



# **AsTumbo Elementary School COVID-19 Re- Entry Plan**

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Dededo, Guam 96929**

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**SY 2020-2021**

**Updated March 25, 2021**

Hafa Adai Parents/Guardians and Students!

This school year will look different as Astumbo Elementary reopens in a “new normal” environment due to the COVID -19. We are grateful for the dedication of our students, families, and staff for making the best of an incredibly challenging situation.

We are committed to the continuity of learning for our students therefore protecting the health and safety of our students and families, and employees is a priority. With that said, we need to make necessary adjustments on how we will educate our students and the need to follow certain health and safety guidelines.

To reduce the possibility of the COVID-19 virus coming on campus, we will limit people on campus to students, GDOE employees and service providers, and contractual employees performing their tasks.

The following are plans on how we can effectively welcome our students and staff back as we look ahead to school year 2020-2021:

- Minimizing public health risks of COVID-19 to students, staff, and visitors
- Maximizing students’ ability to learn and thrive, with our focus on our students who most need academic, social, emotional and mental supports.

This handbook is provided to you with essential information that you will need to help us accomplish our mission. Because information is constantly changing, this handbook provides the building blocks that may be updated as new guidance from the Centers for Disease Control, Department of Public Health and Social Services, Governor’s Executive Orders, and other entities are provided.

I thank you for your support and understanding as we move forth in educating your child/children.

Josephine Parel-Fontbuena  
Principal



**GUAM DEPARTMENT OF EDUCATION**

**“20/20: A Clear Vision for Education on Guam”**

**GDOE’s VISION**

“Every Student: Responsible, Respectful and Ready for Life”

**GDOE’S MISSION**

Our educational community prepares all students for life, promotes excellence, and provides support.

**ASTUMBO ELEMENTARY SCHOOL**

*“HOME OF THE BUTTERFLIES”*

**SCHOOL’S MISSION STATEMENT**

To give our students the opportunity to learn, promote academic and social skills,

Provide support to become responsible and productive citizens.

**SCHOOL WIDE LEARNER OUTCOMES (SLO’S)**

**A**

**Academic Achievers who will meet and/or exceed Content and Common Core Standards and apply critical thinking skills to resolve challenges in creative ways.**

**T**

**Technology Literate Team Builders who share responsibilities and are mindful of the opinions and contributions of others.**

**E**

**Empathetic Citizens who will embrace cultural diversity and demonstrate a willingness to explore a wide range of opinions and viewpoints.**

**S**

**Self-directed learners who will strive towards achieving their goals with drive and vigor.**

ASTUMBO ELEMENTARY SCHOOL  
SCHOOL YEAR 2020-2021  
BELL SCHEDULE

7:00 AM Office Opens

7:15AM – 8:30 AM Gate Opens/Arrival of Students/Breakfast Line Opens  
\*For Safety purposes, students shall not be dropped off on campus prior to 7:15am.  
All students will be screened & Temperature Check before proceeding to cafeteria for breakfast.

7:30AM – 8:30 AM EARLY BIRD PROGRAM

8:25AM Students are picked up by Homeroom Teachers from designated areas.

8:30AM – 10:00 AM **INSTRUCTION BEGINS**  
Morning Butterflies Routine 8:30am  
(PowerSchool Attendance, National Anthem, Pledge, Guam Hymn, Inifresi, Mission, SLO-School-wide Learner Outcomes, Expectations, Break/Lunch Menu, Announcements) \*\*All PowerSchool attendance inputted by 8:45am.

**MORNING RECESS**

9:30am – 9:45am *Head start and Pre- K and Kinder*  
9:45am -10:00 am *1<sup>st</sup> and 2<sup>nd</sup>*  
10:00am – 10:15am *3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade*

**LUNCH PERIODS**

10:15 am – 11:00am *HS & Pre-K Gate*  
11:00 am- 11:45 pm *Kinder and 1<sup>st</sup> grade*  
11:45 pm -12:30 pm *2<sup>nd</sup> grade and 3<sup>rd</sup> grade*  
12:30pm – 1:15pm *4<sup>th</sup> grade and 5<sup>th</sup> grade*

**DISMISSAL**

2:43 pm

**SCHOOL OFFICE CLOSED**

3:30pm

**Dismissal Areas**

BUS – Cafeteria Building  
Front Gate Walkers – I 104  
Back gate walkers – E106/Flag pole  
Car riders – Front Office

## **ABOUT COVID-19**

In February 2020, the World Health Organization (WHO) officially named the 2019 novel coronavirus outbreak that was first identified in Wuhan, China COVID-19 (**Coronavirus Disease 2019**). “COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans. The name of this disease was selected following the World Health Organization (WHO) for naming of new human infectious diseases.” (Center for Disease Control (CDC), 2020). COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus.

*Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe, and in some cases also be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus, have also experienced non- respiratory symptoms. Other people infected with the virus, have also experienced no symptoms at all, and also referred to as asymptomatic cases. According to CDC, symptoms of COVID-19 may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID 19:*

- Fever
- Cough
- *Shortness of breath or difficulty breathing*
- Chills
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- New loss of taste or smell
- Headache
- Fatigue
- *Less common symptoms also including: nausea, vomiting, or diarrhea*

*Some children have similar symptoms to adults and generally have mild illness. This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.*

### ***Signs and Symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C):***

A new rare condition similar to Kawasaki disease and toxic shock syndrome may affect children who had COVID-19 but later recovered. Children who are suspected of having signs and symptoms of MIS-C should be seen by a healthcare provider. Children who exhibit any serious signs and symptoms of illness need to be taken to an emergency room. *Common signs of Multisystem Inflammatory Syndrome (MIS-C) include*

- High fever (100.4F or greater) lasting several days

- Abdominal pain
- Pink or red eyes
- Enlarged lymph nodes on one side of neck
- Cracked lips
- Red tongue
- Blotchy rash
- Swollen hands and feet
- Blood pressure/heart rate out of range
- Cardiac inflammation

**What happens when there is a SUSPECTED CASE OF COVID-19 at school?**

Once GDOE receives notice of a student or employee with a confirmed positive COVID-19 diagnosis, GDOE will immediately coordinate with the Department of Public Health and Social Services (DPHSS). Notification will be provided to employees or students of that respective school/division. A COVID-19 contact investigation will be initiated by DPHSS to determine which employees and students have been exposed to the index case based on a review of the following:

- Class rosters
- Bus schedule
- Students that transferred during the infectious time frame
- Cafeteria staff
- Cleaning staff
- Employees and visitors listing

Employees and students that have been identified as contacts to the confirmed case of COVID-19 will be excluded from work and school for 14 days, and the GDOE Nursing Administrator will coordinate with DPHSS to set up a testing schedule. The division or school will be closed for 2-5 days according to CDC guidance for cleaning and disinfecting. Employees and students will require a clearance letter issued by DPHSS before they can resume school or work.

**What do I need to do if my child is sick with COVID-19 symptoms?**

If your child has any symptoms of COVID-19 (fever, shortness of breath, cough, loss of taste or smell), do not bring your child to school. Please inform the teacher right away so he/she can monitor other students in the class for symptoms. Students with symptoms of COVID-19 should be tested and cleared before returning to school. If your child tests positive for COVID-19, please inform the school right away.

**Model Basic Hygiene and Healthy Lifestyle Practices**

- Practice daily good hygiene. Encourage your child to practice this simple steps to prevent the spread of the virus. Wash your hands multiple times of

the day for 20 seconds. Singing “Twinkle, Twinkle Little Star” or Happy Birthday” twice is about 20 seconds. Praise your child when they use a Kleenex or sneeze or cough into the bend of their elbow. Teach them the importance of throwing away used tissue properly after sneezing or coughing.

- Build their immune system. Encourage your child to eat a balanced diet, get enough sleep and exercise regularly to help develop a strong immune system to fight off illness.

### Preparation & Guidelines

COVID-19 is a new virus and we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there have been relatively few cases of COVID-19 reported among children. The virus can be fatal in cases, so far mainly among older people with pre-existing medical conditions.

Understand basic information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission. Stay informed about COVID -19 through reputable sources such as UNICEF and WHO and national health ministry advisories. Be aware of fake information/myths that may circulate by word -of-mouth or online, including possible home treatments that have not been backed by medical professionals.

Astumbo Elementary School will help stop the spread of this virus by doing the following:

- **Keep Children in School When Healthy:** *Until PCOR4 is declared, attendance policies will remain flexible. Parents and schools must remain in communication regarding student attendance issues.* If your child isn’t displaying any symptoms such as a fever or cough it’s best to keep them in school – unless a public health advisory or other relevant warning or official advice has been issued affecting your child’s school.
- All students should be taught good hand and respiratory hygiene practices for school and elsewhere, like frequent handwashing, covering a cough or sneeze with a flexed elbow or tissue, then throwing away the tissue into a closed bin, and not touching their eyes, mouths or noses if they haven’t properly washed their hands.
- Follow new safety protocols aligned with guidance from the Centers for Disease Control and Prevention (CDC) to include:
  - Wearing a mask (or face shield for young children) while on all GDOE facilities
  - Temperature checks upon arrival
  - Physical distancing
  - Frequent cleaning of common areas and high traffic areas/surfaces



- Frequent washing of hands
- COVID health education for students and staff
- Posted safety signs and protocols
- Frequent cleaning of common areas and high traffic areas /surfaces
- COVID -19 Health Education for Faculty and Staff
- Posted Safety Signs and Protocols
- Establish procedures if students or employees become unwell. Ensure a procedure for separating sick students and employees from those who are well – without creating stigma – and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible.
- Health hygiene education: Staff will reinforce safe and healthy hygiene protocols (e.g. covering coughs and sneezes with tissues or elbows) with students, staff and families.

To enhance safety and awareness, selected required employee training has been made available. Therefore, all ASTES employees have successfully completed the following courses:

1. **ePROTECT Respiratory Infections (EN)**
2. **COVID-19: How to put on and remove personal protective equipment (PPE)**
3. **Standard precautions: Environmental cleaning and disinfection**

In addition, all employees are required to:

- Screen themselves for COVID-19 symptoms at home before reporting to work. If they have symptoms, they will not report to work.
- Undergo a temperature check when reporting to work.
- Wear a face mask/covering when entering and walking around the school campus.
- Keep and maintain 6 feet physical distancing.
- Wash hands often.
- Regularly clean and wipe/sanitize their work area, common areas, and frequently touched surfaces

**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.



### **Help Children Cope with Stress**

Most children will manage well with the support of parents/ guardians and other family members, even if showing some signs of anxiety or concerns, such as difficulty sleeping or concentrating. However, Children may respond to stress in different ways. Common responses include the following:

- having difficulties sleeping
- Bedwetting
- having pain in the stomach or head
- being anxious
- withdrawn, angry, clingy or afraid to be left alone.

Respond to your children’s reactions in a supportive way and explain to them that they are normal reactions to an abnormal situation. Listen to their concerns and take time to comfort them and give them affection, reassure them they’re safe and praise them frequently. Keep regular routines and schedules as much as possible, especially before they go to sleep, or help create new ones in a new environment.

During this time, if you may feel your child/ children needs to speak to our school counselor – Mrs. Katrina Comia. Her e-mail address is [klcomia@gdoe.net](mailto:klcomia@gdoe.net) or you may call the school and leave a message for her.

### **School Structures**

#### **Student Arrival**

School Gates open at 7:15am for students. Students are not allowed on campus before 7:15am. All students are required to wear a face mask/covering upon entry into the school campus. Temperature checks upon arrival and adherence of physical distancing will take place on campus.

#### **Early Bird Program**

The Early Bird Program starts at 7:30am to 8:30am. Students need to be on campus by 7:15am if they are participating in this intervention program.

1. Upon arrival on campus, students will wear a face mask/ covering and will adhere to the 6 feet social/physical distancing CDC guideline, and will follow the floor markings.
2. Students will go through a health screening and temperature check. If the student is not cleared then entry will not be granted into the school. Parents/Guardians will be advised to take their child to a health care facility.
3. If a student is cleared, students will be directed to the cafeteria to eat breakfast or to the waiting areas. If a student has eaten breakfast at home, he/she will be directed to go to the designated Early Bird classroom.

**Office Hours/Meetings**

Main Office Hours will be from 8:30am to 2:00pm. Only two (2) visitors are allowed in the main office lobby. Please ring the doorbell for assistance. All visitor(s) or Parent/Guardian meetings will be by appointment only to address any concerns or to request for school documents/withdrawals/registration or unless arranged by the school administrator.

To minimize exposure to our students and teachers, we will not entertain visitors to classrooms unless they are educational service providers.

**Arrival of GDOE Staff/ Faculty/ GDOE Contractors/GDOE Service Providers**

1. The above individuals will screen themselves for COVID-19 symptoms at home before reporting to work. If they have symptoms, they will not report to work. If they are feeling ill and have symptoms of COVID – 19, they will call their immediate supervisor to inform them.
2. All GDOE Staff GDOE Staff/ Faculty/ GDOE Contractors/GDOE Service Providers are required to wear a mask/face covering when on school grounds with the exception of time for eating or other designated “mask break” that would take place outside of the school grounds.
3. All GDOE Faculty/Staff/GDOE Contractors and GDOE Service Providers must engage in a daily health screening and temperature check which will be taken upon entry to the Main Gate of the school campus.
4. Once on campus, adherence to the maximum capacity and CDC physical/social distance guidelines of 6 feet apart. Also, follow the markings placed on the floorings.
5. For Faculty and Staff sign in will be in the Faculty/Staff lounge. All GDOE contractors and Service Providers will sign in at the main office. Please note that a maximum capacity of two (2) are allowed in the main office lobby. Please ring the doorbell for assistance.
6. Handwashing: All of the above individuals will be required to wash their hands upon arrival and/or use a hand sanitizer before the start of work. They will also be required to wash their hands at least once every two hours and/or use a hand sanitizer.

**Visitors/Parents/Guardians’**

Please be aware that as per GDOE policy, all visitors are required to sign in at the main office. Please note that “Any person found on school campus without permission from the principal shall be guilty of a misdemeanor”. Government Code of Guam, Section 11503. This is to ensure protection and safety of our faculty/staff and students on campus.

Visitors will be entertained from 8:30am to 2:00pm. Visitors will not be entertained during student arrivals and dismissals to avoid congestion. All visitors will adhere to the following guidelines:

1. All Visitors will be required to wear a face mask/ covering upon entry into the school campus.
2. All visitors are required to check into the main gate with the Gate keeper.
3. Gate keeper will conduct the COVID -19 Symptom Screening and a required temperature check before proceeding into the school campus. Furthermore, no entry will be granted if temperature is 100 degrees Fahrenheit or above, in accordance with DPHSS guidelines.
4. Once on campus, all visitor(s) will adhere to the maximum capacity of each area and CDC physical/social distance guidelines of 6 feet apart. Also, follow the markings placed on the floorings.
5. Handwashing: All visitor(s) will be required to wash their hands upon arrival and/or use a hand sanitizer.
6. Astumbo ES will minimize the visitors on campus for the health and safety of all students and its employees. Therefore, the visit is only limited to the main office and no other areas on the school campus.

**Note: The Guam Police Department will be called if any visitors, parents or guardians are found in violation and/or not complying with our Campus Visitors Procedures.**

**Bus Riders**

1. Bus drivers and all students will wear a mask on the bus for the duration of the ride.
2. Only one student per seat to adhere to CDC Social Distancing. The bus will have a maximum of 24 students on the bus. Exceptions will be made for siblings who may share one set.
3. Upon student arrival to the school campus, students will undergo a health screening and temperature check. A student with a temperature of a 100 degrees Fahrenheit or above will be escorted to the Quarantine Room in B101.
4. Students who are cleared will be directed to the cafeteria to eat breakfast. Students will follow the CDC social distancing guidelines of 6 feet physical/social distancing and follow the floor markings indicating 6 feet distance requirements.
5. Upon arrival to the cafeteria, students are to wait by the entrance of the cafeteria and wait to be called by a staff member to enter the cafeteria.

**Car Riders**

To minimize crowding at the drop off areas, the steps below will be followed to adhere to the CDC guidelines of 6 feet distancing and DPHSS.

1. Parents/Guardians and/or all other designated drivers will remain in their vehicle and will wear a face mask upon entry into the school campus.
2. Vehicles dropping off will proceed to the car rider drop off area by the main office. Parents/Guardians and or passengers will remain in their vehicle.
3. Parents/Guardian and/or designated adult and/or passengers will be required to remain at the drop off area to ensure the student or students pass the health screening and temperature check. A student will not be allowed to go to school if he or she has a temperature of 100 degrees Fahrenheit or above, in accordance with DPHSS guidelines. Parents/Guardians and designated adults will be advised to take their child/children to a health facility.
4. Once the student is cleared, he or she will wear a face mask/ covering before exiting the vehicle and follow the CDC guidelines of 6 feet physical/social distancing and follow the floor markings indicating 6 feet distance requirements.
5. School staff will direct students to the cafeteria to eat breakfast, or to early bird or to their designated waiting areas.

### **Front Gate Walkers**

1. Front gate opens at 7:15am and closes at 8:15am. Student(s) are to wait at the front walker gate until a staff opens the gate. Student(s) are to adhere to 6 feet social/physical distancing by the walkers gate. Floor markings of 6 feet distancing requirement will need to be followed.
2. A school staff will conduct a health screening and temperature check.
  - If a parent/guardian and/or designated adult is with their child or children at the drop off walkers areas, they will be will be required to remain at the drop off area to ensure the student or students pass the health screening and temperature check. If a child is not cleared, parent/guardian or designated adult will be advised to take the child to a health facility.
  - If a student does not have a parent/guardian or designated adult and is not cleared, the child will not be allowed to come to school. A school staff will call the child's home to check if the child arrived home safely and will be advised to take their child/children to a health facility.
3. Once on campus, all students will wear a face mask/covering and follow the CDC guidelines of 6 feet distancing and follow the floor markings/directional arrows.
4. School staff will direct students to the cafeteria to eat breakfast, or to early bird or to their designated waiting areas.

### **Back Gate Walkers**

1. Back gate opens at 7:15am and closes at 8:15am. Student(s) are to wait at the back gate until a staff opens the gate. Student(s) are to adhere to 6 feet social/physical distancing by the walkers gate. Floor markings of 6 feet distancing requirement will need to be followed.

2. A school staff will conduct a health screening and temperature check.
  - If a parent/guardian and/or designated adult is with their child or children at the drop off walkers areas, they will be will be required to remain at the drop off area to ensure the student or students pass the health screening and temperature check. If a child is not cleared, parent/guardian or designated adult will be advised to take the child to a health facility.
  - If a student does not have a parent/guardian or designated adult and is not cleared, the child will not be allowed to come to school. A school staff will call the child’s home to check if the child arrived home safely and will be advised to take their child/children to a health facility.
3. Once on campus, all students will wear a face mask/covering and follow the CDC guidelines of 6 feet distancing and follow the floor markings/directional arrows.
4. School staff will direct students to the cafeteria to eat breakfast, or to early bird or to their designated waiting areas.

### **Classrooms**

- Teachers and students will wash their hands before entering into the classroom.
- Capacity: Classrooms will follow the 6 feet distancing seating/desks to allow for the greatest amount of social distancing feasible for the room size.
- Students in a cohort/class will stay in one classroom throughout the day, while teachers move between classrooms.
- In the classroom, a different entrance and exit will be used, if available.
- Teachers will establish order for students to enter and exit the classroom/building appropriately following the 6 feet social/physical distancing.
- Health hygiene education: Teachers will teach the proper usage of PPE equipment and reinforce safe and healthy hygiene protocols (e.g. covering coughs and sneezes with tissues or elbows) with students. Signage will also be posted in schools reinforcing the importance of hygiene protocols.
- Seating: Classroom seating will be revised to maximize distancing between students. Students will be assigned seats for the entire school day. Desks will be Turned to face in the same direction (not facing each other) or structured to have students sit on only one side of tables, spaced apart to reduce transmission of virus containing droplets (i.e. talking , coughing, sneezing).
- Students will be trained and educated with general information on COVID -19. Teachers will also discuss routines in the classroom and around the school campus due to the “new normal” situation.
- Students may be pulled out of Homeroom class to be serviced by Support Program (GATE, ESL, SPED) teachers for a short period. Students will be in the same cohort group.
- Materials: All papers, pencils, markers, chrome books should be for one individual student and not shared. Chromebooks shall be sanitized after each use.



- Teachers will clean/sanitize all common areas and frequently touched areas such as textbooks, manipulatives, tables, chairs, counters, and/or equipment. Teachers will sweep their classrooms daily.
- Teachers will sweep and keep their classroom neat and tidy at the end of each school day. Teacher will bag their trash and a staff will pick up the bagged trash bag outside of the classroom at the end of the school day.
- Teachers with restrooms will maintain the cleanliness of the restrooms.
- Teachers and Students will wash/sanitize hands regularly.
- Fieldtrips are not allowed for the time being.

### **Chamorro Classrooms**

Students with face –to- face model of delivery of instruction will have their Chamorro class in their homeroom. Chamorro teachers will travel to the homeroom classes to provide their instruction to students during their designated Chamorro time.

### **Hallway Traffic Control**

To avoid mixing of cohorts and maximize social/physical distancing, all faculty/staff, students, GDOE service providers and contractors will follow the floor markings and in-building spacing for bathroom lines, pick up and drop off locations, bus loading, etc.

### **Playground -Recess/lunch recess**

1. Students will be escorted to the designated playground and be reminded of the CDC guidelines of 6 feet social/physical distancing.
2. Students will be kept in in their classroom cohorts to avoid mixing of cohorts.
3. Students may have recess/lunch recess/PE without masks only if held outside AND students are maintaining 6ft or more from one another as they eat their snacks. Only one cohort can be in an area at a time, though students from different cohorts can be outside at the same time if they are in separate areas (e.g. field and playground). Additionally, students from cohorts that are part of the same exposure group during the day can be mixed for Recess/Lunch Recess
4. After Recess/ Lunch Recess, staff will have students line up in their designated areas and follow the CDC guidelines of 6 feet distancing.
5. Teachers will pick up their students on time and should ensure hands are washed after Morning and lunch recess before going back into the classroom.

### **Cafeteria –Breakfast /Snack /Lunch**

1. Teachers will have students wash their hands before proceeding into the cafeteria.
2. Students will wait in line with 6 feet distancing until they are called by the staff to enter the cafeteria for breakfast, snack, or lunch. This is done to



follow the maximum capacity of the cafeteria and CDC guidelines of 6 feet distancing in the cafeteria.

3. School staff will monitor the number of students going in and outside of the cafeteria to ensure the maximum capacity is followed.
4. Once in the cafeteria students will be directed to their designated desk or table to sit and eat. Again, students will follow the 6 feet distancing when seated.
5. Students may remove their mask/face covering when eating. Students are not allowed to share food, drinks, or snacks with other students or adults on campus.
6. Once students are done eating, they will put their mask/ face covering back on. Students will remain seated until a school staff will call them to dispose of their trash and dump their tray contents.
7. Students will be directed to the handwashing station to wash their hands for 20 seconds.
8. School staff/Sodexo staff will use gloves and regularly wipe and sanitize the tables/ desks after each use.

### **Rainy Days**

1. Hallways/cafeteria will be designated areas during rainy days.
2. Staff will monitor the students and remind them to follow the 6 feet social/physical distancing and to follow the floor markings.

### **Faculty/Staff Lounge**

1. These may be used but access to this area is limited so that 6ft distance can be maintained at all times. Faculty/Staff lounge maximum capacity is three (3) only.
2. Faculty and/or staff will wash their hands before entering into the lounge.
3. Faculty and/or Staff may remove their mask if they are going to eat or drink during their designated break/lunch time.
4. After eating or drinking, faculty and/or staff must wear face mask/covering.
5. Faculty and/or staff will wipe and sanitize their eating area that they utilized and will dispose their trash properly.
6. Faculty and /or staff will wash their hands thereafter before proceeding to their classrooms or designated area for instruction.

### **Gatherings**

Congregation as defined in the Executive Order, for outdoor gathering, events, extracurricular activities are prohibited at schools.

### **Water Fountains/Water Filling Station:**

Regular water fountains will be closed for use. Students, faculty, and staff are encouraged to bring their own water bottles from home. A staff will monitor the

students that will refill their water bottles during morning and lunch recess . If the teacher decides to have her students refill their water bottles during class time, then, the teacher will monitor their students/ class as they utilize the water filling station.

**Bottle Water Filling Station**

1. Students will wash hands with soap and water for 20 seconds. Students will dry hands and dispose of paper towels.
2. Students will follow CDC social/physical guidelines posted.
3. Do not put your mouth or water bottle directly on the spout.
4. Do not touch the equipment or surface area.
5. Do not share your reusable bottle with anyone else.
6. Drink plenty of water to prevent dehydration

**Nurse Office**

1. All students, Faculty and or staff will wash or sanitize their hands before entering the Nurse’s office.
2. All Faculty and/or staff and all students will follow the 6 feet social distancing in the Nurse’s office. Mask/Face covering will be worn at all times.
3. Scheduled Visits: Students who need to take their medications or are there for treatment may proceed to the nurse’s office during their scheduled time. A Teacher or staff may escort their students as needed.
4. Unscheduled Visits: Students whose injury or illness requires the nurse’s attention such as head injury, vomiting, diarrhea, profuse bleeding. The teacher or staff will inform the nurse to expect the student and the nature of the injury/illness/emergency. A staff will be contacted to escort the student. A student cannot be escorted by another student.
5. Faculty/staff or students that are experiencing COVID-19 symptoms will immediately be brought to the isolation room in B101.
6. School Nurse will clean/ sanitize common areas and highly touched surfaces after each student or visitor.
7. School Nurse will sweep and keep the nurse’s office neat and tidy at the end of each school day. School counselor will bag trash for the day and leave it outside of her office for a staff to pick up at the end of the school day.
8. School nurse will regularly maintain the cleanliness of the bathroom/restroom.

**Library**

1. Faculty and/or staff and students will wash or sanitize their hands before entering the Library. Faculty/Staff and students will adhere to the 6 feet social/physical distancing in the library.
2. A designated Entrance and Exit will be indicated on the library doors for all to follow.

3. Students will be seated 6 feet apart and will be designated where to sit upon entry into the library.
4. Faculty/Staff and students will wear their face mask/coverings at all times in the library.
5. Teachers will be with their students during library time to assist the librarian by monitoring students to adhere to the 6 feet social/physical distancing and wearing of the face mask/covering.
6. Students will check out books with the guidance of the school librarian.
7. School Librarian will clean/sanitize all common areas and frequently touched areas such as library books, tables, chairs, counters, and/or equipment.
8. After library class is over, students will be called to line up in an orderly manner.
9. School Librarian will sweep and keep the library neat and tidy at the end of each school day. School librarian will bag trash and a staff will pick it up at the end of the day.

### **Counseling Office**

1. Faculty and/or staff and students will wash or sanitize their hands before entering the Counselor's office.
2. Faculty and/or staff and all students will follow the 6 feet social distancing in the Counselor's office. Mask/Face covering will be worn at all times.
3. Teachers and/or staff will need to inform the counselor if a child is referred or would like to meet the counselor.
4. School counselor will inform the teacher/staff when to send the student for the counseling visit. Once the student is done with the visit, the counselor will call the teacher/staff to ensure the student has returned to class.
5. School counselor will clean/ sanitize common areas and highly touched surfaces after each student or visitor.
6. School Counselor will sweep and keep the counselor's office neat and tidy at the end of each school day. School counselor will bag trash and leave it by the counselor's office door for staff to pick up at the end of the school day.

### **Hallways**

1. School staff will supervise students in the hallway at all times and will remind and reinforce the students to follow the CDC guidelines of 6 feet distancing and to follow the floor markings during transitions.
2. A Hallway pass indicating destination is required during instructional time for a student
3. School staff and/or custodian will regularly clean/sanitize and flush the hallways, walls, and railings at the end of each school day.

### **Restrooms**

1. Students will adhere to the maximum capacity and follow CDC social/physical guidelines posted.

2. Students will wash hands with soap and water for 20 seconds.
3. Students will dry hands and dispose of paper towels.
4. School Custodian/Staff will clean and disinfect frequently restroom areas.

**Common Restrooms (Self Cleaning School)**

1. Students will adhere to the maximum capacity in the restrooms and follow the CDC 6 feet social/physical distancing guidelines.
2. Student will use the restroom and flush the toilet 2 times.
3. Student will wash hands with soap and water for 20 seconds and Dry their hands with a paper towel. Paper towel will be disposed into the trashcan properly.
4. School staff and/or Custodian will frequently clean and disinfect restroom areas throughout the day.
5. School staff and/or Custodian will clean, disinfect and flush the restrooms at the end of each school day.
6. School Staff and/or Custodian will wash their hands after cleaning and disinfecting the common restrooms

**Restrooms in the classrooms (Self Cleaning School)**

1. Classroom restrooms will be cleaned by school custodian. School custodian will use gloves to clean and disinfect classroom restrooms (toilet bowl, floor, sink).
2. Teachers will regularly maintain the restrooms on a regular basis. Teachers will wash their hands/sanitize after maintaining the restroom (sanitize frequently touched surfaces daily- sanitize light switch/sanitize sink/sanitize walls/sanitize faucet handles)
3. School Custodian will wash their hands and sanitize after cleaning and disinfecting.

**Main Office**

1. Clean AND Disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, copy machines, toilets, faucets, and sinks.
2. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Use sanitation wipes to sanitize the surfaces.

**Instruction**

Due to COVID-19 safety concerns, the Guam Education Board has approved three Models of instruction for School Year 2020-2021. All three models will be offered, and parents may select which model their child will participate in.

- **Home Learning: Online Instruction:** Students who are able to do 100% online distance learning. This would be a home learning model where

students would not attend classes physically, but do so online. Implementation of lessons and the use of resources are done fully online. The teacher/direct related service provider will provide a regular schedule of when the student will need to complete an online assignment and when to log on for lessons.

- **Home Learning: Hard-Copy Curriculum:** Students who would like to do 100% home learning, but do not have the equipment to support 100% online work. This would be a home learning model supported by a paper-based or hardcopy based curriculum. Hard copies of educational materials will be packaged for the student. With assistance from an adult family member, the student will be required to complete the activities in the packet. The learning packets will be distributed at the student's school on a regular schedule. The teacher/ service provider will provide a regular schedule of "check-ins" with parent and student to clarify anything in the packet and to assess student progress. The "check-ins" can be done via phone or through a designated online platform.
- **Traditional (Face-to-Face):** This model of instruction and attendance will be for students who will be participating in a blended model of face-to-face and distance (home) learning. Due to safety and physical distancing considerations, the Guam Education Board has approved using an A-B-C alternating schedule, where 1/3 of students attend classes on any given school day. The proposed A-B-C alternating schedule entails the following:
  - Students are divided up into equally sized alphabetical cohorts (A B, C). Efforts will be made to align schedule of siblings in the same or Multiple schools.
  - Cohorts will alternate days for physical attendance on campus.
  - On days when students are not physically on campus, they will have Assignments, projects or activities can be provided and completed Electronically or through hard copy depending on the students' access to equipment and the internet.
  - Alternating days will follow the same order and adjust accordingly for Holidays.

Friday's will be designated as student interventions and parent support days.

Changes to the selected Models of Learning may be made at the end of each semester.

Assignments from all models of learning will be graded.

Parents/Legal Guardians' who did not complete a Model of Learning for their child/children have been automatically placed in Face to Face Traditional learning.

## Student Dismissal

All students will be dismissed in an orderly and organized fashion to prevent overcrowding and confusion.

1. Students will exit the classrooms. Teacher will escort students to the dismissal areas.
2. Students will proceed to their designated dismissal areas and will follow the CDC guidelines of 6 feet Social Physical distancing and follow the floor markers on the floor. Students will wear a face mask/face coverings at all times on campus.
3. Students will be attentive to their teacher or support staff once their name is called to load the bus or for car rider pick up or for back and front gate walkers.
4. The designated areas for the Bus riders is by the front of the cafeteria, car riders will be located in the front of the main office, and front gate walkers will be by Room I101 and Back gate walkers will be by the Back gate.

### Bus Riders

1. Bus drivers and all students will wear a mask on the bus for the duration of the ride.
2. Only one student per seat to adhere to CDC Social Distancing. The bus will have a maximum of 24 students on the bus. Exceptions will be made for siblings who may share one set.
3. Bus drivers will drop students at their designated bus stops.

### Car Riders

To minimize crowding at the pick -up areas, the steps below will be followed to adhere to the CDC guidelines of 6 feet distancing and DPHSS.

1. Parents/Guardians and/or all other designated drivers will remain in their vehicle and will wear a face mask upon entry into the school campus.
2. Vehicles picking up students will proceed to the car rider pick up area by the main office and continue to remain in their vehicle. School staff will call out the names of students and/ or siblings being picked up.
3. School staff will direct students to their vehicles.
4. Support staff will regularly sanitize their hands.
5. All students must be picked up by 3:15 pm. Students that are not picked -up by 3:15pm the school staff will do the following:
  - School Staff will call the parents/guardians to remind them of the pick- up time and that their child is still at school and has not been picked up.
  - Parents/Guardians or authorized adults will sign out their child in the main office.
  - Parents/Guardians will wear a face mask/coverings while on campus and will follow the 6 feet social/physical distancing CDC guidelines.



- If students are not picked up by their parent/guardian or authorized adult for the 3<sup>rd</sup> time, parents will be scheduled for a conference with the school administrator.
- For safety of all students and visitors on campus, a speed limit of 5mph will be maintained when driving on campus.

### **Front Gate Walkers**

1. Students will wear a face mask/coverings as they exit the school campus and adhere to the 6 feet social distancing CDC guidelines and will follow the floor markings.
2. Students will wait by the hallway of I101 front gate walkers' waiting area to be escorted by a staff to the front gate for dismissal to Parents/Authorized Adult.

### **Back Gate Walkers**

1. Students will wear a face mask/coverings as they exit the school campus and adhere to the 6 feet social distancing CDC guidelines and will follow the floor markings.
2. Students will wait by the library corner back door for back gate walkers' waiting area to be escorted by a staff to the back gate for dismissal to Parents/Authorized Adult.

## **CLEANING AND DISINFECTING**

Astumbo Elementary is a self – cleaning school. Therefore, Faculty/Staff will Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. Then, use a household disinfectant. Most common EPA-registered household disinfectants will work. Further below are disinfectant protocols and checklist provided by the Environmental Protection Agency

### **Intensive Cleaning and Disinfection (Phases 1-3)**

The International Sanitary Supply Association (ISSA) has developed cleanliness standards for K-12 educational settings. According to ISSA: The ISSA Family of Clean Standards establishes a framework to help schools and other institutional facilities objectively assess the effectiveness of their cleaning processes.

Based on the philosophy of **“Clean, Measure, Monitor,”** the ISSA Clean Standards contribute to the quality of the indoor environment by focusing on:

1. The desired levels of cleanliness that can reasonably be achieved
2. Recommended monitoring and inspection procedures to measure the effectiveness of cleaning

3. How to use the measurement and inspection results to assess and improve cleaning processes and products, ultimately resulting in a clean, healthy, and safe indoor environment.

It is recommended to use EPA-registered household disinfectants. A list of the approved disinfectants and guidance on how to ensure safe and effective use of the product may be found at the following websites:

- CDC Guidance on Disinfecting - <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- List N: Disinfectants for Use against SARS-CoV-2 | US EPA- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

### **Basic Cleaning and Disinfecting Information**

1. Clean and disinfect high touch areas/surfaces within the educational setting using EPA approved disinfectants. These areas or surfaces are as follows:

- Door knobs/handles
- Light switches (unless electronically censored)
- Desktops
- Sink faucet & handles
- Water refill stations/water fountains
- Restrooms knobs
- Keyboards, tablets, mouse, copy machines, phones and laptops
- Playground equipment
- Shared objects (art supplies)
- Counters that students frequently touch (i.e. office, library)

2. Clean and disinfect frequently touched surfaces. Please refer to <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/bus-transit-operator.html>

Follow manufacturer’s guidelines for correct application, and use of EPA approved disinfectants. Keep products out of reach and away from children, preferably in a locked cabinet.

3. Take steps to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires’ disease, lead accumulation, and other diseases associated with standing water.

4. Consider having hand sanitizer dispensers in all classrooms and offices.

5. During COVID-19, discourage toys, stuffed animals, blankets, pillows, from home being brought to school.

6. Teachers will regularly sweep classrooms along with sanitizing the highly touched areas.
7. Staff will mop classrooms and office areas every other day.
8. Staff and /or Custodian will flush the common restrooms and all restrooms daily.
9. Other areas may be needed to be cleaned and sanitized as per direction of the school administrator.

**Quarantine Room:**

1. Any student or employee who is screened with symptoms related to COVID-19 will be brought to the isolation room for further screening and monitoring.
2. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 following the GDOE COVID-19 Handbook.

**GDOE Employee or Student Presented with Suspected COVID-19**

**Symptoms**

Student/Employee present to school nurse office with suspected COVID-19 symptoms:

1. Direct student or staff to identified isolation area.
  2. Ensure student or staff is wearing a face covering or disposable mask
  3. Instruct employee or student to wash hands.
- Ensure personal protective equipment (PPE) is worn before assessing the individual.
  - **CENTRAL OFFICE:** Central office staff contact the Community Health and Nursing Services Administrator (CHNSA) if they are presenting with COVID-19 symptoms for telephonic consultation and guidance.
  - **SCHOOL SITES:** School Health Counselor (SHC) or Licensed Practical Nurse (LPN) will conduct verbal, visual, and physical assessments.
  - **VERBAL ASSESMENT** will include questions about symptoms:
    1. When did presenting symptoms start?
    2. Any recent off island travel history?

3. Any recent exposure to someone ill or a confirmed COVID-19 case?

● **VISUAL ASSESSMENT** will include the physical appearance(s):

1. Does the individual present with flushed cheeks?
2. Any rapid or difficulty breathing (without recent physical activity)?
3. Coughing
4. Anxious
5. Alert
6. Fatigue, or extreme fussiness

● **PHYSICAL ASSESSMENT:**

1. **Airway:** patent and air moving freely
2. **Breathing,** look for decreased chest expansion, respiratory rate, answering questions with 3-4 word phrases (appears out of breath)
  - Auscultation: Any diminished air movement or breath sounds
3. **Circulation:** heart rate, appearance of lips and nailbeds, central and peripheral pulses, capillary refill
  - Pulse Oximetry < 98%
4. **Disability:** AVPU (Alert, Voice, Painful, Unresponsive)
5. **Exposure:** Temperature of  $\geq 100.4^{\circ}\text{F}$

If no verbal, visual, or physical concerns identified by the SHC/LPN, allow student to rest for 10-15 minutes. Call parent/guardian for notification. If improving, return to class. If verbal, visual, or physical concerns were identified:

1. Assess the need for EMS by calling 9-1-1
  - √ **Individual experiencing trouble breathing**
  - √ **Persistent pain or pressure in the chest**
  - √ **New confusion**
  - √ **Inability to wake or stay awake**
  - √ **Bluish lips or face**

2. Notify your School Administrator.
3. Initiate Red Zone Response – Isolation Room in use
4. Call DPHSS Territorial Epidemiologist at (671) 888-9276.
5. Complete morbidity report.
6. Based on DPHSS guidance, call parent/guardian for pick up. SHC/designee will accompany student to pick up area for release to parent/guardian.
7. Document student disposition with instructions and available health education materials
8. Document findings in SNAP (electronic health record). If Internet is not available complete a GDOE Illness & Injury Report. Provide parent/guardian a copy of report.
9. Properly dispose of PPEs.
10. Notify CHNSA regarding suspected COVID-19 case or any suspected communicable disease.
11. SHC/LPN will follow up with parents/guardians regarding the suspected COVID-19 case.
12. Recheck temperature and pulse ox, if unchanged and the student is improving, return to class.
13. Students or employees that were suspected of having COVID-19 symptoms, shall submit a Clearance Letter from DPHSS or their Private Healthcare Provider indicating that they are cleared before returning to school or work.
14. School Administrator or designee will notify custodial staff to clean and disinfect the isolation room.

**BOARD POLICIES**

In light of the COVID-19 health situation, the GEB voted to temporarily suspend the following Board Policies for SY 2020-2021:

- **Board Policy 346-** Instructional Subjects and Time on Task for Elementary Schools Instructional Time Block -300 minutes per day.

● **Board Policy 381-** Service Learning

The Guam Education Board and the Superintendent of the Department of Education shall create the Service Learning Framework in accordance with Public Law 30-53, which states that “each student shall complete seventy-five (75) hours of service learning as a requirement for high school graduation.” This mandate shall be implemented beginning with the 9th grade class in the 2011-2012 School Year.

● **Board Policy 401 -** Uniform Policy

In keeping with the GDOE Vision Statement of being “Responsible, Respectful, and Ready for life,” is it recognized that school uniforms enhance the learning environment. Therefore, “schools may adopt a uniform policy that is supported and embraced by the school committee.” The intent of the policy is to promote the following: “improve student behavior, promote appropriate attire, promote unity and pride, promote safety and security of all school personnel, minimize and or eliminate any socio-economic distinction and promote an environment free harassment.”

● **Board Policy 411-** Attendance

The Board acknowledges that students need to be in school and engaged in learning with their teachers and peers. Excessive absences or tardiness erode this understanding and may lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades. Parents/guardians are partners with the school and faculty ensuring that students attend and arrive in class on time every day of the school year. Therefore, parents shall inform the school immediately when a child does not attend school. School personnel and teachers (to include substitutes or other personnel covering classroom instruction) shall inform parents, as soon as possible, but no later than the end of the school day when a child does not attend class. As partners in education, parents are expected to review their child’s attendance, academics and social behavior on a daily basis using the parent portal.

● **Board Policy 602 -** Adoption of textbooks and instructional materials

Pursuant to 17 GCA (Education), Chap 4 (Curriculum & Texts), SS 4106.1 (Sufficient Textbooks and Supplies), the GEPB establishes the criteria for the selection/adoption of textbooks. The primary goal is to select the textbooks and instructional materials that best support the goals, objectives and the achievement of the standards and to provide for an effective instruction for student learning. Additionally, the GEB requested that the 35th Guam Legislature introduce legislation to suspend laws relative to instructional hours and service learning requirements due to safety requirements being implemented to prevent the spread of COVID-19.



## COMMUNICATION

Communication is critical especially as the COVID-19 situation is continually changing as research in dealing with the virus is ongoing. The following tools will be used to communicate with our families:

<b>Communication Tool</b>	<b>Purpose</b>	<b>How to access the tool</b>
Astumbo E.S. Phone	For emergencies or communication needing immediate attention.	1(671)635-4363
Astumbo E.S. website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	<a href="http://astumboelementary.weebly.com">http://astumboelementary.weebly.com</a>
Astumbo E.S. Instagram	To provide announcements, events, and resources.	You will need to have an Instagram account.
SwiftK12	To provide short announcements.	Requires updated contact information.
Guam Department of Education website	To provide district wide information affecting all schools.	<a href="http://www.gdoe.net">www.gdoe.net</a>
Student Planners	For parent and teacher communication regarding child's progress, needs, and announcements	Provided by the school
School email	To provide a contact source for parents/guardians and other stakeholders who may need individual issues and concerns addressed.	<a href="mailto:astumboes@gdoe.net">astumboes@gdoe.net</a>
Parent Communication Log Book, Home Journal, or other communication tools.	To provide a 2-way communication continuously with parent and teacher regarding the child's progress, needs, and announcements	Provided by the school (Teachers)
Pacific Daily News (PDN) Newspaper "Education Update"	To provide stakeholders and community of upcoming school activities and events.	PDN Newspaper
Guam Department of Education Website	To provide district wide information for all schools	<a href="http://www.gdoe.net">www.gdoe.net</a>