



Liguan Elementary School

**COVID-19
SCHOOL
Re-Entry Plan**

December 1, 2020

Hafa Adai Teachers, Staff, and Students!

As schools begin to reopen, with everyone returning to classrooms, or restarting school with digital learning at home, or a blend of both home and school, at least one constant will be clear: The K-12 educational system as we have known it for decades has changed. While structures remain, teaching practices and delivery of instruction within those structures will look and feel different. Our lives have been impacted since the school closure on March 16, 2020, followed by quarantine. This is a trying time for our island and we need to make adjustments to how we educate our students during this pandemic.

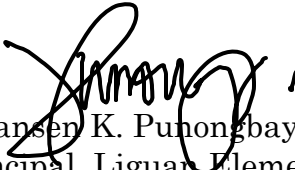
With the Governor’s Executive Order and the Department of Public Health and Social Services (DPHSS) guidelines (2020-27), Liguán Elementary School will continue to be committed in educating our students in a safe and healthy environment and adhere to minimum requirements to protect the health of our students, teachers, staff, service providers, and assigned personnel at LES.

Current projections indicate that COVID-19 will continue to affect our island community well into the school year. It is important that we remain focus on our Mission in Preparing Students for Life, Promoting Excellence, and Providing Support for every student while responding to the ongoing risks associated with the virus.

The disruption of school closure had caused unprecedented concerns of student losing classroom instruction, however, GDOE had implemented plans for Distance Learning through Online learning, PBS, and Grab and Learn packets.

With that in mind, we will remain focus and do our best to ensure our students learn and achieve through the different Models of learning- Home learning Online, Home learning Hard Copies, Traditional Face to Face. We will learn to adapt to new guidelines and procedures that are updated and shared by DPHSS, CDC, and Governor’s Executive Order or as prescribed by GDOE Superintendent and Deputies.

This School Re-entry Plan is provided to you with essential information that you will need to help you accomplish our mission. Together, we will stand resilient in meeting the challenges, while keeping our health and wellness as priorities. I thank you for your support and understanding as we move forth in educating your child and keeping them safe.


Johansen K. Punongbayan
Principal, Liguán Elementary School

What is COVID-19?

It was first detected in China and now has been detected internationally. A novel coronavirus (COVID-19) is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.

A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a COVID-19 diagnosis. Patients with COVID-19 will be evaluated and cared for differently than patients with common coronavirus diagnose. From website:

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

For additional factual information contact your school nurse, ask your doctor, or check the <https://www.cdc.gov/coronavirus/2019-ncov/index.html> website.

Know the Symptoms of COVID-19:

-The CDC believes these symptoms appear in a few days after being exposed to someone with the disease or as long as 14 days after exposure: ***Fever, Cough, and Shortness of breath***. But for some people, the symptoms are like having a cold; for others they are quite severe or even life threatening. In either cases, it is important to check with your healthcare provider and follow instructions about staying home or away from public places to prevent the spread of the virus.

How do we prevent the spread of the virus?

We use the guideline from the Centers of Disease Control (CDC) for social distancing, disinfecting, and other protective measures. We encourage everyone including teachers, staff, students and families to practice good hygiene- simple steps to prevent the spread of illness:

- Wash hands multiple times a day for 20 seconds.
- Cover mouth with a tissue when they sneeze or cough and throw it away immediately or sneeze into the bend of their elbow.
- Do not share food or drinks.
- Practice a new greeting such as fist bumps or elbow bumps instead of handshakes or hugs. Fewer germs are spread this way.
- We encourage all to eat a balanced diet, get enough sleep, and exercise regularly; this will help to develop and strengthen their immune system to fight off illness.

What are changes in school policies in light of Centers of Disease Control (CDC) guidelines and the Governor’s Executive Order for social distancing?

Masks/Face coverings are mandatory while on campus. We will be practicing social distancing by keeping 4-6 feet distance using markers along the hallways and 36 square feet markings in the classroom. Disinfecting daily will follow CDC guidance and protocol.

There will be 2 Point of entries for students: Main entrance/office and Drop off area/cafeteria entrance. Faculty and Staff will be entering through the main office to be screened. SODEXO will be allowed to enter the back entrance for food delivery and will need to be screened upon arrival.

Other employees, contractual service employees, GDOE employees providing services and students will be allowed on campus and will be screened at point of entry, MAIN OFFICE ENTRANCE.

Parents/Guardians and other visitors will not be allowed on campus. Parent/Guardian meetings will be by appointment only to address any concerns or by virtual meetings if needed. All services normally handled will be in the main office conference room. To minimize exposure to our students and teachers, we will not entertain visitors to the classrooms unless approved by the principal and that they are educational service providers.

Liguan Elementary School 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). If this happens, Employee or students will be isolated in the designated isolation room located in the main office and will be assessed by the school nurse. In the event of school closure, we will prepare students to do distance learning and to work independently as possible during days they are not in school. Remember if you are feeling sick to stay home and let the school main office know.

Preparing to Open:

1. Understand and review basic information about COVID-19 from CDC and DPHSS Guidelines, GDOE COVID Handbook and information videos, including its symptoms, complications, how it is transmitted and how to prevent transmission.
2. Prepare physical environment for social/physical distancing. Marking off offices, classrooms, and other common areas for 6 feet distance and traffic flow. 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 main office for visitors' assistance allowing only four (4) people to enter at a time. Communicate and post in a highly visible manner.
3. Identify arrival entry points for students and dismissal waiting areas for bus, car riders and walkers.
4. Mark hallways with 6 feet markers outside classrooms and traffic flow.
5. Update or develop school emergency and contingency plans.
6. Establish a school wide morning routine such as pledge of allegiance, Fanoghe Chamorru, Inifresi, school expectations/ schoolwide learning outcomes (SLO), school song, etc. in the classroom.
7. Develop and implement a staggered schedule for recess and lunch period.

Requirements/ Restrictions:

1. Operate at no more than the percent occupancy rate for the establishment, including employees, as identified by the most recent Executive Order which addresses this issue.
2. All employees must wear a mask, which is to cover both nose and mouth. Masks with exhalation valve are discouraged as it does not stop virus droplets from escaping and possibly infecting others.
3. An employee occupying a private room alone may remove his/her face masks while in the room, provided the following are adhered to:
 - No other individual occupies the room
 - The door to the room is kept closed
 - The room is frequently cleaned and disinfected, especially high touched surfaces
 - The employee utilizes hand sanitizer, and wears a face mask prior to exiting the room
4. All employees will maintain physical distancing of 6 feet, inclusive of workstations.
5. Placement of physical barriers (i.e. plexiglass, dividers, cardboard, etc.) between cubicles, desks, chairs are permitted if 6 feet physical distancing is not possible.
6. Post signage at the entrance to remind employees and visitors of new policies and Procedures. Have written procedures in place that addresses employee health, cleaning disinfecting procedures, physical distancing and protective equipment.
7. If possible, prohibit of sharing office furniture, equipment and other items. If sharing, item must be disinfected frequently following the cleaning and disinfecting procedures Provided by CDC.

Employee Health and Hygiene:

- An employee must **immediately** report symptoms to the principal.
- Employee must provide a Clearance Letter from DPHSS before returning to work.
- If employee is showing COVID-19 symptoms or have been found positive, school must follow CDC guidelines or DPHSS guideline, whichever is more stringent.
- Principal to fill out P-RAM (Pandemic-Risk Assessment)
- DOE will work closely with DPHSS to conduct contact tracing and any close contacts of the confirmed cases will be contacted directly.
- Areas of the campuses will be cleaned and disinfected as needed. Employees will not have access to these areas until cleaning has been completed (at least 5 hours).
- DOE is to provide each employee with a face mask and encouraged to provide hand sanitizer.
- Promote healthy hygiene practices.

SCHOOL ARRIVAL PROCEDURE

Employee Arrival:

1. All faculty and staff will arrive at their designated time. Faculty and staff will wear face masks or face coverings prior to exiting their vehicles and entry into the school. Face masks will cover both mouth and nose. CDC social/physical distance guidance will be practiced while proceeding from their vehicles and throughout the campus grounds.
2. All employees must wash or sanitize hands prior to entering the campus.
3. All employees will enter the main office door and exit through the other door near Xerox machine.

4. 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 main office.

Students Arrival:

1. All buses and car riders will drop off students at the **drop off** designated point (At the back near Cafeteria), Car riders will remain in their vehicles until they reach the drop off point.
-Entry point areas: Walkers will enter through the main entrance and students K-5 being dropped off will enter through the cafeteria entrance.
2. All students will wear masks or face coverings prior to exiting the buses or private vehicles. Face masks will cover both mouth and nose.
3. Walkers will wait at the sidewalk marked off for social/physical distancing and wait for direction to enter. Parents/guardians will remain in their vehicles. Parents/guardians walking with their children will remain outside the gate wearing their mask or face covering.
4. Upon arrival, students will wash or sanitize their hands and go through health screening protocols such as temperature check when exiting the bus or car. They will enter the cafeteria and will follow CDC guidelines of 6 ft. apart and the foot traffic markings to line up for breakfast. Staff will monitor number of students going in to ensure maximum number in cafeteria is not exceeded (36). Staff will be stationed along hallways 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 grade level/ room numbers will be released simultaneously and will follow their designated dismissal times to minimize hallway crowding.
3. Designated employees at the bus, car riders, and walkers will assist in monitoring/enforcing 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).
4. Parents/Guardians will wait patiently inside their vehicles along sidewalk until Exit gate is open for entry to proceed to the **Pick-up** point. A name placard will be distributed to parents/guardians once mode of transportation form is complete.
5. **Parents/guardians picking up students will remain in their vehicles** and enter through the exit gate to the designated pick up point **after** buses leave. Students being picked up will practice 6 feet physical distance and will be escorted to the vehicle.
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. Parents/Guardians must wait on the other side of the street maintaining CDC social/physical distance guidelines and by wearing a mask or face coverings.

Employee Departure:

1. Employees will leave campus through their designated exit gate.
2. Employees will wash their hands using soap and water or use hand sanitizer prior to leaving campus.
3. Employees will promote a clean and healthy environment prior to leaving their classroom or workstation by sanitizing their work areas or personal equipment.

NON-INSTRUCTIONAL TIME /COMMON AREAS PROCEDURE

Rainy Day:

1. Identify holding areas during rainy days.
-Morning recess/ Lunch recess:
K-2: Hallways keeping 6 feet distance
3-5: Hallways keeping 6 feet distance
2. Staff will monitor students to ensure physical distancing is maintained.

Breakfast:

1. Students will wash hands with soap and water or use hand sanitizer prior to eating breakfast.
2. Enter cafeteria through the entrance (C wing side) keeping 6 feet distance and following the flowing the traffic flow markers.
3. Students will remove their face masks/face coverings using mask removal procedure (from ear straps) prior to eating breakfast.
4. Students will practice no talking while inside the cafeteria to reduce transmission of virus containing droplets when mask is off.
5. Students will put their face masks back on after eating and returning their trays to the scullery following traffic flow markers and social/physical distance guidelines.
6. Students will wash hands or use hand sanitizer prior to leaving the cafeteria.
7. Exit cafeteria through the exit (A wing side) keeping 6 feet distance and following flow markers and social/physical distance guideline.

Lunch:

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.
3. After they find their assigned seats (facing the same direction), students will remove their masks/face coverings using mask removal procedure.
4. Students will put their mask/face covering back on after eating and will dispose their to go trays in the trash bins near the scullery and following traffic flow markers and social/physical distance guidelines.
5. Cafeteria staff will clean and disinfect the tables after each grade level usage.
6. Staff will escort students to the playground for rest of lunch period if weather permits.

A. Student Lunch in the Classroom: (If needed)

1. Staff or SODEXO will deliver meals to classroom.

2. Designated staff will monitor students during lunch for teachers to take their lunch
3. Student lunch times are staggered by grade levels. 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 traffic flow and social/physical distance guidelines.
5. Staff will escort students to playground for rest of lunch period if weather permits.

B. Faculty/Staff Lunch:

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 (6) of allowable persons in the room while following the CDC social/physical distance guidelines.
2. Faculty or staff heating up food items in the Main office kitchen will need to keep a maximum number (2) of allowable persons in the room while following the CDC social/physical distance guidelines.
3. 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.
4. Faculty and staff will remove their masks/face coverings using mask removal procedures when eating lunch.
5. 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.

Lunch Recess:

1. Each staff will take their grade level students to assist with enforcing safety protocols for social/physical distancing to the extent possible. Students will be allowed to remove their masks/face covering while on the playground to avoid hypoxia.
2. Lunch recess areas will be designated by grade level.
3. Each staff will escort their grade level students at least 5 minutes before the end of lunch to wash their hands with soap and water. The staff member will escort the students to their classrooms to ensure they are following safety protocols and providing “mini-lessons” as reminders.

Restroom:

1. All users will adhere to CDC social/physical distance guidelines when entering the restrooms, keeping a maximum number of allowable persons (3) in the room. Urinals/toilets/sinks will be marked for use or closure to ensure 6 feet distance is adhered to.
2. 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.
3. All users will follow marked areas when entering or exiting restrooms and room capacity.
4. All users will follow restroom rules- Use, Wash, Go.

Water Fountains:

1. Regular water fountains will be closed for use.

2. Students, faculty, and staff are encouraged to bring their own water bottles from home. the school
3. Water bottle stations will be located at the A wing & C wing restrooms.

Isolation Room:

1. Any student or employee who is screened with symptoms related to COVID-19 will be brought to the isolation in the main office (B113 & B117) for further screening and monitoring by the school nurse.
2. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 following the GDOE COVID-19 Handbook.
3. Assigned staff will wear the proper PPEs when escorting students to the isolation room.
4. Students will be escorted to the isolation room avoiding close proximity to other students or staff.
5. Parents/guardians will be screened prior to picking up students who exhibit signs of possible COVID-19.
6. Students from the isolation room will be escorted by assigned staff to the main office area and picked up by parents once signed out. They will exit through the side door (right side of building).
7. Employees who exhibit signs of COVID-19 will be released from duty for the rest of the day to self-monitor and contact their primary doctor or DPHSS for further evaluation.

Library:

1. Classes will be scheduled by school librarian.
2. All patrons will sign in and use hand sanitizer upon entering and exiting the library.
3. Only one entrance and one exit.
4. 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.
5. Computers will be cleaned and disinfected after each use.

CLASSROOM PRACTICES/PROCEDURES

Each classroom will have the maximum number of people allowed inside based on their physical space. 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.

Desks and common-seating spaces are to be arranged to ensure 4 feet distance minimum separation and facing the same direction (no groupings or face to face seating). If tables are used, students will be seated on one side of tables and spaced apart to reduce the transmission from the virus.

Students will remain in their homeroom classes throughout the day while teachers (Chamorro & other program teachers) move between classes. Student supplies and materials will be kept separated from each other and sharing of personal supplies will be prohibited. However, if classroom items are to be shared, they must be disinfected frequently.

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. 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.
4. On the first day of school, Teachers will seek students’ input on establishing norms.
5. Commit to modeling, practicing and reinforcing the agreed upon classroom/school norms so that students become standard operating routines. Build transition procedures into the classroom/school norms. Respond quickly to students who disregard the norms so they can better understand and apply better.
6. Create a safe classroom/school environment that supports students through their struggles and celebrate success. Circulate the classroom/school providing feedback that lets students know when they are “getting it” and lets students know when they are “not getting it.”
7. Establish classroom management responsibility with students giving them a sense of ownership in the affairs of the classroom. It’s valuable to let students know that they will be encouraged to make choices in the classroom/school.

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. Special needs students who are unable to wear a face mask or shield may be seated with a protective shield around them in an identified area in the classroom and monitored by a 1:1 aide wearing personal protective equipment (PPE). Students with underlying health conditions, asthma or chronic obstructive pulmonary disease (COPD); who should not wear a cloth face coverings may use a face shield as an alternative.
3. 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 traffic.
4. Students will not move furniture from their designated locations and will stay at their assigned desks. Students will get the teacher’s permission to leave their desks at all times.
5. Students will not share any of their supplies or items, if they do happen to share supplies or textbooks, teacher or staff will clean and disinfect after each use.

STUDENT OFFICE VISITS

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 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.

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.
 - 4. The counselor and teacher will schedule a time to do mini lessons in 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.
 - 3. The counselor will contact the teacher when student is returning back to class.

CAMPUS VISITORS/ PICK UP 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 Ligan Elementary School on a daily basis and any unregistered student of the school.

- 1. The main office will be open to visitors from 8:00 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 at the front entrance where 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 4-6 feet distance requirement.
4. No visitors will enter beyond the main office unless they are a GDOE employee providing service to the school, contractual employees for repairs or cleaning, and other educational service providers.
5. All school services will operate in the main office such as student sign out during the day, attendance verification requests, registrations, withdrawals, etc.
6. **Students being picked up between 8:30 a.m. to 2:00 p.m.** will be escorted to the main office to be released to the parent/guardian or identified individual on the student emergency card. Teachers kindly call the office in advance for students being picked up. After 2:00 p.m., students will remain in their classes and wait until after buses leave at the end of the day to reduce congestion at the dismissal site.
7. Meetings with the principal or a teacher will be by appointments only. Emergencies that require entry beyond the main office will be handled case by case.
-Alternate processes, if needed, in conducting phone or virtual parent-teacher meetings or conferences. Parents will need frequent updates on their child's adjustments both academically and physically.
8. IEP & Child Study Meetings may be conducted via Zoom, Google Meet or teleconference Face to Face meetings planned will need to ensure CDC guidelines are followed to ensure the safety of all participants. All face to face meetings may be rescheduled at a moment's notice.

EMERGENCY DRILLS

1. **Fire Drills-** Evacuation drills will be held periodically to ensure safe and rapid evacuation of the building in case of emergencies during this pandemic. When the alarm is sounded, Please follow the following:
 - Teacher will carry emergency class handbook (class list, parent contact numbers) and proceed outdoors at their designated area 100 feet from main building. Teacher will follow CDC guidelines for social/physical distancing of 6 feet apart when students are in line and will take attendance for accountability purposes.
 - Clearance should be given for hydrants and entrance where firefighting equipment will come. Under no circumstance should teachers and students return to the building until all-clear signal is given.
 - Students must proceed quickly and quietly according to the directions of the teacher. They are not permitted to carry items such as books or excess clothing. They are to follow protocols and remain 6 feet apart from their classmates while in line.
2. **Earthquake Drills-** The Federal Emergency Management Agency (FEMA) reiterates its long standing advice for staying as safe as possible during an earthquake. It's easy to remember and even easier to do: **DROP** to the ground, take **COVER** by getting under a sturdy table or other piece of furniture, and **HOLD** on until the shaking stops. Do not evacuate the classroom until the quake is over. Once the quake stops, count quietly to 60,

then evacuate or until a directive is given. Remain calm to ensure orderly evacuation. Teachers must follow CDC guidelines and protocols for social/physical distancing of 6 feet apart when students are in line during the evacuation.

PREVENTION AND PROCEDURES

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. Desks and common seating spaces (including cafeteria) are to be arranged to ensure 4 feet minimum separation in schools.

2. Desks must face in the same direction, or have students sit on only one side of tables, spaced apart to reduce transmission from virus.
3. Use visual aids (i.e. painters tape, stickers, etc.) to illustrate traffic flow and appropriate spacing to support social distancing.
4. Limit mixing of classes for school and afterschool activities. For example, students in a class will stay in one classroom throughout the day, while teachers move between classrooms; or classes use different entrances, if available, or establish an order for each class to enter and leave the classroom/building.
5. Restrict non-essential visitors, volunteers, and activities involving other groups.

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 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 passed 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.
4. Ensure toilet facilities and hand washing sinks are thoroughly and frequently cleaned and disinfected.
5. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, such as by opening windows or doors. If not possible, provide students time within the day to go outside. Minimize air from blowing from one person directly at another individual if fans are being used.

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. All students and employees are encouraged to stay home if they are not feeling well.

Students/ Employees who become sick

1. Inform administration and nurse.
2. Isolate students/ employees from those who are well for assessment purposes.
3. Nurse will inform parents/guardians, and consult with health care providers/health authorities.
4. Students/Employees may need to be referred directly to a health facility, depending on the situation/context, or sent home.

Other guidance and protocols will follow the GDOE COVID-19 Handbook that will apply district wide to include protocols in the event a confirmed case has entered the school.

LES PERSONAL PROTECTIVE EQUIPMENT (PPE)

Quantity Needed	Quantity Received	Items Description
2	6	Thermometer Scanners (Hand-held)
	2	Digital wall thermometer scanner with hand sanitizer (Donated)
114	57 /21	Spray bottles
	379	Hand sanitizer 500ML bottles
	49	Alcohol
	6 boxes= 72	Alcohol (Donated by PTO)
	2 boxes	Disinfectant
	20 boxes	Disposal Mask- Kids SM
	112 boxes	Disposal Mask- Kids Med
	73 boxes/ 76 boxes	Disposal Mask- Adults
	70 boxes/ 31 pkgs	N90 Masks
	375	Fabric Mask- Adult
	289	Fabric Mask- Kids
	29 ea / 94	Face sheilds
	172 boxes	Alcohol Pads
	6 boxes	Alcohol wipes (Donated by PTO)
	14 boxes	Nitrile Gloves Med
	5 boxes	Nitrile Gloves Lrg
4	5	Plexiglass shields
1	1	Plexiglass door (Isolation room)
4		Water bottle filling station
3		Handwashing station
	49 ea	Reusable Gowns (1:1 Aides) Donated
	343 ea	Waterbottles – Students (Donated)

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
Liguan E.S. Phone	For emergencies or communication needing immediate attention.	300-1680
Liguan E.S. website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	http://lesguam671.wix.com/siheks
Liguan E.S./ 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 stakeholders who may need individual issues and concerns addressed.	Liguan@gdoe.net
Class Dojo	School/classroom communication app	Teachers will add parents to their class lists. Must have data on phone to download app.
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Teachers will give instructions for their applications.