

**Archdiocese of Agana
Catholic Schools Reopening Guidelines**

SCHOOL:	Saint Anthony Catholic School
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I. General Requirements and Restrictions

1. Maximum Occupancy	<p><i>1. List of maximum occupancy with safe distancing:</i></p> <p><i>Gymnasium – 250 pax</i></p> <p><i>Library - classroom closed off for “E-library only”</i></p> <p><i>Nurse treatment room – 5 pax</i></p> <p><i>Elementary School classrooms – 17 max per classroom (15 students + 2 teacher/TA)</i></p> <p><i>Middle School Classrooms – 22 max per classroom (20 students + 2 teachers)</i></p> <p><i>1) Maximum Occupancy for the entire campus – Between 400 – 450 pax</i></p>
2. Campus Signs	<p>Point of entry poster at each controlled entry point:</p> <ul style="list-style-type: none"> • STOP • Feeling sick? Stay home! • No mask, no entry • Temperature check • Wash your hands • Social distancing (6 feet apart) <p>Posted in multiple areas of the school campus, include all entry way gets – Front office gate, 4th grade classroom walk-up gate, and back get.</p>

II. DPHSS Sanitation Rules and Regulations

1. Outdoor Recreational Areas	<ul style="list-style-type: none"> - Facial mask must be worn at all times; face shields are optional with the mask - 6 feet social distancing - Non-contact activities - No sharing of items between students
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2. Housekeeping Requirements	<ul style="list-style-type: none"> -Frequent cleaning and disinfecting before school, during, and after school -Disinfecting frequently touched surfaces -Hand sanitizers available in all classrooms and common area
3. Handwashing Units	<ul style="list-style-type: none"> - Antibacterial soap and sanitary paper towel are available at all handwashing units - Supplies are frequently checked and refilled
4. Restrooms	<ul style="list-style-type: none"> - Toilet and Urinals maintain 6 feet safe distance in line with Executive Order guidance - Staff on site to maintain social distancing between students/staff - Markings placed on the concrete outside of the bathrooms indicating the required spacing for those waiting to enter the bathroom

III. COVID-Related Protocols

1. Masks/Face Shields	<ul style="list-style-type: none"> • <i>Expected practices for all students, teachers, staff</i> <ol style="list-style-type: none"> 1. All students, teachers, and staff must have facial masks or cloth masks on at all time. 2. Teach and reinforce all students, teachers and staff the importance of face masks, proper usage, storing, and disposable of. 3. Face shields may be used in addition to face masks but cannot be worn in place of a face mask. 4. Masks with exhalation valve are prohibited as it does not stop the virus droplets from escaping and possibly infecting others. 5. Those with high-risk or special medical needs, other alternatives and adaptations may be considered by consulting with a healthcare provider and providing the school nurse with the necessary documents indicating such recommendations. 6. Masks will be available on hand to provide to those who forgot their mask or any broken masks within the day.
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<p>2. Attention to High-Risk students and/or employees</p>	<ul style="list-style-type: none"> • <i>Recognition of high risk individuals – Who should know? What should be done to protect identity?</i> <ol style="list-style-type: none"> 1. For the students with high-risk medical conditions, the school nurse and student’s teachers will be in communication regarding the student and how to continue to provide a safe environment on campus and in the classrooms. 2. Staff with high-risk medical conditions will be in contact with our school nurse and their healthcare provider for recommendations and how to remain safe during this pandemic. Special consideration for high-risk individuals must be accompanied by a letter from their healthcare provider • <i>School-wide precautions</i> <ol style="list-style-type: none"> 1. For those students, teachers, and staff who are high-risk, may be considered to remain on online learning or teleworking from home during the pandemic. 2. Students, staff, and teachers must remain home if they are sick.
<p>3. Students, faculty, staff with COVID-19 symptoms</p>	<ul style="list-style-type: none"> • <i>Refer to AOA COVID Task Force Protocols</i>
<p>4. School Staff for Monitoring and Enforcing Guidelines</p>	<ul style="list-style-type: none"> • <i>Krystal A. Takai (School Nurse)</i> • <i>krystal.takai@sacsguam.com</i> • <i>Phone: 671-647-1147</i> • <i>Location of hard/electronic copy manual: Administration Office and school’s website</i>
<p>5. School Point-of-Contact with DPHSS for inquiries, complaints, concerns</p>	<ul style="list-style-type: none"> • <i>Krystal A. Takai (School Nurse)</i> • <i>krystal.takai@sacsguam.com</i> • <i>Contact# 671-647-1147</i>
<p>6. School Point-of-Contact for those with positive test results</p>	<ul style="list-style-type: none"> • <i>Krystal A. Takai (School Nurse)</i> • <i>krystal.takai@sacsguam.com</i> • <i>Phone: 671-647-1147</i>

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IV. Hygiene and Daily Practices

<p>1. Orientation of Students, Faculty, Staff</p>	<ul style="list-style-type: none"> • Saint Anthony Catholic School COVID-19 manual available on the website for parents to obtain and review. • Measures to ensure awareness, procedures • Bi-weekly/monthly zoom meeting with parents, memorandums, website reminders, emails (Ongoing reminders) <ul style="list-style-type: none"> • Student involvement and learning activities involving COVID-19 safety • School’s COVID-19 safety video on schools website displaying daily operations and providing safety in a learning environment during a pandemic. • Links on our website to CDC and DPHSS
<p>2. Detail Cleaning and Disinfection</p>	<ul style="list-style-type: none"> - Frequent and intense cleaning and disinfecting of the campus/facility using safe cleaning products and known to work against the virus. (alcohol, premixed bleach, disinfecting spray, atomizer, disinfecting wipes) - Focus on frequently touched areas (door handles, tables, counters, desktops, keyboard telephones, books) - Proper personal protective gear provided and available for frequenting changing and replacing - Air purifiers provided for each classroom and office area. (frequently cleaned and maintained) provide clean and safe air - Checklist provided to ensure thorough cleaning/disinfection of frequently touched surfaces, equipment, and common areas - Adequate material and supplies are provided and are maintained to help prevent transmission (well stocked wash station); hand sanitizers available in all common areas, hallways, offices, and classrooms
<p>3. Availability and Access to PPEs</p>	<ul style="list-style-type: none"> - PPEs are always available for student and staff - Staff are distributed PPEs and replenish when needed - Available in all classrooms, offices, and common areas

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4. Face Covering	<ul style="list-style-type: none"> -Mandatory face covering must be worn at all times -Masks with inhalation valves are prohibited as it does not stop the viral droplets from escaping and possibly infecting others -Schools to provide mask to students who do not have one or arrive to campus without one -Masks on hand and provided for soiled or broken masks
5. Hand Hygiene	<ul style="list-style-type: none"> -Frequent and proper handwashing with antibacterial soap and running water for 20 seconds. -Hand washing supplies maintained at all wash stations - Frequent and adequate access to hand sanitizers containing 60% of alcohol or greater
6. Drop-off Procedures	<ul style="list-style-type: none"> • Drop-off for students starts at 7:15 a.m. • No parents or visitors will be allowed on campus while students are entering the campus • Staff on site at all entry ways to check temperatures using non-contact thermometers • Monitoring of handwashing, hand sanitizing, mandatory masks, • Staff will escort students to designated classrooms • 6 feet spacing marks on all walkways to promote social distancing • Students will be escorted to their classrooms and be with their teachers as they wait for school to be in session. If a teacher is not in their classroom, they will be escorted to the cafeteria for care; teachers will be required to pick-up and escort students to the classrooms
7. Cohort Activities	<ul style="list-style-type: none"> • Group assignments can be conducted with mandatory social distancing • Sharing of supplies or equipment is prohibited
8. Student Access to Drinking Water	<ul style="list-style-type: none"> • Parents are advised to provide disposable water bottles or thermos/flasks and labeled with the students name and homeroom • Water fountains have been removed, and replaced with a water dispenser
9. Classroom arrangements	<ul style="list-style-type: none"> • Desks have been arranged to ensure 6 feet minimum separation between individuals • Desks with plastic/plexiglass partitions have been placed in each classroom

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	<ul style="list-style-type: none"> • Each student will have their dedicated desk to avoid cross-contamination • Students are prohibited from sharing equipment or supplies
10. Restriction of non-essential campus visitors, volunteers, activities	<ul style="list-style-type: none"> • All parents and visitors subject to temperature and symptoms check prior to entering the campus. • All parents and visitors must sign in and indicate full name, contact numbers, and reason for visit. All information will be provided to public health for the sole purpose of contact tracing. • Parents and visitors will not be allowed on campus while students are entering or exiting the campus. • Parents can drop off payments in our drop box or submit payment electronically via paypal on the school's website • All non-essential business can be conducted over the phone, via zoom, or by appointment only to avoid overcrowding of the campus and administration office • The allowing of exchange students from Japan, China, and South Korea have been suspended until further notice • Parent Teacher Conference can be conducted over the phone or via zoom. Parent's are also given the option to communicate with their child's teacher via email.
11. Restrictions on offices, lounges, communal spaces	<ul style="list-style-type: none"> • All faculty and staff have been given a staggered break schedule to avoid crowding in the lounge. • Parties of social gatherings are prohibited. • Reinforcement of social distancing and mandatory masks while in the offices and common areas. • Faculty and staff are advised to consume snacks and meals inside their offices or classrooms. If meals will be consumed in the lounge, no more than 12 people are allowed in the lounge at one time to avoid crowding. • All faculty and staff are required 6 feet apart from the other while consuming meals
12. Daily Activities: Arrival and Dismissal	<ul style="list-style-type: none"> • Arrival of students will begin at 7:15 a.m. and commence at 3:15 p.m. • School staff and students are screened with temperature and symptom check.

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	<ul style="list-style-type: none"> • Anyone presenting fever or obvious symptoms will not be allowed entry and must return home. • Students will be spaced out a minimum of 6 feet as they enter and walk through the campus
13. Daily Activities: Recess, Breaks, Lunch	<ul style="list-style-type: none"> • The cafeteria is closed off to students for consumption of meals; Students will be consuming snacks and lunch meals in their dedicated classrooms with their homeroom teachers to avoid unnecessary movement and overcrowding. • Students are prohibited from activities involving “contact.” • Students will be allowed some fresh air outside, but must maintain social distancing and mandatory wearing of face masks
14. Bus Service: DPW Protocols	<ul style="list-style-type: none"> • <i>Protocols and Procedures to be cleared and monitored by DPW</i>
15. Bus Service: Orientation for students and parents	<ul style="list-style-type: none"> • SACS has temporarily suspended bussing services provided by DPW until further notice

V. Sick Students/Staff

1. Students/Staff Testing Positive	<ul style="list-style-type: none"> • AOA COVID Task Force Protocols
2. Students/Staff Calling in Sick	<ul style="list-style-type: none"> • AOA COVID Task Force Protocols
3. Students/Staff with COVID-19 symptoms on campus	<ul style="list-style-type: none"> • AOA COVID Task Force Protocols