

# Tamuning Elementary School

*"Home of the Whales"*



## School Re-entry Plan COVID-19 Parent/Student Handbook

Renielle A. Ranan-Principal  
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School Year 2020-2021

Principal's Message



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Hafa Adai Parents/Guardians and Students☺

Tamuning Elementary School (TAMES) is committed to educating our students in a safe and healthy environment. This is a trying time for our island and the world. We need to make adjustments to how we educate our students while maintaining the U.S. Centers for Disease Control and Guam Department of Public Health & Social Services guidelines and regulations for social/physical distancing due to the COVID-19.

To reduce the possibility of the COVID-19 virus coming on campus, we will limit the number of people on campus to students, employees, service providers, and contractual employees performing their tasks.

**Parents/Guardians and other visitors will be serviced at the entrance gate of the Building A in front of the main office. Visitors are required to keep 6 feet apart at all times and wear a face mask.**

This handbook is provided to you with essential information that you will need to help us accomplish our mission. Because information is constantly changing, this handbook provides the building blocks that may be updated as new guidance from the U.S. Centers for Disease Control, Guam Department of Public Health and Social Services, Governor's Executive Orders, and other entities are provided.

We thank you for your support and understanding as we embrace the new norm and continue to ensure that all our students are in a safe and healthy learning environment.

Respectfully,

Renielle A. Ranan



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### **What is COVID-19?**

“A novel coronavirus 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 diagnosis.”

### **Information Source**

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

### **How do we prevent the spread of the virus?**

We use the guideline from the U.S. Centers for Disease Control and Guam Department of Public Health & Social Services for social/physical distancing, disinfecting, and other protective measures.

### **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/physical distancing by keeping 6 feet distance using markers along the hallways and 36 square feet markings in the classroom. Disinfecting daily will follow CDC guidance and protocol.

Point of entry will be limited to Building A entrance gate of the school during instructional hours. SODEXO will be allowed to enter the front gate for food delivery and will be screened at the food preparation site, John F. Kennedy High School.

Other employees, contractual service employees, GDOE employees providing services and students will be allowed on campus and will be screened at their designated point of entry, either Building A or Building C.

Parents/Guardians and other visitors will not be allowed on campus. All services normally handled at the main office will be done outside the main office at Building A screening area. Parent/Guardians are highly encouraged to call in or email any request for documents. Parent/Guardian meetings will be by appointment only to address any concerns.

To minimize exposure to our students and teachers, we will not entertain visitors to the classrooms unless they are educational service providers. All school assemblies and programs are prohibited.

Tamuning 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).

We will prepare students to do distance learning and to work independently as possible during days they are not in school and in the event we experience another school closure.

**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. 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 screening area outside the main office for visitors' assistance.
3. Mark hallways with 6 feet markers outside classrooms and traffic flow.

**School Arrival Procedure***(For students registered for Face-to-Face learning model)*

1. All students will arrive by bus, private vehicle, or walkers. All buses will drop off students at the **canopy area in front of Building A.**
2. Private vehicle riders will be dropped off at the **designated area, 2<sup>nd</sup> and 3<sup>rd</sup> grade-Building C and 4<sup>th</sup> and 5<sup>th</sup> grade-Building A. All car riders must** remain in their vehicles until they reach the drop off point. Only enrolled students will be allowed on campus.
3. All students will wear masks or face coverings prior to exiting the buses or private vehicles. 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 entry, students will walk toward the entry/exit gate at their designated area, Building A or C, for screening (temperature checks). **Students who wish to eat breakfast will be routed and monitored by school staff to the cafeteria.** Staff will monitor number of students going in to ensure maximum number in cafeteria is not exceeded. All other students will be routed to their classrooms as their waiting area. Staff will be stationed along walkways to monitor that CDC social/physical distance guidelines at each class area are enforced.

**Classroom Instruction**

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. 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.

1. All face-to-face registered students will be scheduled in either A, B or C alternating schedule.
2. All students will receive instruction in their assigned homeroom with no more than eight (8) people capacity in each classroom, inclusive of the teacher and teacher assistant.
3. All students will receive Chamorro Language and Culture instruction with the assigned Chamorro teacher. The Chamorro teacher will service in the homeroom classroom. Students will not move to any other area or classroom. ***\*All special programs teachers/service providers will sign in the classroom log sheet to ensure accountability upon any need for contact tracing.***



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4. 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.
  5. 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.
  6. 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.
  7. Special programs schedules such as English as a Second Language, Special Education and Gifted and Talented Education will be announced to those in the program.
- ❖ **All students registered for Home Learning: ONLINE & Home Learning: HARD COPY, will receive a Student Personal Academic Plan which includes but not limited to the following:**
- *Student's schedule*
  - *Model Description, Expectations for Models, Syllabus for classes, Grading Policies (by teacher)*
  - *List of course content: Priority Standards, Skills & Topics*

### **Student Recess**

1. All students will have the opportunity for recreation and fresh air at least twice a day, 15 minutes in the morning and 30 minutes in the afternoon. It is highly encouraged.
2. All classes will have a staggered schedule for use of the playground.

#### **Playground:**

1. Each staff will take their assigned class 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. Each staff will escort their assigned class 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.

### **Lunch Schedule**

1. All students will eat their lunch in the cafeteria. The cafeteria seating has been adjusted to ensure at least 6feet distance between each student.
2. Lunch pail meals and snacks may be brought from home. Please remind your child not to share their food and utensils with others. Kindly emphasize the risk of sharing germs that make you sick.

### **School Dismissal Procedure**

*(For students registered for Face-to-Face learning model)*

1. All classes will be dismissed in a staggered schedule.
2. All buses will pick up students at the **canopy area in front of Building A and Building B.**
3. Private vehicle will be allowed entry onto the campus after all busses have loaded and exited.
4. **All parents/guardians/relative allowed to pick up, must remain in their vehicles until they reach the pick-up point. All 2<sup>nd</sup> and 3<sup>rd</sup> grade pick up point in front of Building C. All 4<sup>th</sup> and 5<sup>th</sup> in front of Building B.**



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5. *We ask for your patience and understanding during our dismissal times. It can take a bit of time to load each child in their vehicle, but it is absolutely necessary for everyone's safety. The traffic flow is one way in and one way out. It can get congested, but your patience and support is greatly appreciated. Please know that our School Staff are doing the best they can and positive relations between our parents, guardians and school personnel are an integral part of ensuring the health and safety of all of our stakeholders ☺*
6. All walkers will wait at Building A marked off for social/physical distancing and wait for direction to exit the gate.
7. Parents/guardians walking with their children will remain outside the Side Gate next to the basketball court wearing their mask or face covering and maintain physical distancing by waiting at the designated markers on the sidewalk. IT IS HIGHLY DISCOURAGED TO WAIT IN LINE DUE TO THE WEATHER CONDITIONS AND THE SCHOOL DOES NOT A HAVE A COVERED WALKWAY OUTSIDE THE GATE. PLEASE DRIVE IN FOR PICK UP.
8. Gathering in front of the MAIN entrance/exit gate is prohibited for your safety as vehicles exit the campus onto the main highway.

### **Non-Instructional time/common areas Procedure**

#### **Rainy Day:**

1. Identify holding areas during rainy days.
2. Staff will monitor student groups at the holding areas or in classroom while enforcing that the CDC social/physical guidelines are followed.

#### **Lunch:**

##### **A. Students Lunch in Cafeteria when cleared by DPHSS:**

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. 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 return their trays to the scullery following traffic flow markers and social/physical distance guidelines.

##### **B. Student Lunch in the Classroom**

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.

##### **C. 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.



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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.

### **Restrooms & Hand Washing Stations**

All users will adhere to CDC social/physical distance guidelines when entering the restrooms. Urinals/toilets/sinks will be marked for use or closure to ensure 6 feet distance is adhered to. 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.

### **Water Bottle Filling Stations**

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

### **Isolation Room**

1. Any student or employee who is screened with symptoms related to COVID-19 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.

### **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 6 feet apart from others, follow the flow of traffic in the library, and library use rules.

## **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.**

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. If students are sent to the office, the teacher will contact the office to inform the office who is being sent down and what the nature of the emergency for coordination of services.
3. A personnel will contact the teacher if a student is being sent back to class.

**Counseling Office:**

## A. Scheduled Visits

1. The counselor will inform the teacher ahead of time when to send a student for a scheduled counseling visit.
2. The teacher will inform the counselor when the student is released for student monitoring.
3. The counselor will contact the teacher when student is returning back to class.

## B. Unscheduled Visits

1. When a student is in need of emergency counseling services, the teacher will contact the counselor so the counselor will expect the student and close any service being delivered to another student at that time.
2. Teacher will send one student at a time to ensure social distancing in the hallway.
3. The counselor will contact the teacher when student is returning back to class.

**Visitor Procedure**

1. The school will be open to visitors at the Building A Screening Desk from 8:30 a.m. to 1:30 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 and 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 6 feet distance requirement. No visitors will enter beyond the Main Office Building A Screening Desk unless they are a GDOE employee providing service to the school, contractual employees for repairs or cleaning, and other educational service providers.
4. All school services will operate out of Main Office Building A Screening Desk such as student sign out during the day, attendance verification requests, registrations, withdrawals, etc. **Students being picked up between 8:30 a.m. to 2:00 p.m.** will be escorted to the Main Office Building A Screening Desk to be released to the parent/guardian or identified individual on the student emergency card. Kindly call in advance for students being picked up. After 2:00 p.m., individuals will wait until after buses leave at the end of the day to reduce congestion at the dismissal site.
5. **Meetings with the principal, assistant principal or a teacher will be by appointments only.** Emergencies that require entry beyond the Main Office Screening Desk will be handled case by case.



## Prevention 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. Avoid close contact with people who are sick, even those in your home. Maintain at least 6 feet distance.
2. Put at least 6 feet distance between yourself and other people outside your home when in public.
  - a. Some people may not display symptoms but may have the virus.
  - b. Do not gather in groups.
  - c. Stay out of crowded places and avoid mass gatherings. (Follow Executive Orders for social gatherings).



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### **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. All classrooms and offices will be provided Personal Protective Equipment such as face mask for employees and students, face shields for those with certain medical conditions such as asthma and disinfectants to ensure sanitary conditions of frequently touched surfaces.

5. Our custodial vendor, Lucky Kids, will ensure the cleanliness and sanitary conditions of communal areas during the school day and disinfection of all offices and classrooms after school hours.
6. Teachers and staff will ensure the general maintenance and sanitary conditions within their classroom/office space during instructional hours.

**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. Stay home and/or seek medical attention when sick.

**Other guidance and protocols will follow the GDOE COVID-19 Handbook that will apply district wide to include protocols in the event a student or employee has tested positive for the virus.**

## COMMUNICATION

Communication is crucial 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:

### \*Tamuning Elementary School COVID-19 Response Team

**Renielle A. Ranan-Principal**  
**Cheryl M. Sourgose-Assistant Principal**  
**Donna B. Angoco-Administrative Assistant**  
**Leanna Reyes-School Guidance Counselor**  
**Marites Lansang-School Health Counselor**

<b>Communication Tool</b>	<b>Purpose</b>	<b>How to access the tool</b>
Tamuning Elementary School	For emergencies or communication needing immediate attention.	671 646-8058
Tamuning/Tamuning Elementary School Website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	<a href="http://lbtames.weebly.com">http://lbtames.weebly.com</a>
SwiftK12	To provide short announcements.	Requires updated contact information. Please ensure you provide accurate and current information in order to receive immediate text and email announcements from the school. Please contact our registrar Ms. Tina Camacho to update your information.
Guam Department of Education website	To provide district wide information affecting all schools.	<a href="http://www.gdoe.net">www.gdoe.net</a>
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.	<a href="mailto:lbt@gdoe.net">lbt@gdoe.net</a> <a href="mailto:tames@gdoe.net">tames@gdoe.net</a>
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Teachers will give instructions for their applications.