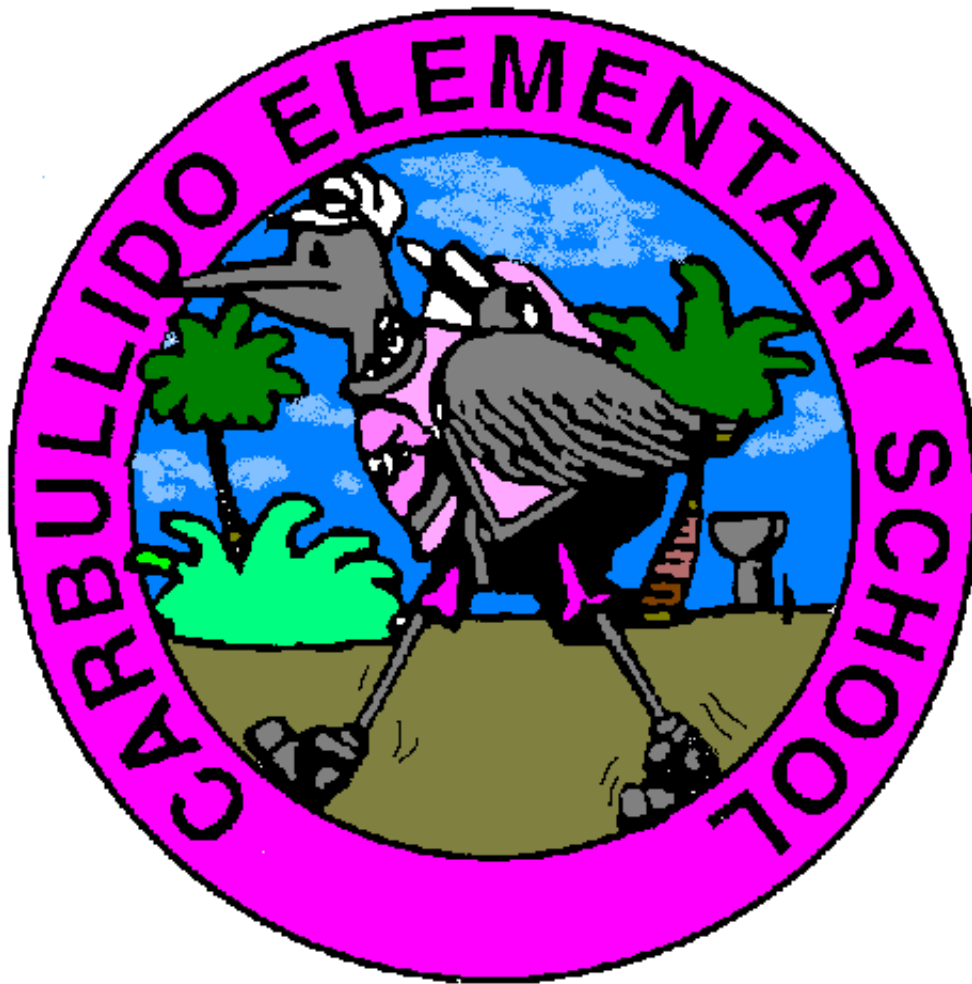


B.P. Carbullido Elementary School COVID-19 School Re-Entry Plan



What is COVID-19?

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

A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a COVID-19 diagnosis. Patients with COVID-19 will be evaluated and cared for differently than patients with common coronavirus diagnosis.”

From website at:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics> May 27, 2020.

Hafa Adai BP Carbullido Elementary School Community,

As we prepare and begin operations to educate our students, it is imperative that this safety plan handbook be read and adhered to while in this pandemic. Safety of our students, faculty and staff, and visitors is at the top priority. The contents of this safety plan/handbook were compiled using Department of Public Health and Social Services Guidelines for Reopening Schools and CDC guidelines. As more information becomes available, guidelines may change. When changes or adjustments are made to this safety plan, the school community will be notified. Have a wonderful school year and be safe.

Sincerely,

Lisa S. Cooper-Nurse, EdD
Principal

BP Carbullido E.S. will follow protocols in the event anyone who has been on campus is suspected of having the virus or is confirmed to be positive for the virus set forth by CDC and Department of Public Health and Social Services (DPHSS).

We will prepare students to do distance learning and to work independently as possible during days they are not in school and in the event we experience another school closure.

Pre-Preparation

Parents/Guardians were given the option to send their child(ren) physically to school or opt to utilize home learning packets or online learning to receive education. This school year 56% of students will physically attend school on a 1/3 population schedule utilizing a group A, B, C system. Traditional face to face

students (about 180 students, 56%) will be placed into 1/3 groups. The school estimates that about 70 – 80 will attend school face to face this school year. The lower number of students attending daily will allow the school staff to ensure social/physical distancing and closely monitor all students throughout the school day.

Preparing to open:

1. Review information regarding COVID-19 from CDC and DPHSS Guidelines, GDOE COVID Handbook and information videos.
2. Post signs in front of main office and around the school campus. Signs will include how to stop the spread of COVID-19, proper hand washing, and wearing of face masks (Public Health Guidelines for School Reopening Memo 2020-27).
3. Prepare physical environment for social/physical distancing. Marking off offices, classrooms, and other common areas for 6 feet distance (Public Health Reopening Guidelines Memo 2020-27) and traffic flow. Label each room and office with maximum number of people allowed that will ensure 6 feet distance.
4. Mark hallways with 6 feet markers outside classrooms and traffic flow.
5. Provide training to all school employees on
 - a. ePROTECTt Respiratory Infections
 - b. COVID 19 How to How to put on and remove personal protective equipment
 - c. Standard Precautions: Environmental cleaning and disinfection
 - d. Wearing of face coverings
 - e. Hand hygiene
 - f. COVID-19 symptoms
 - g. What to do if feeling ill (training D-G required by Public Health Guidelines for Reopening Memo 2020-27)
6. Ensure all school employees have read the school safety plan/handbook.

While at home, preparing to proceed to the school, all employees must conduct a daily self-check of their health. If employees have symptoms of illness, employees should stay home. Prior to preparing for school, parents should do a daily check of their child’s health. If child has symptoms of illness, parents should keep their child home.

School Arrival Procedure

Employee Arrival:

1. Faculty and staff will wear masks prior to exiting their vehicles and entry into the school. CDC social/physical distance guidance will be practiced while proceeding from their vehicles to the entrance.
2. Employees will use employee designated entrance and refrain from entering from the main office entrance.
3. Employees will wash hands or use hand sanitizer upon entering main office to sign in.
4. Initial (one-time) preliminary health screening questionnaire will be completed by employees. Daily temperature checks will be completed upon arrival.

Students Arrival:

1. All students will wear masks prior to exiting the buses or private vehicles. Walkers will wear masks upon entering the front gate. Parents/guardians will remain in their vehicles. Parents/guardians walking with their children will remain outside the gate wearing their mask.
2. Once student exits private vehicle, driver will wait for school employee to check the student's temperature. If temperature is acceptable, school employee will signal driver to leave. Driver must wait until school employee signals all clear to proceed from drop off area. Students riding the bus will exit one at a time and have their temperature checked. Walkers will also line up on opposite side of canopy to get temperature checked.
3. Upon entry, students will use hand sanitizer at temperature check area at drop off and walk toward room 4 toward office. If child did not use hand sanitizer at drop off area, child should wash hands at handwashing sink in front of the office, then proceed to cafeteria for breakfast or proceed to their designated waiting spot in hallway with their class physically distancing while waiting for teacher to arrive. Staff will monitor number of students going in to cafeteria to ensure maximum number in cafeteria is not exceeded. Staff will be stationed along walkways to monitor that CDC social/physical distance guidelines at each class area are enforced.

Parents/Visitor Arrival:

The school will minimize visitors on campus for the health and safety of students and employees. A visitor is defined as any individual who is a non-employee assigned to B.P. Carbullido Elementary School on a daily basis and any unregistered student of the school.

1. Upon exiting vehicle, parents/visitors must wear mask/cloth face covering.
2. Parents/visitors must proceed to the handwashing station located outside the main office and wash their hands.
3. Parents/visitors must ring the bell located outside the school main office and wait for school employee to entertain visitor.
4. School employee will check parents/visitor temperature and parent/visitor must sign in and answer health screening questions.

Students being picked up between 8:30 a.m. to 2:00 p.m. will be escorted to the office to be released to the parent/guardian or identified individual on the student emergency card. Kindly call in advance for students being picked up. After 2:00 p.m., individuals will wait until after buses leave at the end of the day to reduce congestion at the dismissal site.

1. Meetings will be by appointment only.

Visitors are highly discouraged from entering the school campus. Guest speakers and visiting groups will be restricted while the safety plan is in effect (As required by Public Health Guidelines for Reopening Memo 2020-27).

Non-Instructional Time/common Areas Procedure

Rainy Day:

1. Recess- Students will wait sitting on benches physically distancing while eating their snack on rainy days. After eating lunch in cafeteria, students will wait in the cafeteria physically distancing or sit on benches physically distancing.
2. Staff will monitor student groups at the holding areas or in classroom while enforcing that the CDC social/physical guidelines are followed.

Lunch:

1. Student lunch times are staggered by grade levels. Students will wash their hands with soap and water prior to and after eating lunch.
2. Students will proceed to the cafeteria during their designated lunch times. Students will enter the cafeteria following the traffic flow markers. Students will stand in line at 6 ft. distance while waiting to pick up lunch.
3. Students will be seated 6 ft. apart and will remove their masks using mask removal procedure when eating lunch. Students will put their mask back on after eating and will return their trays to the scullery following traffic flow markers and social/physical distance guidelines.

Lunch Schedule:

11:00 – 11:45 Kindergarten and 3rd

11:15 – 12:00 1st and 4th

11:45 – 12:30 2nd and 5th

*Pre-School GATE and HeadStart classes eat lunch in their classrooms.

A. Faculty/Staff: - Lunch

1. Faculty and staff will have designated staggered lunch times. Teachers may eat in their classrooms. The use of the teacher's lounge is allowed only if 6 ft distancing is possible for each individual.
2. Faculty and staff will wash their hands prior to entering classrooms before and after eating lunch.
3. Faculty and staff will remove their masks using mask removal procedures when eating lunch.
4. Faculty and staff will put their masks back on after eating. Faculty and staff will clean and disinfect their eating area when done.

Playground:

1. Each staff will take their grade level students to assist with enforcing safety protocols for social/physical distancing to the extent possible. Students will wear their masks while in the playground. If students need a replacement mask after playing, a staff will provide one.
2. Only one grade level at a time will be allowed on the playground during lunch.

3. Each staff will escort their grade level students at least 5 minutes before the end of lunch to wash their hands with soap and water. The staff member will escort the students to their classrooms to ensure they are following safety protocols and providing “mini-lessons” as reminders.
4. Students will sanitize their hands before playing on the playground and wash their hands after playing on the playground. Staff will assist with this.
5. Playground equipment will be sanitized after each use and in between grade level use.

Restroom:

All users will adhere to social/physical distance guidelines when entering the restrooms. Urinals/toilets/sinks will be marked for use or closure to ensure 6 feet distance is adhered to (As required in Public Health Reopening Guidelines Memo 2020-27). 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. Teachers provide a restroom schedule where teachers will walk students to the restroom to assist in supervision of social distancing and proper handwashing and cleanup.

Handwashing Sinks:

All on campus are encouraged to wash hands frequently. All handwashing sinks will be supplied with soap and paper towels (As required by Public Reopening Guidelines Memo 2020-27).

Water Fountains:

The school is currently awaiting the water re-filling station to be installed. In the interim, the water fountain in the cafeteria is the designated water re-filling station. Students will bring a cup with a cover to school (if students do not bring a cup, the school will provide one) for water re-fills. A designated staff member will re-fill their water cup. Water fountain is sanitized twice a day – after lunch time and at the end of the day. When water re-filing station is installed the same process will occur with a staff member re-filling the water for students.

Isolation/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 (As required by Public Health Reopening Guidelines Memo 2020-27)..
2. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 following the GDOE COVID-19 Handbook.

Library:

1. Library classes will be held in the library. Students will sanitize hands when entering library.
2. Library will be sanitized after each class leaves.

Assemblies/Congregating

Assemblies or any events that involve congregating of students or faculty/staff will be prohibited (As per Public Health Reopening Guidelines Memo 2020-27).

Classroom Procedure

Signs will be posted on door of each classroom to note maximum capacity allowed in each room.

Hand sanitizer will be placed in every classroom with periodic use by employees and staff. All persons must use hand sanitizer when entering every room (As per Public Health Guidelines for Reopening Memo 2020-27).

Each classroom will have the maximum number of people allowed inside based on their physical space. Each classroom will mark off 36 square feet of space for each student with traffic flow markings to ensure that social/physical distance guidelines are followed. At the beginning of the school year, students will be taught the social/physical distancing procedures for keeping 6 feet distance, use of masks, and hand washing procedures while in the classrooms, hallways, playgrounds, cafeterias, and other settings on and off campus.

Desks will face one direction. If tables are utilized in the classroom, students will sit at the end of the table (As required by Public Health Reopening Guidelines 2020-27).

Faculty/Staff:

1. All faculty and staff will wear their masks at all times unless eating.
2. They will wash their hands with soap and water prior to entering and upon exiting the classroom. If soap and water is not available, faculty and staff will use school supplied hand sanitizer. Faculty and staff will follow CDC social/physical guidelines and monitor that students are also following the guidelines.
3. Faculty will monitor student movement in the classrooms and grant permission for students to leave desks when needed such as for restroom use, sharpen pencil, throwing trash, etc.

Students:

1. All students will wear their masks while in their classrooms with periodic removal for a couple of minutes if needed. This will only occur if student communicates discomfort. A mask break will occur outside the student's classroom under the supervision and direction of the teacher.
2. If a student is unable to wear a mask, a doctor's certification will be required. A Plexiglas shield will be provided for the classroom that the student is assigned. Other PPEs such as face shield, apron or protective suit and gloves will be provided to adults working with the student.
3. 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 school supplied hand sanitizer. Students will follow social/physical guidelines while in the classroom and follow markings for flow of traffic.
4. Students will not move furniture from their designated locations and will stay at their assigned desks. Students will get the teacher's permission to leave their desks at all times.

5. Students will not be allowed to share personal items such as pencils, notebooks, crayons, snacks (As per Public Health Reopening Guidelines Memo 2020-27).

Cleaning

Cleaning of all areas will be conducted regularly to ensure proper disinfection of areas utilized by students, employees, and visitors (As required by Public Health Reopening Guidelines 2020-27).

Student Office Visits

Nurse Office:

A. Scheduled Visits

1. Students who are scheduled for medicine or treatment will wash their hands outside at handwashing station located outside of office and proceed to the main office to enter the nurse's office.

B. Unscheduled Visits

1. The teacher or staff will inform the nurse office to expect the student and nature of the injury/emergency. A staff will be contacted to escort the student. Do not use a peer helper with the student. If not an emergency, student and adult escort must wash hands at handwashing station before entering the main office to go to the nurse's office.

Main Office:

1. Teachers will refrain from sending students to the office for non-emergency reasons.
2. If students are sent to the office, the teacher will contact the office to inform the office who is being sent and what the nature of the emergency for coordination of services.
3. Personnel will contact the teacher if a student is being sent back to class.
4. Student will wash hands before entering the main office.

Counseling Office:

A. Scheduled Visits

1. The counselor will inform the teacher ahead of time when to send a student for a scheduled counseling visit.
2. The teacher will inform the counselor when the student is released for student monitoring.
3. The counselor will contact the teacher when student is returning back to class.
4. Students will wash hands before entering the main office to proceed to the counseling office.

B. **Unscheduled Visits**

1. 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.
2. Teacher will send one student at a time to ensure social distancing in the hallway.
3. The counselor will contact the teacher when student is returning back to class.

School Dismissal Procedure

Student Departure:

1. Parking lot will be closed for entry and vehicle movement by private vehicles at 2:15 p.m. to prepare for student dismissal.
2. Each teacher will escort students to the student pick-up waiting area, student walkers waiting area, and bus dismissal area following 6 ft. social/physical distance guidelines.
3. Each teacher will follow their designated dismissal times to minimize hallway crowding.
4. Bus checker, student pick-up checker, and student walkers checker will assist in monitoring that 6 ft. social/physical distance guidelines are followed. Bus checkers 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).
5. **Parents/guardians picking up students will remain in their vehicles** and drive into the parking lot to the designated pick up point **after** buses leave. Students being picked up will be called from the car rider waiting area.
6. Students walking home will be escorted out the gate (front gate and back gate) and will ensure 6ft. social/physical distancing requirements.
7. Students will wear mask during dismissal.

Faculty/Staff Departure:

1. Faculty/Staff will leave after buses have left.
2. Faculty/Staff will wash their hands using soap and water prior to exiting the school or use hand sanitizer provided by the school.
3. Faculty/Staff will wear mask when leaving campus.

High Risk Students and Staff

It is imperative that parents contact the school principal if they have concerns about the health of their child while attending school. It is equally important for school employees to discuss with the school principal any concerns they have regarding work duties if they are high risk. The principal will work with parent or employee to determine appropriate accommodations (As required by Public Health Reopening Guidelines 2020=27).

The Role of the School Principal

The school principal will be responsible for the following:

- Lead and coordinate the implementation of the school's COVID-19 prevention and control measures

- Act as point of contact to respond to DPHSSS inquiries or concerns/complaints from students, parents, staff
- Evaluate the school's implementation of its policy and procedures

Role of the School Nurse (As required by Public Health Reopening Guidelines Memo 2020-27)

- Monitor and enforce Public Health Reopening Guideline internally
- Handle all students or employees who feel ill with COVID-19 symptoms
- Monitor and supervise isolation room
- Correspond with GDOE medical and health management
- Correspond with DPHSS in the event an employee or student has COVID-19 related symptoms
- Communicate with students' families
- Keep records of all health screening documents

Prevention Procedures

From Centers of Disease Control website <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html> on June 11, 2020.

The Novel Coronavirus 2019 or COVID-19 virus is thought to be spread from person to person between people who are in close contact with one another and through respiratory droplets when a person coughs, sneezes, or talks. The following are procedures to prevent the spread.

Hand Hygiene:

1. Wash your hands often with soap and water. If soap and water is not available, use a **hand sanitizer that contains at least 60% alcohol.**
 - a. Hand washing procedure:
 - i. **Wet** your hands with clean, running water, turn off the tap and apply soap.
 - ii. **Lather** your hands by rubbing them together with the soap. Lather the back of your hands, between your fingers, and under your nails.
 - iii. **Scrub** your hands for at least 20 seconds. To help with timing, sing the ABCs song (1x) or the Happy Birthday song (2 xs).
 - iv. **Rinse** your hands well under clean, running water.
 - v. **Dry** your hands using a single use paper towel. After drying your hands use the paper towel to turn off the faucet.
 - b. Key times to wash hands:
 - i. **Before, during, and after** preparing food.
 - ii. **Before and after** eating food.
 - iii. **Before and after** caring for someone who is sick especially with vomiting or diarrhea.
 - iv. **Before and after** treating a cut or wound.
 - v. **After** using the toilet/urinal.
 - vi. **After** changing diapers or cleaning up a young child who has used the toilet.
 - vii. **After** blowing your nose, coughing, or sneezing.
 - viii. **After** touching an animal, animal feed or animal waste.
 - ix. **After** handling pet food or pet treats.

- x. **After** touching garbage.
- c. Hand sanitizer procedure:
 - i. **Apply** the gel product to palm of one hand (read the label for correct amount to use).
 - ii. **Rub** your hands together.
 - iii. **Rub** the gel all over all the surfaces of your hands and fingers until our hands are dry. This should take about 20 seconds.
- 2. Avoid touching your eyes, nose, and mouth with unwashed hands.

Social/Physical Distance:

- 1. Avoid close contact with people who are sick, even those in your home. Maintain at least 6 feet distance.
- 2. Put at least 6 feet distance between yourself and other people outside your home when in public.
 - a. Some people may not display symptoms but may have the virus.
 - b. Do not gather in groups.
 - c. Stay out of crowded places and avoid mass gatherings. (Follow Executive Orders for social gatherings).

Masks/Face Coverings:

- 1. Wear cloth face coverings or recommended disposable masks in public settings in addition to keeping 6 feet distance.
- 2. Masks/face covering procedures
 - a. Wash your hands before putting on your face covering.
 - b. Put it over nose and mouth and secure it under your chin.
 - c. Try to fit it snugly against the sides of your face.
 - d. Make sure you can breathe easily.
- 3. Washing masks/cloth face coverings
 - a. Wash after each use.
 - b. Machine Washing
 - i. You can include your face covering with your regular laundry.
 - ii. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask/face covering.
 - iii. 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.
 - c. Hand Washing
 - i. 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.
 - ii. Soak the face covering in the bleach solution for 5 minutes.
 - iii. Rinse thoroughly with cool or room temperature water.

- iv. 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:

1. If you are in a private setting and do not have your mask/cloth face covering, remember to always cover your mouth and nose with a tissue when coughing or sneezing or use the inside of your elbow.
2. Throw tissues in the trash.
3. Immediately wash your hands with soap and water for at least 20 seconds (see hand washing procedure). If soap and water is not available, clean your hands using a hand sanitizer with at least 60% alcohol following hand sanitizer use procedures.

Clean and Disinfect:

1. Clean AND Disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
2. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
3. Then use, a household disinfectant. Use EPA-registered household disinfectant and follow recommended procedures.

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.

Other guidance and protocols will follow the GDOE COVID-19 Handbook that will apply district wide to include protocols in the event a student or employee has tested positive for the virus.

COMMUNICATION

Communication is critical especially as the COVID-19 situation is continually changing as research in dealing with the virus is ongoing. The school and school district will communicate with parents and the community in the following ways:

- Swift K12/Power Announcement- This is an automated announcement that will be received by parents and guardians through text message (SMS), automated voice call, or e-mail message
- Personal phone call
- Newsletter/calendar
- Personal note home
- School planner
- GDOE press release

Parents/Guardians can contact the school

- Personal visit- 156 Toto-Canada Road Barrigada, Guam
- Phone- 734-4341
- E-mail- bpcarbullido@gdoe.net
- School Website- <https://sites.google.com/site/carbullidoelementary/>
- GDOE Official Website- www.gdoe.net