

**Guam Leadership Academy**  
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The following information contains the Guam Leadership Academy's policies and procedures for re-opening. All policies and procedures implemented to protect the children, staff, and community's health and wellness.

### **Illness and Disease Outbreak Management**

The first goal of the defense is prevention. Guam Leadership Academy staff and management focus on practicing required health measures to ensure every individual's health safety. Parents, guardians, and family members are encouraged to practice health measures at home for continuity of care. It is essential to maintain frequent handwashing at home and while out in the community or various engagements (i.e., shopping, family parties, doctor's clinic, etc.). Parents or guardians should assess their child's health and wellness before arrival and check-in. We would like to keep children in our childcare and parents at school and work healthy. The health of the children is the priority over the inconvenience to one family asked to remove their child due to an illness.

Infectious diseases that can spread within our community are a concern that must address taking extra steps of precaution to protect our students, families, and staff. We can all work together to keep the children and everyone in the community safe and healthy.

Parents and guardians can work with their child(ren) to practice some of these same steps at home (CDC recommendation):

- Wash hands adequately (20 seconds) often with soap and water
- Sneeze or cough into your elbow, cover mouth and nose with a tissue before sneezing or coughing and immediately discard the tissue.
- Avoid touching eyes, nose, and mouth with unwashed hands
- Avoid kissing, hugging, and sharing cups or eating utensils with people who are ill
- Disinfect frequently touched surfaces, especially if someone is sick

### **COVID-19 (Coronavirus) Pandemic Plan for Prevention**

The COVID-19 (Coronavirus) Pandemic crisis that has impacted the world and our community is a significant concern. We are monitoring the situation closely to do our best in preventing the spread. Effective immediately, the following precautionary measures are implemented to limit COVID-19 and future pandemics' transmission to our vulnerable community.

- Please note the change of procedures to our program policies in the event of situations of illness and disease outbreak.
- Guam Leadership Academy will also be compliant with the requirements for operations of Childcare Facilities set by the Department of Public Health and Social Services.

### **Arrival and check-in procedure**

- A health check of the children for signs of illness will be done at arrival and drop-off by a staff member. All staff will be subject to the same health check and wear personal protective equipment (PPE) during program operations.
- Parents, guardians, and other family members will not be allowed to enter the childcare facility until further notice.
- A staff member will greet parents, guardians, family members outside practicing social distancing. All parents, guardians, and family members will be asked questions for health check purposes.
- A staff member will greet children and follow protocol for mandatory handwashing and health check upon arrival and drop-off.
- Guam Leadership Academy requires everyone entering the center to wash hands with soap and water at the sink set up at the facility's entrance. In addition, there is a sanitation set up at entrance of facility.
- Children over 2 years of age and adults must wear a face mask/PPE as a precautionary measure.

### **Designated Arrival-Drop-off and Departure-Pick-up procedure**

- The Director may discuss a designated time for arrival-drop off and departure-pick up for each child to reduce the number of cars and people around the facility.

### **Sign in /Sign out**

- A designated provider will be responsible for giving you your daily sign in and out log. All contact surfaces (folders/pens) continuously cleaned/sanitized after every use.

### **Staff**

- All staff will be subject to regular health checks and are required to follow strict health measures and safety protocols.
- Staff is required to wear PPE at all times when working within the facility.

### **Visitors**

- No visitors or facility tours will be allowed into the center until further notice. Any inquiries may be directed via email @ gla\_guam@yahoo.com or phone (671) 724-2452.

### **Classroom**

- The child and provider ratio are set to maintain smaller class sizes and promote social distancing at recommendation of 6 feet apart to the best of our abilities. Class materials and equipment will be limited to individual use and cleaned/sanitized after every use.

### **Health Records**

- All children must maintain updated health records.
- An annual physical and any updated shot records must be submitted regularly to keep a

child enrolled.

- Any other documents regarding the child's health and wellness should be submitted to ensure quality and continuity of care.

### **School and Health Environment**

Our regular health and hygiene practices provide some of the best defenses against the spread of most contagious illnesses. In addition to regular and thorough cleaning of classrooms, surfaces, and toys, we continue to teach children good handwashing practices and ensure that children and staff take necessary precautions against the spread of germs.

We have included the following to our health and hygiene practices to strengthen the defense against the spread of COVID-19 and other contagious illnesses.

- Mandatory health check upon arrival for symptoms related to COVID-19 and other diseases.
- Additional cleaning practices to support health and proper hygiene.
- High-touch surfaces and facility equipment are frequently sanitized.
- Air purifiers placed in facility.
- Windows will be open throughout the day to circulate air in the classroom.

### **Daily Routines**

Other daily routines during the program are adjusted to support precautionary health measures.

- Hygiene/hand washing will be emphasized daily and practiced every hour.
- Children over the age of 2 years old will be encouraged to wear facemask throughout program operations.
- Classroom size is reduced to practice social distancing 6 feet apart.
- Class schedule will change to accommodate policy adjustments and cleaning procedures.
- Naptime will be adjusted to maintain social distancing.
- All shoes will be removed upon arrival-drop-off and placed in a designated area when entering inside the facility and only put on for outdoor activity or upon departure-pick up.
- No outdoor shoes will be allowed within the center. Indoor shoes are encouraged. All indoor shoes must be new, cleaned, sanitized, and not worn outside the program facility.
- Outside activity during program operations will be frequent to allow students fresh air and ventilation.

### **Food Nutrition**

- Handwashing procedures before and after every meal.
- Meals will be served in the classroom to avoid larger gatherings of the children. No cafeteria style eating shall be allowed.
- Lunches and snacks are to be provided by the parent/guardian daily in a lunch bag with the proper water and food containers and utensils
- Lunch bags, top and bottom of containers, utensils, snacks, and drinks must have a label with child's name.
- Lunches must be cooked prior and placed in a safe microwave container with lid, ready to

warm (excludes plastic/Styrofoam). We will not microwave food items in plastic/Styrofoam containers due to possible health risks.

- Frozen foods in plastic wraps need to be cooked and transferred into a safe microwave container with lid, ready to warm.
- Store-bought food in plastic containers will need to be transferred into a safe microwave container with lid, ready to heat, otherwise, it will be served as is.
- Canned foods must be opened and transferred into a safe microwave container with lid, ready to warm.
- Infants 12 months and below do not follow a set meal schedule and should be fed on demand, if parents/guardians have a set feeding schedule in mind, it will need to be addressed to the director/management, so that the infant's needs will be adequately met.
- Only water, milk, and or 100% juice will be allowed during the day, and at mealtimes, all other drinks such as soda or artificial drinks will not be opened and returned home.
- Parents and guardians may communicate with a staff member or management for any concerns about food allergies or special accommodations if necessary.
- Lunch meal service options will be provided through an approved Hazard Analysis Critical Control Point (HACCP) food service.

#### **Illness developed during program operations**

- If your child develops a fever, cough, shortness of breath, rapid and difficult breathing, and or other illness symptoms during program operations, a parent or guardian will be called and required to pick up the child.
- An isolation room is provided for the child during program hours. A designated provider will be monitoring your child and will communicate information with parents or guardians. For the safety of our staff, students, to reduce the risk of contagion, the child must be picked up within one hour of notification. The isolation room and areas will be cleaned and disinfected after the child is picked up. The student can return to the program until 72 hours after symptoms decreased, and a Physician note is provided.
- Guam Leadership Academy will follow the guidelines set for us from our Government and licensing program. We will continually update our protocols in accordance with the Center for Disease Control and Prevention guidance.

#### **Suspected or confirmed case of COVID-19**

Fever, cough, shortness of breath, rapid or difficult breathing, and flushed cheeks are concerning systems, and children will be required to stay home.

A child cannot attend school if people in your household have been in close contact with anyone:

- (a) Who is suspected with COVID-19.
- (b) Who is confirmed with COVID-19.
- (c) Traveled out of Guam.

May return: Quarantine of 14 days after the last potential exposure. Medical clearance may be required to return to the program, depending on the circumstance.

- If any household members have any of the following symptoms, we ask you to keep your child home and notify Guam Leadership Academy. If your child is only mildly ill but is irritable and cannot fully participate in the day's program, they should remain at home. If a child appears sick at school, the provider will call a parent or guardian to pick up the child.
- If a child has shown symptoms of any illness, the parent must provide a signed and dated note stamped by a medical office that expressly states that a physician examined the child. The child must be well enough to attend licensed childcare and pose no risk of contagion to the other children and adults in the program. We cannot prevent all illnesses, but if we work together, we can minimize the spread.

### **Exposure to a positive case of Covid-19**

In the event a child, family member, or staff test positive for Covid-19, operations will close for 72 hours or until advised to conduct necessary steps to clean, sanitize, and monitor status of all exposed to individual who tested positive.

### **Remarks**

With COVID-19 (Coronavirus) crisis that is spreading through our community in Guam, we want to assure you that we are monitoring the situation closely. Based on information we have at this time; we will continue to operate Guam Leadership Academy to minimize disruption to you and your family. If the situation should change, we will notify you immediately.

Thank you for your cooperation with the new policies to help prevent illness and disease outbreak.



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