

**Archdiocese of Agana
Catholic Schools Reopening Guidelines**

SCHOOL:	<i>Infant of Prague Catholic Nursery & Kindergarten</i>
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I. General Requirements and Restrictions

1. Maximum Occupancy	<ul style="list-style-type: none">• <i>List (Students)</i><ul style="list-style-type: none">1) <i>Kindergarten – 16</i>2) <i>Pre-Kindergarten – 15</i>3) <i>K3 Group 1 – 10</i>4) <i>K3 Group 2 – 10</i>5) <i>Toddlers Group 1 – 10</i>6) <i>Toddlers Group 2 – 8</i>7) <i>Infant Room Group 1 – 12</i>8) <i>Infant Room Group 2 – 7</i>9) <i>Maximum Occupancy for the entire campus-88</i>
2. Campus Signs	<ul style="list-style-type: none">• <i>6 ft. Social Distancing Signs</i>• <i>Signs to Wear Masks</i>• <i>Hand washing Signs</i>

II. DPHSS Sanitation Rules and Regulations

1. Outdoor Recreational Areas	<ul style="list-style-type: none">• <i>Outdoor Playground is temporarily not in use.</i>
2. Housekeeping Requirements	<ul style="list-style-type: none">• <i>Classrooms are sanitized and disinfected before and after class and when needed.</i>• <i>Frequently touched surfaces and used objects are cleaned and disinfected daily.</i>• <i>Floors are swept and mopped daily.</i>• <i>Sleeping mats/cots are exclusively assigned and labeled for individual use.</i>
3. Handwashing Units	<ul style="list-style-type: none">• <i>Sanitizing solutions are available in each classroom and at every entrance.</i>• <i>4 handwashing units are available in Infant Room.</i>

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	<ul style="list-style-type: none"> • <i>Toddler Room has access to the staff bathroom and children wash their hands in the children bathroom stations next to classroom.</i> • <i>K3, K4, & K5 students have access to hand washing units in children's bathroom.</i>
4. Restrooms	<ul style="list-style-type: none"> • <i>There are two children's bathrooms available. One for boys and one for girls.</i> • <i>Only two children are permitted in each at a time.</i> • <i>Bathrooms are disinfected after use and they are swept and mopped daily.</i>

III. COVID-Related Protocols

1. Masks/Face Shields	<ul style="list-style-type: none"> • <i>Employees and children in the K3, Pre-Kindergarten, & Kindergarten classes must wear masks at all times.</i> • <i>Employees must wear a Mask & Face Shield at all times.</i>
2. Attention to High-Risk students and/or employees	<ul style="list-style-type: none"> • <i>High risk individuals (grandparents, people with underlying conditions) are encouraged to not drop and pick up children.</i>
3. Students, faculty, staff with COVID-19 symptoms	<ul style="list-style-type: none"> • <i>Must stay home and quarantine for 14 days</i> • <i>If person in quarantine or in isolation becomes sick, they should seek medical care and stay home until after:</i> <ul style="list-style-type: none"> ✓ <i>At least 10 days since symptoms first appeared AND</i> ✓ <i>At least 24 hours with no fever without use of anti-fever medication AND</i> ✓ <i>Symptoms significantly improving</i> • <i>If the person tested positive for COVID-19 but has no symptoms (asymptomatic), they should stay home until:</i> <ul style="list-style-type: none"> ✓ <i>After 10 days passed since a positive COVID-19 test.</i> • <i>Refer to AOA COVID Task Force Protocols</i>

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4. School Staff for Monitoring and Enforcing Guidelines	<ul style="list-style-type: none"> • <i>Sister Erencia Saipweirik (Director)</i> • <i>iopmercy18@gmail.com</i> • <i>734-2785</i>
5. School Point-of-Contact with DPHSS for inquiries, complaints, concerns	<ul style="list-style-type: none"> • <i>Sr. Erencia Saipweirik (Director)</i> • <i>iopmercy18@gmail.com</i> • <i>734-2785</i>
6. School Point-of-Contact for those with positive test results	<ul style="list-style-type: none"> • <i>Sr. Erencia Saipweirik (Director)</i> • <i>iopmercy18@gmail.com</i> • <i>734-2785</i>

IV. Hygiene and Daily Practices

1. Orientation of Students, Faculty, Staff	<ul style="list-style-type: none"> • <i>Parent Orientation before school opened</i> • <i>Ongoing reminders in Google classrooms for each class & age group</i> • <i>Monthly Newsletters with updates sent out</i> • <i>Staff meeting held monthly with updates on any new procedures</i> • <i>Safety Guidelines provided to parents and staff</i> • <i>Students are taught the importance of hand washing, social distancing, and the use of masks</i>
2. Detail Cleaning and Disinfection	<ul style="list-style-type: none"> • <i>Toys used in classrooms are sanitized and washed after every use.</i> • <i>Disposable gloves are used when changing children and they are changed after each use.</i> • <i>Floors in each classroom/dining areas/ office are swept, mopped, and vacuumed daily.</i> • <i>Frequently touched surfaces and used objects are cleaned and disinfected daily.</i> • <i>Cribs/playpens are cleaned and wiped down daily.</i>

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3. Availability and Access to PPEs	<ul style="list-style-type: none"> <i>Masks and gloves are readily available.</i>
4. Face Covering	<ul style="list-style-type: none"> <i>Children in K3, Pre-Kindergarten, & Kindergarten must wear masks at all times on school premises.</i> <i>Staff must wear a mask & face shield at all times.</i> <i>No Mask No Entry</i>
5. Hand Hygiene	<ul style="list-style-type: none"> <i>Staff must wash/sanitize hands:</i> <ul style="list-style-type: none"> ✓ <i>before and after changing diapers.</i> ✓ <i>before and after handling food.</i> ✓ <i>before and after disinfecting/sanitizing</i> <i>Sinks located in (2) Staff bathrooms (4) Children's bathrooms (2) Kitchens</i> <i>Hand sanitizers are located at every classroom/office entrance and in every room.</i>
6. Drop-off Procedures	<ul style="list-style-type: none"> <i>School time of operation is 8am – 5pm</i> <i>Faculty/students/staff must pass through screening area before entering the school building</i> <i>Persons/Children with a high temperature of 99 F or above or other signs of illness will not be admitted into the building.</i> <i>Each age group (Infant, Toddlers, K3 Group 1, K3 Group 2, Prekindergarten, & Kindergarten) has their own assigned doors for drop off/pickup.</i>
7. Cohort Activities	<ul style="list-style-type: none"> <i>Each child will be assigned their own supplies (crayons, pencils, and papers), sleeping mats/cots, and their own assigned desk/chairs, and play area.</i> <i>Bags/blankets will be sent home everyday.</i> <i>All toys, sleeping mats/cots, and frequently touched objects are sanitized after use.</i> <i>We will be minimizing congregation of students who are not in the same cohort. Every class will have their morning prayers, exercises, and activities in their own designated classrooms.</i>
8. Student Access to Drinking Water	<ul style="list-style-type: none"> <i>Students are to bring their own water bottles/drinks. Water fountains are temporarily unavailable.</i>

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9. Classroom arrangements	<ul style="list-style-type: none"> • <i>Children/desks are distanced at least 4ft. apart</i> • <i>Toddler & K3 Group 2 classrooms have Plexiglas to help minimize contact.</i> • <i>Desks, areas for play time, playpens, mats & cots, will be individually marked for each child and will be spaced out for social distancing.</i>
10. Restriction of non-essential campus visitors, volunteers, activities	<ul style="list-style-type: none"> • <i>Parents/Visitors/Non essential personnel are not permitted in the classrooms.</i> • <i>Parents/Visitors may enter office only to pay tuition or turn in needed documents.</i> • <i>Persons/Children who have a high temperature of 99 F or above or other signs of illness will not be admitted into the building.</i> • <i>All school activities tentative</i> • <i>Any school activities where physical distancing of at least 1 meter cannot be implemented in full will be suspended</i>
11. Restrictions on offices, lounges, communal spaces	<ul style="list-style-type: none"> • <i>Only 2 people at a time will be permitted in office</i> • <i>Only 4 people at a time will be permitted in staff lounge.</i>
12. Daily Activities: Arrival and Dismissal	<ul style="list-style-type: none"> • <i>Parents should maintain a minimum distance of 6ft from person to person at all times when dropping and picking up children.</i> • <i>Each age group will have their assigned entrance/exit for arrivals/departures.</i> • <i>Children's temperature will be taken at their assigned doors by their assigned teachers upon arrival at school and will head directly to their classroom after temperature is taken.</i>
13. Daily Activities: Recess, Breaks, Lunch	<ul style="list-style-type: none"> • <i>Each classroom will have their daily activities/lessons in their own classes.</i> • <i>Toddlers and K3 classes will be the only classes utilizing the dining room. K4 & K5 meals will be served in their own individual classrooms.</i> • <i>Lunchtime is staggered to help limit the number of children in the dining room.</i>
14. Bus Service: DPW Protocols	<ul style="list-style-type: none"> • <i>Not applicable</i>
15. Bus Service: Orientation for students and parents	<ul style="list-style-type: none"> • <i>Not applicable</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