

**Archdiocese of Agana
Catholic Schools Reopening Guidelines**

SCHOOL:	<i>Father Dueñas Memorial School</i>
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I. General Requirements and Restrictions

1. Maximum Occupancy	<ul style="list-style-type: none">● <i>List</i><ul style="list-style-type: none">1) <i>Cafeteria</i><ul style="list-style-type: none">a. <i>C-101: 23</i>b. <i>C-102: 14</i>c. <i>C-103: 12</i>d. <i>C-104: 12</i>e. <i>C-105: 16</i>f. <i>C-106: 15</i>2) <i>Lockwoods</i><ul style="list-style-type: none">a. <i>L-1: 20</i>b. <i>L-2: 20</i>c. <i>L-3: 19</i>d. <i>L-4: 18</i>e. <i>L-5: 17</i>f. <i>L-6: 18</i>3) <i>Quad</i><ul style="list-style-type: none">a. <i>Q101: 15</i>b. <i>Q102: 16</i>c. <i>Q103: 6</i>d. <i>Q104: 15</i>e. <i>Q105: 14</i>f. <i>Q107: 23</i>
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	<p style="text-align: center;"><i>g. Q108: 20</i></p> <p>4) <i>Media Center</i></p> <p style="padding-left: 20px;"><i>a. M-201:</i></p> <p style="padding-left: 20px;"><i>b. M-202:</i></p> <p style="padding-left: 20px;"><i>c. M-203:</i></p> <p>5) <i>Phoenix Center Classrooms</i></p> <p style="padding-left: 20px;"><i>a. P101: 20</i></p> <p>6) <i>Other Areas</i></p> <p style="padding-left: 20px;"><i>a. Cafeteria 82</i></p> <p style="padding-left: 20px;"><i>b. Theater 34</i></p> <p style="padding-left: 20px;"><i>c. Library 31</i></p> <p style="padding-left: 20px;"><i>d. Conference Room 8</i></p> <p style="padding-left: 20px;"><i>e. Phoenix Center 250</i></p> <p style="padding-left: 20px;"><i>f. Jungle 172</i></p>
<p>2. Campus Signs</p>	<ul style="list-style-type: none"> ● <i>List signs that will be available on campus</i> <ul style="list-style-type: none"> ○ <i>Proper washing of hands</i> ○ <i>wearing of face covering</i> ○ <i>maintaining minimum of 6 feet spacing between others</i> ○ <i>staying home if sick</i> ○ <i>10 things to manage covid at home</i> ○ <i>symptoms of the COVID-19 virus</i> ○ <i>Cleaning and disinfecting classrooms</i> ● <i>Include directional signs that designate flows of students, faculty, staff</i> <ul style="list-style-type: none"> ○ <i>Directional markers and stickers</i>

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	<ul style="list-style-type: none"> ○ <i>6 feet distance stickers</i> ○ <i>“Wait here” signs</i> ○ <i>designated walking lanes</i>

II. DPHSS Sanitation Rules and Regulations

<p>1. Outdoor Recreational Areas</p>	<ul style="list-style-type: none"> ● <i>Designate locations, times for uses by various groups</i> <ul style="list-style-type: none"> ○ <i>School assembly areas – gyms, auditoriums, cafeterias will not be used for large group gatherings where social distancing cannot be maintained. However, the guidance from local authorities will dictate the use of such spaces for purposes such as religious services, sports, gatherings, or meetings.</i> ● <i>Protocols to support social distancing</i> <ul style="list-style-type: none"> ○ <i>FDMS will discourage interactions among students during out-of-class activities such as break, before and after lunch.</i> ○ <i>FDMS will minimize movement of groups of students through sections of the campus as much as possible.</i> ○ <i>FDMS will prohibit any after school activities unless deemed necessary. Students will be instructed to go home after instruction has ended..</i> ○ <i>Any outdoor sports or recreational activities must first be approved by DPHSS and will abide by all local directives.</i>
<p>2. Housekeeping Requirements</p>	<ul style="list-style-type: none"> ● <i>List procedures for ensuring general cleanliness and regular disinfection of frequently touched surfaces</i> <ul style="list-style-type: none"> ○ <i>Classrooms and High-Touch areas on campus will be cleaned and sanitized each day. Sanitation will be with CDC identified methods like 1/3 cup of bleach in a gallon of water.</i> ○ <i>When possible, electrostatic disinfection will be carried out once a month or more often if directed.</i>

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	<ul style="list-style-type: none"> o <i>Ventilation systems and increase of outdoor air circulation may be applied through opening windows and doors; additionally high-efficiency particulate air fan/filtration systems may be used to help enhance air cleaning.</i> o <i>Drinking fountains will be cleaned and sanitized while paired with cleaning and hand sanitizer for student use.</i>
<p>3. Handwashing Units</p>	<ul style="list-style-type: none"> ● <i>List availability of handwashing units and availability of sanitizing solutions</i> <ul style="list-style-type: none"> o <i>Soap and sanitary paper towel will ALWAYS be provided at or near each hand washing unit</i> o <i>Hand sanitizing solutions will be available in each classroom, restroom, admin office, recreational areas, and each and every building.</i> o <i>Hand washing stations will be available at each section of FDMS Campus to include:</i> <ul style="list-style-type: none"> ▪ <i>Lockwoods - located right outside L1</i> ▪ <i>Cafeteria - located directly near front door</i> ▪ <i>Quad - located right outside rear entrance</i> ▪ <i>Media Center - located at every bathroom in each floor</i> ▪ <i>Phoenix Center - located at two bathrooms</i> ▪ <i>ROTC building - located in the bathroom</i>
<p>4. Restrooms</p>	<ul style="list-style-type: none"> ● <i>List procedures for students' use of restrooms to ensure social distancing</i> <ul style="list-style-type: none"> o <i>Student-toilet and student-urinal ratios and 6 feet social distancing pursuant to the Executive Order will be maintained.</i> o <i>Signs will be present to indicate distance and use of restrooms.</i> ● <i>List procedures for regular cleaning and sanitizing of all restrooms</i> <ul style="list-style-type: none"> o <i>All high-touch surface areas in the restroom will be regularly sanitized via hand held atomizer before and after each break</i> o <i>Sanitation Periods:</i> <ul style="list-style-type: none"> o <i>BLOCK B</i> <ul style="list-style-type: none"> ▪ <i>9:20am</i>

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	<ul style="list-style-type: none"> ▪ 9:45am ▪ 11:00am ▪ 11:15am ▪ 12:30pm ▪ 1:30pm ▪ 2:55pm ○ BLOCK C <ul style="list-style-type: none"> ▪ 9:20am ▪ 9:45am ▪ 11:00am ▪ 12:05am ▪ 2:55pm

III. COVID-Related Protocols

<p>1. Masks/Face Shields</p>	<ul style="list-style-type: none"> ● <i>Expected practices for all students, teachers, staff</i> <ul style="list-style-type: none"> ○ <i>School offices, the library, and other various locations will have barriers/shields/partitions to ensure distance or shields erected. The cafeteria already has a shield in place.</i> ○ <i>Acceptable face masks must be worn by all on campus such that the mouth and nose are covered. Masks with exhalation valves (N95 masks) are prohibited as it does not stop virus droplets from escaping and possibly infecting others.</i> ○ <i>Face shields can only be worn with masks that cover the nose and the mouth. The mask or face covering requirement may be amended for those who have received written permission from a health professional. However, face shields cannot be worn in lieu of a face mask.</i>
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	<ul style="list-style-type: none"> o <i>Face masks are mandatory for all while not eating or drinking. Disposable face masks will be made available to the students and employees at no charge and must be worn throughout the day unless there is further guidance.</i>
<p>2. Attention to High-Risk students and/or employees</p>	<ul style="list-style-type: none"> ● <i>Recognition of high risk individuals – Who should know? What should be done to protect identity?</i> <ul style="list-style-type: none"> o <i>For students and employees who are high-risk, vulnerable with underlying medical conditions, reasonable accommodations may be made to allow for them to complete tasks assigned to them without risking the health and safety of them and others.</i> ● <i>School-wide precautions</i>
<p>3. Students, faculty, staff with COVID-19 symptoms</p>	<ul style="list-style-type: none"> ● <i>Procedures for ill Student/Staff</i> <ul style="list-style-type: none"> o <i>Protocols for addressing students, faculty, and staff tested and identified to be positive and/or students, faculty, staff exhibiting Coronavirus symptoms will adhere to local directives.</i> o <i>A student who becomes ill with symptoms characteristic of COVID-19 will be sent home and may be isolated in the nurse's office (located in the quad) while waiting to leave campus.</i> o <i>When isolated, the school nurse will complete a standard assessment of the case; to include a report of possible close contacts on campus which will be forwarded up the chain of school administration and proper authorities.</i> <div style="background-color: #cccccc; padding: 5px;"> <ul style="list-style-type: none"> ● <i>Refer to AOA COVID Task Force Protocols</i> </div>
<p>4. School Staff for Monitoring and Enforcing Guidelines</p>	<ul style="list-style-type: none"> ● <i>Who? Robert Yturralde</i> ● <i>Email Address? ryturralde@fatherduenas.com</i> ● <i>School contact number? 671-735-3382</i> ● <i>Mobile contact number? 671-686-9080</i> ● <i>Location (hard copy and electronic) of School Guidelines</i>

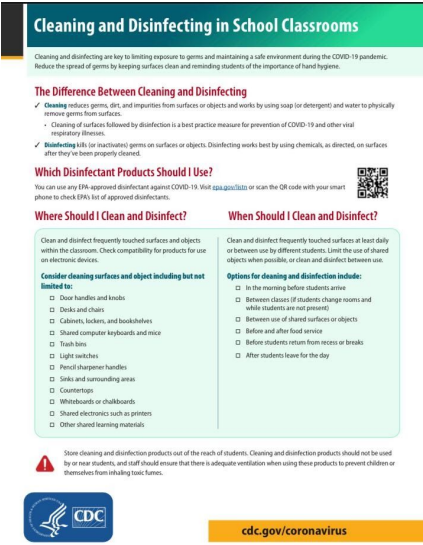
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5. School Point-of-Contact with DPHSS for inquiries, complaints, concerns	<ul style="list-style-type: none"> ● <i>Who? Robert Yturralde</i> ● <i>Email Address? ryturralde@fatherduenas.com</i> ● <i>School contact number? 671-735-3382</i> ● <i>Mobile contact number? 671-686-9080</i>
6. School Point-of-Contact for those with positive test results	<ul style="list-style-type: none"> ● <i>Who? Robert Yturralde</i> ● <i>Email Address? ryturralde@fatherduenas.com</i> ● <i>School contact number? 671-735-3382</i> ● <i>Mobile contact number? 671-686-9080</i>

IV. Hygiene and Daily Practices

1. Orientation of Students, Faculty, Staff	<ul style="list-style-type: none"> ● <i>Measures to ensure awareness, procedures</i> <ul style="list-style-type: none"> ○ <i>Student/Teacher/Staff Training session</i> ● <i>Ongoing reminders</i> <ul style="list-style-type: none"> ○ <i>posters</i> ○ <i>stickers</i> ○ <i>indicators</i> ○ <i>continuous enforcement</i>
2. Detail Cleaning and Disinfection	<ul style="list-style-type: none"> ● <i>FDMS will abide to CDC guidelines</i>

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<p>3. Availability and Access to PPEs</p>	<ul style="list-style-type: none"> ● <i>School supply of PPEs</i> ● <i>Student, faculty, staff responsibilities for PPEs</i>
<p>4. Face Covering</p>	<ul style="list-style-type: none"> ● FACE MASKS WORN CORRECTLY AT ALL TIMES WHILE ON ON CAMPUS <ul style="list-style-type: none"> ○ Covers nose and mouth ○ Masks with exhalation valves (N95 masks) are prohibited ● FACE SHIELDS <ul style="list-style-type: none"> ○ Must be worn WITH face mask covering nose and mouth ○ Cannot be worn by itself. ○ The mask or face covering requirement may be amended for those who have received written permission from a health professional.
<p>5. Hand Hygiene</p>	<ul style="list-style-type: none"> ● <i>Hand Hygiene will be enforced throughout the day</i>

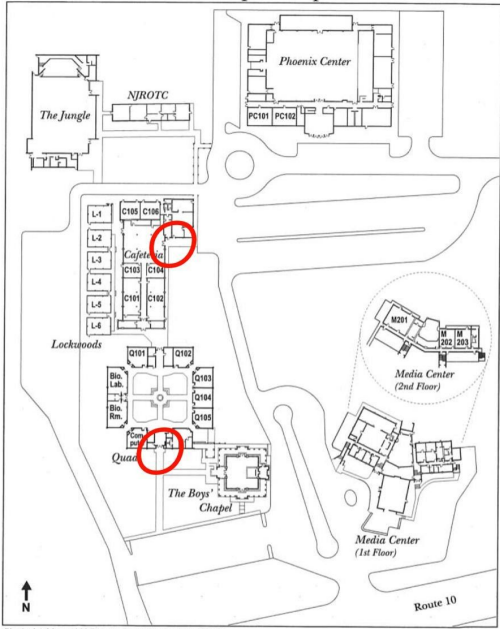
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	<ul style="list-style-type: none"> ● <i>frequent washing of hands with soap and water for at least 30 seconds</i> ● <i>located throughout the campus as discussed above</i>
6. Drop-off Procedures	<ul style="list-style-type: none"> ● <i>Times and Locations for Staggered Drop-Off and Pick-Up</i> ● <i>Procedures for observing students, faculty, staff</i> ● <i>Protocols for staff monitoring Drop-Off/Pick-Up</i>
7. Cohort Activities	<ul style="list-style-type: none"> ● <i>Uses of furniture, sharing of equipment, sharing of instructional supplies</i> ● <i>Disinfecting of shared furniture, equipment, and supplies</i> ● <i>Assignment of students to classroom and other activities</i> ● <i>Minimizing congregation of students who are not in the same cohort</i> ● <i>Freshmen are in pods for the core classes</i> ● <i>The student body is divided into two groups by last name</i>
8. Student Access to Drinking Water	<ul style="list-style-type: none"> ● <i>Locations:</i> <ul style="list-style-type: none"> ○ <i>Drinking stations will be located at the</i> <ul style="list-style-type: none"> ▪ <i>Quad</i> ▪ <i>Phoenix Center</i> ▪ <i>The Jungle</i> ▪ <i>Cafeteria</i> ● <i>Procedures to avoid shared devices</i> <ul style="list-style-type: none"> ○ <i>Students will be discouraged from sharing classroom supplies, textbooks, and equipment. Students and families are encouraged to sanitize students' materials on a daily basis.</i>
9. Classroom arrangements	<ul style="list-style-type: none"> ● <i>Distancing between desks/tables</i> <ul style="list-style-type: none"> ○ <i>Desks will be SPACED AT LEAST 6FT APART to reduce chance of virus transmission.</i> <ul style="list-style-type: none"> ▪ <i>Students will be assigned specific desks which will be used for the remainder of the school year.</i>

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	<ul style="list-style-type: none"> o Classroom capacity will be determined with block schedule attendance to ensure student safety. o Students and teachers will be required to wear face coverings, sanitize desks BEFORE and AFTER each use <ul style="list-style-type: none"> ▪ ALWAYS maintain at least 6ft distance between one another ● <i>Orientation of students in classes</i> <ul style="list-style-type: none"> o <i>Students will all face one direction</i> ● <i>Capacity of each classroom</i> <ul style="list-style-type: none"> o <i>capacity is determined by the number of desks available to maintain 6feet social distancing</i> ● <i>Limitations on classroom activities</i> <ul style="list-style-type: none"> o <i>Any activities that require sharing of materials or breaking the 6feet social distancing will be prohibited</i>
<p>10. Restriction of non-essential campus visitors, volunteers, activities</p>	<ul style="list-style-type: none"> ● <i>Who</i> <ul style="list-style-type: none"> o All non-essential visitors, volunteers, and activities involving other groups will be RESTRICTED.
<p>11. Restrictions on offices, lounges, communal spaces</p>	<ul style="list-style-type: none"> ● <i>Identify specific locations</i> ● <i>List restrictions on those spaces</i> <ul style="list-style-type: none"> o <i>Teachers Lounge</i> o <i>Unsupervised Classrooms</i> o <i>Indoor recreational areas unless authorized</i>
<p>12. Daily Activities: Arrival and Dismissal</p>	<ul style="list-style-type: none"> ● <i>Locations:</i> <ul style="list-style-type: none"> o <i>2 points of entry on campus: Quad & Cafeteria</i>

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	<p style="text-align: center;">Father Dueñas Memorial School Campus Map</p>  <p style="text-align: center; font-size: small;">Physical Address: 119 Dzaanes Lane, Chalan Pago, Guam</p> <ul style="list-style-type: none"> ● <i>Seniors/Juniors at the Cafeteria</i> ● <i>Freshman/Sophomores at the Quad</i> ● <i>Monitoring responsibilities</i> <ul style="list-style-type: none"> ○ <i>Health & Safety Team</i>
<p>13. Daily Activities: Recess, Breaks, Lunch</p>	<ul style="list-style-type: none"> ● <i>Block schedule implemented for face-to-face learning</i> <ul style="list-style-type: none"> ○ <i>Gold: Mon/Tue (A-G)</i> ○ <i>Maroon: Th/Fri (H-Z)</i> ● <i>One point of entry with alternate designated exit; classrooms/buildings with 2 doors available</i>

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	<ul style="list-style-type: none"> ● <i>classrooms with only one door, will have to utilize same door entry/exit</i> ● <i>Designated break areas</i> <ul style="list-style-type: none"> ○ <i>Outdoor seating</i> <ul style="list-style-type: none"> ▪ <i>Quad</i> ▪ <i>Lockwood Breezeway</i> ▪ <i>ROTC breezeway</i> ▪ <i>Media Center patios</i> ▪ <i>The Boys' Chapel</i> ○ <i>Indoor seating</i> <ul style="list-style-type: none"> ▪ <i>Cafeteria</i> ▪ <i>The Deep Friar</i> ● <i>Monitoring responsibilities</i> <ul style="list-style-type: none"> ○ <i>Teachers</i> ○ <i>Staff</i> ○ <i>Health & Safety Team</i>
14. Bus Service: DPW Protocols	<ul style="list-style-type: none"> ● <i>Protocols and Procedures to be cleared and monitored by DPW</i>
15. Bus Service: Orientation for students and parents	<ul style="list-style-type: none"> ● <i>Parent responsibilities</i> ● <i>Student responsibilities</i> ● <i>School responsibilities for monitoring</i>

V. Sick Students/Staff

1. Students/Staff Testing Positive	<ul style="list-style-type: none"> ● <i>AOA COVID Task Force Protocols</i>
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2. Students/Staff Calling in Sick	● AOA COVID Task Force Protocols
3. Students/Staff with COVID-19 symptoms on campus	● AOA COVID Task Force Protocols