

FINEGAYAN ELEMENTARY SCHOOL



COVID-19 SCHOOL RE-ENTRY PLAN (SRP) HANDBOOK

(Updated 09.20.2021)

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MESSAGE FROM THE PRINCIPAL

Hafa Adai,

Finegayan Elementary School is committed to educating our students in a safe and healthy environment. We are providing this re-entry plan as a guide to follow to ensure that layered mitigation strategies are outline for the safe return of our students and employees to our campus for school year 2021-2022.

DPHSS Guidance Memo 2021-09 (Revision 2) outlined sections as well as the GDOE Re-entry updated Plan were utilized in developing this School Re-entry Plan. We will post signs/posters at the entrance and throughout our facility that promote behaviors that prevent the spread of COVID-19. We will promote among all eligible individuals in the school to include students, teachers, and staff the COVID-19 Vaccination. In addition, we will limit the people on campus to students, employees, educational service providers, and essential contractual employees. Students will also stay with their cohort and physical distance to the greatest extent possible. Everyone on campus will practice the 3-Ws: WEAR your facemask, WATCH your distance, and WASH your hands.

Finegayan Elementary School Re-entry Plan (SRP) 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 Order, GDOE Re-entry Plan, and other entities are provided.

We thank you for your support and cooperation as we move forward in educating all our students. The safety of our students, employees, and stakeholders are our priority during the COVID-19 pandemic as we navigate through this uncharted territory.

Sincerely,



MARITES D.C. GARCIA, M.Ed.
Principal

GERARDO GALANG, M.Ed.
Assistant Principal

"Yes, we'll become great people together, and we'll become better together. I think that's the most ideal state." (translated) -Xaio Zhan

Overview

Finegayan Elementary School recognizes the need to implement a well-organized school re-entry plan to minimize the risk of transmission of COVID-19 disease to members of our school community of students, educators, Faculty and Staff, as well as the parents/guardians of our students. Finegayan Elementary School Administration and the Leadership team have evaluated the situation and in conjunction with advice and guidance received from the Guam Department of Education District School Readiness Task Force (DSRTF), GDOE Re-entry Plan, and the DPHSS Guidance Memo 2021-09 (Revision 2), have prepared this safety plan that will accomplish our goal of having an educational environment that is safe for our students, faculty, staff, parents/guardians and community members. This plan will be strictly implemented and will be adjusted accordingly based on the needs. Finegayan Elementary School Faculty & Staff and PTO representatives have reviewed the plan, provided input, and supports the safety measures and protocols in placed.

About 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. The name of this disease was selected following the World Health Organization (WHO) for naming of new human infectious diseases.” (Center for Disease Control (CDC), 2020). 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, 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

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.

- ✓ 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 safe 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 your hands are visibly dirty.
- ✓ Ensure that safe drinking water is available and toilets or latrines are clean and available.
- ✓ 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, and 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 organizations, etc.)
- ✓ When sending your child to school ensure that they are prepared to attend school with the proper personal protective equipment - face mask (requirement when on campus) and conduct a temperature/symptom check.

School Policies Changes in Light of the COVID-19 Pandemic

- ✓ Proper use of facemasks is mandatory while at Finegayan Elementary School campus. Daily disinfecting of high touch areas is done regularly following CDC guidance and protocol.
- ✓ Finegayan Elementary School will post signs and posters at the Front canopy entrance of the school, main office, classrooms and around the campus, reminding students and employees on how to stop the spread of COVID-19, proper handwashing, social distancing, and wearing of face coverings.
- ✓ Point of entry will be limited to the front gate of the school. All GDOE employees, contractual employees, students, and visitors will be screened prior to entry to our campus.
- ✓ Student walkers may enter through the Kasperbauer side gate and Fern Terrace side gate. All walkers will be screened prior to entry to the main campus at the gate entrance.

- ✓ Parents/Guardians and other visitors will not be allowed on campus. All services normally handled at the main office will be at the reception/ screening area under the front canopy. Parent/Guardian meetings will be by appointment only to address any concerns. Parent are encourage to email.
- ✓ To minimize exposure to our students and teachers, we will not entertain visitors to the classrooms unless they are educational service providers.
- ✓ Finegayan 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 Department of Public Health and Social Services (DPHSS) and the GDOE Re-entry Plan. Quarantine room is designated for anyone who display COVID-19 symptoms while on campus. The School Nurse will be available to assess and triage.
- ✓ Students will be prepared for distance learning in the event that we experience another school closure.

Preparation

FES will...

1. Review information regarding COVID-19 from CDC and DPHSS Guidelines, Executive Orders, GDOE Employee COVID Handbook, and GDOE Re-entry Plan.
2. Prepare physical environment for physical distancing by having visual markings.
3. Declutter as much as possible to maximize space of the classrooms and offices.
4. Prepare the front canopy reception area for screening and visitors' assistance.
5. Mark hallways with physical distancing markers outside classrooms and foot traffic flow lines and arrows.
6. Post safety and good hygiene posters around the campus.
7. Install handwashing stations and water refill stations.
8. Identify and prepare the quarantine room. FES quarantine room is RM106.
9. Conduct parents and employees informational meetings/updates regarding FES onsite reopening safety preparation during orientations.
10. Post the FES Re-entry Plan in the school website.

School Arrival Protocol

Employee Arrival:

1. All faculty and staff will arrive at their designated time. Faculty and staff will wear masks or face coverings prior to exiting their vehicles and upon entry into the school. Physical distancing guidance will be practiced while proceeding from their vehicles to the entrance.
2. Initial preliminary health screening questions will be asked. If all questions are negative, they will have their temperature taken via no-touch thermometer scanner. There will be

designated personnel to take the faculty & staff temperatures each day. The name of the people who are checked each day will be recorded for contact tracing.

3. If no fever is detected, the individual will then either wash their hands with soap and water or use hand sanitizer before entering the school. School supplied hand sanitizers will also be available at the entrance Front canopy screening area.
4. After screening, all employees are to proceed to their designated areas/assignment.

Students Arrival:

1. All students will arrive by bus, private vehicle, or walkers. All buses and private vehicles will drop off students at the **front canopy** designated point. Private vehicle riders will remain in their vehicles until they reach the drop off point. Arrivals will be staggered as follows:
 - Busses: Off-loading of students will begin at 7:15am no earlier.
 - Walkers: Side gates will be open between 7:30am-8:05am.
 - Private vehicle riders: Drop-off may begin at 7:30am no earlier.
2. All students will wear masks or face coverings prior to exiting the buses or private vehicles. Parents/guardians will remain in their vehicles. If parents need to exit, they will be directed to park their car and to wear a mask and practice social distancing. They will be directed to conduct all non-urgent school related administrative matters by the front canopy area.
3. Walkers will enter the side gates and will be escorted to the front canopy reception area for screening. Physical distancing will be maintained while waiting to enter and during transition. Parents/guardians walking with their children will remain outside the gate wearing their mask or face covering.
4. Students will be asked screener questions for any symptoms. If reported as negative with no symptoms, the student will have his or her temperature taken via a no-touch thermometer scanner. Designated personnel will be taking student temperatures each day. If there is no fever detected, the student will then use school supplied hand sanitizer before entering the school. For those students with skin conditions not allowing for use of hand sanitizer, there is a handwashing sink for students allowing for hand washing. If a student's hands are visibly dirty, hand washing with soap and water will be required. The school will supply hand washing soap. If a student does not have a clean mask, the school will provide one. The name of the students attending school each day will be recorded when attendance is taken in homeroom.
5. Upon entry after being screened, students will proceed to the cafeteria for breakfast. Staff will monitor the number of students in the cafeteria to ensure maximum number of students is not exceeded. Staff will be stationed along walkways to monitor that physical distance guidelines at each class area are enforced. Students opting not to eat breakfast will go to their respective grade level waiting area with social distancing markings as follows:
 - Pre-K & Head start: In their designated classroom
 - Kinder: By kinder wing
 - 1st grade: By 1st grade wing
 - 2nd grade: By 2nd grade wing
 - 3rd grade: By 3rd grade wing
 - 4th grade: By 4th grade wing

- 5th grade: By 5th grade wing

School Dismissal Protocol

Student Departure:

1. Parking lot will be closed for entry and vehicle movement by private vehicles at 2:10p.m. to prepare for student dismissal.
2. Student departure times will be staggered by grade level. Each teacher will follow their designated dismissal times to minimize hallway crowding.
3. Prior to leaving the classroom, students will wash their hands.
4. Each teacher will escort students following the foot traffic path to the student pick-up waiting area, student walkers waiting area, and bus dismissal area following physical distance guidelines.
5. Bus area monitor, student pick-up area monitor, and student walkers monitor will assist in supervising that physical distance guidelines are followed. Bus checkers will assist the bus drivers in monitoring bus capacity to ensure 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).
6. **Parents/guardians picking up students will remain in their vehicles** and drive into the parking lot to the designated pick up point by front canopy area after the gate is open at 2:50pm. Students being picked up will be escorted to the vehicle and checked out.
7. Students walking home will be escorted out the gate maintaining physical distance guidelines. Staff escorting walkers in the Kasperbauer exit gate will direct traffic for students' safe crossing and maintain social distancing. Staff escorting walkers in the Fern Terrace exit gate will direct foot traffic and remind walkers to continue social distancing until they reach home.

Utilizing Public School Transportation (Bus):

Finegayan Elementary School will educate all students utilizing public school transportation of the protocols and expectations:

- a. Students must wear their face masks at all times unless exempted from CDC guidance for use of face masks.
- b. Students must follow public school bus transportation safety Plan for seating arrangement.
- c. Students are not allowed to eat or drink on the bus at any time.
- d. Members of the same household must sit next to each other.
- e. If students are sick, they must stay home.

Bus Seating Assignment

- ✓ Students shall be seated from the rear of the bus forward to prevent students from walking past each other.
- ✓ To further prevent students from walking past one another, afternoon runs should be boarded based on the order in which students will be dropped off.

- ✓ Students who get off first should board last and sit in the front of the school bus.
- ✓ Student shall be assigned seats and may accommodate members of the same household to sit next to each other.
- ✓ Students must wear their mask at all times while riding bus.
- ✓ No eating and drinking in the bus.
- ✓ Bus windows shall be opened at all times to improve ventilation when it does not create a health and safety hazard. (i.e., rain, fire, smoke, chlorine leak, etc)
- ✓ Face masks and hand sanitizers shall be made available on the school bus.

Faculty/Staff Departure:

1. Faculty will leave after their designated dismissal time.
2. Staff will leave after all students are picked-up by the bus or private vehicle.
3. Faculty/Staff will wash their hands using soap and water prior to exiting the school or use hand sanitizer provided by the school.

Non-Instructional time and Common Areas Protocol

Rainy Days Protocol:

1. Recess during rainy days, cohort are to report to their designated waiting areas with social distancing protocol in place as follows:
 - Pre-K & Head start: In their designated classroom
 - Primary recess: Cafeteria and overflow will be in the multipurpose room
 - Intermediate recess: Cafeteria and overflow will be in the multipurpose room

** Note: Desk will be disinfected after each use prior to the next group.
2. Lunch recess during rainy days: Students are to remain in the cafeteria until their teachers pick them up. Multipurpose room will be used for overflow if needed.

** Note: Desks will be disinfected after each use prior to the next group.
3. Staff will monitor student groups at the holding areas or in classroom while enforcing that the physical guidelines are followed.

Lunch Protocol:

A. Students Lunch in Cafeteria:

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. Temperatures are screened and hand sanitizer are used prior to proceeding to the food line.
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 physical distance guidelines.
4. Students will report to the designated playground area if weather permits. Physical distancing will be enforced during lunch recess by staff. Students will stay with cohort.
5. Use additional spaces for mealtime when the cafeteria space is insufficient to maintain a minimum of 6 feet physical distance between cohorts.
6. While moving through the food service line, masks must be worn and a

minimum of 3 feet physical distancing must be maintained.

7. Schools are no longer mandated to use single-use items and pre-packaged Meals, but in FES, we will continue with the pre-packaged meals.
8. Frequently clean high touch surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
9. Promote hand washing before, after, and during shifts, before and after eating, after using the toilet, and after handling garbage, dirty dishes, or removing gloves.
10. Improve ventilation in food preparation, service, and seating areas.

B. Students Lunch in the Classroom: (Head start and Pre-K)

1. Staff to Head start and Pre-K will deliver meals to the classroom.
2. Designated staff will monitor students during lunch for teachers to take their lunch.
3. 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 foot traffic flow and physical distance guidelines.
5. Staff will escort students to playground for the rest of the 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 physical distance guidelines of 6 feet apart.
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.

Nap Time:

- ✓ Sleeping cots for Head-start and Pre-K will be separated by 6 feet. Any pillow or blanket used will be provided by the parents and will be sent home in a plastic bag to be washed every day at a high temperature and thoroughly dried.

Playground:

1. Use of the playgrounds for students' recess or PE activities will be staggered by cohort following the physical distancing. Students and the monitoring adults/staff will use school supplied hand sanitizer or will wash their hands prior to and upon leaving the playground area.
2. Teachers are to walk their students to the designated playground area for recess break.

Recess-A:

Kinder- Primary playground

1st grade- Intermediate playground

2nd grade-Courtyard

Recess-B:

3rd grade: Courtyard

4th grade: Intermediate Playground

5th grade: Primary Playground

3. Each staff will supervise and monitor their assigned grade level while enforcing safety protocols for physical distancing to the greatest extent possible.
4. Students can remove their masks in the playground while in active engagement in strenuous exercise such as but not limited to running, playing on playground equipment, engaged in a sport as long as they are with their cohort.
5. Students must put the face mask back on once the whistle is blown to signal students to line up.
6. Each staff will have the students line up by their homeroom at least 5 minutes before the end of morning recess or lunch recess to be ready for the teacher to pick-up the students.
7. The teacher will pick up their students to escort them to their classrooms to wash their hands with soap and water and to ensure they are following safety protocols.

Restroom:

All users will adhere to 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 covered and not utilized. Students, faculty, and staff are encouraged to bring their own water bottles from home. Water filling stations, to refill personal water bottles will be utilized. A staff will be designated to monitor the water refill station. Students are not allowed to refill their water bottle without adult supervision.

Quarantine 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 quarantine room will be monitored by the School Nurse, LPN or staff as assigned.
3. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 following the GDOE COVID-19 Handbook.

School Assemblies:

1. There will be no large school-wide gathering, performances, or assemblies such as Student of the Month, PBIS, or school programs.
2. Small in-classroom performances will be allowed as long as the in-classroom protocols are followed.
3. For educational or administrative gatherings requiring space larger than a classroom, only the open air courtyard will be used.

Classroom Protocol

General:

1. Each classroom will have the maximum number of people allowed inside based on their physical space.
2. Desks are to be arranged to ensure 3 feet distancing between students.
3. Each classroom will utilize visual aids such as painter's tape or stickers to mark foot traffic flow to ensure that social distance guidelines are followed.
4. Finegayan Elementary School classroom has a sink that will be used for handwashing. Hand sanitizer will also be provided to all classrooms and offices.
5. The teachers will maintain social distancing and will supervise students, ensuring they are separated 3 feet apart in the classroom.
6. Teachers will make sure all desks are facing forward during teaching and learning.
7. Other than at designated times for eating, no food consumption will take place in the classroom. Teachers and students are encouraged to bring their own water to school.
8. At the beginning and throughout the school year, students will be taught the physical distancing procedures for keeping 6 feet distance when not with cohort, use of masks/face coverings, and hand washing procedures while in the classrooms, hallways, playgrounds, cafeterias, and other settings on and off campus.

Faculty/Staff:

1. All faculty and staff will wear their masks/face covering while in their classroom. Face masks breaks will be allowed for a few minutes to avoid hypoxia and must be done outdoors in an open air space maintaining physical distancing with their students.
2. Faculty and staff 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 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/face covering while in their classrooms. Mask breaks are allowed to avoid hypoxia under the supervision and direction of the teacher and must be done outdoors in an open air space maintaining physical distancing.
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 physical distancing guidelines while in the classroom and follow markings for flow of foot traffic.
3. Sharing of materials, equipment, and supplies are prohibited.
4. Students will not move furniture from their designated locations and will stay at their assigned desk. Students will get the teacher's permission to leave their assigned desk at all times.

Special Programs Protocol

Library:

1. Classes will be scheduled by the school librarian.
2. All patrons will use hand sanitizer upon entering and exiting the library.
3. All patrons will follow physical distance guidelines keeping 6 feet apart from others if not with the same cohort or 3 ft apart if with the cohort, follow the flow of traffic in the library, and library use rules.

CHamoru Classes:

1. Chamorro Language and Traditional Arts (CLTA) Teachers will service the students in their homeroom class.
2. Students will remain in their homeroom during Chamorro language instruction.
3. CLTA teachers must wash hands prior to entering/exiting each homeroom.
4. A designated desk will be set-up for the CLTA teacher in each homeroom they service.
5. Homeroom teacher is to designate an area for the CLTA teachers for their materials as well as a wall space.
6. CLCP teacher must sanitize their desk prior to leaving the classroom.

English as Second Language (ESL):

1. ESL teachers will pick-up their students from their homeroom class and escort the students to their designated ESL class to receive pull-out ESL service. Social distancing must be maintained during transition.
2. Students and teacher will need to wash their hands prior to entering/exiting their ESL classroom.
3. ESL teachers will escort the students back to their designated homeroom after pull-out service.
4. ESL teachers will sanitize the desks and high touch areas/materials after each pull out class to prepare for the next group of students.
5. Desks will be set 6 ft apart if the students are not from the same cohort.

Gifted and Talented Education (GATE):

1. GATE teacher will pick-up the students from their homeroom class and escort the students to the designated GATE class to receive GATE service. Social distancing must be maintained during transition.
2. Students and teacher will need to wash their hands prior to entering/exiting the GATE classroom.
3. GATE teacher will escort the students back to their designated homeroom after GATE service.
4. GATE teacher will sanitize the desks and high touch areas/materials after each GATE class to prepare for the next group of students.
5. Desks will be set 6 ft apart if the students are not from the same cohort.

Resource Room (RR):

1. RR teachers will pick-up their students from their homeroom class and escort the students to their designated SPED Resource Room to receive service as stipulated in the students' IEP. Physical distancing must be maintained during transition.
2. If the student has a para-educator (1:1), the 1:1 will escort the student.
3. Para-educator, teacher and students will need to wash their hands or use the hand sanitizer prior to entering/exiting the RR.
4. RR teachers and para-educator will escort the students back to their designated homeroom after service.
5. RR teachers will sanitize the desks and high touch areas/materials after each pull out class to prepare for the next group of students.
6. Desks will be set 6 ft apart if the students are not from the same cohort.

Student Office Visits Protocol

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 requires 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. Students will use the hand sanitizer prior to entering/exiting the office.
4. 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. Student will wash their hand or use hand sanitizer prior to entering/exiting the SC office.

3. The teacher will inform the counselor when the student is released for student monitoring.
4. The counselor will contact the teacher when the student is returning back to class.
5. For counseling classes, School Counselor will go to the classroom to provide counseling classes. Use of mask and hand washing is required prior to entry.

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. Student will wash their hand or use hand sanitizer prior to entering/exiting the SC office.
4. The counselor will contact the teacher when the student is returning back to class.

Visitors Protocol

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 not an employee or registered student of Finegayan Elementary School. All parents, vendors and others needing to address administrative issues will be requested to do so by phone, email or video conference whenever possible. No visitors will be allowed during drop off or pick up time periods. Other than for urgent matters, appointments will be required.

1. The school will be open to visitors at the front canopy reception area from 8:30 a.m. to 2:00 p.m.
2. All visitors are required to wear a mask/face covering prior to exiting their vehicle and upon entry to the campus. All visitors will be asked health screening questions upon entry and a temperature screening will be conducted.
3. All visitors will follow physical distancing guidelines posted. Markers are placed on the ground to indicate the 6 feet distance requirement. Seats will be available under the canopy 6 ft apart as the waiting area. No visitors will enter beyond the front canopy reception area 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 Front canopy reception area such as student sign out during the day, attendance verification requests, registrations, withdrawals, etc. **Students being picked up between 8:30 a.m. to 2:15 p.m.** will be escorted to be released to the parent/guardian or identified individual on the student emergency card. After 2:15 p.m., students will only be released during regular dismissal time as staggered dismissal procedure is already in progress.
5. Meetings with any school personnel will be by appointment only. Emergencies that require entry beyond the Front canopy reception area will be handled case by case.
6. For visitors that has an appointment to enter the main office, visitors will be confined to the designated visitor area which is physically separated from the administrative staff who will be interacting with the visitor. There is a four-foot-tall Plexiglass barrier at the

- site of direct interaction with 2 service windows. It has a slot for exchanging documents.
Only two visitors at a time will be allowed in the main office lobby.
7. There will be no school volunteers, visiting students or student exchange programs.

School Personal Hygiene Protocol

Physical Distancing:

1. Core principle for physical distancing:
 - a. FES will implement physical distancing to the extent possible within our structures, but will not exclude students from in-person learning in order to keep a minimum distance requirement.
2. Between students in classrooms
 - a. Students should be at least 3 feet apart to the greatest extent possible.
 - b. When it is not possible to maintain a physical distance of at least 3 feet, FES will continue to use mitigation strategies, such as indoor face masking, COVID-19 screening testing, “cohorting”, improved ventilation, handwashing and covering coughs and sneezes, staying home when sick with symptoms of infectious illness including COVID-19, and regular cleaning and disinfecting to help reduce transmission risk.
3. FES will maximize distance, to the greatest extent possible, in these settings:
 - a. Between adults (teachers and staff) and between adults and students within the school building, especially if not fully vaccinated.
 - b. When masks cannot be worn, such as when eating or drinking.
 - c. During activities when increased exhalation occurs, such as singing, shouting, recess, or sports and exercise. Move these activities outdoors or to large, well-ventilated spaces, if possible.
 - d. In common areas such as school lobbies or cafeteria.
4. FES will use cohorting, when possible, and maintain 6 feet of distance between cohorts. FES will adjust our schedules in order to accommodate physical distancing requirements and facilitate contact tracing.
5. FES had remove nonessential furniture and make other changes to classroom layouts to maximize distance between students.
6. Face desks in the same direction, where possible.

7. Eliminate or decrease nonessential in-person interactions among teachers and staff during meetings, lunches, and other situations that could lead to adult-to-adult transmission.

8. Visitors:

a. FES had limited any nonessential visitors, volunteers, and activities involving external groups or organizations.

b. Require all visitors to wear masks and maintain six (6) feet distance from others.

Students will be instructed with regard to physical distancing starting on the first day they return to school. Students will also be taught to avoid getting too close to one another at any time, especially when at the playground, at the bus stop, while walking to and from school, while riding the bus, in the hallways, library, cafeteria, and other school settings. Efforts will be made for instructions to be provided in a language understood by the individual student with use of a translator if needed.

Universal and Correct Use of Face Mask:

1. Core principle for masks:

a. Require consistent and correct use of well-fitting face masks that must cover both the nose and mouth at the same time with proper filtration by all students, visitors, teachers, and staff to prevent COVID-19 transmission through respiratory droplets.

b. Masks should be worn at all times, by all people in FES facilities, with certain exceptions for certain people, or for certain settings or activities, such as while eating or drinking.

c. Masks is required in all classroom and non-classroom settings, including hallways, school offices, restrooms, gyms, auditoriums, etc.

2. Mask policies for all students, visitors, teachers, and staff set the expectation that people will use masks throughout the school.

3. Face shields may be used in addition to a face mask. Face shield should never be worn in lieu of a face mask.

a. If a person do choose to wear a face shield, ensure they fit properly and can be cleaned and disinfected according to the manufacturer's directions.

4. FES school staff will provide a face mask to any student who does not have one or who arrives to the school without one.

5. The most effective fabrics for cloth masks are tightly woven, such as cotton and cotton blends, breathable, and in two or three fabric layers.

6. Masks with exhalation valves or vents, those that use loosely woven fabrics, and those that do not fit properly are prohibited.

7. FES will adopt U.S. Centers for Disease Control and Prevention (CDC) guidelines for face coverings for certain populations and situations, including those with certain medical conditions, such as chronic obstructive pulmonary disease (COPD) or asthma (e.g., “Who Should Not Wear a Cloth Face Covering” and Guam Department of Education Re-Entry Plan (8/7/2021) “Feasibility and Adaptations”). The wearing of face shield may be one alternative for these individuals, as provided in applicable CDC guidelines.

a. Most students, including those with disabilities, can tolerate and safely wear a mask. However, a narrow subset of students with disabilities might not be able to wear a mask or cannot safely wear a mask.

b. Those who cannot safely wear a mask—for example, a person with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed—should not be required to wear one.

c. For the remaining portion of the subset, FES administration will make individualized determinations as required by Federal disability laws in order to determine if an exception to the mask requirement is necessary and appropriate for a particular student.

d. If a child with a disability cannot wear a mask, maintain physical distance, or adhere to other public health requirements, the student is still entitled to an appropriate education, which in some circumstances may need to be provided virtually.

8. Visitors on campus for an appointment are required to wear masks at all times and should maintain a minimum of 6 feet physical distance from others.

9. FES will encourage modeling of correct and consistent mask use by school leaders, local leaders, and others respected in the community.

Hand Washing:

- ✓ Everyone at Finegayan Elementary School will be encouraged to wash their hands frequently. They will be advised to avoid touching their eyes, nose or mouth, especially with unwashed hands.
- ✓ Posters with instructions regarding proper hand washing technique will be posted in the classrooms and around the campus.
- ✓ The students will be trained starting the first day they return to school and observed washing their hands to ensure the proper technique has been learned. Although hand

sanitizer will be widely available, if the person's hands are visibly dirty, they will be instructed to wash their hands with soap and water.

- ✓ The school will provide paper towels for hand drying. The use of personal towels to dry hands will be prohibited.
- ✓ As detailed in the arriving and departure sections of this document, everyone will either wash their hands or use school provided hand sanitizer before entering and just prior to leaving the school.
- ✓ As detailed in the classroom protocol section of this document, everyone will either wash their hands or use school provided hand sanitizer before entering and upon leaving a classroom, office, bathroom, cafeteria, library or the faculty lounge.
- ✓ All students, teachers, administrative staff and other employees will be instructed to wash their hands after blowing their nose or sneezing.
- ✓ All students, faculty and staff will be instructed to avoid touching their mouth, nose or eyes or wiping their face with their hands.
- ✓ Students experiencing a reaction to the school supplied hand sanitizer may wash their hands with soap and water. They can use an alternative brand of hand sanitizer upon approval of the school for the specific brand they would like to use. It must be an alcohol-based sanitizer that contains at least 60% alcohol.
- ✓ Finegayan Elementary School will maintain hand sanitizer each classrooms, offices, cafeteria, and the faculty lounge. Sinks are available inside the classrooms for students and teachers. Handwashing stations are also available on campus.
- ✓ For students under six years of age, hand sanitizer use will be used under the supervision of an adult.
- ✓ FES will promote the Covid-19 Vaccination among all eligible individuals in the school to include students, coaches, teachers, advisors and staff to prevent interruptions to in-person learning and participation in sports and extracurricular activities.

School Environment Hygiene Protocol

Finegayan Elementary School will follow United States Centers for Disease Control and Prevention (CDC) protocols for Cleaning and Disinfection.

Classrooms and Offices:

- ✓ As part of the process of keeping the school hygienic, before classes start in the morning and between classes, the windows in each classroom and offices will be

opened if possible. During class and when offices are occupied, the windows will be closed, and air conditioning will be used with regular cleaning of the filters.

- ✓ Teachers will be provided with spray bottle disinfectant and a NANO disinfecting spray to use to spray and wipe students' desks/chairs, materials and other high touch areas as needed. Desks/chairs will be sprayed and wiped at the end of the day to prepare for the next day.
- ✓ No rugs are to be used in classrooms.
- ✓ Lucky Kids Custodial Services will have all hard and porous surfaces used by the students and teachers cleaned and disinfected on a daily basis afterschool hours using an EPA approved disinfecting agent. The cleaning will include commonly touched surfaces, such as door handles, door surfaces and desktops. For larger areas, for example floors, the CDC's guidelines regarding the use of dilute unexpired bleach will be used at a concentration of 5% - 6%. Proper ventilation will be used during and after cleaning and disinfecting. More frequent cleaning will be used upon the request of a teacher.
- ✓ Cleaning and Disinfecting:
 - a. Conduct daily cleaning and disinfection of facilities.
 - b. Clean and disinfect surfaces in the classroom or workspace of a sick student or employee.
 - c. Focus on high touch areas (e.g., door handles, tables, counters, desktops, keyboards, toilets, telephones, etc.).
 - d. Use a checklist (e.g., date, time, and name of individual) to document thorough cleaning and disinfection of high touch surfaces, equipment, and common areas of the facility.
 - e. Provide and maintain adequate materials and supplies to help prevent transmission, such as well-stocked handwashing stations.
 - f. Ensure that toilet facilities and handwashing sinks are thoroughly and frequently cleaned and disinfected.
 - g. Use commercial-grade, U.S. Environmental Protection Agency (EPA) registered household disinfectant. If unavailable, a home-made disinfectant may be used by mixing 5 tablespoons (1/3 cup) of bleach (5% - 6% hypochlorite concentration) per 1 gallon of water, or 4 teaspoons of bleach per quart of water.

Restrooms:

- ✓ For restrooms, all surfaces will be cleaned and disinfected at least once a day, after school ends, and after each lunch periods for the common restrooms.
- ✓ Students will be taught to practice good hygiene when using the restrooms such as proper toilet usage, flushing, wiping of counter and washing of hands with soap and water, and using and disposing paper towels.
- ✓ All hard surfaces, such as sinks, urinals, and toilets as well as doors and floors will be cleaned and disinfected using an EPA approved disinfecting agent twice a day. For

- larger areas, the CDC's guidelines regarding the use of dilute unexpired bleach will be used at a concentration of 5% - 6% at the end of each day.
- ✓ Proper ventilation will be used during and after cleaning. The doors to restrooms shall remain open unless in used to improve ventilation.

School Contact Tracing Protocol

General:

- ✓ The school has policies that will make tracing easier should it be needed. Protocols are in place that are aimed in ensuring students, employees and visitors on campus are screened for symptoms, checked for temperature, and accounted for.
- ✓ Students are grouped in cohorts and attendance are taken daily.
- ✓ Faculty and staff will sign in daily as well as with all visitors on campus.

Teachers, Administrative Staff and other Employees:

- ✓ All Finegayan Elementary School employees are required to provide working telephone numbers, emails and their current home address. They have been instructed to notify the school of any changes.
- ✓ A log of days and hours worked at the school for all employees will be maintained.
- ✓ A list of all the information and the logged time on the school campus will be maintained by the school and will be provided to the Guam Department of Public Health upon request.

Students:

- ✓ The parents of all students are required to complete the emergency health information card which includes working emails, contact telephone numbers and the current home address or addresses of their children. The parents of the students are to notify the school of any change in the required information.
- ✓ Student attendance are taken daily in Powerschool. It will include data regarding any excused absence or early departure from the school campus.
- ✓ A list of all of the student and parental information and the attendance records will be maintained by the school including classroom seating map and will be provided to the Guam Department of Public Health upon request

Visitors:

- ✓ All visitors will be required to provide working telephone numbers, emails and their current home address. A log for recording this data is present at the visitor log book in the office. It includes the time of arrival and departure of the visitor from the

school. The log will be maintained by the school and will be provided to the Guam Department of Public Health upon request.

COVID-19 Screening:

1. Screening for COVID-19 infection is encouraged to provide additional protection for schools. FES will encourage to screen based on DPHSS guidelines.
2. FES will follow the DPHSS and GDOE Re-entry Plan recommendation for COVID-19 screening for students, teachers, and staff who are not fully vaccinated. COVID-19 screening will identify persons who are infected but without symptoms. It will allow the school to take necessary action to contain and prevent further spread of infection.
3. Individuals who test positive for COVID-19 will be reported to DPHSS.
4. FES contact tracing team will work in collaboration with DPHSS in case investigations and provide guidance on school closures.

Staying Home When Sick and Getting Tested:

1. If you are sick, you should:
 - a. Stay home, except to seek medical care. Call ahead before visiting the clinic/doctor.
 - b. Monitor for symptoms of COVID-19 including fever, cough, and shortness of breath, fatigue, body aches, headaches, loss of taste or smell, sore throat, congestion, nausea and/or diarrhea.
 - c. Get tested if you have symptoms of COVID-19. While waiting for test results, you should stay away from others, including staying apart from those living in your household.
 - d. Look for emergency warning signs for COVID-19 and seek emergency medical care immediately or call 911 if you are experiencing any of the following warning signs of COVID-19:
 - i. Trouble breathing;
 - ii. Persistent pain or pressure in the chest;
 - iii. New confusion;
 - iv. Inability to wake or stay awake; or,
 - v. Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone.
2. If a student or employee is identified in our school facility with symptoms consistent with COVID-19, the following steps will be taken:
 - a. The HS, PreK-5th grade parent(s)/legal guardian(s) will be informed, the student isolated, and picked up by parent(s)/legal guardian(s) within the hour. Individuals should be advised to seek medical evaluation as appropriate and notify the school of test results if tested for COVID-19.
 - b. Staff will go home and be advised to seek medical evaluation as appropriate, and notify FES administration of their test result if tested for COVID-19.

Testing and Contact Tracing in Combination with Isolation and Quarantine:

1. A student or employee who is diagnosed with a probable or laboratory confirmed case of COVID-19:
 - a. The individual shall inform the school immediately and stay home.
 - b. The student/legal guardian or employee will be contacted by DPHSS to conduct a case investigation.
 - c. The school's affected area will need to be closed for at least 24 hours or as long as possible before the area is cleaned and disinfected.
 - d. Schools shall follow DPHSS guidance and initiate the gathering of important information such as possible contacts. Information will be shared with DPHSS. All activities and information collected by a K-12 school shall be limited to the school setting and be consistent with applicable federal, state, tribal, local, and territorial privacy, health/medical, and workplace laws and regulations.
 - e. Students or employees who are identified to be close contacts by DPHSS case investigators will be directed to be tested for COVID-19 as appropriate and shall notify the school of test results if tested.
 - f. Students or employees who are not identified as close contacts through case investigation can go to school or work.
 - g. The school will not disclose the name of the student or employee who tested positive to the other students or employees unless permission has been given, preferably in writing. All personnel involved in case investigation and contact tracing activities with access to confidential information should sign a confidentiality statement acknowledging the legal requirements not to disclose COVID-19 information.
 - h. Employees will be placed on leave according to the School's leave policy if identified as close contacts.
 - i. If the student or employee was asymptomatic, they can go back to school or work 10 days after the date of their first positive test for COVID-19.
 - j. If the student or employee was symptomatic, they can go back to school or work 10 days after the date of their first positive test for COVID-19, 24 hours with no fever (without the use of fever-reducing medications), and other symptoms have improved.
 - k. Requiring a negative COVID-19 test prior to returning to work or school is not recommended. Instead, schools should follow the time- and symptom-based approach described above in determining when individuals can return to work or school following COVID-19 diagnosis. If the student or employee was monitored by DPHSS, they will be issued a clearance letter once they are cleared to go back to school or work.
2. If a student or employee is diagnosed with probable or laboratory confirmed case of COVID-19 through FES school clinic or health center, the following steps will be taken:
 - a. Inform the individual of the result; if the individual is a minor, inform the parent(s)/legal guardian(s).
 - b. Inform the parent(s)/ legal guardian(s) that DPHSS will be following up with them.
3. A student or employee who is in close contact with someone outside the school who tested positive with COVID-19 must inform the school and must quarantine for the duration in accordance with DPHSS Guidance Memorandum 2021-16 and not report to the school or work.

Prevention

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.

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.

Promoting of COVID-19 Vaccination for all Employees and Eligible Students:

1. Finegayan Elementary School will promote the COVID-19 Vaccine among all our employees, advisors, coaches, volunteers and eligible students.
2. FES will provide COVID-19 Vaccination information to promote vaccine trust and confidence by the posting of resources on their websites, social media platforms, posters at their schools, and distribution of pamphlets or fliers.
3. FES will promote community outreach vaccination clinics to our employees and eligible students in partnership with our FATE PTO.

Implementation of COVID-19 Testing, Case Investigation and Contact Tracing, Isolation, Quarantine and Monitoring of COVID-19 Positive Individuals and Contacts in School:

Finegayan Elementary School will comply with COVID-19 testing, case investigation and contact tracing, isolation, quarantine and monitoring of COVID-19 positive individuals and contacts in school as provided in DPHSS guidance.

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
Finegayan E.S. Phone	For emergencies or communication needing immediate attention.	632-9361
Finegayan E.S. website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	https://www.finelementary.weebly.com
Finegayan E.S. FATE PTO Facebook	To provide announcements, events, and resources.	You will need to have a Facebook account.
SwiftK12	To provide short announcements.	Requires updated contact information.
Guam Department of Education website	To provide district wide information affecting all schools.	www.gdoe.net
Student Planners	For parent and teacher communication regarding child's progress, needs, and announcements	Provided by the school
School email	To provide a contact source for parents/guardians and other stakeholders who may need individual issues and concerns addressed.	fes@gdoe.net
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Teachers will give instructions for their applications.

Finegayan Elementary School Principal will lead and coordinate the implementation of the COVID-19 prevention and control measures and will be the point of contact to respond to DHPSS inquiries and concerns from parents, students and staff. The Principal in collaboration with Finegayan Elementary School leadership team will evaluate the school's implementation of the policies and procedures set forth with this handbook. Note that the content of this handbook will be adjusted accordingly as the situation changes with the pandemic or if the need arises to improve the protocol and safety practices.

You may contact Principal Marites D.C. Garcia at mdcgarcia@gdoe.net for questions, suggestions, or comments.