scheduling

- Car riders will be dropped off in front of campus while bus riders will be dropped off in the back of the campus, to limit contact between students as much as possible. Canopies will be set up for staging an influx of arrivals to conduct thermo checks.
- GACS will follow an A/B schedule with 50% of the school population on campus for social distancing of approximately 6 feet.

Designated COVID-19 Point of Contact

- Health and Wellness Program Coordinator and Nurse will be responsible for responding to COVID-19 concerns.

Communication Systems

- Staff and families will be advised to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days
- School officials will notify staff, families, and the public of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

Leave (Time Off) Policies and Excused Absence Policies

- Sick leave policies and practices will be flexible to enable staff to stay home when they are sick, have been exposed, or care for someone who is sick.
- Policies for leave, telework, and employee compensation to be reviewed.
- Leave policies will be flexible and not punish staff for taking time off, and allow sick employees to stay home and away from co-workers. Employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members will be allowed. Staff will be required to bring documentation to that effect.

STUDENT ACADEMIC PERFORMANCE

Student assessments will be evaluated the same as it would be if the school year was experienced in PCOR4 conditions.

STUDENT ATTENDANCE

Students' attendance to online classes and on-site classes will be flexible. Teachers and administrators will work with students who have missed classes due to illness or due to illnesses of immediate family members.

Attendance will not impact a student's promotion to the next grade-level nor will it impact the eligibility of any awards, recognition, or honor. Student attendance will be taken for tracking and decision-making purposes. The following staff: Attendance Officer, Discipline Officer, Counselors, Nurse, and Health and Wellness Program Coordinator will make every attempt to reach parents and students.

STUDENT'S MENTAL HEALTH AND BEHAVIOR

CDC has reminded the community that it is important to monitor and work with school age children through these difficult times. School age students may experience high anxiety or fear as they try to make sense of all that they hear from the adults in their lives and from social media.

Incorporated in a student's daily academic schedule, whether class is held online or on-site, will be a "Student Health and Wellness" period. This will be with the student's homeroom

teacher. Teachers with the help of the Nurse and Health and Wellness Program Coordinator will do the following:

- Teach correct information about the spread of the disease and prevention measures as provided by the CDC.
- Teach students how to differentiate “fake news” and real news.
- Allow students to have a safe forum to share their feelings, concerns, and fears.
- Teach students to encourage and not belittle or place stigma to those who may be experiencing anxiety or who may have gotten ill.
- Teachers will promote positive activities that students can carry out with other family members or independently.

Support Coping and Resilience

- Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
- Encourage employees and students to talk with people they trust about their concerns and how they are feeling.

Watch for behavior changes the child(ren)

Not all children and teens respond to stress in the same way. Some common changes to watch for include:

- Excessive crying or irritation in younger children.
- Returning to behaviors they have outgrown (for example, toileting accidents or bedwetting).
- Excessive worry or sadness.
- Unhealthy eating or sleeping habits.
- Irritability and “acting out” behaviors in teens.
- Poor school performance or avoiding school.
- Difficulty with attention and concentration.
- Avoidance of activities enjoyed in the past.
- Unexplained headaches or body pain.
- Use of alcohol, tobacco, or other drugs.

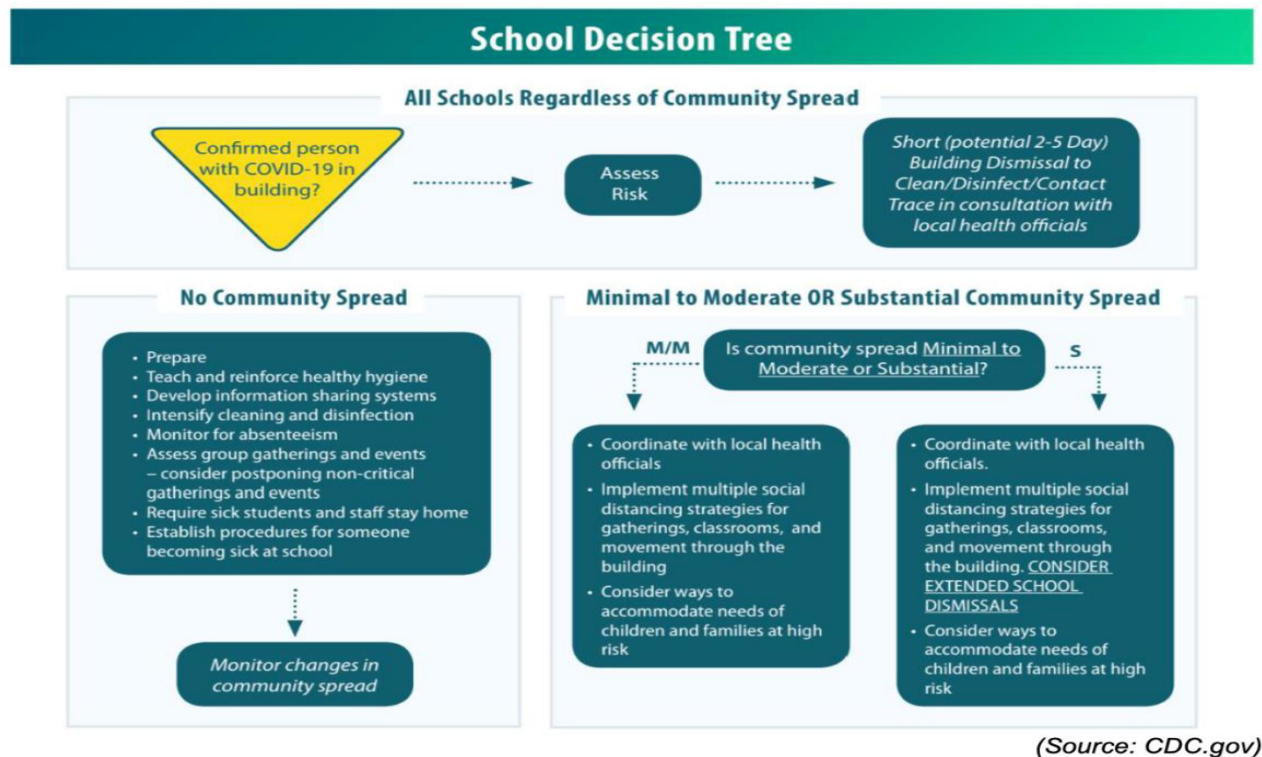
Ways to support your child(ren)

- Talk with your child about the COVID-19 outbreak.
- Answer questions and share facts about COVID-19 in a way that your child can understand.
- Reassure your child that they are safe. Let them know it is ok if they feel upset. Share with them how you deal with your own stress so that they can learn how to cope from you.
- Limit your family’s exposure to news coverage of the event, including social media. Children may misinterpret what they hear and can be frightened about something they do not understand.
- Try to keep up with regular routines. If schools are closed, create a schedule for learning activities and relaxing or fun activities.
- Be a role model. Take breaks, get plenty of sleep, exercise, and eat well. Connect with your friends and family members.

- Spending time with your child in meaningful activities, reading together, exercising, playing board games.

WHAT HAPPENS IF A STUDENT OR STAFF BECOMES COVID-19

Important Note: **As per CDC, school is not expected to identify cases of COVID-19**
DPHSS will identify, call, and test, instruct due to confidentiality sake



People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**.

- What is the process should an Employee or Student Presented with Suspected COVID-19 Symptoms?
 - Students/Employees present to the School Nurse (SN) office with suspected COVID-19 symptoms will direct students or staff to isolation areas.
 - GACS School Nurse (SN) will conduct verbal, visual, and physical assessments.

If no verbal, visual, or physical concerns are identified, the student rests for 10-15 minutes. Call parent/guardian for notification. Students will return to class if improved or sent home.

If verbal, visual, or physical concerns were identified, EMS will be called if needed, assigned to an isolation room and monitored.

- What is the process should a student or employee test positive for COVID-19?
 - Once GACS receives notice of a student or employee with a confirmed positive COVID-19 diagnosis, GACS will immediately coordinate with the Department of Public Health and Social Services (DPHSS). Notification will be provided to employees or students. A COVID-19 contact investigation will be initiated by DPHSS to determine which employees and students have been exposed to the index case based on a review of the following:
 - Class rosters
 - Bus schedule
 - Students that transferred during the infectious time frame
 - Cafeteria staff
 - Cleaning staff
 - Employees and visitors listing
 - Employees and students that have been identified as contacts to the confirmed case of COVID-19 will be excluded from work and school for 14 days, and Health/Wellness Staff/designee will coordinate with DPHSS to set up a testing schedule. The school will be closed for 2-5 days according to CDC guidance for cleaning and disinfecting. Employees and students will require a clearance letter issued by DPHSS before they can resume school or work.

Health and Safety Guidelines for Employees

The following **mandatory health and safety guidelines** are in place for all employees:

1. If employees are feeling ill, have a sore throat, coughing, exhibit with shortness of breath, difficulty breathing, congestion or runny nose, muscle pain, headache, new loss of taste and smell, chills, or have a temperature of 100 degrees Fahrenheit or above, they **must not** report to work or school and should inform their supervisor of their status.
2. Employees should inform their supervisor if they have traveled outside of Guam during the past 14 days. Executive Order and CDC guidelines still require a 14 day voluntary isolation.
3. Employees must notify their supervisor if they have been identified as a critical contact to an active case of COVID-19 or positive with Covid-19 by DPHSS. The employee will be required to voluntarily quarantine for 14 days.
4. If an employee is diagnosed with COVID-19 or identified as a critical contact to a confirmed COVID-19 case, both would require clearance to return to work.
5. Face masks are required for anyone who enters and remains present in school premises.
6. Social (physical) distancing of at least six feet must be maintained.
7. Offices, rooms, common area capacities must be limited to allow for social (physical) distancing.
8. Frequent hand-washing or use of hand-sanitizer is recommended, especially after touching high traffic areas.
9. School facility protocols and foot traffic instructions must be posted and followed when directed.
10. School administrators/designee are responsible for ensuring they have clear directions posted for all office protocols including, but not limited to entrances/exits, foot traffic and paths, office/room capacities, visitor lines inside and outside of offices, seating arrangements and off-limits areas.
11. Frequent cleaning shall take place for all high traffic surfaces. School administrators may assign specific employees to address regular cleaning or rotate staff accordingly.

12. Conference/meeting rooms, copy centers, lounges, restrooms and other common areas must be wiped down after use by the individuals who touched the surfaces or used the equipment and spaces.
13. Telework is encouraged and will be permitted upon approval by a school/division administrator. When teleworking, employees are considered on duty and must respond to emails and phone calls in a timely manner.
14. Leave (Time Off) Policies and Excused Absence Policies
 - Sick leave policies and practices will be flexible that will enable staff to stay home when they are sick, have been exposed, or care for someone who is sick.
 - Examine and revise policies for leave, telework, and employee compensation.
 - Leave policies should be flexible and not punish people for taking time off, and should allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members. Staff will be required to bring documentation to that effect.

Additionally, COVID-19 pre-service training is required for all GACS employees. Information regarding the COVID-19 training will be disseminated to all employees through email.

10 Tips on How to Prevent Respiratory Illness (including COVID-19)

<https://youtu.be/XEiht80QM00>

How to Wash Hands (English and Chamoru)

<https://youtu.be/6FyF4J9uoEE>

Source: GDOE

Important telephone number/website: Dial 311 for COVID-19 inquiries

CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

DPHSS website: <http://dphss.guam.gov/covid-19/>

DPHSS Facebook: <https://www.facebook.com/guamdphss/>

GHS website: <https://www.ghs.guam.gov/>

Additional Social & Emotional Awareness Resources:

- National Institute of Health – <https://www.nih.gov/health-information>
- National Alliance on Mental Illness – <https://www.nami.org/About-Mental-Illness/Warning-Signs-and-Symptoms>
- Center of Disease Control – <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>
- Medline Plus – <https://medlineplus.gov/anxiety.html>

For Professional Help Please Contact the Following:

- Guahan Academy Charter School: 979-1065
-<https://guahanacademy.wixsite.com/guahanacademy>
 - If you believe your child is need of further supports, contact their school counselor for social and emotional screening.
- Guam Behavioral Health and Wellness Center: 647-5440 <https://gbhwc.guam.gov/>
- Guam Crisis Hotline: 647-8833 <https://gbhwc.guam.gov/services/crisis-hotline>
- Contact your Health Insurance Provider for the listing of available therapists in private practice.