



# **Upi Elementary Pandemic Re-entry Plan Parent/Student Handbook**

**Julie K. Salas – Principal**

Upi Elementary School is committed to educating our students in a safe and healthy environment for them, employees, and stakeholders. This is a trying time for our island and we need to make adjustments to how we educate our students while maintaining Centers of Disease Control guidelines for social/physical distancing due to the COVID-19.

To reduce the possibility of the COVID-19 virus coming on campus, we will limit people on campus to students, employees, service providers, and contractual employees performing their tasks. Parents/Guardians and other visitors will be serviced at the front gate to schedule appointments if none was made or directed to the main office as scheduled. Visitors are required to keep 6 feet apart at all times.

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 Centers for Disease Control, Department of Public Health and Social Services, Governor's Executive Orders, and other entities are provided.

I thank you for your support and understanding as we move forth in educating your child.

Sincerely,

Julie K. Salas  
Principal, Upi Elementary School.

### **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.”

From website at:

<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 Centers of Disease Control for social 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 are mandatory while on campus. We will be practicing social 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 the front gate of the school in which a staff member will ask if you have an appointment to be on campus. Besides school personnel, only SODEXO will be allowed to enter the front gate for food delivery and will be screened at the food preparation site, F.B.L.G. Middle School. Also, the car riders gate in which all student drop off between 7:15am – 8:30am and pick up between 2:30pm – 3:15pm will continue.

Other employees, contractual service employees, GDOE employees providing services and students will be allowed on campus and will be screened at point of entry: Front gate, Car rider's gate and upon exiting the bus.

Parents/Guardians and other visitors will not be allowed on campus without an appointment. All services normally handled at the main office will remain at the main office. 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.

Upi E.S. 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.

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.
3. Mark hallways with 6 feet markers outside classrooms and traffic flow.

**School Arrival Procedure**

**Employee Arrival:**

1. All faculty and staff will arrive at their designated time. Faculty and staff will wear masks or facial coverings prior to exiting their vehicles and entry into the school. CDC social/physical distance guidance will be practiced while proceeding from their vehicles to the entrance.
2. Initial preliminary health screening questions will be asked. Daily temperature checks will be completed thereafter with guidance to report any change in their preliminary health screening questions upon entry at the front gate.

**Students Arrival:**

1. All students will arrive by bus or private vehicle. All buses will drop off students at the designated point in front of the school. Private vehicle riders will remain in their vehicles until they reach the drop off point at Mount Santa Rosa gate.

2. All students will wear masks or facial coverings prior to exiting the buses or private vehicles.
3. Upon entry, students will flow toward the cafeteria or the top of car rider's staircase for screening and head down to cafeteria for breakfast or to the Quad if they chose to not eat breakfast. Staff will monitor number of students going in to ensure maximum number in cafeteria is not exceeded. Staff will be stationed along walkways to monitor that CDC social/physical distance guidelines at each class area are enforced.

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

#### **Rainy Day:**

1. During rainy days, students will remain in their classrooms.

#### **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/facial coverings using mask removal procedure when eating lunch. Students will put their mask/facial covering back on after eating and will return their trays to the scullery following traffic flow markers and social/physical distance guidelines and return to their seats.

##### **B. Faculty/Staff:**

1. Faculty and staff will have designated staggered lunch times. Teachers may eat in their classrooms or the faculty/staff lounge, keeping to the maximum number of allowable persons in the room while following the CDC social/physical distance guidelines.
2. Faculty and staff will wash their hands prior to and entering the faculty/staff lounge or if in their classrooms before and after eating lunch.
3. Faculty and staff will remove their masks/facial coverings using mask removal procedures when eating lunch.
4. Faculty and staff will put their masks/facial coverings back on after eating. Faculty and staff will clean and disinfect their eating area when done.

#### **Playground:**

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/facial covering while on the playground to avoid hypoxia.

2. 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:**

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 Fountains:**

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

**Isolation Room:**

1. Any student or employee who is screened with symptoms related to COVID-19 will be brought to the quarantine 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.

### **Classroom Procedure**

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/facial coverings, 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/facial 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.

**Students:**

1. All students will wear their masks/facial covering while in their classrooms with periodic removal for a few minutes to avoid hypoxia under the supervision and direction of the teacher.
2. Students will wash their hands with soap and water prior to entering and upon exiting the classroom. 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.
3. 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.

### **School Dismissal Procedure**

**Student Departure:**

1. Each teacher will escort students to the student pick-up waiting area or bus dismissal area following CDC social/physical distance guidelines.
2. Each teacher will follow their designated dismissal times to minimize hallway crowding.
3. Bus checker and student pick-up checker will assist in monitoring that CDC social/physical distance guidelines are followed. Bus checkers will assist the bus drivers in monitoring bus capacity limits are not exceeded and siblings are kept together (identify groups to be loaded together to ensure families are together in the event of double backs).
4. Parents/guardians picking up students will remain in their vehicles and drive into the designated pick up point. Students being picked up will be escorted to the vehicle and signed out.

**Faculty/Staff Departure:**

1. Faculty/Staff will leave after buses have left to avoid traffic congestion in the hallways.
2. Faculty/Staff will wash their hands using soap and water prior to exiting the school or use hand sanitizer provided by the school.

### **Visitor Procedure**

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

1. The school will be open to visitors with appointments at the main office service area from 8:30 a.m. to 2:00 p.m.
2. All visitors are required to wear a mask/facial 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 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 the main office such as student sign out during the day, attendance verification requests, registrations, withdrawals, etc.
5. 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.

### **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).

Masks/Facial 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.

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 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
Upi E.S. website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	<a href="http://upielementary.weebly.com/">http://upielementary.weebly.com/</a>
Upi E.S. Facebook	To provide announcements, events, and resources.	You will need to have a Facebook account to search Upi Elementary School.
SwiftK12	To provide short announcements.	Requires updated contact information.
Guam Department of Education website	To provide district wide information affecting all schools.	<a href="http://www.gdoe.net">www.gdoe.net</a>
School email	To provide a contact source for parents/guardians and other stakeholders who may need individual issues and concerns addressed.	<a href="mailto:upi@gdoe.net">upi@gdoe.net</a>
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Instagram: Upi Elementary School