



DEPARTMENT OF EDUCATION  
**JUAN Q. SAN MIGUEL ELEMENTARY**

**Home of the Eagles**  
491 Clara Road – Toto, Guam 96910  
Telephone: (671) 477-9370  
Website: <https://jqsm671.weebly.com>  
Email: [jqsmes@gdoe.net](mailto:jqsmes@gdoe.net)



Jon J.P. Fernandez  
**Superintendent of Education**

*Accredited by*  
*Western Association of Schools and Colleges*

Elizabeth Ann T. Hanzsek  
**Principal**

---

## JQSM Reentry Plan

School Year 2020-2021  
Submitted on December 11, 2020

### **Introduction**

“Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.”

This School Reentry Plan was developed by the J.Q. San Miguel Elementary School to address the re-opening of its campus for School Year 2020-2021 in light of the recent COVID-19 pandemic. This plan was developed to comply with the guidelines set forth by the Centers for Disease Control, Guam Department of Public Health and Social Services, and all executive orders issued by I Maga’hågan Guåhan to mitigate the risk of exposure to COVID-19, and prioritize the safety and well-being of all students, faculty, staff, and visitors.

## **Health & Safety Action Policies**

### **STAY HOME POLICY**

If you are feeling ill and/or are experiencing cold/flu-like symptoms such as (but not limited to), sore throat, coughing, congestion, muscle pain, loss of taste, temperature of 100 Fahrenheit or above, **STAY HOME!**

### **NO MASK NO ENTRY POLICY**

All students, employees and visitors are required to wear masks upon entering the school facility. No exceptions.

### **SOCIAL DISTANCING**

All persons on campus must maintain six feet of physical distance from one another. Though occupancy will be limited, offices, classrooms, and other common areas will be retrofitted to allow for social distancing. “Six feet apart” markers have been laid out as visual aides to ensure that proper distance is maintained at all times, as well as markings for a “one way in, one way out” flow of traffic.

## **SANITIZATION**

Sanitization and cleaning will occur frequently throughout the day. All are encouraged to frequently wash their hands and use hand sanitizers especially after touching high traffic areas. Gloves are also recommended.

### **Preparing to open:**

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. Marking off offices, classrooms, and other common areas for 6 feet distance and traffic flow.
3. Label each room and office with maximum number of people allowed that will ensure 6 feet distance. Declutter as much as possible to maximize space. Prepare satellite office at room 1 for visitors' assistance.
4. Mark hallways with 6 feet markers outside classrooms and traffic flow.
5. Conduct parent/student orientation prior to the opening of the school year.
6. All orientations will be conducted in the school cafeteria during designated time in compliance of the CDC guidelines.

## ***School Arrival Procedure***

### **School Personnel Arrival**

1. All faculty and staff will arrive at their designated time. Faculty and staff will wear masks or face coverings prior exiting their vehicles and enter 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 designated screening area.
3. All school personnel are required to be screened prior to proceeding to their designated work area.

### **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 area.
2. All school busses will be screened at the checkpoint area prior to releasing the students in front of the school cafeteria.
3. All private vehicle riders will remain in their vehicles until they reach the drop off point.
4. All students will wear masks or face coverings prior to exiting the buses or private vehicles. Upon exiting, students will wait at the designated area marked off for social/physical distancing and wait for direction to enter. Parent/guardian (s) will remain in their vehicles.
5. School personnel will be stationed to monitor that CDC social/physical distance guidelines at each class area are enforced.

## *School Dismissal Procedure*

### **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. School personnel will monitor that CDC social/physical distance guidelines are followed.
5. School personnel will assist the bus drivers in monitoring bus capacity limits are met and siblings are kept together (identify groups to be loaded together to ensure families are together in the event of double backs).
6. **Parent/guardian (s) 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.
7. Students walking home will be escorted out the gate after buses leave maintaining CDC social/physical distance guidelines.

### **School Personnel Departure**

1. All school personnel will exit the campus at their designated time after the busses leave to avoid traffic congestion in the hallways.
2. School personnel will wash their hands using soap and water prior to exiting the school or use hand sanitizer provided by the school.

## *Non-Instructional (Arrival, Recess, Lunch) Procedure*

### **Rainy Day/Holding area**

1. Each grade level will be situated at the designated holding areas during rainy day and prior to instructional time.
2. School personnel will monitor student groups at the holding areas while enforcing that the CDC social/physical guidelines are followed.

**Meals- All meals will be served in the school cafeteria this is inclusive of the fresh fruit and vegetable program.**

### **Students**

1. Student lunch times will be staggered by grade levels.
2. Students will wash their hands with soap and water prior to and after eating lunch.
3. Students will proceed to the cafeteria during their designated lunch times. Students will enter the cafeteria following the traffic flow markers.
4. Students will remove their masks/face coverings using mask removal procedure when eating lunch.
5. 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.
6. School personnel will escort students to playground for rest of lunch period if weather permits.

### **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.

### **Playground (Lunch/Recess)**

1. Students will have recess and lunch periods at staggered times at the designated play area.
2. Assigned school personnel will take the specific grade level to the designated play area to ensure that safety protocols for social/physical distancing are followed.
3. Students will be allowed to remove their masks/face covering while on the playground to avoid hypoxia.
4. Prior to returning the classroom (5 minutes prior) at the end of the designated break time, school personnel will escort their assigned students to the restroom to wash their hands with soap and water.
5. During this time, school personnel will ensure that the CDC guidelines are followed and provide “mini-lessons” as reminders.

### **Restroom**

1. All students will adhere to CDC social/physical distance guidelines when entering the restrooms.
2. The urinals/toilets/sinks will be marked for use or closure to ensure 6 feet distance is adhered to.
3. 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.
4. School personnel will assigned in the hallways to monitor compliance.

### **Water Fountains**

Regular water fountains will be closed for use. Students, faculty, and staff are encouraged to bring their own water bottles from home. However, the school will be working with GDOE to obtain bottle water filling stations to refill personal bottles.

## ***Instructional Time Procedure***

### **Classroom Setting**

1. Each classroom will have the maximum number of people allowed inside based on their physical space.
2. Each classroom will mark off 36 square feet of space for each student with traffic flow markings to ensure that CDC social/physical distance guidelines are followed.

3. At the end of the day, school personnel will sanitize and disinfect all furniture in the classroom.
4. Each student will have assigned containers with their school supplies to minimize contact with other students.
5. At the beginning of 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 with periodic removal for a few minutes to avoid hypoxia and allow for students to remove masks periodically to avoid the same.
2. They will wash their hands with soap and water prior to entering and upon exiting the classroom.
3. 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 following the guidelines.
4. 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 to avoid hypoxia under the supervision and direction of the teacher.
2. Students will wash their hands with soap and water prior to entering and upon exiting the classroom.
3. 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 traffic.
4. Students will not move furniture from their designated locations and will stay at their assigned desks.
5. Students will obtain the teacher's permission to leave their desks at all times.

## *Office Visits*

### **Nurse Office**

#### **Isolation Room**

1. Any student or employ who is screened with symptoms related to COVID-19 will not be sent to the nurse's office, rather they will be brought to the isolation room for further screening and monitoring.
2. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 following the GDOE COVID-19 Handbook.
3. A school personnel will be assigned to monitor the room in the event there is case of COVID 19 contamination..
4. In the event, the individual is released to proper authorities, the pick-up area is located at the rear of the room. Vehicles may enter the campus at the rear of the school, this will minimize any contamination in the campus.
5. After leaving the room, the room will be sanitized and cleaned prior to the next use.

### **A. Scheduled Visits**

1. Students who are scheduled for medicine or treatment.
2. Strict compliance of the CDC guidelines will be adhered to.

### **B. Unscheduled Visits (emergency level)**

1. Students whose injury or illness that will require 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. All school personnel are expected to utilize the phone or electronic communication as much as possible for all matters requiring the administrative or main office services.
3. 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.
4. A school personnel will escort the student back to the classroom after the services are conducted.

### **Counseling Office**

#### **A. Character Lessons**

1. Lessons conducted by the school counselor will be scheduled ahead of time and coordinated with the homeroom teacher.
2. All lessons will be conducted in the classroom.
3. Counselor will ensure that CDC guidelines are followed.

#### **B. 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 escort the student back to the classroom.

#### **C. 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. The counselor will conclude any business prior to the student arriving to the office.
2. Teacher will send one student at a time to ensure social distancing in the hallway.
3. The counselor will escort the student back to class.

### **Library**

1. Classes will be scheduled by 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 and follow the library rules.
4. Faculty requiring use of library equipment must schedule the use and return of equipment on a timely manner to alleviate any traffic in the library as well as provide ample time for sanitization for the next use.

## ***Visitor Procedure***

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

1. The school will be open to visitors at the checkpoint entry.
2. The checkpoint entry is located at F2, signs will be posted on the building.
3. The checkpoint/service area will be opened from 8:30 a.m. to 2:00 p.m.
4. All visitors are required to wear a mask/face covering prior to exiting their vehicle and upon entry to checkpoint area.
5. All visitors will be asked health screening questions upon entry and a temperature screening will be conducted.
6. All visitors will follow CDC social/physical guidelines posted. Markers are placed on the ground to indicate the 6 feet distance requirement.
7. No visitors will not enter beyond F2 unless they are a GDOE employee providing service to the school, contractual employees for repairs or cleaning, and other educational service providers.
8. All school services will operate out of F2, such as student sign out during the day, attendance verification requests, registrations, withdrawals, etc.
9. **Students being picked up between 8:30 a.m. to 2:00 p.m.** will be escorted to the front of the school cafeteria to be released to the parent/guardian or identified individual on the student emergency card.
10. **Students being released due to illness, parent/guardian (s) will be contacted.** After receiving confirmation that parent/guardian (s) are informed, student will be escorted to the designated area. Parent/guardian (s) will not enter the school campus at all.
11. After 2:00 p.m., individuals will have to wait until the buses leave at the end of the day to reduce congestion at the dismissal site.
12. Meetings with the principal or a teacher will be by appointments only. Emergencies that require entry beyond the designated area will be handled case by case.