

AGANA HEIGHTS ELEMENTARY SCHOOL



RE-ENTRY PLAN 2020-2021

Dear Bumblebee Stakeholders,

Hafa Adai! As stated in our school's mission statement, *Agana Heights Elementary School provides quality education to develop respectful and responsible lifelong learners in a safe environment.*

During the COVID-19 pandemic, we remain dedicated to our mission and ask for your support and patience as we journey through this unprecedented time. This is a trying period for our community and we must join together to tackle the educational needs of our students while upholding the COVID-19 health and safety guidelines set forth by the Centers of Disease Control and Prevention (CDC), Department of Public Health and Social Services (DPHSS), Department of Education (DOE), and the Governor's Executive Orders.

In order to reduce the spread of COVID-19 on our campus and to protect our students and employees, AHES will implement strict health and safety guidelines and protocols for all community stakeholders. Our Re-Entry Plan provides vital information to help guide everyone.

Due to the nature of the virus, information is constantly changing. Updated information will be provided as new guidance from the CDC, DPHSS, DOE and the Governor's Executive Orders is released.

Again, we ask for your understanding as we work together to provide a safe and healthy learning environment for your child. Feel free to contact the school if you have any questions or concerns.

Together in Education,

Hannah M. Gutierrez
Principal

Expectations for all

All students, employees, and parents, and are expected to follow the procedures established by the school in response to the COVID-19 pandemic.

Employees will receive a copy of the AHES Re-Entry Plan. It is expected they review it individually in preparation for the return of students. The administration will meet with employees before the opening of School Year 2020-2021 to review the Plan. *All employees are to serve as role models in properly demonstrating all the health and safety guidelines outlined in the DOE and AHES Re-Entry Plans due to the COVID-19 Pandemic.*

The Plan will be reviewed with the students. They will be taught the expectations and procedures the first weeks of school to ensure they know what is expected from them and to prepare them in doing their part to keep themselves and their fellow Bumblebees healthy and safe. It is expected that parents will teach and re-inforce the procedures at home as well.

We understand this may be a confusing time, especially for children. We are here to assist parents and students as we transition into a different set of expectations and procedures. Please feel free to contact the school for any questions or assistance.

A copy of our AHES Re-Entry Plan will be posted on our website and provided to parents via email or hardcopy.

AHES Contact Information

Telephone Numbers: 477-8040/8340

Email: ahesbumblebees@gdoe.net

AHES Website: <http://aganaheightselementaryschool.weebly.com/>

DOE Website: <https://www.gdoe.net/>

Information about Coronavirus/COVID-19

What is a novel coronavirus? Why is it called COVID-19?

A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019, abbreviated as COVID-19, is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. In COVID-19, **CO** stands for corona, **VI** for virus, and **D** for disease. Formerly, this disease was referred to as *2019 novel coronavirus* or *2019-nCoV*.

What are the symptoms of COVID-19?

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Anyone can have mild to severe symptoms. Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be

higher risk for developing more serious complications from COVID-19 illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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. The CDC will continue to update this list as we learn more about COVID-19.

How does the virus spread?

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19)
- **The best way to prevent illness is to avoid being exposed to this virus**
- The virus is thought to [spread mainly from person-to-person](#)
 - Between people who are in close contact with one another (within about 6 feet)
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms

How do we protect ourselves?

We must all follow the guidelines from the Centers of Disease Control for social distancing, disinfecting, and other protective measures.

Wash your hands often/Hand hygiene

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**; cover all surfaces of your hands and rub them together until they feel dry
- **Avoid touching your eyes, nose, and mouth** with unwashed hands
- Hand washing procedure
 - **Wet** your hands with clean, running water, turn off the tap and apply soap
 - **Lather** your hands by rubbing them together with the soap; lather the back of your hands, between your fingers, and under your nails
 - **Scrub** your hands for at least 20 seconds; to help with timing, sing the ABCs song (1x) or the Happy Birthday song (2x)

- **Rinse** your hands well under clean, running water
- **Dry** your hands using a single use paper towel; after drying your hands use the paper towel to turn off the faucet
- Hand sanitizer procedure
 - Apply the product to palm of one hand (read the label for correct amount to use)
 - Rub your hands together
 - Rub the gel all over all the surfaces of your hands and fingers until our hands are dry; this should take about 20 seconds
- Avoid touching your eyes, nose, and mouth with unwashed hands

Avoid close contact

- **Avoid close contact with people who are sick, even inside your home;** if possible, maintain 6 feet between the person who is sick and other household members
- **Put distance between yourself and other people outside of your home**
 - Remember that some people without symptoms may be able to spread virus
 - [Stay at least 6 feet \(about 2 arms' length\) from other people](#)
 - Keeping distance from others is especially important for [people who are at higher risk of getting very sick](#)

Face Masks/Coverings

- Everyone must wear a [cloth face cover](#)
 - *A mask with an exhalation valve is prohibited as it does not stop virus droplets from escaping and possibly infecting others*
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance
- The cloth face cover is meant to protect other people in case you are infected
- Continue to keep 6 feet between yourself and others; the cloth face cover is not a substitute for social distancing
- Masks/face covering procedures
 - Wash your hands before putting on your face covering
 - Put it over nose and mouth and secure it under your chin
 - Try to fit it snugly against the sides of your face
 - Make sure you can breathe easily
- Washing masks/cloth face coverings
 - Wash after each use
 - Machine Washing – face mask/covering
 - You can include your face covering with your regular laundry
 - Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask/face covering
 - Dry mask/face covering after washing
 - In a dryer, use the highest heat setting and leave the dryer until completely dry
 - To air dry, leave flat and allow to completely dry; try to place the mask/face covering in direct sunlight
 - Hand Washing – face mask/covering

- Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water; check to ensure if the bleach is intended for disinfection and that it is not passed expiration date; never mix household bleach with ammonia or any other cleanser
- Soak the face covering in the bleach solution for 5 minutes
- Rinse thoroughly with cool or room temperature water
- Dry mask/face covering after washing.
 - In a dryer, use the highest heat setting and leave the dryer until completely dry
 - To air dry, leave flat and allow to completely dry; try to place the mask/face covering in direct sunlight

Cover coughs and sneezes

- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow and do not spit
- **Throw used tissues** in the trash
- Immediately **wash your hands** with soap and water for at least 20 seconds; if soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol

Clean and disinfect

- **Clean AND disinfect [frequently touched surfaces](#) daily**
 - tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks
- **If surfaces are dirty, clean them** by using detergent or soap and water prior to disinfection; then, use an EPA-registered household disinfectant

Monitor your Health

- **Be alert for symptoms;** watch for fever, cough, shortness of breath, or [other symptoms](#) of **COVID-19.**
- **Take your temperature** if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow [CDC guidance](#) if symptoms develop

Above information adapted from the Centers for Disease Control and Prevention Website
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Preparing to Re-Open

- Review information regarding COVID-19 from CDC and DPHSS Guidelines, GDOE COVID Handbook and information videos
- Prepare physical environment for physical distancing

- Mark off offices, classrooms, and other areas for 6 feet distance
- Label each room and office with maximum number of people allowed that will ensure 6 feet distance
- Declutter as much as possible to maximize space
- Mark hallways with 6 feet distancing outside classrooms and traffic flow

Campus Arrival Procedure

The entry point for ALL is at the FRONT of the school where the Main Office is located

- A face mask, covering both the nose and mouth, is required when entering and walking around the campus/buildings
 - A mask with an exhalation valve is prohibited as it does not stop virus droplets from escaping and possibly infecting others.
 - A face shield may be used in addition, but it cannot be worn in lieu of a face mask
 - The School may adopt the CDC guidelines for face coverings for certain populations and situations

Employees

- A face mask, covering both the nose and mouth, is required when entering and walking around the campus/buildings
- Daily health screening questions will be asked upon initial entrance into the campus/buildings; employees must report any change in their preliminary health screening should any concerns arise during their duty time while on campus
 - Employees will fill out an initial health screening form prior to the start of the school year
 - Employees must report any change in their initial health screening form or daily health screening should any changes occur or concerns arise
- Employees will undergo a daily temperature check when reporting to work
- Employees will wash their hands upon entering the campus/buildings; if soap and water are not available, use a hand sanitizer with at least 60% alcohol
- Physical (social) distance will be practiced and maintained while on duty and/or on campus

Students

- All students—bus riders, car riders, or walkers—must wear a face mask, covering both the nose and mouth, prior to entering the campus
- Physical distance will be practiced and maintained while waiting to enter and while on campus; siblings or students in the same household can be together
- Bus riders and front gate walkers will line up in the front of the cafeteria for daily health screening and temperature check
- Back gate walkers will wait at their designated area at the back gate for daily health screening and temperature check
- Car riders will remain in the vehicle until they reach the designated drop off point for daily health screening and temperature check; *parents/guardians will remain in their vehicles*
- Students will wash their hands upon entering the campus/buildings; if soap and water are not available, use a hand sanitizer with at least 60% alcohol

- Parents/Guardians walking with their children will remain outside the gate wearing their face mask or covering

Visitors

- Non-essential visitors and volunteers will be restricted from entering the campus
- Meetings with the principal or teacher must be made in advance through an appointment; online meetings will be encouraged to limit physical interaction
- Due to the limiting of physical interaction, personnel will try to conduct as much business via email, telephone or online
- Visitors must wear a face mask, covering both the nose and mouth, is required when entering and walking around the campus/buildings
 - A mask with an exhalation valve is prohibited as it does not stop virus droplets from escaping and possibly infecting others
- Health screening questions will be asked upon initial entrance into the campus/buildings
- Visitors will undergo a temperature check
- Visitors will wash their hands upon entering the campus/buildings; if soap and water are not available, use a hand sanitizer with at least 60% alcohol
- Physical distancing of 6 feet will be practiced and maintained while on campus

Classroom/Office Procedure

- At the doors of each classroom or office, there will be signage posted stating the maximum number of people allowed inside based on health and safety guidelines
 - Each classroom will mark off 36 square feet of space for each student to meet physical distancing guidelines
 - Staff/Teachers will mark the flow of traffic in the classroom to ensure that physical distance and non-contact transition guidelines are followed
- At the beginning of the school year, staff/teachers will teach the students about good hygiene, correct hand washing and use of hand sanitizer, practicing 6 feet physical distancing and non-contact transitioning, proper use of a face mask/covering, and about procedures in different settings on and off campus
- Student movement in the classrooms will be monitored and controlled by the faculty/staff; they will grant permission for a student to leave his or her desk when needed, such as restroom use, sharpening pencils, or throwing trash
- The sharing of office/classroom furniture, equipment, and supplies will be prohibited
- Desks and common-seating spaces are to be arranged to ensure 6 feet minimum separation
- Desks must face the same direction or only one side of the table can be occupied while practicing 6 feet distancing

Faculty/Staff

- All faculty and staff will wear their face mask while in their classroom/office with periodic removal to avoid hypoxia **that can only occur outside of the classroom/office.**
 - The same practice will be used for students' health and safety
 - Teachers can allow for mask breaks outside of the classroom **in an open area away from other individuals** while maintaining 6 feet of physical distancing

- Faculty/staff will wash their hands with soap and water prior to entering and upon exiting the classroom; if soap and water is not available, they will use hand sanitizer
- Faculty and staff will follow physical distancing and monitor that students are also following the guidelines
- Faculty/staff will monitor student movement in the classrooms and grant permission for students to leave desks
- Faculty will periodically wipe down commonly touched areas in the classroom such as pencil sharpeners, doorknobs, handles, light switches, etc.

Students

- All students will wear their face mask while in their classrooms with periodic removal for a few minutes to avoid hypoxia under the supervision and direction of the teacher
- Students will wash their hands with soap and water prior to entering and upon exiting the classroom; if soap and water is not available, students will use hand sanitizer
- Students will follow physical distancing while in the classroom and follow markings for flow of traffic
- Students will not move furniture from their designated locations and will stay at their assigned desks; students must receive the teacher's permission to leave their desks

Non-Instructional Time/Common Areas Procedure

Transition/Hallway

- Students will practice physical distancing while in the hallways
- Students will walk on the right side of the hallway and practice non-contact transitioning by refraining from touching other students

Morning Arrival

- Students will undergo a daily health screening and temperature check upon arrival before entering the campus/buildings
- Students will wash their hands upon entering the campus/buildings; if soap and water are not available, use hand sanitizer with at least 60% alcohol
- Students will be directed to the cafeteria for breakfast or to their appropriate area/classroom while practicing physical distancing
- Designated areas for Grade Levels
 - Kindergarten/1st Grade (Room 15 and 16) – hallway between Rooms 15 and 18
 - 1st Grade (Room 20) and 2nd Grade – hallway between Room 20 and 23
 - 3rd, 4th, and 5th Grades – area in front of their classroom

Breakfast

- Students will proceed to the cafeteria as instructed by the staff; students will enter the cafeteria following the traffic flow marking
- Students will wash their hands with soap and water or use a hand sanitizer before and after eating
- Students will sit in the area designated by school staff
- Students will throw trash and dump their tray while practicing physical distancing

- Students will remove their face mask/coverings using removal procedures when eating; students will put their mask/face covering back on after eating
- Students will return their trays/dispose trash in the scullery area following traffic flow marking and physical distance guidelines
- Students will keep their personal belongings with them
- Staff will disinfect the chairs and desks after student use

Lunch in Cafeteria

- Students will proceed to the cafeteria during their designated lunch times. Students will enter the cafeteria following the traffic flow marking.
- There are 3 different lunch periods for students
 - 1st lunch period – K/1st
 - 2nd lunch period – 2nd/3rd
 - 3rd lunch period – 4th/5th
 - Within a lunch period, grade levels will alternate their time; while one grade is in the cafeteria, the other is on the playground
- Students will wash their hands with soap and water or use a hand sanitizer properly before and after eating
- Students will remove their face mask/coverings using removal procedures when eating; students will put their mask/face covering back on after eating
- Students will return their trays/dispose trash in the scullery area following traffic flow marking and displaying physical distancing
- Staff will escort students to the playground or classroom
- Staff will disinfect the chairs and desks after student use

Student Lunch in the Classroom

- Staff or SODEXO will deliver meals to classroom
- Designated staff will monitor students during lunch so teachers can take their lunch
- There are 3 different lunch periods for students
 - 1st lunch period – K/1st
 - 2nd lunch period – 2nd/3rd
 - 3rd lunch period – 4th/5th
 - Within a lunch period, grade levels will alternate their time; while one grade is in the cafeteria, the other is on the playground
- Students will wash their hands with soap and water or use a hand sanitizer properly before and after eating
- Students will remove their face mask/coverings using removal procedures when eating lunch; students will put their mask/face covering back on after eating
- Students will return trays to designated area or dispose trash as instructed by the staff
- Staff will escort students to playground
- Staff will disinfect chairs and desk after student use

Faculty/Staff Lunch

- Faculty will follow the designated lunch period for their students
 - 1st lunch period – K/1st

- 2nd lunch period – 2nd/3rd
- 3rd lunch period – 4th/5th
- Teachers may eat in their classroom, the Faculty/Staff Lounge, or cafeteria while following the room occupancy amount and practicing physical distancing
- Faculty/Staff will wash their hands with soap and water or use a hand sanitizer properly before and after eating
- Faculty/Staff will remove their face mask/coverings using removal procedures when eating lunch
- Faculty/Staff will put their mask/face covering back on after eating
- Faculty/Staff will clean and disinfect their area when done eating

Recess

- Students will proceed to the cafeteria or designated area; students will enter the cafeteria or designated area following the traffic flow marking
- Students will wash their hands with soap and water or use a hand sanitizer properly before and after eating
- Students will remove their face mask/coverings using removal procedures when eating; students will put their mask/face covering back on after eating
- Students will dispose their trash in trash receptacles following traffic flow marking and displaying physical distancing
- Staff will escort students to the classroom
- Staff will disinfect equipment after student use

Playground

- Staff will assist and be responsible for teaching and enforcing the health and safety expectations/protocols with all students to include proper hygiene, 6 feet physical distancing, and wearing a face mask/covering
- **Under the supervision of an adult**, students will be allowed to remove their masks/face covering while on the playground to avoid hypoxia
- Students will be required to remain with their Homeroom class
- Classes will be assigned to play in designated areas on the playground; assigned areas will rotate periodically
- Staff will escort their assigned grade level students at least 5 minutes before the end of lunch to wash their hands with soap and water; staff will escort the students to their classrooms to ensure they are following safety protocols and reinforcing these expectations
- Staff will clean and disinfect equipment after use by students

Restroom

- Occupancy of the restroom will be limited to ensure 6 feet social distancing
- All users will adhere to physical distance guidelines when entering the restrooms
- Sinks and urinals/toilets will be marked for use or closure to ensure 6 feet distance is adhered to
- All users will wash their hands prior to entering/exiting the restrooms using soap and water following proper handwashing guidelines; signage will be posted as a reminder near sinks
- Bathrooms will be cleaned and disinfected frequently due to its use by multiple individuals

Water Fountains/Water Bottle Filling Stations

- Regular water fountains will be closed for drinking
- Schools are working with GDOE to obtain and install water bottle filling stations
- Students, faculty, and staff are encouraged to bring their own water bottles from home

Rainy Day

- Students will be assigned to designated areas outside of their classrooms or placed inside their classrooms
- Staff will monitor student groups at the holding areas or in classrooms while ensuring students wear facial mask/covering, exercise physical distancing and practice proper hygiene

Library

- Classes will be scheduled by school librarian
- All patrons will use hand sanitizer upon entering and exiting the library
- All patrons will wear a face mask/covering, practice 6 feet physical distancing, follow the flow of traffic in the library, and adhere to the rules of the library

School Dismissal Procedure

Student Departure

- Each teacher will escort students to the student pick-up waiting area, student walker waiting areas, and bus dismissal area while practicing physical distancing
- Each teacher will follow his/her designated dismissal times to minimize hallway crowding
- Bus checker, pick-up checker, and walker checkers will assist in monitoring that physical distancing is followed
- Bus Riders: Bus checker will assist the bus drivers in monitoring bus capacity limits are not exceeded and siblings are kept together (identify groups to be loaded together to ensure families are together in the event of double backs)
- Car Riders: Parents/Guardians picking up students will remain in their vehicles and drive to the designated pick-up area at the back side gate; students being picked up will be called, escorted out, and marked picked-up
 - If parents park and approach the gate, they must wear a face mask or covering and practice physical distancing; they will not be allowed on campus
- Walkers (back): Students walking (back side gate) will wait at the hallway near Room 8 and 9; they will be escorted out the gate after students are accounted for on the roster
- Walkers (front): Students walking (front gate) will wait at the hallway near the Nurse and Counseling Offices; they will be escorted out the gate after the buses leave and are accounted for on the roster

Faculty/Staff Departure

- Faculty/Staff will leave after buses to avoid traffic congestion in the hallways
- Faculty/Staff will wash their hands using soap and water prior or use hand sanitizer prior to exiting the gate

Student Office Visits

**commonly touched areas such as door knobs, light switches, phones, etc. will be disinfected periodically by staff*

Main Office

- Teachers will refrain from sending students to the office for non-emergency reasons
- If a student is sent to the office, the teacher will contact the office to inform personnel who is being sent down and what the nature of the emergency for coordination of services
 - If available, staff will escort the student
- Personnel will contact the teacher if a student is being sent back to class, if the student is not able to be escorted by a staff member

Counseling Office

- Scheduled Visits
 - The counselor will inform the teacher ahead of time when to send a student for a scheduled counseling visit
 - The teacher will inform the counselor when the student is being sent down so the student can be properly monitored
 - The counselor will contact the teacher when student is returning back to class, if he or she cannot be escorted
- Unscheduled Visits
 - When a student is in need of emergency counseling services, the teacher will contact the counselor so the counselor will expect the student and close any service being delivered to another student at that time
 - If available, staff will escort the student
 - Teacher will send one student at a time to ensure social distancing in the hallway
 - The counselor will contact the teacher when student is returning back to class, if he or she cannot be escorted

Nurse's Office

- Scheduled Visits
 - Students with prescribed medications and/or treatments should be contacted by the School Health Counselor or Main Office to report to the office for scheduled visits
- Unscheduled Visits
 - Teachers/Staff should contact the School Health Counselor (Nurse) or Main Office for telehealth support
 - Students should be triaged over the phone or at the designated waiting area before presenting to the office for unscheduled visits
 - The nature of the illness or injury will determine the coordination of services
 - Health care needs that cannot be addressed in the classroom will be referred to the office
 - If necessary, staff will be contacted to escort student to the office
 - Peers will not escort student

Suspected COVID-19 Visits

- Students/Employees presenting with COVID-19 signs or symptoms (fever, cough, or shortness of breath) should be referred to the Isolation Room for further assessment by the School Health Counselor and/or Licensed Practical Nurse (LPN) as per protocol
- The *GDOE Suspected COVID-19 Screening Flowchart* should be followed to address the coordination of care
- The *GDOE COVID-19 Re-Entry Plan* and the *GDOE COVID-19 Guidelines for the Isolation Room* should be followed for cleaning and disinfecting
- If needed, *the GDOE Confirmed COVID-19 Flowchart* will be followed to address the needs of the school community