

**Archdiocese of Agana
Catholic Schools Reopening Guidelines**

SCHOOL:	<i>Bishop Baumgartner Memorial Catholic School</i>
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I. General Requirements and Restrictions

1. Maximum Occupancy	<ul style="list-style-type: none"> • <i>List</i> <ol style="list-style-type: none"> 1) <i>Occupancy for each classroom and other gathering spaces on campus (Library, cafeteria, gym, etc) considering social distancing protocols</i> <table style="margin-left: 40px; border: none;"> <tr><td>KA – 15</td><td>KB – 15</td></tr> <tr><td>1B – 16</td><td>1C - 16</td></tr> <tr><td>2A – 16</td><td>2B – 16</td></tr> <tr><td>3A – 20</td><td>3B – 20</td></tr> <tr><td>4A – 23</td><td>4C – 23</td></tr> <tr><td>5A – 18</td><td>5B – 18</td><td>5C – 18</td></tr> <tr><td>6A – 18</td><td>6B – 18</td><td>6C – 20</td></tr> <tr><td>7A – 20</td><td>7B – 20</td><td>7C – 20</td></tr> <tr><td>8A – 23</td><td>8B – 23</td><td>8C – 23</td></tr> </table> <p style="margin-left: 40px;">**The Library and gym are not being used at this time for instruction. **The cafeteria is not being used by the students. Students only enter the cafeteria to purchase meals.</p> 2) <i>Maximum Occupancy for the entire campus - 475</i> 	KA – 15	KB – 15	1B – 16	1C - 16	2A – 16	2B – 16	3A – 20	3B – 20	4A – 23	4C – 23	5A – 18	5B – 18	5C – 18	6A – 18	6B – 18	6C – 20	7A – 20	7B – 20	7C – 20	8A – 23	8B – 23	8C – 23
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2. Campus Signs	<ul style="list-style-type: none"> • <i>List signs that will be available on campus:</i> <ul style="list-style-type: none"> - Prevention Saves Lives - What Students Need to Know About COVID-19 - Back to School Safety Tips - Keep Safe Distance - Restroom Capacity - Wear Your Mask at All Times - Practice Social Distancing 																						

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	<ul style="list-style-type: none"> • <i>Include directional signs that designate flows of students, faculty, staff</i> <ul style="list-style-type: none"> - Directional arrows on the floor/ground
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II. DPHSS Sanitation Rules and Regulations

1. Outdoor Recreational Areas	<ul style="list-style-type: none"> • <i>Designate locations, times for uses by various groups</i> <ul style="list-style-type: none"> - Outdoor area behind building D - School soccer field **Teachers will schedule use of outdoor recreational areas with the principal • <i>Protocols to support social distancing</i> <ul style="list-style-type: none"> - Sections of the recreational area will be marked to determine space assigned to a class - Teachers and staff will monitor students in recreational area
2. Housekeeping Requirements	<ul style="list-style-type: none"> • <i>List procedures for ensuring general cleanliness and regular disinfection of frequently touched surfaces</i> <ul style="list-style-type: none"> - Teachers will sanitize their classrooms including frequently touched surfaces before students arrive, before and after lunch, and at the end of the school day. - Office personnel will sanitize their areas throughout the day. - Custodial and maintenance staff will clean and sanitize restrooms every 30 minutes throughout the school day. - Custodial and maintenance staff will clean and sanitize frequently touched surfaces and common areas throughout the day. - The school will provide adequate supplies and materials to help prevent transmission, such as disinfectant, toilet tissue, soap, gloves, paper towels, wipes, etc. - Disinfectants will be applied safely and correctly, following labeling directions as specified by the manufacturer
3. Handwashing Units	<ul style="list-style-type: none"> • <i>List availability of handwashing units and availability of sanitizing solutions:</i> Handwashing units: <ul style="list-style-type: none"> - K-2 rooms - wash hands in classroom - 3rd grade rooms – wash hands in building E 2nd floor restrooms or handwashing station at entrance of building E

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	<ul style="list-style-type: none"> - 4th and 8th grade rooms – wash hands in building A restrooms or handwashing station outside 8C - 6C and 7th grade rooms – wash hands in cafeteria restrooms or handwashing stations outside cafeteria and 7C - 5th and 6th grade rooms – wash hands in buiding D 1st and 2nd floor restrooms or handwashing station outside the administration office <p>Sanitizing solutions:</p> <ul style="list-style-type: none"> - Hand sanitizer and dispensers are available in each classroom, high traffic areas, and at the main building entrances
4. Restrooms	<ul style="list-style-type: none"> • <i>List procedures for students’ use of restrooms to ensure social distancing</i> • Two students in the restroom at a time • Students waiting outside the restroom must be 6’ distanced from each other • 6’ markers are placed on the floor outside the restroom • <i>List procedures for regular cleaning and sanitizing of all restrooms</i> <ul style="list-style-type: none"> - Custodial and maintenance staff will clean and sanitize restrooms every 30 minutes throughout the school day. - Custodial and maintenance staff will ensure adequate supply of toilet tissue, soap, and paper towels in the restrooms.

III. COVID-Related Protocols

1. Masks/Face Shields	<ul style="list-style-type: none"> • <i>Expected practices for all students, teachers, staff</i> <ul style="list-style-type: none"> - While on campus, all students and employees must wear a face mask that covers the nose and mouth. Masks with exhalation valves are prohibited as it does not stop virus droplets from escaping and possibly infecting others. Face shields may only be used with a face mask that covers the nose and mouth. Those unable to use a face mask for medical reasons and will use a face shield, need only to provide written clearance from a medical professional.
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<p>2. Attention to High-Risk students and/or employees</p>	<ul style="list-style-type: none"> • <i>Recognition of high risk individuals – Who should know? What should be done to protect identity?</i> <p>Students:</p> <ul style="list-style-type: none"> - Parents are asked to inform the school if their child is a high risk individual - Health coordinator reviews all student health records and identifies high-risk individuals - Health coordinator communicates with parents to determine student’s needs - Health coordinator works with principal and instructional staff to ensure they are aware of student’s needs, to identify necessary accommodations, and to emphasize confidentiality <p>Employees:</p> <ul style="list-style-type: none"> - If an employee discloses a health condition, the health coordinator will communicate with employee to determine his or her needs - Health coordinator works with principal to identify necessary accommodations - Confidentiality will be enforced. <ul style="list-style-type: none"> • <i>School-wide precautions</i> <ul style="list-style-type: none"> - Health coordinator regularly monitors high-risk individuals in coordination with school administration
<p>3. Students, faculty, staff with COVID-19 symptoms</p>	<ul style="list-style-type: none"> • <i>Policy for expected quarantine periods</i> • <i>Requirements for doctor’s certification to return to campus</i> • <i>Requirements for follow-up testing</i> • <i>Refer to AOA COVID Task Force Protocols</i>
<p>4. School Staff for Monitoring and Enforcing Guidelines</p>	<ul style="list-style-type: none"> • <i>Janis Crawford (Health Coordinator)</i> • <i>health@bbmcs.org</i> • <i>472-6670/472-6671/477-2677</i> • <i>788-7215</i> • <i>Location (hard copy and electronic) of School Guidelines</i> <ul style="list-style-type: none"> - School administration office

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5. School Point-of-Contact with DPHSS for inquiries, complaints, concerns	<ul style="list-style-type: none"> • <i>Lila Lujan (Principal)</i> • <i>principal@bbmcs.org</i> • <i>472-6670/472-6671/477-2677</i> • <i>727-8067</i>
6. School Point-of-Contact for those with positive test results	<ul style="list-style-type: none"> • <i>Rita Duenas (President)</i> • <i>president@bbmcs.org</i> • <i>472-6670/472-6671/477-2677</i> • <i>482-7482</i>

IV. Hygiene and Daily Practices

1. Orientation of Students, Faculty, Staff	<ul style="list-style-type: none"> • <i>Measures to ensure awareness, procedures</i> The following will be reviewed with students, faculty and staff: <ul style="list-style-type: none"> - Safety protocols - To wash or sanitize their hands upon entering the classroom - The importance of and proper way to wash hands - Respiratory etiquette – to cover coughs and sneezes with an elbow or a tissue. Tissues should be disposed of, and hands washed or sanitized immediately • <i>Ongoing reminders</i> <ul style="list-style-type: none"> - Routine review of safety protocols and guidelines
2. Detail Cleaning and Disinfection	<ul style="list-style-type: none"> - Teachers will sanitize their classrooms including frequently touched surfaces before students arrive, before and after lunch, and at the end of the school day. - Office personnel will sanitize their areas throughout the day. - Custodial and maintenance staff will clean and sanitize restrooms every 30 minutes throughout the school day. - Custodial and maintenance staff will clean and sanitize frequently touched surfaces and common areas throughout the day.

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	<ul style="list-style-type: none"> - All classrooms will be sanitized daily. - The school will provide adequate supplies and materials to help prevent transmission, such as disinfectant, toilet tissue, soap, gloves, paper towels, wipes, etc. - Disinfectants will be applied safely and correctly, following labeling directions as specified by the manufacturer
<p>3. Availability and Access to PPEs</p>	<ul style="list-style-type: none"> • <i>School supply of PPEs</i> <ul style="list-style-type: none"> - <i>Disposable facemasks for students and employees</i> - <i>Reusable facemasks for students and employees (only one each)</i> - <i>Face shields for employees</i> - <i>Disposable gloves</i> - <i>Hand sanitizer</i> - <i>Alcohol prep wipes</i> - <i>Sanitizing solutions</i> • <i>Student, faculty, staff responsibilities for PPEs</i> <ul style="list-style-type: none"> - <i>PPEs are provided to each employee</i> - <i>If student needs a mask, one will be provided by the teacher</i> - <i>PPEs used for sanitization will be provided and used as needed</i>
<p>4. Face Covering</p>	<ul style="list-style-type: none"> • Students will be provided with information regarding the wearing of face masks. • While on campus, all students and employees must wear a face mask that covers the nose and mouth. • Masks with exhalation valves are prohibited as it does not stop virus droplets from escaping and possibly infecting others. • Face shields may only be used with a face mask that covers the nose and mouth. Those unable to use a face mask for medical reasons and will use a face shield, need only to provide written clearance from a medical professional. • The school will provide a face mask to students who arrive at school without one. • Face masks are not required when a student is eating/drinking.

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<p>5. Hand Hygiene</p>	<ul style="list-style-type: none"> • <i>When?</i> <ul style="list-style-type: none"> - Students and employees are encouraged to wash their hands before arriving at school, upon arrival at school, and throughout the school day. Wash with soap and water or use an alcohol-based hand sanitizer with 60-95% alcohol. - Each teacher will have a schedule for the students' handwashing/hand-sanitizing • <i>Locations of sinks</i> <ul style="list-style-type: none"> - K-2 rooms - in classroom - 3rd grade rooms – in building E 2nd floor restrooms and handwashing station at entrance to building E - 4th and 8th grade rooms – in building A restrooms or handwashing station outside 8C - 6C and 7th grade rooms – in cafeteria restrooms or handwashing stations outside cafeteria and 7C - 5th and 6th grade rooms – in buiding D 1st and 2nd floor restrooms or handwashing station outside the administration office • <i>Locations of Hand sanitizers</i> <ul style="list-style-type: none"> - Hand sanitizer and dispensers are available in each classroom, high traffic areas, and at the main building entrances 																
<p>6. Drop-off Procedures</p>	<ul style="list-style-type: none"> • <i>Times and Locations for Staggered Drop-Off and Pick-Up</i> <table border="1" data-bbox="674 878 1818 1044"> <thead> <tr> <th>Grade</th> <th>Drop-off /Pick-up Area</th> <th>Drop-off Time</th> <th>Pick-up Time</th> </tr> </thead> <tbody> <tr> <td>K – 2</td> <td>Cathedrian Wing/Elementary Bldg</td> <td>7:10am – 7:40am</td> <td>2:45pm – 3:10pm</td> </tr> <tr> <td>3 – 4</td> <td>Cathedrian Wing/Elementary Bldg</td> <td>7:20am – 7:55am</td> <td>3:00pm – 3:25pm</td> </tr> <tr> <td>5 – 8</td> <td>McAuley Bldg/Administration Ofc</td> <td>7:20am – 7:55am</td> <td>3:15pm – 3:40pm</td> </tr> </tbody> </table> • <i>Procedures for observing students, faculty, staff and Protocols for staff monitoring Drop-Off</i> <ul style="list-style-type: none"> - Car-Riders <ul style="list-style-type: none"> ○ All students will have their temperature checked upon exiting from the car. Drivers of the students are asked to wear a mask while on campus and remain in the car and wait until the student has been cleared. Students with a temperature of 100.4 °F or higher will not be allowed on to the campus for the day. ○ Students will be directed to entrances closest to their classrooms to report directly to their homerooms. 	Grade	Drop-off /Pick-up Area	Drop-off Time	Pick-up Time	K – 2	Cathedrian Wing/Elementary Bldg	7:10am – 7:40am	2:45pm – 3:10pm	3 – 4	Cathedrian Wing/Elementary Bldg	7:20am – 7:55am	3:00pm – 3:25pm	5 – 8	McAuley Bldg/Administration Ofc	7:20am – 7:55am	3:15pm – 3:40pm
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	<ul style="list-style-type: none">- Bus-Riders (Bus service pending approval from Guam Department of Public Works)<ul style="list-style-type: none">○ A school employee will meet the school bus upon arrival.○ All students will have their temperature checked upon exiting the bus.○ Students with a temperature of 100.4 °F or higher will be taken to the isolation room, assessed by the health coordinator, and picked up by a parent.○ Students will be directed to entrances closest to their classrooms to report directly to their homerooms.- Walkers<ul style="list-style-type: none">○ The only entry point for walkers is the walk-in gate near the cross-walk on the roadside of the elementary building.○ Parents will not be allowed to gather or congregate at the walk-in gate area.○ All students will line up 6 feet apart outside the gate and will have their temperature checked upon entering the walk-in gate.○ Students with a temperature of 100.4 °F or higher will be taken to the isolation room, assessed by the health coordinator, and picked up by a parent.○ Students will be directed to entrances closest to their classrooms to report directly to their homerooms.● <i>Procedures for observing students, faculty, staff and Protocols for staff monitoring Pick-Up</i><ul style="list-style-type: none">- Car-Riders<ul style="list-style-type: none">○ Parents are asked to have a placard/paper with the child’s first and last name and homeroom written on it and placed on the dashboard. School personnel will call in the student’s name to leave the classroom to report to the designated pick-up area. K-3rd grade students will wait at their classrooms while 4th-8th grade students will wait, socially distanced at designated areas.- Bus-Riders (Bus service pending approval from Guam Department of Public Works)<ul style="list-style-type: none">○ Students will wait in the designated area for the bus to arrive.- Walkers<ul style="list-style-type: none">○ Students report to designated waiting area and are monitored and escorted to the exit gate.
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<p>7. Cohort Activities</p>	<ul style="list-style-type: none"> • <i>Uses of furniture, sharing of equipment, sharing of instructional supplies</i> <ul style="list-style-type: none"> ○ Students will retain their school bags, books, and supplies at their assigned desks. ○ Students must label their personal belongings. ○ Students must not share supplies, textbooks, and equipment. • <i>Disinfecting of shared furniture, equipment, and supplies</i> <ul style="list-style-type: none"> ○ If items are shared, items will be sanitized before and after each use. • <i>Assignment of students to classroom and other activities</i> <ul style="list-style-type: none"> ○ Students remain in homeroom groups and are assigned to a classroom. ○ Teachers rotate from homeroom to homeroom when necessary. • <i>Minimizing congregation of students who are not in the same cohort</i> <ul style="list-style-type: none"> ○ All students remain in an assigned cohort group
<p>8. Student Access to Drinking Water</p>	<ul style="list-style-type: none"> • <i>Locations</i> <ul style="list-style-type: none"> - Bottled water will be available at the principal’s and administration offices for students - Bottled water will also be available in the cafeteria for purchase • <i>Procedures to avoid shared devices</i> <ul style="list-style-type: none"> - Students will bring their own water and water containers (flasks) - Additional drinking water will be provided to students at their request
<p>9. Classroom arrangements</p>	<ul style="list-style-type: none"> • <i>Distancing between desks/tables</i> <ul style="list-style-type: none"> ○ Desks are arranged to meet the local mandates for physical distancing. • <i>Orientation of students in classes</i> <ul style="list-style-type: none"> ○ Desks are arranged so that all students are facing the same direction. • <i>Capacity of each classroom – see Section I.1</i> • <i>Limitations on classroom activities</i> <ul style="list-style-type: none"> ○ Students remain in homeroom groups and are assigned to a classroom. ○ Students will be assigned seats to ensure students are in the same seat throughout the day. ○ Teachers rotate from homeroom to homeroom when necessary.

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<p>10. Restriction of non-essential campus visitors, volunteers, activities</p>	<ul style="list-style-type: none"> • <i>Who? Restricted campus visitors?</i> <ul style="list-style-type: none"> - Parents/guardians and family members - Vendors - Service personnel (G4S, Government utilities, OTIS, PAC SOL, etc...) • <i>Restricted activities with outside visitors?</i> <ul style="list-style-type: none"> - Non-essential visitors will have limited access on campus with limited access to administration office only unless the vendor’s work requires access to other parts of the campus. - Visitors must wash or sanitize their hands upon entry. - Visitors will be screened for COVID-19 symptoms upon entry. - Visitors must sign in and provide contact information. - Visitors must wear a face mask or face covering while on campus. - For students who will have early pick up, visitors must report to the health coordinator to sign out the student.
<p>11. Restrictions on offices, lounges, communal spaces</p>	<ul style="list-style-type: none"> • <i>Identify specific locations</i> <ul style="list-style-type: none"> - Faculty lounge - Principal’s Office - Administration Office - Counselor’s Office • <i>List restrictions on those spaces</i> <ul style="list-style-type: none"> - Capacity is identified in each space
<p>12. Daily Activities: Arrival and Dismissal</p>	<ul style="list-style-type: none"> • <i>Locations?</i> • <i>Staggered times?</i> • <i>Monitoring responsibilities?</i> <p>**Refer to section IV.6</p>

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<p>13. Daily Activities: Recess, Breaks, Lunch</p>	<ul style="list-style-type: none"> • <i>Locations?</i> • <i>Staggered times?</i> • <i>Flow of students outside of classes</i> • <i>Monitoring responsibilities?</i> <p>Snack and Lunch</p> <ul style="list-style-type: none"> • Students will wash or sanitize their hands before and after snack and lunch. • Students may pack and bring meals/snacks to school. • Students may not share food or drinks. • St. Michael’s Food Services will provide packed meals and other items for purchase and will provide further details on pre-ordering and making payments. An update will be provided at a later date. • Snack and lunchtimes will be staggered for each grade level. • Students will eat snacks or meals in classrooms or designated outside areas while supervised, maintaining physical distancing, and also maintaining homeroom groups. • Teachers will clean and sanitize after meals in the classroom. <p><u>**to minimize visitors on campus, parents will not be permitted to drop off snack/lunch for their children.</u></p> <p>Recess</p> <ul style="list-style-type: none"> • Staggered recess periods are scheduled to limit the number of students on the playground and field to promote physical distancing. • Physical activities will be limited to activities that require less contact with surfaces. • Playground equipment like slides, swings, etc. will not be used until further notice. • Students will wash or sanitize their hands after recess.
<p>14. Bus Service: DPW Protocols</p>	<ul style="list-style-type: none"> • <i>Protocols and Procedures to be cleared and monitored by DPW</i>

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15. Bus Service: Orientation for students and parents	<ul style="list-style-type: none"> • <i>Parent responsibilities</i> • <i>Student responsibilities</i> • <i>School responsibilities for monitoring</i>
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V. Sick Students/Staff

1. Students/Staff Testing Positive	<ul style="list-style-type: none"> • AOA COVID Task Force Protocols
2. Students/Staff Calling in Sick	<ul style="list-style-type: none"> • AOA COVID Task Force Protocols
3. Students/Staff with COVID-19 symptoms on campus	<ul style="list-style-type: none"> • AOA COVID Task Force Protocols