



Guam Adventist Academy

1200 Aguilar Road
Yona, Guam 96915

Reopening Plan for SY 2020-2021

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School Policy Plan for Reopening Guam Adventist Academy

The Administration, faculty, and staff of Guam Adventist Academy in compliance with the laws of Guam during this COVID-19 Crisis have met regularly to develop the following plan to reopen for the school year 2020-2021.

Our purpose in this plan is to promote an educational environment that is safe, minimizing the risk of the COVID-19 disease for our students, teachers, and staff. All students, parents, teachers and staff are to review the plan and understand the safety measures they must take to protect themselves and others from the spread of this disease.

General Rule: To keep our students, faculty, and staff safe with limited physical contact and proactive hygiene measures.

What is COVID-19?

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. It is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

COVID-19 affects people in different ways. Infected people have a wide range of symptoms that range from mild to severe. Some infected people may be asymptomatic (not show any symptoms).

Symptoms may appear 2 to 14 days after exposure to the virus. People with COVID-19 may show the following symptoms:

- 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

How do we prevent the spread of the virus?

We use the guidelines from the Centers for Disease Control and Prevention for social distancing, sanitizing, disinfecting, and other

protective measures such as approved face masks that stop the virus droplets from spreading.

Signs will be posted at the entrance of each room, in the halls and around the campus, reminding students, employees and visitors on how to limit the spread of COVID-19

- Proper washing of hands
- Wearing face covering
- Maintaining a minimum of 6 feet spacing between others
- Staying home if sick

Guam Adventist Academy will follow established protocols in the event anyone on campus is suspected of having the virus or confirmed to be positive for the virus, as set forth by the CDC and Department of Public Health and Social Services (DPHSS).

Mask Use and Social Distancing

Masks are mandatory to wear on campus. We will practice social/physical distancing by keeping 6 feet apart in the hallways and classroom.

Students, faculty, or staff with respiratory issues or other related health conditions must alert the administration of those conditions since masks are not advised in such cases.

Sanitizing and Limiting Exposure

Daily disinfections will follow CDC guidance and protocol. To minimize exposing our students, faculty, and staff to the coronavirus, visitors will not be allowed to go in the classrooms unless they are educational service providers.

Campus Arrival Protocols:

Campus arrival times may be staggered to prevent traffic congestion and crowded spaces.

Teacher/Staff:

1. Teachers and staff are to wear their masks prior to exiting their vehicles and entering the building.
2. Teachers will wash hands upon arrival.
3. Body temperature will be taken upon entering the building. Teachers will take their own temperature and record it on a log sheet upon entering the workroom for morning worship.
4. Teachers and staff over the age of 55 are advised to wear extra protection at their discretion.

Students:

1. Private vehicles will enter the large parking area and line up at one of the **canopy clearing stations** for **temperature checks**. All cleared students will receive a pass card that will be their **pass** to their classroom. They will state this pass card number to their homeroom

teacher as evidence they've been cleared. Without this number, the student will not be allowed to enter the school grounds. Parents wishing to enter the school must also be cleared and receive a number for the teacher they will be visiting.

2. After receiving acceptable temperature readings, private vehicles may then disembark their students to sanitize and wash hands before entering their classrooms.
3. If the bus is not in the drop-off zone, they may also exit at the east exit, circle around, enter the driveway and disembark at the main entrance. All students, however, except for the youngest, are encouraged, weather permitting, to unload in the large parking area to avoid traffic congestion.
4. Vehicles with students whose temperatures exceed the normal range will be directed to a Cool-Down parking area. The students' temperatures will be checked 5 minutes later and then 10 mins. later to see if their temperature has dropped into the normal range. If the temperature does not drop, the student will not be allowed to remain at school.
5. The main driveway will be reserved for busses and private vehicles who have already been cleared through the canopy clearing stations.
6. All students, parents, and visitors must enter only through the main entrance of the school.

7. All students, parents, and visitors will wear masks prior to exiting the buses or private vehicles and maintain the proper social/physical distancing.
8. Parents (or family members), who wish to accompany their child to their classroom must check in at the office and follow the same protocol as the students including wearing a mask, undergoing a temperature check, and hand-washing.
9. Students will line up in front of their classroom according to the marked off designated distance before entering class.
10. Staff will be stationed along walkways to monitor that CDC social/physical distance guidelines are followed.

School Departure Protocols

Students:

1. Student departure times are to be staggered to minimize the number of students in the lobby at any given time.
2. All students will only depart by private vehicle or the bus unless other arrangements are approved beforehand.
3. Students will be picked up immediately in front of the school unless previously arranged.
4. Students whose rides arrive late will wait in a designated waiting area.
5. If taking the bus, all students will wear a facial mask on the bus and will be separated by at least 6 feet.

6. There will be teachers and/or staff present in the parking lot to monitor and direct departing students.

Teachers/Staff:

1. Teachers will ensure that classrooms have been sanitized prior to teacher departure.
2. Social distancing will be practiced while proceeding from the dedicated school staff exit to their cars.
3. Each teacher or staff member will either wash their hands or use hand sanitizer before exiting the school.

Classroom Protocols

Classroom occupancy is not to exceed 25 students. All our classes number fewer than this. But any combined gathering will be kept to this maximum. Students are to follow the CDC social/physical distancing guidelines while in the classroom.

Teacher/Staff:

1. Teachers and staff will wash their hands with soap and water or sanitize prior to entering the classroom.
2. Teachers and staff will follow CDC social/physical distancing guidelines.
3. Teachers and staff will wear their masks when in close proximity to students. Teachers will remove masks periodically to avoid hypoxia.
4. Teachers and staff will monitor student movement in the classrooms to ensure CDC social/physical distancing guidelines are followed.

They may grant permission for students to leave their desks when needed (for restroom use, throwing trash, etc.).

5. Teachers and staff will collect and handle classwork assignments, and student planners in designated areas with proper sanitization.

Students:

1. Students will wash their hands with soap and water or sanitize their hands prior to entering the classroom.
2. Students will follow CDC social/physical distancing guidelines while in the classroom.
3. All students will wear their masks while in their classrooms with periodic removal for a few minutes to avoid hypoxia under the supervision and direction of the teacher.
4. Students will not move furniture from their designated locations and will stay at their assigned desks. Students will get the teacher's permission to leave their desks at all times.
5. Student's classwork will be handled from student to teacher and teacher to student.

Common Area Protocols

Lunch

Students:

1. Students will eat lunch in their homerooms.

2. Students are to wash their hands with soap and water or sanitize them before and after eating.
3. Students are only allowed to eat in their seating area.
4. Students are not permitted to share their food & snacks.
5. Students may remove their masks only when eating.
6. Students will wear their masks immediately after eating.
7. After eating, students are to dispose of their meal containers/trash upon permission from the teacher and will clean and sanitize their eating area when done. Students will clean their eating area using their own personal cleaning utensils.

Teacher/Staff:

1. Teachers will eat in their classrooms.
2. Teachers and staff will wash or sanitize their hands before and after eating lunch.
3. Teachers and staff will remove their masks only when eating lunch.
4. Teachers and staff will put their masks back on after eating.
Teachers and staff will clean and sanitize their eating area when done.

Restroom

1. Social distancing at 6 feet will be practiced prior to entering and while inside the restroom.

2. All must wash their hands with soap and water before and after using the restroom.
3. Use of hallway restrooms for upper and lower school will be only during designated times. Classroom restrooms may be used according to teacher discretion.

Water Fountains

1. Water fountains will not be available for use.
2. All are to keep their own personal water bottles.
3. All are encouraged to use the water bottle filling station when available.

Room 106/Isolation Room

1. Room 106 will be designated as an isolation room for students not feeling well.
2. Students exhibiting Covid symptoms or not feeling well will be escorted to the isolation room and supervised until parents pick them up within 30-40 minutes.
3. All who enter the isolation room will use hand sanitizer upon entering. CDC social/physical distance guidelines keeping 6 feet apart will still be observed.
4. Isolation events will be logged on a record sheet to include name, date, time, temperature, and any other symptoms.

5. Parents of the isolated student will be notified immediately if an isolation event occurs. Parents will be expected to pick up the isolated student as soon as possible within 30-40 minutes.
6. Students in isolation will not be permitted to touch any resources in the room. See Self-Quarantine below for further information on procedures.

Playground/Gymnasium Protocols

1. Use of the playgrounds and gymnasium for students recess or Physical Education classes will be staggered by classroom and no more than 25 students will use the playground or gymnasium at the same time.
2. Students will be supervised at all times while on the playground to ensure social distancing is practiced to the extent possible.
3. Students will remove their masks while on the playground to avoid excessive moisture and to allow adequate air intake during time on the playground.
1. Students and the monitoring adults will use school-supplied hand sanitizer or will wash their hands prior to and upon leaving the playground area. Parents who wish to provide gloves for their child to wear during PE or recess may do so.

Special Class Protocols

1. Special subjects, such as computer or music, will be taught in the students' main classroom.
2. The teacher for the special subject class will bring any required supplies and equipment to the classroom to decrease movement of students within the school.
3. All equipment, supplies and instruments will be cleaned/sterilized before and after use using school-supplied cleaners and using the school-approved protocol.

After School Program and Extra-Curricular Protocols

1. Sports and other after-school programs will be allowed within the provisions of COVID-19 regulations and the COR stage the island is in at the time.
2. Students will be allowed to participate with permission from their parents or guardians.

Pre-K and Kindergarten Nap Protocols

1. Sleeping cots for students will be separated by at least 6 feet.
2. After each use, cots will be wiped down thoroughly and sanitized.
3. Any blanket used will be provided by the parents and will be sent home in a plastic bag to be washed routinely at a high temperature and thoroughly dried.

School Gatherings Protocols

1. School-wide events, such as plays, concerts or sports will be limited to gatherings allowed according to the COR condition at the time.
2. Small in-classroom events will be allowed so long as the classroom and visitor protocols are followed.
3. For educational or administrative gatherings such as chapels and special program assemblies requiring larger space, online alternatives may be used such as Zoom.

Visitor Protocols

1. All visitors must report to the front office.
2. All visitors are required to wear a mask prior to exiting their vehicle on campus.
3. All visitors will be screened and body temperature checked upon entering the main office.
4. All visitors are to follow CDC social/physical distancing guidelines. Markers are placed to indicate the 6 feet distance requirement.
5. All visitors will be required to sign-in in the office and provide working contact phone numbers, emails and their current home address.
6. Parents will be directed to conduct all non-urgent school related administrative activity outside of school drop-off and pick-up times.

7. Visitors are not allowed beyond the main office unless they are providing service to the school, or are contractual employees for repairs or cleaning.
8. Meetings with the principal or teacher will be by appointments only.
9. Emergencies that require entry beyond the main office will be handled on a case by case basis.

School Personal Hygiene Protocols

Hygiene Education A concerted Covid-19 educational program will be conducted during the first week of school. Posters and signs will be posted in the hallway, classrooms and doors reminding all of the wearing of masks, handwashing, and social distancing requirements.

Social Distancing

1. Students will be instructed with regard to social distancing on the first day they return to school.
2. Students will also be taught to avoid getting too close to one another at any time, especially when on the playground or in the gymnasium.

Mask Use

1. All students, teachers, administrators, staff and visitors are to wear a mask while on campus.

2. The school currently has and will maintain a supply of face masks for students, teachers and employees as well as visitors who forget to bring a mask, or have a dirty or a damaged mask.
3. Exceptions would be for the following:
 - i. Children below 5 years of age
 - ii. Children with medical conditions that prohibit the wearing of face mask
 - iii. Special classes such as music/singing that require breathing, where face shields will be worn only if approved in adequate social distancing requirements.
 - iv. Recess/play breaks and Physical Education in the open air

Hygiene Responsibilities for Everyone to Follow

Keep those hands clean

1. Wash hands frequently.
2. Wash hands or use school provided hand sanitizer before entering and just prior to leaving the school, before entering and upon leaving the restroom, after blowing your nose or sneezing.
3. Avoid touching eyes, nose or mouth, especially with unwashed hands.
4. Teachers will train students on the first day they return to school and will be observed washing their hands to ensure the proper technique has been learned.

5. The school will provide paper towels for hand drying. The use of personal towels to dry hands will be prohibited.

Cover those noses and mouths when coughing and sneezing

1. If you are in a private setting and do not have your mask, remember to always cover your mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow.
2. Throw tissues in the trash.
3. Immediately wash your hands with soap and water for at least 20 seconds (see hand washing procedure). If soap and water are not available, clean your hands using a hand sanitizer with at least 60% alcohol following hand sanitizer use procedures.

Clean and disinfect frequently

1. Teachers are responsible for cleaning AND disinfecting frequently-touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
2. If surfaces are dirty they must be cleaned using detergent or soap and water followed by household disinfectant.

Monitor Your Health

1. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.

2. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising, after drinking warm liquids, or after taking medications that could lower your temperature.
3. Stay home and/or seek medical attention when sick.

School Tracing Protocols

An Overview:

The students will spend each day in one classroom. Special classes will be held in the students' main classroom instead of having students move to another classroom. Visitors will not be allowed to interact with students or teachers unless clearly needed. A list of all the information and the logged time on the school campus will be maintained by the school and will be provided to the Guam Department of Public Health upon request.

Students:

1. The parents of all students are required to provide working emails, contact telephone numbers, and the current home address or addresses of their children.
2. Parents will notify the school of any change in the required information.
3. Logs will be kept regarding student attendance. It will include data regarding any excused absence or early departure from the school campus.

4. A list of all student and parental information and the attendance records will be maintained by the school and will be provided to the Guam Department of Public Health upon request

Visitors:

1. All visitors will be required to provide working telephone numbers, email and their current home address.
2. A log includes the time of arrival and departure of the visitor from the school.
3. The log will be maintained by the school and will be provided to the Guam Department of Public Health upon request.

Monitoring/Isolation Room Protocols

Students:

1. Any student with symptoms related to COVID-19 will be brought to the isolation room for further screening and monitoring.
2. If there is a fever reading above 100.4 Fahrenheit the student will be brought to a designated isolation room and will sit for five minutes.
3. The student's temperature will be re-checked. If found to be above 100.4 degrees Fahrenheit the student's parent or other pre-authorized adult will be contacted and advised of the situation.
4. The student will be required to leave the campus and the adult will be required to have the child evaluated by his or her usual health

care provider that same day. The same action will be taken if the student has any other signs or symptoms related to COVID-19.

5. A doctor's clearance must be submitted upon return to school.

Teachers or Staff

1. If a teacher or staff employee develops any of the symptoms listed, that teacher or staff employee will be required to leave the campus and provide a doctor's clearance upon return to school.
2. Teachers and staff over the age of 55 are advised to wear extra protection, but will be allowed to use their discretion.

Return to Campus Protocol

1. Students, teachers or other members of the school community who are asked to leave the campus or those who develop a fever or have any of the symptoms related to COVID-19 while they are on campus must follow the self-quarantine protocol outlined below and submit a doctor's clearance to the front office before being readmitted to school.
2. The school will make efforts to remotely engage students and teachers during the days they are at home and are capable of joining their classrooms via Zoom or other remote communication link.

Self-Quarantine Protocols

The measures outlined below are meant to keep all of us, students, faculty and staff, as well as our families as safe as possible. We thank you for your patience and welcome your suggestions.

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps to prevent the spread of disease that can occur before persons know they are sick or if they are infected with the virus without feeling symptoms.

Criteria for Self-Quarantine

Students, faculty, and staff who must go into quarantine will generally fall into one of the following categories:

- Individuals identified with symptoms
- Individuals who have tested positive
- Individuals who have had close contact with an individual who has tested positive. See below for the criteria for “close contact”
- Other individuals who have been identified through contact tracing

***Self-Quarantine Protocols are adapted from Southern Adventist University’s “Quarantine and Isolation Plan for Fall 2020”*

Overview of School Protocol and Communication Should a Student or Employee Test Positive for COVID-19

Once Guam Adventist Academy receives notice of a student or employee with a confirmed positive COVID-19 diagnosis, the following steps will be followed:

- 1) GAA will immediately coordinate with the Department of Public Health and Social Services (DPHSS).
- 2) Notification will be provided to employees and students of the specific division of the school exposed as “Close Contact.”
- 3) A COVID-19 investigation will be conducted by DPHSS to determine which employees and students have been exposed to the index case as “Close Contact” based on the following:
 - Class Rosters
 - Bus Schedule
 - Employees and Visitor Listings
- 4) Employees and students who have been identified as contacts to the confirmed case of COVID-19 will be excluded from work and school for 14 days and must present a clearance letter issued by DPHSS after testing has been cleared as NEGATIVE before they can come back to school.
- 5) The division or classes affected will be closed for 2-5 days according to CDC guidelines for cleaning and disinfecting.