



COVID-19 RESPONSE PLAN

iLearn Academy Charter School



OVERVIEW

iLearn Academy Charter School (iLearn) will continue to monitor the progress of COVID-19. 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), our administrative team, our teachers, and our parents, iLearn strives to develop a plan that will allow students to continue with school in all Pandemic Condition of Readiness (PCOR).

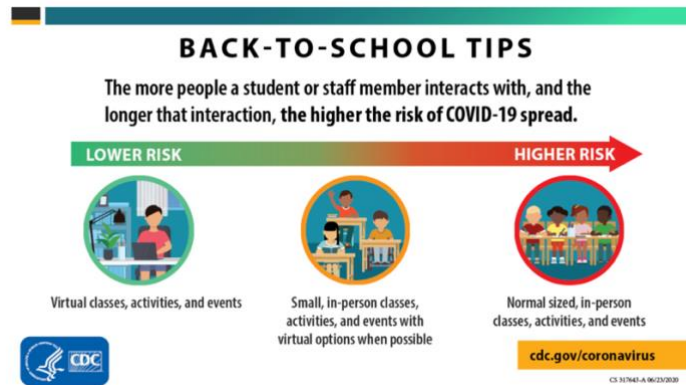


CHÅLAN PARA HINEMLO'
 GUAM'S ROAD TO RECOVERY
 PCOR: PANDEMIC CONDITIONS OF READINESS

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				

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)

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 higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **More Risk:** Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g. hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes.)
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

iLEARN'S ACADEMIC SCENARIO

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: The AB Hybrid Schedule: This schedule will split students into two groups: A Group and B Group. (Available during PCOR3)

- A Group will be face-to-face Monday/Wednesday and online Tuesday/Thursday.
- B Group will be online Monday/Wednesday and face-to-face Tuesday/Thursday.
- Both groups will be online at home on Friday.

AB Hybrid Schedule					
Group	Monday	Tuesday	Wednesday	Thursday	Friday
A	On-Campus	Online	On-Campus	Online	Online
B	Online	On-Campus	Online	On-Campus	Online

SCENARIO 3: 100% Face-to-Face Schedule (Available after four weeks into PCOR4)

PROMOTING BEHAVIORS THAT REDUCE SPREAD

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)

People with COVID-19 can have a wide range of symptoms. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- | | |
|---|----------------------------|
| Fever or chills | Headache |
| Cough | New loss of taste or smell |
| Shortness of breath or difficulty breathing | Sore throat |
| Fatigue | Congestion or runny nose |
| Muscle or body aches | Nausea or vomiting |
| | Diarrhea |

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

iLEARN’S PROTOCOL

Enforce staying home when appropriate

- Stay home if feeling sick
 - o For regular flu, students and/or staff should remain home until at least 24 hours after fever has gone away on its own (normal temperature 24 hours without over the counter fever reducing medication).
 - o Student and/or staff who are sick for more than 5 days must furnish a doctor’s note.
- Stay at home if recently come in close contact with person with COVID-19
 - o Close contact is defined by being in the proximity of less than 6ft for more than 15 minutes.
- If the student or staff was **asymptomatic**, they can return back to school or work:
 - o 10 days *after the date of their first positive RT-PCR test for SARS-CoV-2 RNA*.
 - o Isolation and other precautions can be discontinued.
- If the student or employee was **symptomatic**, they can return back to school or work:
 - o 10 days *after the date of their first positive test for SARS-CoV-2*
 - o 24 hours with no fever (without the use of fever-reducing medications) and, other symptoms have improved.

Note: Requiring a negative SARS-CoV-2 test prior to returning to school or work is not necessary. Instead, employers and schools should follow the time and symptom-based approach

described above in determining when individuals can return to school or work following COVID-19 diagnosis. If the student or employee was monitored by Public Health, they will be issued a clearance letter once they are cleared to return back to school or work.

Enforce hygiene and respiratory etiquette

- Students and employees must utilize hand sanitizer located at the entry of the classroom/workroom.
- Students and employees must wash hands regularly and thoroughly as prescribed by CDC. All classrooms are equipped with a sink vanity, soap dispenser, and paper towel.
- Posters of proper handwashing will be visible above all sinks.
- Posters of proper coughing and sneezing etiquette (into sleeves or inside of elbows) will be visible upon entry of each classroom/ workroom.
- Remind students and employees to refrain from touching eyes, nose or mouth with unwashed hands.

Enforce face coverings

- Face masks are required at all times. A face shield can be used for added protection but cannot be used as a replacement for a face mask.
- Disposable face masks will be available for students and employees who are unable to provide face masks.

Educate the iLearn community

- Send regular reminders to parents regarding safety protocol.
- Posters and signs will be placed to remind the iLearn community of safety protocols.

Clean and disinfect frequently touched surfaces

- Digital devices will be cleaned by students under teacher supervision at the end of the school day.
- Student/ Teacher desks will be disinfected daily.
- Student/ Teacher chairs will be disinfected daily.
- Door handles, sink handles, water dispensers.
- Other equipment and supplies used regularly by students
 - o Learning manipulatives will be minimized to ensure proper and regular disinfecting. Virtual materials strongly encouraged.
 - o Student reading materials will be ebooks on their digital devices or will be personal reading materials to reduce sharing.
- Classroom decorations will be minimized to posters that are laminated to ensure proper and regular disinfecting.
- Water stations will be disinfected regularly.
- If a student or employee is determined to have COVID-19, then the school will close down the identified workstation for at least 24 hours and commercial grade disinfection takes place prior to re-entry to the workstation. All individuals in this cluster will undergo close contact protocol prior to re-entry. All individuals in this cluster will proceed with online classes until re-entry.

Increase ventilation in the classroom

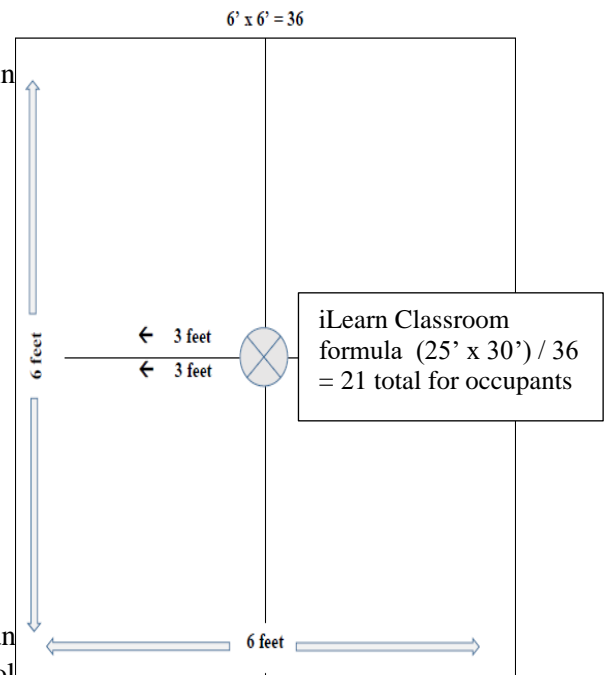
- Classroom windows will remain open while class is in session.

Modify layout and use of classrooms and other facilities

- Students/ student desks will be facing same direction
- Students will remain in their assigned seats
- 6ft spacing will be between each student.
- plexiglass divider will be in place for added protection.

Other

- Students and staff will go through thermal scanning.
- Students will be served pre-packaged meals (such as sacked lunches) or encouraged to pack lunch from home.
- Students will require a flask for water dispenser and can be refilled with the assistance of a designated school personnel.
- Students will eat in classrooms to reduce use of cafeteria.
- Students will have structured outdoor workouts in place of playground time.
- Students who feel sick in the middle of the day will be placed in designated isolation room until parents pick up student. (Parents will be required to pick up students within 30 minutes from notification.)
- Parents must remain in cars when dropping-off/picking-up students in designated areas.
- Students will be called out of class when parents arrive for pick-up to eliminate clustering at designated areas.
- Parents who need to enter campus must have an appointment.



ONLINE CLASSROOM SETTING

Students meet with teacher via Zoom. All materials will be accessible through google classroom. Online class will have teacher present at all times for instruction and student assistance. Classes will be no more than four contents and will run from 8:00am to 12:15pm.

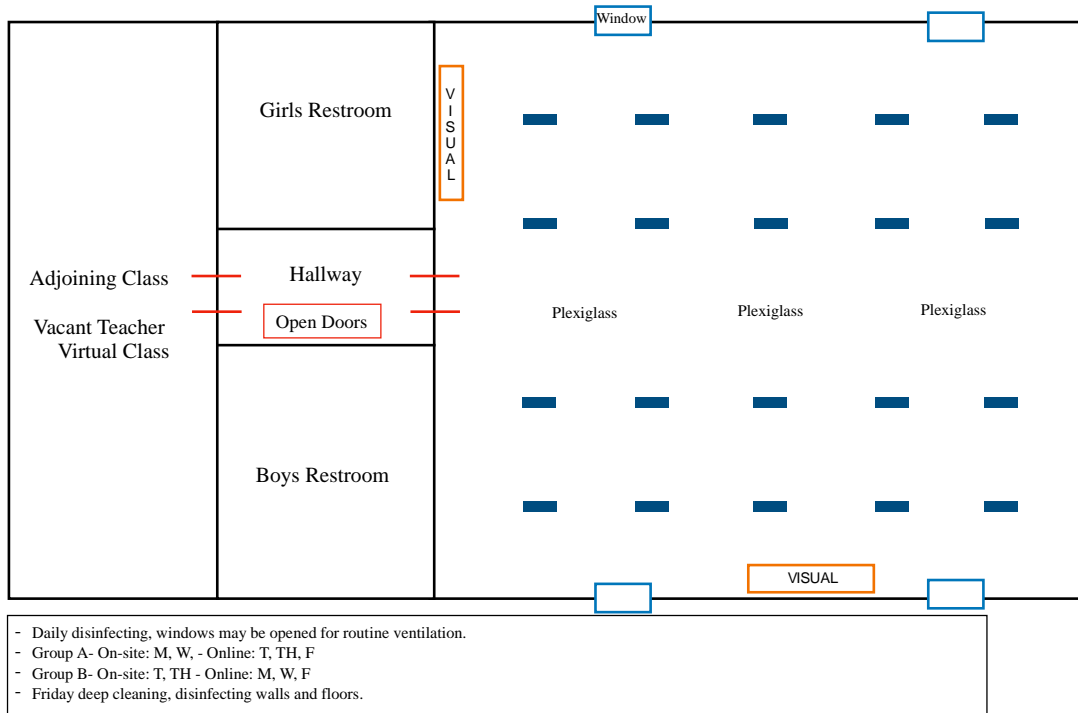
HYBRID CLASSROOM SETTING

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 Monday, Wednesday, and Friday.

AB Hybrid Schedule					
Group	Monday	Tuesday	Wednesday	Thursday	Friday
A	On-Campus	Online	On-Campus	Online	Online
B	Online	On-Campus	Online	On-Campus	Online

Students on hybrid schedule can enter classrooms as early as 7:00am where they can work on tutorial applications or catch up on seat work until classes begin. This will reduce clustering when entering campus.

MODIFIED CLASSROOM SET UP (Hybrid)



PCOR4 SETTING

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

STUDENT ACADEMIC PEFORMANCE

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

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 hear from the adults in their lives and from social media. Incorporated in 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 will do the following:

- Teach correct information about the spread of the disease and prevention measures as provided by the CDC.

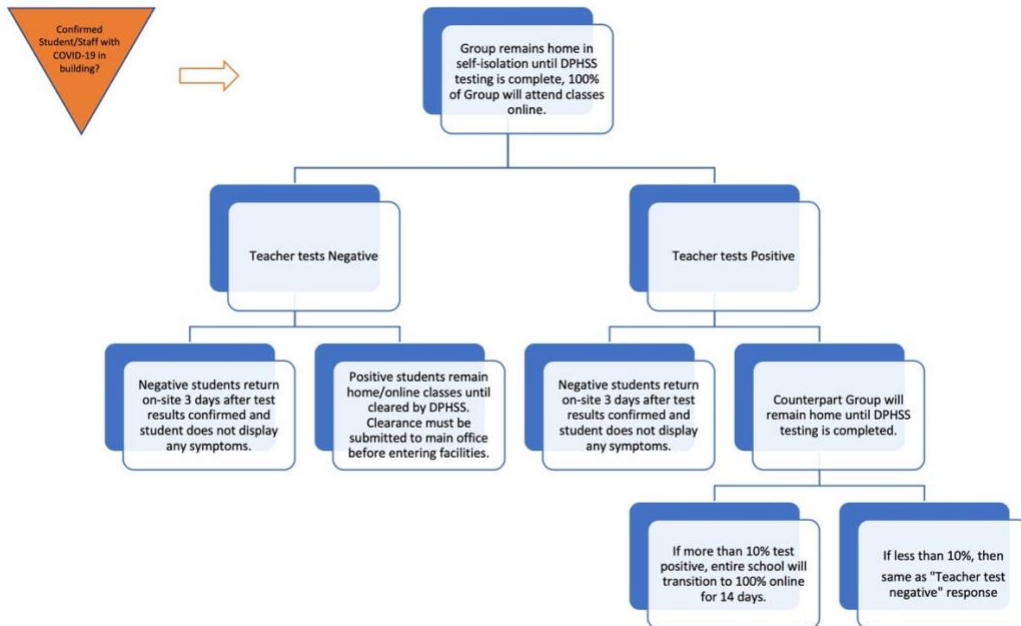
- Teach students how to differentiate “fake news” and real news.
- Allow students to have a safe forum to share their feelings, concerns, and fears.
- Teach students to encourage and not belittle of place stigma to those who may be experiencing anxiety or who may have gotten ill.
- Teachers will promote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

STUDENT ATTENDANCE

Student’s attendance to online and face-to-face classes will be recorded. Teachers and administrators will work with students who have missed classes due to illness or due to illnesses of immediate family members. Flexibility will be applied (within reasons and with parent/teacher/admin collaboration) to student’s being promoted to the next grade-level.

WHAT HAPPENS IF A STUDENT OR STAFF BECOMES COVID-19 POSITIVE?

Movement will be restricted will on campus. Every student and employee will be assigned to a cohort and a location and will not be allowed to cross cohorts. Example – the main office is only open to the administration and administrative staff. Services to teachers and parents are done through the service windows. Students and teachers are only allowed movement within their assigned classrooms and are not allowed to enter any classrooms not assigned to them.



*Action plan may change as Guam’s situation changes

WHAT HAPPENS IF GUAM IS STILL IN OR ENTERS INTO PCOR1 or PCOR2 AND SCHOOL IS IN SESSION OR SCHEDULED 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 provided mifi.

Academic activities will be 100% online until two weeks after PCOR3 has been called. Communication of re-entry will be sent to parents via email, Whatsapp, Facebook, and other media sources. During PCOR3, those who wish to remain online until PCOR4 will remain online.

HOW TO APPLY FOR LEAVE SHOULD AN EMPLOYEE IS COVID-19 POSITIVE OR COMES IN DIRECT CONTACT WITH SOMEONE WHO IS COVID-19 POSITIVE

Employees are to abide by the “iLearn Protocol: Enforce staying at home...” guidelines. However, here are additional protocols for applying for leave.

During PCOR1 and PCOR2, employees have opted for two working scenarios; those who work remotely and those who have chosen to work on campus. For all employees who have tested positive or come in direct contact with individuals who are known to be COVID positive, adhere to DPHSS guidelines and remain at home.

Symptoms

Based on CDC guidelines, COVID-19 symptoms are the following but not limited to:

- Fever or chills
- A cough
- Shortness of breath
- New loss of smell or taste
- Muscle pain
- Sore throat

When Should I Get Tested?

You should consider getting tested

- if you have been directly exposed to someone who has COVID-19;
- if you are experiencing symptoms

While waiting for your test results, continue to practice preventative measures such as social distancing, washing your hands, covering your mouth when you cough or sneeze, wearing a mask, and sanitizing surfaces frequently.

Person A – Confirmed Case of COVID-19

If you are a confirmed case with COVID-19, isolate yourself immediately and seek medical attention when necessary.

Person B – Individual with Contact to a Confirmed COVID-19 Case

If the following is applicable to you, you are considered **medium to high-risk** and you should get tested, practice self-isolation at home, and monitor your symptoms closely:

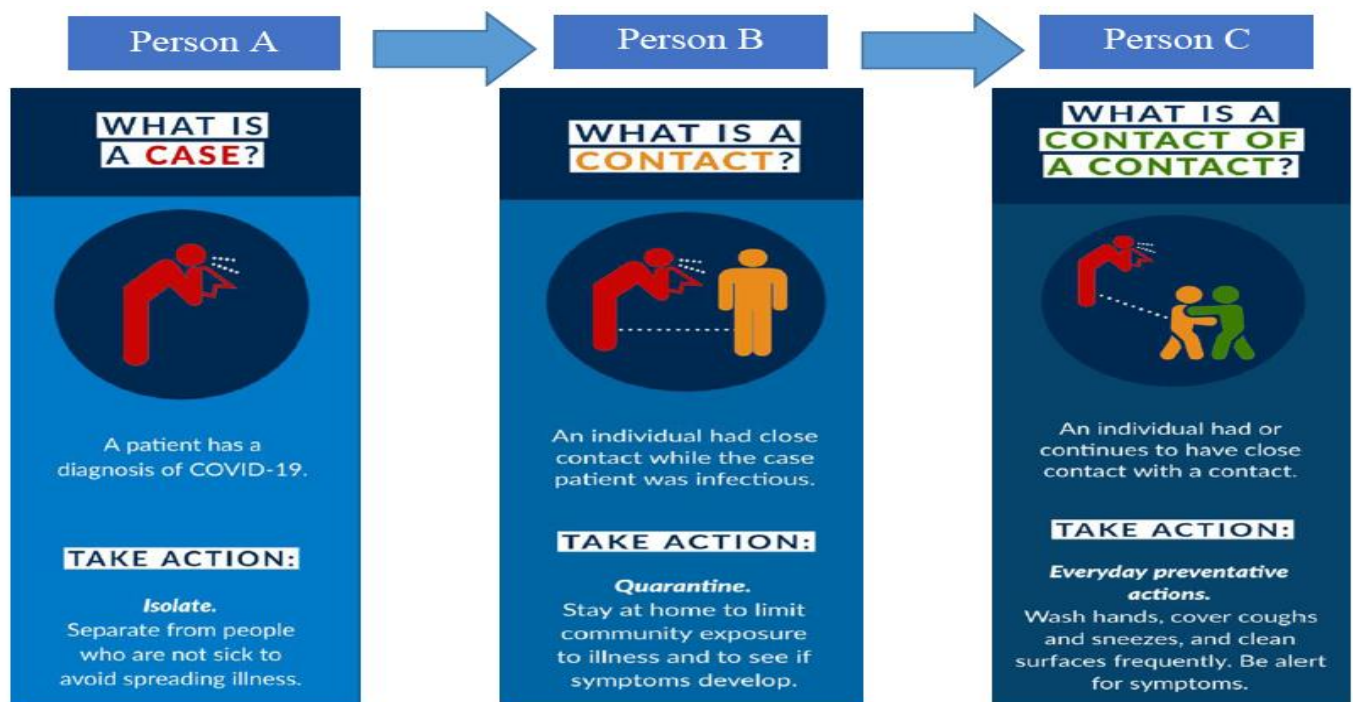
- You were within six (6) feet of a confirmed COVID-19 case for a prolonged (more than 15 minutes) period of time

Person C – Contact of a Contact

If the following is applicable to you, you are considered **low-risk** and do not need to get tested; however, you should closely monitor your symptoms for the next 2-5 days, practice preventative actions (wash hands, cover coughs, wear a mask, and clean surfaces frequently):

- You are a household member or co-worker of a person who was a close contact of a confirmed COVID-19 case

Figure 1 – Description of Persons A, B, and C



What Should I Do once I know I fall into these Categories (Persons A, B, C)?

Person A – Confirmed Case of COVID-19

- Isolate yourself immediately and seek medical attention when necessary.
- Inform your principals via email or whatsapp.
 - Principals will help determine if you are able to work from home or if you will have to apply for leave of absence.
- Provide medical documents to Ms. Bonnie (bcmiranda@ilearnguam.org) or Ms. Rency (fformoso@ilearnguam.org) immediately.
 - Personal and/or sick leave will be applied to cover leave of absence.

- FMLA may apply if leave exceeds personal and/or sick leave (this means leave of absence has been granted but without pay.)
- Provide proper documents for clearance upon returning to work.

Person B – Individual with Contact to a Confirmed COVID-19 Case

- You should get tested, practice self-isolation at home, and monitor your symptoms closely:
- Inform your principals via email or whatsapp.
 - Principals will help determine if you are able to work from home or if you will have to apply for leave of absence.
- Provide medical documents to Ms. Bonnie (bcmiranda@ilearnguam.org) or Ms. Rency (fformoso@ilearnguam.org) immediately.
 - Personal and/or sick leave will be applied to cover leave of absence.
 - FMLA may apply if leave exceeds personal and/or sick leave (this means leave of absence has been granted but without pay.)
- Provide proper documents for clearance upon returning to work. (See negative results)

Person C – Contact of a Contact

- You should closely monitor your symptoms for the next 2-5 days, practice preventative actions (social distance, wash hands, cover coughs, wear a mask, and clean surfaces frequently):
- Inform your principals but continue to come to work if you are able to do so.

What Should I Do After Receiving My Test Results?

Should the test return to you **negative**, you may report back to work immediately as soon as you receive clearance from respective medical personnel. Please send your clearance document to bcmiranda@ilearnguam.org or fformoso@ilearnguam.org.

Should the test return to you **positive**, you must stay home and self-quarantine (or as advised by DPHSS) for as long as advised by DPHSS. You may only return to the school campus after receiving clearance from respective medical personnel.

If you are **positive** and are **asymptomatic**, see the following:

- Communicate with your principal to determine if you are able to work remotely
 - You may conduct your virtual classroom from home from 7:00am-12:00pm.
 - During the hours of 1:15pm-3:00pm, you must be available to your team and the school to respond to calls and questions regarding academics and other work-related items.
- You must also remain at home and in self-isolation, as mandated by DPHSS.
- Any violation of your self-isolation will result in a misdemeanor **and** disciplinary action from iLearn Academy Charter School.
- You may return to campus after receiving clearance from DPHSS or respective medical personnel.
 - Submit documents prior via email to bcmiranda@ilearnguam.org or fformoso@ilearnguam.org.

If you are **positive** and are **exhibiting symptoms** related to the virus, see the following:

- Communicate with your principal immediately so they can provide coverage for your class
- Take the time to receive proper medical care and rest.
- You will be able to return to campus after receiving clearance from DPHSS or respective medical personnel.

- Submit documents prior via email to bcmiranda@ilearnguam.org or fformoso@ilearnguam.org.

Other Guidelines:

Household Members:

- If an asymptomatic (no symptoms) person is contacted by DPHSS to be notified that they are a close contact of a confirmed COVID-19 case, they should remain home, practice social distancing, and monitor for symptoms. *This person is considered Person B.*
- Any child, spouse or other household members of this asymptomatic contact are a *Person C* and therefore are not required to take any special precautions. They can go to school, work, and engage in other activities but must practice social distancing, wash hands often and wear face covering.

Co-workers:

- If an asymptomatic employee calls their supervisor and notified them that they are required to stay home because they were a close contact of a confirmed case, the contacts they had at work are considered “contacts of contact,” are not required to take any special precautions. They should be permitted to continue to work but must practice social distancing, wash hands often and wear face covering.

How long should close/household contacts of a confirmed COVID-19 case remain home while monitoring themselves?

- **Symptomatic contacts:** Must self-isolate at home until they are fever free for a full 3 days (or 72 hours with no fever without the use of fever reducing medicine) AND other symptoms, such as cough and shortness of breath have improved AND at least 7 days have passed since symptoms first appeared. After self-isolation ends, the person may return to normal activities including work and school but must practice social distancing, wash hands often and wear face covering.
- **Asymptomatic contacts (no more contact with case):** Monitor symptoms and practice preventative action.
- **Asymptomatic contacts (close contact still in place):** If the confirmed case remains a close contact after symptoms develop, the asymptomatic contact would self-isolate for 14 days AFTER the COVID-19 case is no longer required to self-isolate. If the asymptomatic contact no longer has close contact with the confirmed case, they would self-isolate for 14 days AFTER they last came into contact with the confirmed case.

Do “contact of contacts” (Person C) need to take any special precautions?

- No. A person who is a contact of a contact does not have any restrictions and can continue with normal activities such as going to work or school but must practice social distancing, wash hands often and wear face covering. If this person later develops symptoms, see instructions listed above for symptomatic contacts.

*****End*****