



MACHANANAO ELEMENTARY SCHOOL RE-ENTRY PLAN

SY 2020-2021

(Updated 3/25/21)

Hafa Adai Marlin Family,

Welcome to School Year 2020-2021! I hope that all is well with you and your family and are safe and healthy. It is evident that this school year will be like no other years we've had, but together we will continue to provide an adequate education for our students even through this pandemic time.

MES will be in compliance with COVID-19 regulations by working closely with Guam Department Of Education (GDOE) and local public health agencies to ensure our students' and employees' health and safety is a priority during this COVID-19 pandemic.

This handbook is a document that contains Machananao Elementary School (MES) Operating Procedures during this pandemic and essential information for School Year 2020-2021. Please read and utilize this handbook as a reference of important policies, protocols and procedures that are expected at MES in order to achieve our mission "Machananao Elementary School will create a safe, trendsetting, community of life-long learners striving for success".

The decision and confidence to reopen our school was dependent upon strategic and measured monitoring of COVID-19 from spreading. Given low levels of COVID-19 spread within the island community and confidence supported by Public Health data and the incidence of infection is genuinely low, allowed GDOE to gradually reopen educational services and support functions. In conjunction with the guidance of the Guam Department of Public Health and Social Services, Guam Homeland Security, and the Office of the Governor of Guam, GDOE has taken appropriate and deliberate measures to ensure the highest possible level of safety for all stakeholders.

Prior to the opening of the new school year, MES employees were required to attend training on COVID-19 Safety and Awareness. Therefore, all MES employees have successfully completed the following courses:

1. **ePROTECT Respiratory Infections (EN)**
2. **COVID-19: How to put on and remove personal protective equipment (PPE)**
3. **Standard precautions: Environmental cleaning and disinfection**

In addition, all MES employees have received, reviewed, and are expected to comply with the GDOE COVID-19 Response Employee and MES COVID-19 Response Safety Plan Handbooks. These will be used as a reference and guidance to practice all safety protocols to protect themselves and others.

Let us continue to work together to sustain a safe, healthy, supportive, and learning environment for our students. Thank you for your continued cooperation as we look forward to a positive "new norm" school year at MES!



GERALDINE D. QUEJADO
Principal

IMPORTANT NOTE:

As information is constantly developing, students, parents, faculty and staff will be updated as new guidance from the Centers for Disease Control (CDC), the World Health Organization, and other federal and local government public health entities are provided.

DOE VISION STATEMENT

“Every Student: Responsible, Respectful, and Ready for Life”

DOE MISSION STATEMENT

<p><i>Prepares all students for life...</i> <i>-by ensuring that ALL students, national origin, sexual orientation, socioeconomic status, language proficiency, special need, religion or beliefs receive a high quality education that will prepare them for post-secondary education, the workforce and civic engagement.</i></p>	<p><i>Promotes Excellence...</i> <i>-by adopting and implementing high standards and expectations for all students and employees with everyone performing at their best at all times. This philosophy is grounded in the belief that all students can learn at high levels and all employees can provide the highest quality of service.</i></p>	<p><i>Provides Support...</i> <i>-by ensuring that our department has a framework to identify and address the academic, social, and emotional needs of our diverse student population through a support system that is comprehensive and timely with an unwavering focus and relentless commitment to the success of each and every student.</i></p>
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SCHOOL MISSION

Machananao Elementary School will create a safe, trendsetting, community of life-long learners striving for success.

SCHOOL-WIDE LEARNER OUTCOMES

Motivated life-long learners

- I can recognize, set, and reach goals.
- I can solve problems in positive ways.
- I can actively engage in my community.

Effective communicators

- I can speak, listen, read and write in different ways.
- I can demonstrate positive social skills.
- I can respect all cultures.

Successful individuals

- I can show academic and personal growth.
- I can follow school-wide rules and routines.
- I can apply gained knowledge to life situations.



MACHANANAO ELEMENTARY SCHOOL



BELL SCHEDULE

School Year 2020-2021

7:15 a.m.	School Opens
7:30 a.m. – 8:15 a.m.	Breakfast
8:15 a.m. - 8:30 a.m.	Homeroom
8:30 a.m. - 9:45 a.m.	Language Arts (Reading, Phonemic Awareness, Writing, Written and Oral Language Conventions, Spelling, Penmanship, Listening, Speaking and Comprehension)
9:45 a.m. – 10:00 a.m.	Kindergarten & 1st Grade Morning Recess
10:00 a.m. – 10:15 a.m.	2nd & 3rd Grade Morning Recess
10:15 a.m. – 10:30 a.m.	4th & 5th Grade Morning Recess
9:45 a.m. – 10:53 a.m.	Mathematics Instructional Block
10:53 a.m. – 12:45 p.m.	Content Instructional Block
11:00 a.m. – 11:45 a.m.	Kindergarten and 1st Grade Lunch/Lunch Recess
11:30 a.m. – 12:15 p.m.	2nd and 3rd Grade Lunch/Lunch Recess
12:00 p.m. – 12:45 p.m.	4th and 5th Grade Lunch/Lunch Recess
12:45 p.m. – 1:35 p.m.	Language Arts (Reading, Phonemic Awareness, Writing, Written and Oral Language Conventions, Spelling, Penmanship, Listening, Speaking and Comprehension)
1:35 p.m. – 2:43 p.m.	Content Instructional Block
2:43 p.m.	Dismissal
2:58 p.m.	End of Teacher Duty Day
3:45 p.m.	School Closed

What is COVID-19?

In February 2020, the World Health Organization (WHO) officially named the 2019 novel coronavirus outbreak that was first identified in Wuhan, China COVID-19 (COronaVirus Disease 2019). COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.

COVID-19 is a respiratory disease caused by the SARS-CoV-2 virus. Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe, and in some cases also be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus, have also experienced non-respiratory symptoms. Other people infected with the virus, have also experienced no symptoms at all, and also referred to as asymptomatic cases.

According to CDC, symptoms of COVID-19 may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- New loss of taste or smell
- Headache
- Fatigue
- Less common symptoms also including: nausea, vomiting, or diarrhea.

Some children have similar symptoms to adults and generally have mild illness. This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Signs and Symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C): A new rare condition similar to Kawasaki disease and toxic shock syndrome may affect children who had COVID-19 but later recovered. Children who are suspected of having signs and symptoms of MIS-C should be seen by a healthcare provider. Children who exhibit any serious signs and symptoms of illness need to be taken to an emergency room. Common signs of Multisystem Inflammatory Syndrome (MIS-C) include:

- High fever (100.4F or greater) lasting several days
- Abdominal pain
- Pink or red eyes
- Enlarged lymph nodes on one side of neck
- Cracked lips
- Red tongue
- Blotchy rash
- Swollen hands and feet
- Blood pressure/heart rate out of range
- Cardiac inflammation

GENERAL INFORMATION AND PREPARATION GUIDELINES:

COVID-19 is a new virus and we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there have been relatively few cases of COVID-19 reported among children. The virus can be fatal in cases, so far mainly among older people with pre-existing medical conditions.

Understand basic information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission. Stay informed about COVID -19 through reputable sources such as UNICEF and WHO and National Health Ministry Advisories.

Following basic principles can help keep students and employees safe and help stop the spread of this disease. MES will do the following recommendations for a healthy school and work environment:

- Until PCOR4 is declared, attendance policies will remain flexible. Parents and schools must remain in communication regarding student attendance issues. If your child isn't displaying any symptoms such as a fever or cough it's best to keep them in school – unless a public health advisory or other relevant warning or official advice has been issued affecting your child's school. Sick students and employees should not come to school or work.
- Enforce regular hand washing with water and soap, alcohol rub/hand sanitizer or chlorine solution by reinforcing and maintaining a handwashing station with soap and water, and/or place alcohol-based hand rub (hand sanitizers) in each classroom and offices, at entrances and exits, in the cafeteria, etc.
- Follow environmental cleaning and decontamination procedures.
- Promote physical distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together).
- Share procedures with employees, parents and students ahead of time.
- Ensure safe and healthy daily school operations.
- Post signs that follow CDC social/physical guidelines. Markers are placed on the floorings to indicate the 6 feet distance requirement and its entrance and exit areas.
- Update or develop school emergency and contingency plans as needed.
- Clean and disinfect school buildings, classrooms and especially water and sanitation facilities regularly, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)
- Establish procedures if students or employees become unwell. Ensure a procedure for separating sick students and employees from those who are well – without creating stigma – and a process for informing parents/caregivers, and consulting with health care providers/health authorities wherever possible.

Faculty and Staff training on COVID-19 Response is crucial. Students need to be educated and trained on health and safety considerations as well as to newly adopted routines/schedules. Therefore, ongoing training throughout the school year will be provided.

1. Training Plan

- Identify who to train and what training is needed
- Who will provide the training, needed materials, resources
- Timeline for the training to be completed
- System of monitoring and completion of the training

2. Faculty and Staff Training

- Training provided by qualified professionals
- Training must include all faculty and staff who have contact with students, including but not limited to, educators, support and related services staff, administrators, clerical staff, custodial staff, and food service providers.

3. Education for Students on Safety Protocols

- Students should be provided with training through direct instruction and/or embedded content in lessons and activities, as developmentally appropriate.
- Training content must include general information related to COVID-19 from the CDC as well as content to ensure students are familiar with changes to their regular school practices, such as routines for entering and exiting the school, snacks/meals, passing in hallways, being transported via bus, and accessing the bathroom.
- Students must be explicitly trained on how to use protective equipment, as appropriate. Training should include how to put it on, take it off, dispose of it, and where it should be placed in instances where it needs to be cleaned.
- Social Stories, visual cues, and other appropriate developmental strategies should be used to reinforce these new concepts and protocols.

School Closure and Reopening

The Guam Department of Education will continue to be guided accordingly by the Government of Guam leadership's directives and in accordance with the Joint Information Center recommendations. Any decisions that affect GDOE students and employees will be communicated broadly both by the GDOE district communications team and each respective school. Reopening will be conducted deliberately and conscientiously, with respect and regard to the guidance given by public health officials, and in the best interest of GDOE students, their families, and the island community.

MES is prepared for COVID-19 outbreak that may occur in the school facility, regardless of the level of community transmission, for example a case associated with recent travel to an area with sustained COVID-19 transmission.

A School Decision Tree can be used to help MES determine which set of mitigation strategies may be most appropriate for their current situation and duration of dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

MES will maximize the educational and health benefit for students, teachers, staff, and the wider community, and help prevent a new outbreak of COVID-19 in the community.

TIPS TO PREVENT THE SPREAD OF COVID-19

Checklist for Faculty/Staff

- ✓ Monitor your health and stay home if you are ill. Contact and inform your immediate supervisor.
- ✓ Teach and model good hygiene practices for the students. Emphasize that children can do a lot to keep themselves and others safe.
- ✓ Wash your hands with soap and water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water, if hands are visibly dirty.
- ✓ Ensure that safe drinking water is available and toilets are clean.
- ✓ Ensure waste is safely collected, stored and disposed of properly.
- ✓ Introduce the concept of social/physical distancing (standing further away from friends, avoiding large crowds, keeping hands, feet, and objects to themselves, etc...)
- ✓ Focus on good health behaviors such as cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose.
- ✓ Help students understand the basic concepts of disease prevention and control. Use exercises and examples that demonstrate how germs can spread. Demonstrate the importance of washing hands for 20 seconds with soap and water.
- ✓ Listen to students' concerns and answer their questions in an age-appropriate manner; don't overwhelm them with too much information. Encourage students to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.

Checklist for Parents/Guardians

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

Checklist for Students/Children

- ✓ Tell your parents, another family member, or a caregiver if you feel sick, and ask to stay home.
- ✓ Protect yourself and others. Wash your hands frequently, always with soap and water for 20 seconds and/or use hand sanitizer. Remember to not touch your face. Do not share cups, eating utensils, food or drinks with others.
- ✓ Model good practices such as sneezing or coughing into your elbow and washing your hands.
- ✓ Practice physical distancing by standing further away from friends and avoiding large crowds.

Arrival of Faculty/Staff and GDOE Contractors

1. Faculty/Staff and GDOE Contractors will screen themselves for COVID-19 symptoms at home before reporting to work. If they have symptoms, they will not report to work and will inform their immediate supervisor.
2. Faculty/Staff and GDOE Contractors are required to wear a mask/face covering upon entry to the campus and must wear at all times while on campus.
3. COVID-19 Symptom Screening and a non-contact thermometer for temperature recording will be conducted upon entry to the Main Office/Work Station. Faculty/Staff and GDOE Contractors will be informed “cleared” or “not cleared.” If cleared, Faculty/Staff and GDOE Contractors will be informed to adhere to the CDC social/physical guidelines and may proceed to the Main Office/Work Station. If not cleared, Faculty/Staff and GDOE Contractors will not be granted entry into the Main Office and will be suggested to visit a health facility.
4. Faculty/Staff and GDOE Contractors are required to wash their hands and/or use hand sanitizer before the start of work.

Arrival of Students - School gates open at 7:15 a.m. Students are **not allowed on campus before 7:15 a.m.** during regular school days.

BUS RIDERS

1. Students are required to wear a mask/face covering upon entry to the bus and must wear at all times while in the bus and on campus. Bus drivers will drop off students at the designated bus drop off area.
2. A non-contact thermometer for temperature recording will be conducted upon entry to the school campus. If cleared, students will proceed to the cafeteria or designated waiting area. If not cleared, student(s) will be escorted to the school’s Quarantine Room.
3. Once on campus, students will follow CDC social/physical guidelines posted. Markers are placed on the floorings to indicate the 6 feet distance requirement and its entrance and exit areas.
4. Students who are cleared will proceed to their designated waiting area and wait to be called by a staff member to eat breakfast in the cafeteria.

CAR RIDERS

1. Parents, legal guardians and/or authorized drivers and passengers will remain in their vehicle and are required to wear a mask upon entry to the campus. Vehicles will proceed to the car riders’ designated drop off area.
2. Student(s) will not exit their vehicle until a non-contact thermometer for temperature recording is conducted upon entry to the school campus. If cleared, students will proceed to the cafeteria or designated waiting area. If not cleared, student(s) will not exit vehicles and not be granted entry into the campus and will be suggested to visit a health facility.
3. Students are required to wear a mask/face covering upon entry to the campus and must wear at all times while on campus. Once on campus, students will follow CDC social/physical guidelines posted. Markers are placed on the floorings to indicate the 6 feet distance requirement and its entrance and exit areas.
4. Students who are cleared will proceed to their designated waiting area and wait to be called by a staff member to eat breakfast in the cafeteria.

FRONT GATE WALKERS

1. Students wait at the front walkers' gate until a staff member unlocks the gate. A non-contact thermometer for temperature recording for the student(s) will be conducted upon entry to the school campus. If cleared, students will proceed to their designated waiting area and wait to be called by a staff member to eat breakfast in the cafeteria. If not cleared, the student(s) will not be granted entry into the campus and a staff member will call parent(s) to ensure the student(s) will return home safely and will be suggested to visit a health facility.
2. Students are required to wear a mask/face covering upon entry to the campus and must wear at all times while on campus. Once on campus, students will follow CDC social/physical guidelines posted. Markers are placed on the floorings to indicate the 6 feet distance requirement and its entrance and exit areas.

BACK GATE WALKERS

1. Students wait at the back walkers' gate until a staff member unlocks the gate. A non-contact thermometer for temperature recording for the student(s) will be conducted upon entry to the school campus. If cleared, students will proceed to their designated waiting area and wait to be called by a staff member to eat breakfast in the cafeteria. If not cleared, the student(s) will not be granted entry into the campus and a staff member will call parent(s) to ensure the student(s) will return home safely and will be suggested to visit a health facility.
2. Students are required to wear a mask/face covering upon entry to the campus and must wear at all times while on campus. Once on campus, students will follow CDC social/physical guidelines posted. Markers are placed on the floorings to indicate the 6 feet distance requirement and its entrance and exit areas.

QUARANTINE ROOM (Room # B102)

Students, faculty and staff presenting with COVID-19 symptoms (fever, coughing, and shortness of breath) will be referred to Quarantine Room B102 for assessment by the School Health Counselor (SHC) or Licensed Practical Nurse (LPN).

- Student/Faculty/Staff present to school nurse office with suspected COVID-19 symptoms:
 1. Direct student or staff to identified quarantine area.
 2. Ensure student or staff is wearing a face covering or disposable mask.
 3. Instruct employee or student to wash hands.
- Ensure personal protective equipment (PPE) is worn before assessing the individual.
- SCHOOL SITES: School Health Counselor (SHC) or Licensed Practical Nurse (LPN) will conduct verbal, visual, and physical assessments.

VERBAL ASSESSMENT will include questions about symptoms:

1. When did presenting symptoms start?
2. Any recent off island travel history?
3. Any recent exposure to someone ill or a confirmed COVID-19 case?

VISUAL ASSESSMENT will include the physical appearance(s):

1. Does the individual present with flushed cheeks?
2. Any rapid or difficulty breathing (without recent physical activity)?
3. Coughing
4. Anxious
5. Alert
6. Fatigue, or extreme fussiness

PHYSICAL ASSESSMENT:

1. Airway: patent and air moving freely
2. Breathing, look for decreased chest expansion, respiratory rate, answering questions with 3-4 word phrases (appears out of breath) Auscultation: any diminished air movement or breath sounds.
3. Circulation: heart rate, appearance of lips and nailbeds, central and peripheral pulses, capillary refill Pulse Oximetry < 98%
4. Disability: AVPU (Alert, Voice, Painful, Unresponsive)
5. Exposure: Temperature of $\geq 100.4^{\circ}\text{F}$

If no verbal, visual, or physical concerns identified by the SHC/LPN, allow the student to rest for 10-15 minutes. Call parent/guardian for notification. If improving, return to class.

If verbal, visual, or physical concerns were identified:

1. Assess the need for EMS by calling 9-1-1
 - Individual experiencing trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion
 - Inability to wake or stay awake
 - Bluish lips or face
2. Notify your School Administrator.
3. Initiate Red Zone Response – Quarantine Room in use
4. Call DPHSS Territorial Epidemiologist at (671) 888-9276.
5. Complete morbidity report.
6. Based on DPHSS guidance, call parent/guardian for pick up. SHC/designee will accompany student to pick up area for release to parent/guardian.
7. Document student disposition with instructions and available health education materials
8. Document findings in SNAP (electronic health record). If Internet is not available complete a GDOE Illness & Injury Report. Provide parent/guardian a copy of the report.
9. Properly dispose of PPEs.
10. Notify CHNSA regarding suspected COVID-19 case or any suspected communicable disease.
11. SHC/LPN will follow up with parents/guardians regarding the suspected COVID-19 case.
12. Recheck temperature and pulse ox, if unchanged and the student is improving, return to class
13. Students or employees that were suspected of having COVID-19 symptoms shall submit a Clearance Letter from DPHSS or their Private Healthcare Provider indicating that they are cleared before returning to school or work.
14. School Administrator or designee will notify custodial staff to clean and disinfect the quarantine area.

CAMPUS PROCEDURES:

OFFICE

Faculty/Staff

Upon clearance from COVID-19 Screening Procedure, Faculty/Staff may proceed to the following:

1. Faculty/Staff will adhere to the maximum capacity and follow CDC social/physical guidelines posted. Markers are placed on the floorings to indicate the 6 feet distance requirement and its entrance and exit areas in the Main Office.
2. Faculty and staff sign-in, a sign-in sheet is located in the Faculty & Staff Lounge. The sign-in sheet will be used to determine the official time and attendance report. It is also a sound office practice to include a daily sign-in roster to facilitate in addressing urgent or

emergency situations. The official workday begins at 8:15 a.m. and ends at 2:58 p.m. Teachers break time is during each teacher's designated morning recess and teachers lunch time is during their students' lunch block.

3. The following routine is recommended to ensure a smooth and less stressful school day.
 - Check bulletin boards, calendar and teacher mailboxes. Please note that designated mailboxes are unsecured but PRIVATE. Students are not authorized to check or touch teacher mailboxes. Teacher mailboxes often include reminders, notices, newsletters, messages etc., that need to be sent home with students, so it is a good practice to check your boxes periodically during the school day.
 - Check the whiteboard for staff assignments and/or teacher coverages.
 - Check GDOE email daily and periodically during the day, as time sensitive, important notices or information are often sent via e-mail.
 - At the end of the day, it is a good practice to again check the bulletin boards, calendar, e-mail and your mailbox.
4. Teachers may leave the campus during their break/lunch periods provided they sign out and in upon return. They may also leave campus on their prep period relating to instructional purposes. Teachers must indicate their destination, time out (when leaving) and time in (upon returning) on the Employee Off-Campus sign-out/in sheet located in the Faculty & Staff lounge. Upon reentry to campus, COVID-19 Symptom Screening and a non-contact thermometer for temperature recording will be conducted upon entry to the Main Office. Faculty/Staff will be informed "cleared" or "not cleared." If cleared, Faculty/Staff will be informed to adhere to the CDC social/physical guidelines and may proceed to their work station. If not cleared, Faculty/Staff will not be granted re-entry into the Main Office and will be directed to the Quarantine Room. Faculty/Staff are required to wash their hands and/or use hand sanitizer before reporting to the work station.
5. Faculty and Staff will regularly clean and wipe/sanitize their work area, common areas, and frequently touched surfaces.

Parents/Visitors - Please be aware that GDOE Policy requires all visitors (parents, guest speakers/presenters, DOE personnel, etc...) to sign in at the main office when on campus. This practice is designed to discourage unlawful entry and to maintain some degree of control of persons on legitimate business. The policy helps to ensure the safety of students, faculty and staff. Therefore, we have implemented a Campus Safety Security System.

All visitors must abide by the following:

1. Visitors will only be allowed and entertained during office hours between 8:30am to 2:15pm.
2. Visitors are required to wear a mask/face covering upon entry to the campus and must wear at all times while on campus.
3. Visitors must stop at the main gate entrance of the school, remain in their vehicle, provide identification and meet with MES Gate Keeper. COVID-19 Symptom Screening and a non-contact thermometer for temperature recording will be conducted upon entry to the school campus. Visitor(s) will be informed "cleared" or "not cleared." If cleared, visitor(s) will be informed to adhere to the CDC social/physical guidelines and may proceed to the Main Office. If not cleared, visitor(s) will not be granted entry into the campus and will be suggested to visit a health facility.

4. Once on campus, visitor(s) will adhere to the maximum capacity and follow CDC social/physical guidelines posted. Markers are placed on the floorings to indicate the 6 feet distance requirement and its entrance and exit areas.
5. Visitors are required to wash their hands at the hand washing station located at the right side of the main office. Ring the doorbell in the main office and wait to be assisted.
6. Upon entry to the main office, sign-in the Visitor's log book and indicate your reason for the visit.
7. The school will minimize visitors on campus for the health and safety of students and employees. Therefore, the visit is only limited to the main office and no other areas of the campus.

******The Guam Police Department will be called if any visitors, parents or guardians are found in violation and/or not complying with our school policies and procedures, which may cause imminent harm to or jeopardize the safety and wellbeing of our students, faculty or staff.***

Classroom

MES ensures that there are adequate levels of staffing available to effectively and safely deliver and support in-person or face-to-face learning for the number of students who will be physically in school. Faculty, Staff, and students will adhere to the maximum capacity. Group sizes in face-to-face or in-person learning must adhere to at least the 6 feet of distance between all students and staff (aide/service provider/other school staff). In the classroom, student desks will be arranged to ensure 6 feet separation amongst the students. Desks will be facing in the same direction, spaced apart to reduce transmission from virus containing droplets. Students will remain in the same classroom with their assigned face-to-face Teacher and will be provided assigned seat for the entire school day. A few students from different grade levels may be pulled out of class by Support Program Teachers (Special Education, Gifted And Talented Education, English as a Second Language, CHamoru Program, Library, etc.) to be serviced for a short period of time. MES ensures adequate physical distancing but also allows for additional staff support in the event students require behavioral interventions or supports. Students are supervised at all times.

Students are required to wear a mask/face covering in the classroom, unless otherwise instructed by the teacher. Students will follow CDC social/physical guidelines posted. Each classroom has its unique layout and operational needs for compliance with CDC and DPHSS Guidelines regarding physical distancing and safety protocols. Therefore, the school calculated the occupancy per room using the CDC Guidelines of six (6) feet physical distance. Markers are placed on the floorings and spacing of Teacher and students' desks/furniture to indicate the 6 feet distance requirement and its entrance and exit areas of the classroom.

Students will be educated and trained on health and safety considerations as well as to newly adopted routines and schedules. Students will be provided with training through direct instruction and/or embedded content in lessons and activities, as developmentally appropriate. Training content will include general information related to COVID-19 from the CDC as well as content to ensure students are familiar with changes to their regular school practices, such as routines for entering and exiting the classroom, snacks and lunch, passing in hallways, accessing the bathroom, etc. Teachers will monitor and reinforce the physical distancing of students, wearing masks at all times and following the entrance and exit procedures.

Students must be explicitly trained on how to use protective equipment, as appropriate. Training will include how to put it on, take it off, dispose of it, and where it should be placed in instances where it needs to be cleaned.

Regularly wash/sanitize hands and clean, wipe, and sanitize their work area, common areas, and frequently touched surface.

Visible signs will be posted outside of each classroom noting room entry notations:

1. Total room occupancy in large print
2. "All must wear a mask/face covering."
3. "All must wash hands or use hand sanitizer/disinfectant prior to entry."
4. "If experiencing any signs of fever, coughs, or sickness; inform the teacher or staff immediately and report to the School Nurse Office."

Nurse Office

1. Faculty/Staff and students will wash and/or sanitize hands before proceeding to the Nurse Office. Faculty/Staff and students will adhere to the maximum capacity and follow CDC social/physical guidelines at all times in the Nurse Office.
2. Students who are scheduled for medication and/or treatment will follow their schedule and proceed directly to the Nurse Office. Staff may also escort these students as needed.
3. Unscheduled visits due to an emergency that needs immediate attention such as illness, head injury, other major injury such as swelling, vomiting or diarrhea, profuse bleeding, or student passing out, Faculty/Staff will inform the Nurse to expect the student and nature of the injury/emergency. Faculty/Staff will escort the student. Another student should not escort any student/s to the Nurse Office.
4. Non-Emergency injuries requiring soap and water, band aides, may be handled at the classroom. Faculty/Staff may contact the Nurse prior to sending the student to the nurse office if they are uncertain or need guidance about student care.
5. Faculty/Staff and/or students that are potentially feeling ill with COVID-19 symptoms should immediately be relocated to the Quarantine Room (B102) so as not to contaminate general health office space.

Counseling Office

1. Faculty/Staff and students will wash and/or sanitize hands before proceeding to the Counseling Office. Faculty, Staff, and students will adhere to the maximum capacity and follow CDC social/physical guidelines at all times in the Counseling Office.
2. The Counselor will inform the Faculty/Staff ahead of time when to send a student for a scheduled counseling visit.
3. The Counselor will inform Faculty/Staff when the student will be returning to class.
4. Students that are referred to the Counseling Office and/or students who would like to meet with the Counselor will be escorted as needed.

Cafeteria - Breakfast, Snack, Lunch

1. Students will wash and/or sanitize hands before proceeding to the cafeteria for breakfast, snack, and lunch. Faculty, Staff, and students will adhere to the maximum capacity and follow CDC social/physical guidelines posted.
2. Students will be escorted to their individual space/desk/table to have their snack and/or receive their lunch meal.
3. Individual student desks will be utilized, instead of cafeteria tables. Desks will be arranged to ensure 6 feet separation amongst the students. Desks will be facing in the same direction, spaced apart to reduce transmission from virus-containing droplets.
4. Students will remove their masks/face covering when eating their snack and/or lunch.

5. Students will put their mask/face covering back on after eating. Students will remain seated at their individual space as a cafeteria worker/staff member collects and disposes of their unfinished snack and/or lunch meal.
6. Staff will regularly wash/sanitize hands and clean, wipe, and sanitize cafeteria.
7. Students will be called by staff members to assemble a line for recess (snack time) and/or lunch recess.
8. Staff will consistently remind students to follow CDC social/physical guidelines posted.

Playground - Recess, Lunch Recess

1. Students will be escorted to the playground and staff will continue to remind students to follow CDC social/physical guidelines.
2. Staff will regularly wash/sanitize hands and clean, wipe, and sanitize playground equipment.
3. Students will be called by staff members to assemble a line on the designated waiting area.
4. Teachers will pick up students at their waiting area and wash hands before proceeding back to the classroom.

Rainy Days

1. The cafeteria and/or hallways will be the designated areas.
2. Students will follow CDC social/physical guidelines posted.
3. Staff will monitor and reinforce CDC social/physical guidelines.

Library

1. Faculty, Staff, and students will wash and/or sanitize hands before proceeding to the library.
2. Teachers will escort their students to the library.
3. Faculty, Staff, and students will adhere to the maximum capacity and follow CDC social/physical guidelines posted.
4. Students will enter the designated door to the library.
5. School Librarian and Teachers will monitor students following CDC social/physical guidelines at all times in the library.
6. The School Librarian will regularly wash/sanitize hands and clean, wipe, and sanitize work areas, common areas, and frequently touched surfaces.
7. Students will be assigned a designated seat/table.
8. Students will check out books from designated areas.
9. Students will assemble a line following the 6 feet physical distancing to the designated exit door.

Hallways

1. Students will be supervised at all times and will consistently be reminded to follow CDC social/physical guidelines posted.
2. Hallway Pass indicating destination is required during instructional time.
3. Staff will regularly wash/sanitize and disinfect walls and railings.

Restrooms

1. Students will adhere to the maximum capacity and follow CDC social/physical guidelines posted.
2. Students will wash hands with soap and water for 20 seconds.
3. Students will dry hands and dispose of paper towels.
4. Cleaning contractors will clean and disinfect frequently restroom areas.

Bottle Water Filling Station

1. Students will wash hands with soap and water for 20 seconds. Students will dry hands and dispose of paper towels.

2. Students will follow CDC social/physical guidelines posted.
3. Do not put your mouth or water bottle directly on the spout.
4. Do not touch the equipment or surface area.
5. Do not share your reusable bottle with anyone else.
6. Drink plenty of water to prevent dehydration.

INSTRUCTIONAL TIME (in addition, refer to the School Bell Schedule)

Due to COVID-19 safety concerns, the Guam Education Board (GEB) has approved the GDOE Model of Learning, three instructional models schedule options for SY 2020-2021. All three models were offered and parents selected the model for their child to participate in:

1. **Home Learning: Online Instruction:** This model of instruction and attendance is 100% online home learning. Students participate in classes online and are required to have a computer or tablet, and reliable internet access. Additionally, though not necessarily required, access to a printer and scanner is beneficial.
2. **Home Learning: Hard Copy Curriculum:** This model of instruction and attendance is for students who would like to do 100% home learning but do not have the equipment to support 100% online work. This would be a home learning model supported by a paper-based or hard copy based curriculum.
3. **Traditional (Face-to-Face):** This model of instruction and attendance will be for students who will be participating in traditional face-to-face classes in school consisting of an A-B-C alternating schedule, where 1/3 of students attend classes on any given school day. The A-B-C alternating schedule entails the following:
 - Students are divided up into equally sized alphabetical cohorts (A, B, C). Efforts were made to align schedules of siblings in the same or multiple schools.
 - Cohorts will alternate days for physical attendance on campus.
 - On days when students are not physically on campus, they will have assignments, projects or activities to complete and submit when they return. These assignments, projects, or activities can be provided and completed electronically or through hard copy depending on students' access to equipment and the internet.
 - Alternating days will follow the same order and adjust accordingly for holidays.

Fridays will be designated as student interventions and parent support days for any given instructional model.

Changes to selected Models of Learning may be made at the end of the quarter.

Assignments from ALL Models of Learning will be graded.

Children of parents who did not complete the form were automatically enrolled in the traditional face-to-face model.

STUDENT TRANSITIONS

Entrance and Exit of Classrooms

- Students will wash hands with soap and water for 20 seconds.
- Each class will enter and/or exit designated doors following CDC social/physical guidelines and signs posted. Students must wear mask/face covering at all times.
- At the time students are returning from recess and lunch recess, a signal (bell or whistle) will prompt students to line up in the waiting designated area following CDC social/physical guidelines for pickup by classroom teachers. Students will resume back to classrooms starting with the last class at the end of each wing, then followed by the next class and so on.

DISMISSAL OF STUDENTS

Students will be dismissed accordingly to minimize crowding at designated dismissal areas.

Students will wash hands with soap and water for 20 seconds. Teachers will escort students to designated dismissal areas. Students must wear mask/face covering at all times. Students will exit classrooms using the designated exit door leading to the one-way hallway following CDC social/physical guidelines. Students will follow signs on the sidewalks to the designated waiting area for dismissal. Students will follow CDC social/physical guidelines while in the waiting area. Staff will monitor and reinforce CDC social/physical guidelines. MES will create awareness to deter students from gathering and socializing when leaving school.

The designated area for bus riders is located in front of the Main Office, car riders are located at the Headstart area, and walkers are located at the front and back gates.

BUS RIDERS

1. Students are required to wear a mask/face covering upon entry to the bus and must wear at all times while in the bus.
2. Students will follow CDC social/physical guidelines posted. Markers are placed on the floorings/seats to indicate the 6 feet distance requirement.
3. Bus drivers will drop off students at their designated bus stop.

CAR RIDERS

1. Students are required to wear a mask/face covering at all times while on campus.
2. Students will follow CDC social/physical guidelines posted while in the waiting area. Markers are placed on the floorings to indicate the 6 feet distance requirement.
3. Staff will monitor and reinforce CDC social/physical guidelines.

4. Vehicles will be allowed to drive around the back of the school to the pick-up area to pick up their child/ren at the Head Start area.
5. Parents, legal guardians and/or authorized drivers and passengers will remain in their vehicle and are required to wear a mask upon entry to the campus. Vehicles will proceed to the car riders' designated car pick-up area.
6. Staff will call out students' names when Parents/Guardians/Authorized Individual vehicle approaches.
7. Staff will escort student(s) into the vehicle.
8. Staff will regularly sanitize hands.
9. All students not picked up by 3:15 p.m. will be escorted to the Main Office where parents or authorized adults will sign students out. If students are not picked up after 3:15 p.m. for the third time (3 times), parents will be scheduled to speak/meet with the School Administrator. For the safety of all students and visitors, a **speed limit of 5mph will be maintained** when driving on campus.

FRONT GATE WALKERS

1. Students are required to wear a mask/face covering while exiting the campus.
2. Students will follow CDC social/physical guidelines posted. Markers are placed on the floorings to indicate the 6 feet distance requirement and the exit areas.
3. Students will wait on the sidewalk of the walkers' waiting area to be escorted by a staff to the front gate for dismissal to Parents/Authorized Adult.

BACK GATE WALKERS

1. Students are required to wear a mask/face covering while exiting the campus.
2. Students will follow CDC social/physical guidelines posted. Markers are placed on the floorings to indicate the 6 feet distance requirement and the exit areas.
3. Students will wait on the sidewalk of the walkers' waiting area to be escorted by a staff to the back gate for dismissal to Parents/Authorized Adult.

If it becomes necessary to change your child's transportation routine after school, a note must be provided to the child's teacher informing the teacher of the change in routine and for how long the change will be in effect. If the child's teacher does not receive a written note, the child will be placed according to their regular after school dismissal routine.

FACULTY/STAFF AND GDOE CONTRACTORS

1. Faculty/Staff and GDOE Contractors are required to wear a mask/face covering while exiting the campus.
2. Faculty/Staff and GDOE Contractors will follow CDC social/physical guidelines posted. Markers are placed on the floorings to indicate the 6 feet distance requirement and the exit areas.

BOARD POLICIES

In light of the COVID-19 health situation, the GEB voted to temporarily suspend the following Board Policies for SY 2020-2021:

- Board Policy 346- Instructional Subjects and Time on Task for Elementary Schools
Instructional Time Block -300 minutes per day.
- Board Policy 381- Service Learning
The Guam Education Board and the Superintendent of the Department of Education shall create the Service Learning Framework in accordance with Public Law 30-53, which states that “each student shall complete seventy-five (75) hours of service learning as a requirement for high school graduation.” This mandate shall be implemented beginning with the 9th grade class in the 2011-2012 School Year.
- Board Policy 401 - Uniform Policy
In keeping with the GDOE Vision Statement of being “Responsible, Respectful, and Ready for life,” is it recognized that school uniforms enhance the learning environment. Therefore, “schools may adopt a uniform policy that is supported and embraced by the school committee.” The intent of the policy is to promote the following: “improve student behavior, promote appropriate attire, promote unity and pride, promote safety and security of all school personnel, minimize and or eliminate any socio-economic distinction and promote an environment free harassment.”
- Board Policy 411- Attendance
The Board acknowledges that students need to be in school and engaged in learning with their teachers and peers. Excessive absences or tardiness erode this understanding and may lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades. Parents/guardians are partners with the school and faculty ensuring that students attend and arrive in class on time every day of the school year. Therefore, parents shall inform the school immediately when a child does not attend school. School personnel and teachers (to include substitutes or other personnel covering classroom instruction) shall inform parents, as soon as possible, but no later than the end of the school day when a child does not attend class. As partners in education, parents are expected to review their child’s attendance, academics and social behavior on a daily basis using the parent portal.
- Board Policy 602 - Adoption of textbooks and instructional materials
Pursuant to 17 GCA (Education), Chap 4 (Curriculum & Texts), SS 4106.1 (Sufficient Textbooks and Supplies), the GEPB establishes the criteria for the selection/adoption of textbooks. The primary goal is to select the textbooks and instructional materials that best support the goals, objectives and the achievement of the standards and to provide for an effective instruction for student learning.

Additionally, the GEB requested that the 35th Guam Legislature introduce legislation to suspend laws relative to instructional hours and service learning requirements due to safety requirements being implemented to prevent the spread of COVID-19.

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 Marlin families.

Communication Tool	Purpose	How to access the tool
Machananao Elem. School Telephone	For emergencies or communication needing immediate attention.	635-4381
Machananao Elem. School website	To provide updated information, contact information, educational operations, announcements, resources, and other forms of educational support.	http://machananaoelementaryschool.weebly.com/
Machananao Elem. School Facebook	To recognize and highlight curricular and co-curricular achievements and provide announcements.	You will need to have or create a Facebook account.
Machananao Elem. School Monthly Newsletter “Marlin Tales”	To inform parents of grade-level and support program standards and objectives being addressed for each month along with achievements, upcoming events, helpful tips, and other forms of educational support.	Hardcopy issued and/or online in school website
Student Planners	To provide a 2-way communication continuously with parent and teacher regarding child’s progress, needs, and announcements.	Provided by the school
School email	To inform the school of any matters pertaining to the school or their child	machananao@gdoe.net
Parent Communication Log Book, Home Journal, or other communication tools.	To provide a 2-way communication continuously with parent and teacher regarding the child's progress, needs, and announcements.	Provided by the school
Pacific Daily News (PDN) Newspaper “Education Update”	To provide stakeholders and community of upcoming school activities and events.	PDN Newspaper
Guam Department of Education website	To provide district wide information regarding all schools.	www.gdoe.net

MACHANANAO ELEMENTARY SCHOOL
 COVID-19 RESPONSE MAP
 SY 2020-2021

