

Guam Department of Education

J.P. Torres Success Academy

RESPONSE TO COVID-19
SCHOOL RE-ENTRY PLAN
Updated 12.09.2020



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INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school campus. The guidelines referenced in this plan are based on guidance from Department of Public Health and Social Services (DPHSS) Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

| Phase | Timing | Items |
|-------------------|----------------------------|---|
| Planning PCOR1 | March- December 2020 | <ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building for reopen with thorough cleaning • Implement social distancing protocol and plan for open facilities with limited access/use |
| PCOR 2 | December 2020 | <ul style="list-style-type: none"> • Expand use of school based on recommendations and data from DPHSS, CDC, GEB, Governor, and applicable local agencies • Create and implement school Safety Plan • Prepare facility- post physical distancing signage, temperature check, and traffic direction |

| | | |
|--------|--------------|--|
| PCOR 3 | January 2021 | <ul style="list-style-type: none"> ● Open school campus ● Expand full operation based on recommendations and data from CDC, GEB, Governor, and applicable local agencies ● Determine what restrictions/guidelines stay in place |
|--------|--------------|--|

EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

JPTSA will limit normal visitation to our campuses at this time. All individuals entering the building will be required to wear face coverings (as determined by the Governor's executive order). Individuals proceeding beyond the reception area will be subject to the following guidelines: visitors will be screened, virtual meetings will be available when possible, visitors and staff will maintain physical distancing in accordance with the DPHSS guidelines

TRAVEL RESTRICTIONS

DOE will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Human Resource department and the office of the Superintendent.

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms. All screening information will be kept confidential. **HANDOUT: SELF-SCREENING PROTOCOL**

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and students, we will be requiring employees and students to complete self-screening which includes staff taking their own temperature upon reporting to the campus; reading and answering a set of questions related to COVID-19 symptoms including:

- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Chills
- ☐ Repeated shaking with chills
- ☐ Muscle pain
- ☐ Headache
- ☐ Sore throat
- ☐ Loss of taste or smell
- ☐ Diarrhea

- ☐ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- ☐ Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential. Teachers and staff must report if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry. Additionally, staff must report if they have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, must remain off campus until the 14-day incubation period has passed.

Employee Arrival:

1. All faculty and staff will arrive at prior to the arrival of students. Faculty and staff will wear masks or face coverings prior 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. Initial preliminary health screening questions will be asked. Daily temperature checks will be completed thereafter with guidance to report any change in their preliminary health screening questions upon entry at the front gate.

Students Arrival:

1. All students will arrive by bus, private vehicle, or walkers. All buses and private vehicles will drop off students at the designated point at the front of the campus. Private vehicle riders will remain in their vehicles until they reach the drop off point.
2. All students will wear masks or face coverings prior to exiting the buses or private vehicles.
3. Upon entry, students will flow toward room 5 for screening and head down to cafeteria for breakfast. Staff will monitor number of students going in 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.

Student Departure:

1. Parking lot will be closed for entry and vehicle movement by private vehicles at 2:00 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 CDC 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 CDC 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 escorted to the vehicle and signed out.

6. Students walking home will be escorted out the gate after buses leave maintaining CDC social/physical distance guidelines. Staff escorting walkers will direct traffic for students' safe exit.

HEALTH PROTOCOL

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center and will wait in the quarantine room.
- Employees returning to work from an approved medical leave should contact HR. You may be asked to submit a healthcare provider's note before returning to work.

If you have been diagnosed with COVID19, you may return to work only when DPHSS clearance indicating no symptoms or threat of infection.

- If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until clearance is obtained or criteria listed above have been met.

NURSE/ OFFICE VISITS (NON COVID SITUATIONS)

Nurse:

Unscheduled Visits (emergency level)

1. Students whose injury or illness that will require nurse attention. Assistance from the Tiyen High School Nurse will be requested.
2. The teacher or staff will inform the main office to expect the student's arrival in the main office and nature of the injury/emergency. Do not use a peer helper with the student.

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. 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. 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.

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. The counselor will contact the teacher when student is returning back to class

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC. **ANY INDIVIDUAL PRESENTING WITH SYMPTOMS WILL BE PLACED IN THE QUARANTINE ROOM.**

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. DOE's HR department
 - c. Your supervisor
3. Your supervisor will work with HR to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

PHYSICAL/SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. DOE employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Arrow on the floor or walls will mark the walking direction throughout the campus in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE is REQUIRED to prevent certain exposures. PPE includes:

Masks: Face masks are required and are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Wearing gloves is not required and does not diminish the need to wash your hands. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

DOE staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom and combining classes is not permitted. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. DOE has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Custodial Contractors will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– JPTSA will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Large Room– Certain rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room–These spaces could be closed for use until at different times of the year. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

| Category | Area | Frequency |
|---------------------------------|--|--|
| Workspaces | Classrooms, Offices | Hourly and At the end of each use/day |
| Appliances | Refrigerators, Microwaves, Coffee Machines | Daily |
| Electronic Equipment | Copier machines, Shared computer monitors, TV's, | At the end of each use/day and/or between use |

| | | |
|-----------------------------|--|--|
| | Telephones, keyboards | |
| General Used Objects | Handles, light switches, sinks, restrooms | At least 4 times a day |
| Buses | Bus seats, handles/railing, belts, window controls | At the end of each use/day |
| Common Areas | Cafeteria, Library, Conference rooms, Gyms, Common Areas | At the end of each use/day; between groups |

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly. JPTSA will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the opportunity for students to clean their own spaces before and after they are used, in ways that are safe and appropriate.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing. Deep cleaning should be performed as soon as the confirmation of a positive test, as practical. While the scope of deep cleaning is presumed to be the full site, sites may reduce the footprint to be deep cleaned if there is sufficient rationale to do so, and they gain consensus of the superintendent and the COVID19 Crisis Team. Notwithstanding the above, if an active employee is confirmed to have a COVID19 positive test, in lieu of performing deep cleaning, sites may shut down the site for a period of 72 hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.

SIGNAGE

Signage will be placed throughout the offices and school reminding students and staff of safety.

FOOD DELIVERY

Bringing or sharing snacks is discouraged and pot-lucks are prohibited in order to limit the risk of contamination. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to DOE.

PREVENTIVE MATERIAL INVENTORY

1. Confirm school district has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening

BUS DRIVERS/BUS PROTOCOLS

Bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing, or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

COVID19 CASE FORM

If an employee or student becomes ill on campus/district, he/she will immediately report to the **quarantine room** and the case form will be completed.

Once the employee or student arrives at the quarantine room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **HANDOUT: Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.

- The quarantine area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

VISITORS ON CAMPUS

The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. **VISITOR SELF-SCREENING FORM**

CAFETERIA AND MEAL PERIODS

Students may bring their own meals or be served individually plated meals in the classrooms instead of the cafeteria. DOE will use disposable food service items.

MODIFIED ARRANGEMENTS

Space seating/desks at least 6 feet apart. Desks will be arranged to face the same direction, or have students sit on only one side of tables, spaced apart.

Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times.

PRACTICES TO MITIGATE THE LIKELIHOOD OF COVID19 SPREAD INSIDE THE SCHOOL

1. JPTSA will have hand sanitizer available in all classrooms.
2. Students, teachers, staff, and campus visitors will be encouraged to sanitize and/or wash hands frequently.
3. Touchless thermometers will be on-site for employee and student screening

4. JPTSA encourages student engage in handwashing for at least 20 seconds two times a day, in addition to washing hands after using the restroom and before eating.

5. Masks or face coverings that protect the face and nose are REQUIRED for all employees, students, and visitors.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

The district/campus counselors will develop videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

STAFF TRAINING

1. Pre-return to school training-

Presented remotely to ensure understanding and preparedness to align with this manual

2. First Day Training/Orientation

Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom

3. Cleaning Crew Protocols

Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/District checklists
3. Disinfection Measures
4. Quarantine protocols
5. On site health screening
6. Daily self-screenings
7. Visitors
8. Cleaning Protocols

HANDOUT: Powerpoint for Student Orientation

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our district website
3. Follow our social media platforms
4. Email, Online platforms: Google Classroom/ Moodle

SECTION II. ACADEMICS AND HOME-BASED LEARNING

The COVID-19 Pandemic has changed education forever. It shut down schools all over the world and gave rise to distance or remote learning whereby teaching occurs remotely and on various digital platforms. When we re-open schools, there will be three modes of learning available to our students to accommodate families who are not ready to transition back to the traditional learning model.

The three instructional modes will support two groups of students: Those who are able to come to school and attend their classes those who are not able to attend (for medical reasons, for fear of infection, or other personal reasons)

Students who opt for the face to face learning will attend classes during their designated days.

The breakdown for cohort attendance is as follows:

Last names A-G will be cohort A

Last names H-P will be cohort B

Last names Q-Z will be cohort C

While on campus, all students must adhere to all necessary health precautions such wearing a face covering, temperature checks, and physical distancing.

Students who are not able to come to school will participate in the Home Learning option and will be supported based on their connectivity. Students with reliable access to the internet and a device (such as laptop, computer, or tablet) will access the curriculum and submit their work vial online or other digital platform. However, students who do not have connectivity or a device, will access the curriculum by picking up packets and returning completed work to school.

Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. Grading policy will be the same for home learning as it is for on-campus learning. Students not making progress, not completing academic assignments or opting

not to participate during the school year will not receive credit. Submission of assignments for those on home learning modules will be counted as attendance in the registered courses.

Completion Protocols

Students not making progress, not completing academic packets or opting not to participate during this closure may be re-set or withdrawn for non-attendance.

RECEIVING AND RETURNING STUDENT WORK

In order to support our students instructionally while they are at home, we are offering paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by DOE staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

PCOR 1 PACKET PREPARATION

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.)

1. Perform hand hygiene before preparing homework packets. Follow the Centers for Disease Prevention and Control (CDC) guidance for performing hand hygiene.
2. Teachers will prepare packets for students enrolled in their classes. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together.
3. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
4. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
5. If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.

6. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.
7. Staff should take the following measures when preparing the packets:
8. Prepare homework packets on a surface that is clean and can be easily disinfected. Clean and disinfect the surface before preparing homework packets.

PACKET DISTRIBUTION

Direct delivery method

All printed packet distributions will utilize a grab and learn concept.

PACKET RETURN

1. In the event that the parent needs to drop off the packet, JPTSA will establish a drop-off location. Our drop off location is the front entrances of JPTSA. A clearly marked bin will be used for students to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other students while dropping off packets. Students should remain 6 feet apart from anyone else while at the drop off. In addition, communication with students will explicitly tell parents, “Do not come if you are symptomatic. Either send someone else or wait until you are no longer symptomatic.” Wait 24 hours after a drop off cycle before beginning to open the packets.
2. Returned homework packets from students should be handled on a surface that can easily be cleaned and disinfected.
3. Avoid touching your face or eating and drinking while handling the homework.
4. Perform hand hygiene after handling the homework.
5. Clean and disinfect the surface after handling the homework.
6. Students who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) or via photo sharing.

ONLINE INSTRUCTION

Google classroom, Moodle, or Zoom are our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers may pre-record lessons and then follow-up with tutorials in the same week.

III. EXTRACURRICULAR ACTIVITIES

Congregation, as defined in the Governor’s executive order for outdoor gatherings, events, and extracurricular activities are prohibited as emphasized by DPHSS Memo 2020-27.