



Temple Baptist Christian School

TBCS IN-CLASS OPERATING PLAN 2020-21

Our Mission

The mission of Temple Baptist Christian School is to lead students to a close and personal relationship with our Lord and Savior, Jesus Christ; to train up the next generation of children for Christ; to provide a Biblically based, individualized education; and to prepare and guide all students through an arduous program of academic excellence by Christ-centered teaching, application, and example.

TBCS is dedicated to ensuring the safety of its staff, students, and their families as well as the entire community of Guam. Due to the COVID-19 pandemic, TBCS will be implementing a re-entry guide for the school. This guide is created to minimize the risk of transmitting the COVID-19 disease.

As we prepare to reopen Temple Baptist Christian School, we have provided this "how to" guide to safely reopen the school.

But they that wait upon the Lord shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint. Isaiah 40: 31

General Guidelines

- Students and Staff MUST stay at home if they, or anyone in their home are experiencing any symptoms of COVID-19. Those with COVID-19 have reported a wide range of symptoms which range from mild to severe illness. As reported to the Center for Disease Control (CDC), symptoms may appear about 2-14 days after exposure to COVID-19. According to the CDC, reported symptoms include:
 - 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
 - This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.
- Staff and students must be sent home if they become ill at school until they are cleared by a physician to return to school.
- Symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) will not exclude staff or students from school.
- Students and Staff will be directed to practice proper hand hygiene on entry to school every day and throughout the school day: Hands

must be washed with soap and water or use an alcohol-based hand sanitizer with 60-95% alcohol.

Entering Campus

To ensure the safety of the staff and students, there will be two types of screenings: passive screening and active screening.

Students:

Passive Screening:

Parents are to screen their child(ren) before leaving for school and must keep their child(ren) home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

Active Screening:

- Staff will screen students upon entering the campus which is consistent with the public health guidance. This screening includes visual and verbal wellness checks and temperature checks which will be done with no-touch thermometers (staff are instructed to ensure that student(s) temperature is below 100.4 degrees Fahrenheit). Staff will ask students if they are experiencing any symptoms consistent with COVID-19.

Staff:

Passive Screening:

- Staff must self-screen prior to leaving for work. Staff must stay home if they are experiencing any symptoms consistent with COVID-19 or if they have had close personal contact with a person diagnosed with COVID-19.

□ Active Screening:

- Another staff member will engage in symptom screening as other staff members enter the workplace which will be consistent with public health guidance. This screening includes visual and verbal wellness checks as provided by CDC guidelines and temperature checks which will be done with no-touch thermometers (staff are instructed to ensure that other staff members' temperatures are below 100.4 degrees Fahrenheit). Staff will be asked if they are experiencing any symptoms consistent with COVID-19 within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or have tested positive.
- A "No-Touch" forehead thermometer will be used to check staff and student temperatures every day.
- Anyone displaying or reporting COVID-19 symptoms of concern will be isolated in the Sunday School building and will sent home as soon as possible. Students displaying any COVID-19 symptoms of concern must be picked up within one (1) hour of parental notification. Staff will be sent home immediately if they are displaying any COVID-19 symptoms of concern. Staff will ensure adequate supervision of individuals on isolation while maintaining personal protection in accordance with CDC health protocol and school EOP (TBCS Emergency Operation Plan)
- Signs have been posted at the entrance of the main office and around the school campus reminding staff, students, and visitors of ways to limit the spread of COVID-19.

Drop off and Pick Up

- TBCS will have separate locations and staggering times for parents to drop off and pick up their child(ren).

- Drop off & Pick-ups should be kept as brief as possible
- Prior to the start of classes and dismissal, students will be advised to maintain social distancing (6 feet apart).

Procedures will be established for keeping parent/guardian/caregiver drop-off as brief as possible.

Visitors on Campus

- There will be no non-essential visitors allowed.
- All visitors will be screened for symptoms upon entry.
- Visitors must wash or sanitize their hands upon entry.
- Visitors must adhere to social distancing protocols while on campus.
- Visitors must wear face masks or face shields in accordance with public health and CDC guidelines.
- Hand sanitizer and hand washing stations available if signing children in or out paper sheets.

Learning Center & Other Facilities

Entry:

- Upon entering the learning center, students and staff should already have their temperatures checked. Learning Center Supervisor will check each student's temperature.
- Students and Staff must wash or sanitize their hands upon entry of the learning center.
- Hand washing or hand sanitation is required upon entry to every learning center or other school facilities such as the Office, Church, Dining Hall, as well as the outside facilities used during break/lunch times.

Inside the learning center:

- Staff must use face masks with or without face shields at all times when with students, parents, visitors, or with other staff members and are unable to meet the 6 feet social distancing protocol. (Face shields are not to be worn in lieu of a face mask unless)
- Students must use face masks at all times.
- Face masks are not recommended for anyone who has trouble breathing or otherwise unable to remove the covering without assistance.
- Face masks are not required when a student or staff is eating/drinking or facing their office (students must put on their facemask when less than 6 feet from a staff member).

Seats

- Students will have their own chair and office with barriers between them and other students to work in throughout the day.
- All offices will be sanitized by the students at the beginning and end of each school day.

Materials

- Masks will be provided while supplies last if the student/staff does not have a face mask. However, efforts to have masks is an individual's responsibility prior to entering campus.
- Supplies (pencils, scissors, paper, etc) should not be shared.
 - Sanitary wipes, hand sanitizer, and tissues will be provided for students and staff at cost.

Walkways

- Procedures for walkways will be created to ensure social distancing is practiced.

Breaks/Lunch time

- Break and Lunch Time will vary for each learning center to ensure social distancing and allow for sanitation/disinfection protocols.

Facility Cleaning & Disinfection

- Hand sanitizer dispensers will be installed around the campus and will also be available in every room at cost.
- Soap and Hand drying towels will be available at or around each handwashing station.
- All persons on campus must wash their hands frequently.
- There will be a protocol for sanitizing equipment.
- Clean, sanitize, and disinfect frequently touched surfaces (e.g. door handles, sink handles, tables, school van, etc) and shared objects (e.g., toys, games, sport equipment). Maintain clean and disinfected (as per CDC guidance) environments, including learning centers, dining hall, restrooms, and playgrounds.
- Personal Property: Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner.
- Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible. At the end of daily operations, window and doors will be opened and a fan will be used to increase air circulation.
- Facilities will be cleaned and disinfected daily to prevent transmission of the virus from surfaces (see CDC's guidance on disinfecting public spaces).

Events

- Chapel, field trips, special classes (Choir, piano, P.E.), gatherings of large amounts will be modified to meet the social distancing

requirements. Layouts of learning centers or other rooms and schedules for special classes will be modified. Students will remain with their own learning center and will be advised to practice wash or sanitize their hands before and after these classes.

Response to Outbreak

- Sign-in/sign-out protocol and/or daily attendance will help facilitate contact tracing. (Supervisor must ensure accuracy with attendance for all students.
- Coordinate with DPHSS to establish communication channels related to current transmission level in accordance with the school EOP (para 15: Pandemic, pg. 46)
- When new cases are identified in the school setting, stakeholders will be notified as soon as possible to limit transmission of the disease.
- TBCS will coordinate with DPHSS and the CDC for outbreak response.
- If the school is closed, virtual/telework distance learning for the students will be implemented.
- Communicate criteria for resuming on-site instruction as needed. Instruction will be notified by phone based on Joint Information Center/DPHSS/Homeland Security.
- Resuming on-site: Clean, sanitize, and disinfect surfaces (e.g., playgrounds, door handles, restrooms, cafeteria, student desks, etc.) according to CDC guidelines for sanitation.

Sick Students and Staff

- If a student or staff calls in sick, they will be informed to:
 - Stay at home.
 - Not leave their home unless they are seeking medical care.
 - Refrain from going to public places.
 - Monitor for COVID-19 symptoms (see pg. 2 for general guidelines and list of COVID-19 symptoms).

- Watch for emergency warning signs for COVID-19 and see emergency medical care for immediately or call “911”, including:
 - Trouble-breathing;
 - Persistent pain or pressure in the chest;
 - New confusion;
 - Inability to wake or stay awake; and/or
 - Bluish lips or face.
- If a student or staff member is identified with symptoms consistent with COVID-19 while in school grounds or during the daily symptom screening or check, the following steps must be taken;
 - The staff or student must be assessed, and preliminary contact tracing must be performed.
 - The employee will be released and sent home immediately. School students will be isolated, and parents or legal guardians must pick up their child within one (1) hour. Sick students must be isolated until picked up by parents or legal guardians.
 - Information regarding persons who had contact with the sick student or staff during the time the student or employee had COVID-19 symptoms and 2 days prior to onset of symptoms will be compiled by TBCS and presented to DPHSS upon request.
 - Emergency contact numbers for parents and legal guardians will be compiled by TBCS and presented to DPHSS upon request.
 - Sick students or staff will be advised to seek medical clinical evaluation and testing and must notify TBCS of the test result.

- If a student or staff is diagnosed with a probable or laboratory confirmed case of COVID-19, the following steps must be taken:
 - Once a student or staff is notified of a probable or laboratory confirmed case of COVID-19 result, the individual or, in the case of a minor student, their parent or legal guardian, shall inform the TBCS point of contact immediately and stay at home.
 - The student, parent or legal guardian for those minor students, or employee will be contacted by DPGSS Investigation Unit to conduct case investigation.
 - TBCS will close the identified workspace of the COVID-19 positive student or staff as long as possible, at least 24 hours before the area is cleaned and disinfected.
 - TBCS will follow the applicable DPHSS Guidance Memoranda and initiate the gathering of important information relative to the COVID-19 positive student or staff, such as a list of possible close contacts by name or location. TBCS will utilize trained personnel to gather and present such information to DPHSS upon request.
 - All activities and information collected by TBCS will be limited to school setting and be consistent with applicable federal, state, local, and territorial privacy and health, medical, and workplace laws and regulations.
 - Students and staff who are identified to be close contacts by DPHSS case investigators will be directed for COVID-19 testing as appropriate and should notify TBCS of the test result.
 - Students and staff who are not identified as close contacts through case investigation may return to work or school.

- TBCS will not release the name of the student or staff who has tested positive to other staff or students unless written permission is given by the affected student or student's parent or legal guardian, or staff.
- Staff will be placed on leave according to TBCS' leave policy, if identified as "close contacts" to a COVID-19 positive student or staff.
- All personnel involved in case investigation and contact tracing activities with access to confidential information shall sign a confidential statement acknowledging the legal requirements to not disclose COVID-19 information.
- Asymptomatic Student or Staff. If the student or staff was asymptomatic, someone who does not develop symptoms throughout the course of being COVID-19 positive:
 - Staff or students may return to work or school 10 days after the date of their first positive confirmed COVID-19 test; and
 - Isolation and other precautions can be discontinued.
- Symptomatic Staff or Student, If the student or staff was symptomatic, they may return to school or work;
 - Ten (10) days after the date of their first positive confirmed COVID-19 test; and
 - After 24 hours with no fever (without the use of fever-reducing medications) and other symptoms have improved.
 - As per the DPHSS Guidance Memorandum 2021-02, negative COVID-19 results are not recommended, however, staff and students should follow the time and symptom-based approach as described above in determining when individuals can return to work or school following the COVID-19 diagnosis.

- If a student or staff was in close contact with someone outside the school who tested positive with COVID-19 as identified by DPHSS, such student or employee must inform the school point of contact once they are identified by DPHSS as a close contact, and they must quarantine for 14 days, during which they are not to report to work or school until cleared by DPHSS.

K4-K5 Guidelines

- Classroom seating at tables and covered areas will be structured to promote physical distancing.
- Students will be assisted with hand hygiene (washing or sanitizer) frequently throughout the day. There will be a sink located in the learning center.
- The learning center will have a classroom aide throughout the day to assist with hand hygiene and the regular disinfecting of tables, chairs, and materials in the classroom.
- Materials will be personalized (pencils, crayons, etc.) to limit the sharing of items.
- The school playground will be disinfected between breaks. Students will practice hand hygiene before and after playground use.
- During nap time, nap mats will be staggered to promote physical distancing between students. Mats will be used by the same student every day and will be disinfected after each use. Blankets, pillows, etc. will be sent home to be washed and disinfected regularly.

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