

FINEGAYAN ELEMENTARY SCHOOL



COVID-19 SCHOOL RE-ENTRY PLAN (SRP) HANDBOOK

MARITES D.C. GARCIA, M. Ed.
Principal

GERARDO GALANG, M. Ed.
Assistant Principal

TABLE OF CONTENTS

Message from the Principal	Page 3
Overview	Page 4
About COVID-19	Page 4
School Policies Changes in Light of COVID-19 Pandemic	Page 5
Preparation	Page 6
School Arrival Protocol	Page 6
School Dismissal Protocol	Page 8
Non-Instructional Time and Common Areas Protocol.....	Page 8
Classroom Protocol	Page 11
Special Programs Protocol	Page 12
Student Office Visit Protocol	Page 13
Visitors Protocol	Page 14
School Personal Hygiene Protocol	Page 15
School Environment Hygiene Protocol	Page 16
School Tracing Protocol	Page 17
Preventions	Page 18
Communication	Page 21

MESSAGE FROM THE PRINCIPAL

Hafa Adai Parents/Guardians and Students!

Finegayan Elementary School is committed to educating our students in a safe and healthy environment for them, employees, and stakeholders. This is a trying time for our island and we need to make adjustments to how we educate our students while maintaining Centers of Disease Control guidelines for social/physical distancing due to the COVID-19.

To reduce the possibility of the COVID-19 virus coming on campus, we will limit people on campus to students, employees, service providers, and contractual employees performing their tasks. Parents/Guardians and other visitors will be screened at the reception area set-up under the front canopy entrance. Visitors, personnel and students are required to wear a face mask, undergo a temperature check, follow the foot path and the area maximum capacity, and must keep 6 feet apart at all times.

This School Re-entry Plan (SRP) 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.

We thank you for your support and cooperation as we move forward in educating your child. The safety of our students, employees, and stakeholders are our priority during the COVID-19 pandemic as we navigate through this uncharted territory.

Sincerely,



MARITES D.C. GARCIA, M.Ed.
Principal

GERARDO GALANG, M.Ed.
Assistant Principal

“Yes, we’ll become great people together, and we’ll become better together. I think that’s the most ideal state.” (translated) –Xiao Zhan

What is COVID-19?

Overview

Finegayan Elementary School recognizes the need to implement a well-organized school re-entry plan to minimize the risk of transmission of COVID-19 disease to members of our school community of students, educators, Faculty and Staff, as well as the parents/guardians of our students. Finegayan Elementary School Administration and the Leadership team have evaluated the situation and in conjunction with advice and guidance received from the Guam Department of Education District School Readiness Task Force (DSRTF), have prepared this safety plan that will accomplish our goal of having an educational environment that is safe for our students, faculty, staff, parents/guardians and community members. This plan will be strictly implemented and will be adjusted accordingly based on the needs. Finegayan Elementary School Faculty & Staff and PTO representatives have reviewed the plan, provided input, and supports the safety measures and protocols in placed.

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, 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

From website at:

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

How do we prevent the spread of the virus?

We use the guideline from the Centers of Disease Control for social distancing, disinfecting, and other protective measures.

- ✓ Checklist- Parents/Guardians & Community Members

- ✓ Monitor your child’s health and keep them home from school if they are ill
- ✓ Teach and model good hygiene practices for your children
- ✓ Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water, if your hands are visibly dirty.
- ✓ Ensure that safe drinking water is available and toilets or latrines are clean and available at home.
- ✓ Ensure waste is safely collected, stored and disposed of properly.
- ✓ Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, and nose.
- ✓ Encourage your children to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.
- ✓ Prevent stigma by using facts and reminding students to be considerate of one another.
- ✓ Coordinate with the school to receive information and ask how you can support school safety efforts (though parent-teacher committees, etc.)
- ✓ When sending your child to school ensure that they are prepared to attend school with the proper personal protective equipment - face mask (required to attend any GDOE school), and hand sanitizer or sanitizing wipes.

School Policies Changes in Light of the COVID-19 Pandemic

- ✓ Masks/Face coverings are mandatory while at Finegayan Elementary School campus. We will practice social distancing by keeping 6 feet apart using markers along the hallways and 36 square feet markings in the classroom. Disinfecting daily will follow CDC guidance and protocol.
- ✓ Finegayan Elementary School will post signs and posters at the Front canopy entrance of the school, main office, classrooms and around the campus, reminding students and employees on how to stop the spread of COVID-19, proper handwashing, and wearing of face coverings.
- ✓ Point of entry will be limited to the front gate of the school. All GDOE employees, contractual employees, students, and visitors will be screened prior to entry to our campus.
- ✓ Student walkers may enter through the Kasperbauer side gate and Fern Terrace side gate. All walkers will be screened prior to entry to the main campus at the gate entrance.
- ✓ Parents/Guardians and other visitors will not be allowed on campus. All services normally handled at the main office will be at the reception area

under the canopy. Parent/Guardian meetings will be by appointment only to address any concerns.

- ✓ To minimize exposure to our students and teachers, we will not entertain visitors to the classrooms unless they are educational service providers.
- ✓ Finegayan 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). An isolation room is designated for anyone who display COVID-19 symptoms while on campus. The School Nurse will be available to assess and triage.
- ✓ Students will be prepared to do distance learning and to work independently as possible during days they are not in school and in the event that we experience another school closure.

Preparation

FES will...

1. Review information regarding COVID-19 from CDC and DPHSS Guidelines, GDOE COVID Handbook and information videos.
2. Prepare physical environment for social/physical distancing by marking off offices, classrooms, and other common areas for 6 feet distance and foot traffic flow.
3. Label each classroom and offices with maximum number of people allowed that will ensure social distancing.
4. Declutter as much as possible to maximize space of the classrooms and offices.
5. Prepare the front canopy reception area for screening and visitors' assistance.
6. Mark hallways with 6 feet markers outside classrooms and foot traffic flow lines and arrows.
7. Post safety and good hygiene posters around the campus.
8. Install handwashing stations and water refill stations.
9. Identify and prepare the quarantine room. FES quarantine room is RM106.
10. Conduct parents and employees informational meetings/updates regarding FES onsite reopening safety preparation.

School Arrival Protocol

Employee Arrival:

1. All faculty and staff will arrive at their designated time. Faculty and staff will wear masks or face coverings prior to exiting their vehicles and upon entry into the school. CDC social/physical distance guidance will be practiced while proceeding from their vehicles to the entrance.
2. Initial preliminary health screening questions will be asked. If all questions are negative, they will have their temperature taken via no-touch thermometer scanner. There will be

designated personnel to take the faculty & staff temperatures each day. The name of the people who are checked each day will be recorded.

3. If no fever is detected, the individual will then either wash their hands with soap and water or use hand sanitizer before entering the school. There will be a designated outdoor handwashing station under the front canopy screening area. School supplied hand sanitizers will also be available at the entrance Front canopy screening area.
4. After screening, all employees are to proceed to their designated areas/assignment.

Students Arrival:

1. All students will arrive by bus, private vehicle, or walkers. All buses and private vehicles will drop off students at the **front canopy** designated point. Private vehicle riders will remain in their vehicles until they reach the drop off point. Arrivals will be staggered as follows:
 - Busses: Off-loading of students will begin at 7:15am no earlier.
 - Walkers: Side gates will be open between 7:45am-8:15am.
 - Private vehicle riders: Drop-off may begin at 7:30am no earlier.
2. All students will wear masks or face coverings prior to exiting the buses or private vehicles. Parents/guardians will remain in their vehicles. If parents need to exit, they will be directed to park their car and to wear a mask and practice social distancing. They will be directed to conduct all non-urgent school related administrative matters by the front canopy area.
3. Walkers will enter the side gates and will be escorted to the front canopy reception area for screening. Social/physical distancing will be maintained while waiting to enter and during transition. Parents/guardians walking with their children will remain outside the gate wearing their mask or face covering.
4. Students will be asked screener questions for any symptoms. If reported as negative with no symptoms, the student will have his or her temperature taken via a no-touch thermometer scanner. Designated personnel will be taking student temperatures each day. The name of the students attending school each day will be recorded. If there is no fever detected, the student will then use school supplied hand sanitizer before entering the school. For those students with skin conditions not allowing for use of hand sanitizer, there is an outdoor sink for students allowing for hand washing before entering the school. If a student's hands are visibly dirty, hand washing with soap and water will be required. The school will supply hand washing soap. If a student does not have a clean mask, the school will provide one.
5. Upon entry after being screened, students will proceed to the cafeteria for breakfast. Staff will monitor the number of students in the cafeteria to ensure maximum number of students is not exceeded. Staff will be stationed along walkways to monitor that CDC social/physical distance guidelines at each class area are enforced. Students opting not to eat breakfast will go to their respective grade level waiting area with social distancing markings as follows:
 - Pre-K & Head start: In their designated classroom
 - Kinder: By Rm. 111
 - 1st grade: By 1st grade wing
 - 2nd grade: In multi-media room
 - 3rd grade: Use staircase by Rm. 208 and waiting area by Rm. 214

- 4th grade: By Rm. 121
- 5th grade: Use staircase by Rm. 201 and waiting area by Rm. 209

School Dismissal Protocol

Student Departure:

1. Parking lot will be closed for entry and vehicle movement by private vehicles at 2:15p.m. to prepare for student dismissal.
2. Student departure times will be staggered by grade level. Each teacher will follow their designated dismissal times to minimize hallway crowding.
3. Prior to leaving the classroom, students will wash their hands.
4. Each teacher will escort students following the foot traffic path to the student pick-up waiting area, student walkers waiting area, and bus dismissal area following CDC social/physical distance guidelines.
5. Bus checker, student pick-up checker, and student walkers checker will assist in monitoring that CDC social/physical distance guidelines are followed. Bus checkers will assist the bus drivers in monitoring bus capacity to ensure 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).
6. **Parents/guardians picking up students will remain in their vehicles** and drive into the parking lot to the designated pick up point by front canopy area after the gate is open at 2:50pm. Students being picked up will be escorted to the vehicle and checked out.
7. Students walking home will be escorted out the gate maintaining CDC social/physical distance guidelines. Staff escorting walkers in the Kasperbauer exit gate will direct traffic for students' safe crossing and maintain social distancing. Staff escorting walkers in the Fern Terrace exit gate will direct foot traffic and remind walkers to continue social distancing until they reach home.

Faculty/Staff Departure:

1. Faculty will leave after their designated dismissal time.
2. Staff will leave after all students are picked-up by the bus or private vehicle.
3. Faculty/Staff will wash their hands using soap and water prior to exiting the school or use hand sanitizer provided by the school.

Non-Instructional time and Common Areas Protocol

Rainy Days Protocol:

1. Recess during rainy days, students are to report to their designated waiting areas with social distancing protocol in place as follows:
 - Pre-K & Head start: In their designated classroom
 - Primary recess: Cafeteria and overflow will be in the multimedia room
 - Intermediate recess: Cafeteria and overflow will be in the multimedia room** Note: Desk will be disinfected after each use prior to the next group.
2. Lunch recess during rainy days: Students are to remain in the cafeteria until their teachers pick them up. Multimedia room will be used for overflow if needed.

** Note: Desks will be disinfected after each use prior to the next group.

3. Staff will monitor student groups at the holding areas or in classroom while enforcing that the CDC social/physical guidelines are followed.

Lunch Protocol:

A. Students Lunch in Cafeteria:

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. Temperatures are screened and hand sanitizer are used prior to proceeding to the food line.
3. Students will remove their masks/face coverings using mask removal procedure when eating lunch. Students will put their mask/face covering back on after eating and will return their trays to the scullery following traffic flow markers and social/physical distance guidelines.
4. Students will report to the designated playground area if weather permits. Social/physical distancing will be enforced during lunch recess by staff.

B. Students Lunch in the Classroom: (Head start and Pre-K)

1. Staff to Head start and Pre-K will deliver meals to the classroom.
2. Designated staff will monitor students during lunch for teachers to take their lunch.
3. Students will wash their hands with soap and water prior to and after eating lunch.
4. Students will remove their masks/face coverings using mask removal procedure when eating lunch. Students will put their mask/face covering back on after eating and will dispose of their food and paper waste in designated waste containers following foot traffic flow and social/physical distance guidelines.
5. Staff will escort students to playground for the rest of the lunch period if weather permits.

C. Faculty & Staff:

1. Faculty and staff will have designated staggered lunch times. Teachers may eat in their classrooms or the faculty/staff lounge, keeping to the maximum number of allowable persons in the room while following the CDC social/physical distance guidelines.
2. Faculty and staff will wash their hands prior to and entering the faculty/staff lounge or if in their classrooms before and after eating lunch.
3. Faculty and staff will remove their masks/face coverings using mask removal procedures when eating lunch.
4. Faculty and staff will put their masks/face coverings back on after eating. Faculty and staff will clean and disinfect their eating area when done.

Nap Time:

- ✓ Sleeping cots for Head-start and Pre-K will be separated by 6 feet. Any pillow or blanket used will be provided by the parents and will be sent home in a plastic bag to be washed every day at a high temperature and thoroughly dried.

Playground:

1. Use of the playgrounds for students recess or PE activities will be staggered by classroom/grade level following the CDC social/physical distancing. Students and the monitoring adults/staff will use school supplied hand sanitizer or will wash their hands prior to and upon leaving the playground area.
2. Teachers are to walk their students to the designated playground area for recess break.

Recess-A:

- Kinder- Kinder playground
- 1st grade- Intermediate playground
- 2nd grade-Courtyard

Recess-B:

- 3rd grade: Kinder playground
- 4th grade: Intermediate Playground
- 5th grade: Courtyard

3. Each staff will supervise and monitor their assigned grade level while enforcing safety protocols for social/physical distancing to the extent possible.
4. Students will be allowed to remove their masks/face covering while on the playground to avoid hypoxia, excessive moisture and to allow adequate air intake during time on the playground.
5. Students must put the face mask back on once the whistle is blown to signal students to line up.
6. Each staff will have the students line up by their homeroom at least 5 minutes before the end of morning recess or lunch recess to be ready for the teacher to pick-up the students.
7. The teacher will pick up their students to escort them to their classrooms to wash their hands with soap and water and to ensure they are following safety protocols.

Restroom:

All users will adhere to CDC 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. 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.

Water Fountains:

Regular water fountains will be covered and not utilized. Students, faculty, and staff are encouraged to bring their own water bottles from home. Water filling stations, to refill personal water bottles, will be installed. A staff will be designated to man the water refill station. Students are not allowed to refill their water bottle without adult supervision.

Quarantine Room:

1. Any student or employee who is screened with symptoms related to COVID-19 will be brought to the quarantine room for further screening and monitoring.
2. The quarantine room will be monitored by the School Nurse, LPN or staff as assigned.
3. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 following the GDOE COVID-19 Handbook.

School Assemblies:

1. There will be no large school-wide gathering, performances, or assemblies such as Student of the Month, PBIS, or school programs.
2. Small in-classroom performances will be allowed as long as the in-classroom protocols are followed.
3. For educational or administrative gatherings requiring space larger than a classroom, only the open air courtyard will be used.

Classroom Protocol

General:

1. Each classroom will have the maximum number of people allowed inside based on their physical space. Finegayan Elementary School classrooms allow for no more than 12 people.
2. Desks are to be arranged to ensure 6 feet minimum separation.
3. Each classroom will utilize visual aids such as painter’s tape or stickers to mark off 36 square feet of space for each student and foot traffic flow markings to ensure that CDC social distance guidelines are followed.
4. Finegayan Elementary School classroom has a sink that will be used for handwashing. Hand sanitizer will also be provided to all classrooms and offices.
5. The teachers will maintain social distancing and will supervise students, ensuring they are separated 6 feet apart in the classroom.
6. Teachers will make sure all desks are facing forward during teaching and learning.
7. Other than at designated times for eating, no food consumption will take place in the classroom. Teachers and students are encouraged to bring their own water to school.
8. At the beginning and throughout the school year, students will be taught the CDC social/physical distancing procedures for keeping 6 feet distance, use of masks/face coverings, and hand washing procedures while in the classrooms, hallways, playgrounds, cafeterias, and other settings on and off campus.

Faculty/Staff:

1. All faculty and staff will wear their masks/face covering while in their classroom. Face masks breaks will be allowed for a few minutes to avoid hypoxia and must be done outdoors in an open air space maintaining CDC social/physical distancing with their students.
2. Faculty and staff 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/face covering while in their classrooms with periodic removal for a few minutes (mask break) to avoid hypoxia under the supervision and direction of the teacher. Mask breaks must be done outdoors in an open air space maintaining CDC social/physical distancing.
2. 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 CDC social/physical guidelines while in the classroom and follow markings for flow of foot traffic.
3. Students may possess their own personal hand sanitizer for use.
4. Sharing of materials, equipment, and supplies are prohibited.
5. Students will not move furniture from their designated locations and will stay at their assigned desk. Students will get the teacher’s permission to leave their assigned desk at all times.

Special Programs Protocol

Library:

1. Classes will be scheduled by the school librarian.
2. All patrons will use hand sanitizer upon entering and exiting the library.
3. All patrons will follow CDC social/physical distance guidelines keeping 6 feet apart from others, follow the flow of traffic in the library, and library use rules.

CHamoru Classes:

1. Chamorro Language and Traditional Arts (CLTA) Teachers will service the students in their homeroom class.
2. Students will remain in their homeroom during Chamorro language instruction.
3. CLTA teachers must wash hands prior to entering/exiting each homeroom.
4. A designated desk will be set-up for the CLTA teacher in each homeroom they service.
5. Homeroom teacher is to designate an area for the CLTA teachers for their materials as well as a wall space.
6. CLCP teacher must sanitize their desk prior to leaving the classroom.

English as Second Language (ESL):

1. ESL teachers will pick-up their students from their homeroom class and escort the students to their designated ESL class to receive pull-out ESL service. Social distancing must be maintained during transition.
2. Students and teacher will need to wash their hands prior to entering/exiting their ESL classroom.
3. ESL teachers will escort the students back to their designated homeroom after pull-out service.
4. ESL teachers will sanitize the desks and high touch areas/materials after each pull out class to prepare for the next group of students.

Gifted and Talented Education (GATE):

1. GATE teacher will pick-up the students from their homeroom class and escort the students to the designated GATE class to receive GATE service. Social distancing must be maintained during transition.
2. Students and teacher will need to wash their hands prior to entering/exiting the GATE classroom.
3. GATE teacher will escort the students back to their designated homeroom after GATE service.
4. GATE teacher will sanitize the desks and high touch areas/materials after each GATE class to prepare for the next group of students.

Resource Room (RR):

1. RR teachers will pick-up their students from their homeroom class and escort the students to their designated SPED Resource Room to receive service as stipulated in the students' IEP. Social distancing must be maintained during transition.
2. If the student has a para-educator (1:1), the 1:1 will escort the student.
3. Para-educator, teacher and students will need to wash their hands or use the hand sanitizer prior to entering/exiting the RR.
4. RR teachers and para-educator will escort the students back to their designated homeroom after service.
5. RR teachers will sanitize the desks and high touch areas/materials after each pull out class to prepare for the next group of students.

Student Office Visits Protocol

Nurse Office:

- A. Scheduled Visits
 1. Students who are scheduled for medicine or treatment.
- B. Unscheduled Visits (emergency level)
 1. Students whose injury or illness requires nurse attention.
 - a. Head injury or other major injury such as swelling
 - b. Vomiting or diarrhea
 - c. Profuse bleeding
 - d. Student passed out
 2. 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.

Non-Emergency injuries requiring soap and water, band aides, may be handled at the classroom.

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 down and what the nature of the emergency for coordination of services.
3. Students will use the hand sanitizer prior to entering/exiting the office.
4. A personnel will contact the teacher if a student is being sent back to class.

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. Student will wash their hand or use hand sanitizer prior to entering/exiting the SC office.
3. The teacher will inform the counselor when the student is released for student monitoring.
4. The counselor will contact the teacher when the student is returning back to class.
5. For counseling classes, School Counselor will go to the classroom to provide counseling classes. Use of mask and hand washing is required prior to entry.

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. Student will wash their hand or use hand sanitizer prior to entering/exiting the SC office.
4. The counselor will contact the teacher when the student is returning back to class.

Visitors Protocol

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 not an employee or registered student of Finegayan Elementary School. All parents, vendors and others needing to address administrative issues will be requested to do so by phone or video conference whenever possible. No visitors will be allowed during drop off or pick up time periods. Other than for urgent matters, appointments will be required.

1. The school will be open to visitors at the front canopy reception area from 8:30 a.m. to 2:00 p.m.
2. All visitors are required to wear a mask/face covering prior to exiting their vehicle and upon entry to the campus. All visitors will be asked health screening questions upon entry and a temperature screening will be conducted.

3. All visitors will follow CDC social/physical guidelines posted. Markers are placed on the ground to indicate the 6 feet distance requirement. Seats will be available under the canopy 6 ft apart as the waiting area. No visitors will enter beyond the front canopy reception area unless they are a GDOE employee providing service to the school, contractual employees for repairs or cleaning, and other educational service providers.
4. All school services will operate out of the Front canopy reception area such as student sign out during the day, attendance verification requests, registrations, withdrawals, etc. **Students being picked up between 8:30 a.m. to 2:15 p.m.** will be escorted to be released to the parent/guardian or identified individual on the student emergency card. After 2:15 p.m., students will only be released during regular dismissal time as staggered dismissal procedure is already in progress.
5. Meetings with the principal or a teacher will be by appointments only. Emergencies that require entry beyond the Front canopy reception area will be handled case by case.
6. For visitors that has an appointment to enter the main office, visitors will be confined to the designated visitor area which is physically separated from the administrative staff who will be interacting with the visitor. There is a four-foot-tall Plexiglass barrier at the site of direct interaction with 2 service windows. It has a slot for exchanging documents. Only two visitors at a time will be allowed in the main office lobby.
7. There will be no school volunteers, visiting students or student exchange programs.

School Personal Hygiene Protocol

Social Distancing:

- ✓ Students will be instructed with regard to social distancing starting on the first day they return to school. Students will also be taught to avoid getting too close to one another at any time, especially when at the playground, at the bus stop, while walking to and from school, while riding the bus, in the hallways, library, cafeteria, and other school settings. Efforts will be made for instructions to be provided in a language understood by the individual student with use of a translator if needed.

Mask Use:

- ✓ Per DPHSS memo 2020-27, it is required for all students, faculty & staff, administrators to wear a face mask while on campus or on the school bus. Visitors are also required to wear a face mask or appropriate face covering at all times while on the school campus. Face masks have to cover both mouth and nose.
- ✓ Masks with exhalation valves are prohibited as it does not stop virus droplets from escaping and possibly infecting others.
- ✓ Face shields maybe used in addition to a face mask, but it cannot be worn on lieu of a face mask.
- ✓ Exceptions allowing for reasonable accommodation will be made for any member of the campus who has respiratory or other health conditions that makes wearing a medical mask not the best choice for that student, teacher or other employee. The wearing of face shield is one alternative for these individuals.

- ✓ Finegayan Elementary School will keep a supply of face masks for students and faculty and staff who forget to bring a mask, have a dirty or a damaged mask. Every member of the school community is encouraged to bring an extra mask to school each day.

Hand Washing:

- ✓ Everyone at Finegayan Elementary School will be encouraged to wash their hands frequently. They will be advised to avoid touching their eyes, nose or mouth, especially with unwashed hands.
- ✓ Posters with instructions regarding proper hand washing technique will be posted in the classrooms and around the campus.
- ✓ The students will be trained starting the first day they return to school and observed washing their hands to ensure the proper technique has been learned. Although hand sanitizer will be widely available, if the person's hands are visibly dirty, they will be instructed to wash their hands with soap and water.
- ✓ The school will provide paper towels for hand drying. The use of personal towels to dry hands will be prohibited.
- ✓ As detailed in the arriving and departure sections of this document, everyone will either wash their hands or use school provided hand sanitizer before entering and just prior to leaving the school.
- ✓ As detailed in the classroom protocol section of this document, everyone will either wash their hands or use school provided hand sanitizer before entering and upon leaving a classroom, office, bathroom, cafeteria, library or the faculty lounge.
- ✓ All students, teachers, administrative staff and other employees will be instructed to wash their hands after blowing their nose or sneezing.
- ✓ All students, faculty and staff will be instructed to avoid touching their mouth, nose or eyes or wiping their face with their hands.
- ✓ Students experiencing a reaction to the school supplied hand sanitizer may wash their hands with soap and water. They can use an alternative brand of hand sanitizer upon approval of the school for the specific brand they would like to use. It must be an alcohol-based sanitizer that contains at least 60% alcohol.
- ✓ Finegayan Elementary School will maintain hand sanitizer each classrooms, offices, cafeteria, and the faculty lounge. Sinks are available inside the classrooms for students and teachers. Handwashing stations are also available on campus.

- ✓ For students under six years of age, hand sanitizer use will be used under the supervision of an adult.

School Environment Hygiene Protocol

Finegayan Elementary School will follow United States Centers for Disease Control and Prevention (CDC) protocols for Cleaning and Disinfection.

Classrooms and Offices:

- ✓ As part of the process of keeping the school hygienic, before classes start in the morning and between classes, the windows in each classroom and offices will be opened. During class and when offices are occupied, the windows will be closed, and air conditioning will be used with regular cleaning of the filters.
- ✓ Teachers will be provided with spray bottle disinfectant to use to spray and wipe students' desks/chairs, materials and other areas as needed. Desks/chairs will be sprayed and wiped at the end of the day to prepare for the next day's face-to-face cohort.
- ✓ No rugs are to be used in classrooms.
- ✓ Lucky Kids Custodial Services will have all hard and porous surfaces used by the students and teachers cleaned and sanitized/disinfected on a daily basis afterschool hours using an EPA approved disinfecting agent. The cleaning will include commonly touched surfaces, such as door handles, door surfaces and desktops. For larger areas, for example floors, the CDC's guidelines regarding the use of dilute unexpired bleach will be used at a concentration of 5% - 6%. Proper ventilation will be used during and after cleaning and disinfecting. More frequent cleaning will be used upon the request of a teacher.

Bathrooms:

- ✓ For bathrooms, all surfaces will be cleaned and disinfected twice a day. Once, after school ends and again after all lunch periods are over.
- ✓ All hard surfaces, such as sinks, urinals, and toilets as well as doors and floors will be cleaned and sanitized/disinfected using an EPA approved disinfecting agent twice a day. For larger areas, the CDC's guidelines regarding the use of dilute unexpired bleach will be used at a concentration of 5% - 6% at the end of each day.
- ✓ Proper ventilation will be used during and after cleaning. The doors to bathrooms shall remain open unless in used to improve ventilation.

School Tracing Protocol

General:

- ✓ The school has policies that will make tracing easier should it be needed. Protocols are in place that are aimed at reducing the number of people on campus with the

cohort-A and cohort-B staggered schedule and minimizing the interaction to the extent with social distancing.

- ✓ Students are grouped in cohorts and attendance are taken daily.
- ✓ Faculty and staff will sign in daily as well as with all visitors on campus.

Teachers, Administrative Staff and other Employees:

- ✓ All Finegayan Elementary School employees are required to provide working telephone numbers, emails and their current home address. They have been instructed to notify the school of any changes.
- ✓ A log of days and hours worked at the school for all employees will be maintained.
- ✓ A list of all the information and the logged time on the school campus will be maintained by the school and will be provided to the Guam Department of Public Health upon request.

Students:

- ✓ The parents of all students are required to complete the emergency health information which includes working emails, contact telephone numbers and the current home address or addresses of their children. The parents of the students are to notify the school of any change in the required information.
- ✓ Logs will be kept regarding student attendance. It will include data regarding any excused absence or early departure from the school campus.
- ✓ A list of all of the student and parental information and the attendance records will be maintained by the school and will be provided to the Guam Department of Public Health upon request

Visitors:

- ✓ All visitors will be required to provide working telephone numbers, emails and their current home address. A log for recording this data is present at the visitor log book in the office. It includes the time of arrival and departure of the visitor from the school. The log will be maintained by the school and will provided to the Guam Department of Public Health upon request.

Prevention

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 (2x).
 - 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 your 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 past the 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 following tools will be used to communicate with our families:

Communication Tool	Purpose	How to access the tool
Finegayan E.S. Phone	For emergencies or communication needing immediate attention.	632-9361
Finegayan E.S. website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	https://www.finelementary.weebly.com
Finegayan E.S. FATE PTO Facebook	To provide announcements, events, and resources.	You will need to have a Facebook account.
SwiftK12	To provide short announcements.	Requires updated contact information.
Guam Department of Education website	To provide district wide information affecting all schools.	www.gdoe.net
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	fes@gdoe.net

	stakeholders who may need individual issues and concerns addressed.	
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Teachers will give instructions for their applications.

Finegayan Elementary School Principal will lead and coordinate the implementation of the COVID-19 prevention and control measures and will be the point of contact to respond to DHPSS inquiries and concerns from parents, students and staff. The Principal in collaboration with Finegayan Elementary School leadership team will evaluate the school’s implementation of the policies and procedures set forth with this handbook. Note that the content of this handbook will be adjusted accordingly as the situation changes with the pandemic or if the need arises to improve the protocol and safety practices.

You may contact Principal Marites D.C. Garcia at mdcgarcia@gdoe.net for questions, suggestions, or comments.