SCHOOL:	SCHOOL: DOMINICAN CATHOLIC SCHOOL				
	Yigo, Guam				

I. General Requirements and Restrictions

1. Maximum Occupancy	 Each classroom has a maximum of 20 students per classroom following the prescribed social distancing. As per enrollment, classes range from 8 - 16 students only. It is anticipated that there will be fewer students in the classroom on the return to the face-to-face classes since some opted to be on distance learning. DCS has 108 enrolled students and 26 faculty and staff. It has a big campus and has the maximum capacity of (estimated) 500 students and staff.
2. Campus Signs	• Campus signs such as entry points, drop-off and pick up areas, hand sanitizing stations, social distancing markers/reminders are posted.

II. DPHSS Sanitation Rules and Regulations

Outdoor Recreational Areas	 The Outdoor Basketball Court, Open space in front of the school gymnasium, playground, and the covered Kiosks will serve as Outdoor Recreational Areas and venues for Physical Education Classes. In case of inclement weather, recreational activities could be held indoors at the Gym which has a maximum 1000 occupancy capacity. The present student enrollment as well as the number of staff is less than 20% of its maximum occupancy. Students are instructed to maintain the 6 feet or 2 meters distance. Markers are placed in order to set the play area of each student.
2. Housekeeping Requirements	 Frequently touched surfaces are cleaned/sanitized regularly. 1. Door handles and hand railings are sanitized using wipes or disinfectant solution before students arrive daily, after snacks and lunch and after dismissal. 2. Student work areas are sprayed with disinfectant prior to their arrival.

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3. Handwashing Units	 3. Student are enjoined to sanitize their work areas and equipment/devices before the class starts ad before dismissal. Sharing of books, devices, and other school supplies is discouraged. Each student is required to have their own personal supplies. Upon arrival, students have to leave their bags outside the classroom for few minutes for disinfection done by the homeroom teachers using the disinfection soultions. Students and teachers must use the shoe bath for disinfection and must sanitize their hands before entering the classroom. Cots (for Pre-K and Kinder students) must be exclusively assigned and labeled for individual child's use and must be sanitized before and after use. Teachers must wear disposable gloves in assisting the students during meal time. Proper disposal of the gloves must be observed at all times to avoid any cross contamination. Daily sanitation and disinfection will be done by maintenance staff after school. If possible, class doors and windows will be opened during snacks and lunch to allow outside air circulation. Teachers must check students with existing health conditions such as asthma and the like. Do not open doors and windows if they pose safety and health risks. Parents/guardians are asked to inform their child's homeroom teacher with their child's condition. Electrostatic disinfection machine has been acquired and disinfection will be carried out once a month or as needed. Students are asked to bring their own sanitizing and hygiene supplies. Other supplies are available in the Office. Homeroom teachers and maintenance staff may ask the Office for supplies. A hand washing unit (sink with running water and soap) is available in the restroom shared by one or two classes. Hand sanitizers and nagar towals are also available.
	by one or two classes. Hand sanitizers and paper towels are also available.
4. Restrooms	 Since there is a restroom in each classroom, teachers can ensure that students take turn one at time in using the toilet. A hand waiting spot is placed in the restroom. Periodic spraying of disinfectant solution in the restroom is done during the day especially after snack and lunch breaks. Restrooms are cleaned and sanitized after school.

III. COVID-Related Protocols

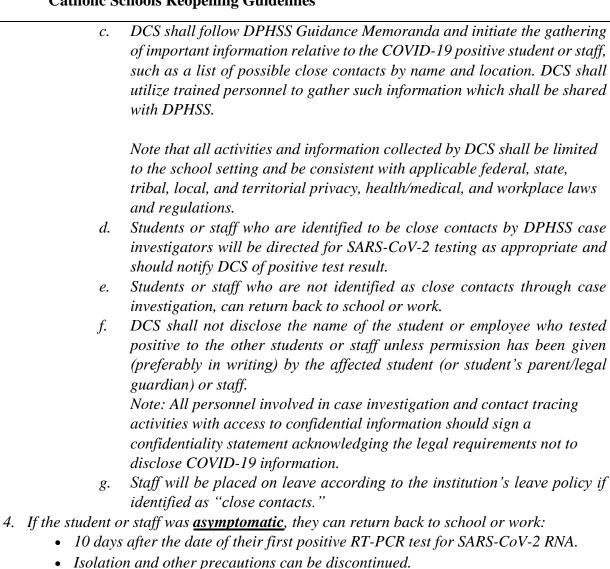
CO viD-Relateu i i o	occus
1. Masks/Face Shields	 All students, employees, and visitors of Dominican Catholic School must wear masks, which is to cover both the nose and the mouth, upon entering the campus and during their stay in the school premises. Masks with exhalation valve are prohibited. Face shield may be used in addition to a face mask but it cannot be worn in lieu of a face mask unless needed in lessons on enunciation. Face masks are to be provided to students who do not have one or arrive to school without one. Students will be permitted to remove masks/facemasks during Physical Education sports activities, but the six feet/2 meters or more social distance is ensured. They are required to have masks during PE lecture time. Face mask is mandatory to every person who will drop-off and pick-up the child. Drop-off and pick – up must be at the drive way front of the school kiosks.
2. Attention to High-Risk students and/or employees	 There is a designated isolation room for high risk students and staff. Constant reminders on the use of face masks/face shield, washing of hands, no sharing of food/equipment, and hygiene and sanitation during homeroom time and staff meeting. Social distancing must be implemented all the time. Parents must inform the Office if their child/children are high risk. This also applies to faculty and staff. The Principal must know and identity of the student/staff must be kept confidential all the time. Faculty & Staff are asked to inform the Office if they have received vaccination for records purposes.
3. Students, faculty, staff with COVID-19 symptoms	Sick Students/Staff (adapted FROM DPHSS GUIDANCE MEMORANDUM) 1. If a student/staff calls in sick, the Dominican Catholic School (DCS) student, parent/legal guardian, or the employee is advised to: Stay home; Not leave the house, except to get medical care;

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- Not visit public areas;
- Monitor for symptoms including fever, cough, shortness of breath, fatigue, body aches, headaches, loss of taste or smell, sore throat, congestion, nausea, and diarrhea; and
- Look for emergency warning signs for COVID-19 and seek emergency medical care immediately or call "911:"
 - a. Trouble-breathing;
 - b. Persistent pain or pressure in the chest;
 - c. New confusion;
 - d. Inability to wake or stay awake; and
 - e. Bluish lips or face
- 2. If a student/staff is identified with symptoms consistent with COVID-19 while on campus or during the daily symptom screening/check, the following steps should be taken:
 - Staff will be released and sent home immediately. Students will be isolated, and parents will be notified immediately to pick up their child within an hour.
 - Student/staff should be advised to seek medical clinical evaluation and testing; as appropriate and should notify DCS of test result if tested for SARS-CoV-2.

Note: Not all people who are sick nor those identified through school symptom check-ins will be referred for testing, or if tested, test positive or be diagnosed with COVID-19.

- 3. A student/staff who is diagnosed with a probable or laboratory confirmed case of COVID-19
 - Once a student/staff is notified of a probable or laboratory confirmed case of COVID-19 result, individual shall inform DCS immediately and stay home.
 - a. The student/legal guardian or staff will be contacted by DPHSS Investigation Unit to conduct case investigation.
 - b. DCS will need to be closed for at least 24 hours or as long as possible before the area is cleaned and disinfected.



5. If the student or employee was <u>symptomatic</u>, they can return back to school or work:
10 days after the date of their first positive test for SARS-CoV-2

	• 24 hours with no fever (without the use of fever-reducing medications) and,
	other symptoms have improved.
	Note: Requiring a negative SARS-CoV-2 test prior to returning to school or work is not recommended. Instead, employers and schools should follow the time and symptom-based approach described above in determining when individuals can return to school or work following COVID-19 diagnosis. If the student or employee was monitored by Public Health, they will be issued a clearance letter once they are cleared to return back to school or work.
	 6. If a student or staff is diagnosed with probable or laboratory confirmed case of COVID-19 through any DCS clinic or health center, the following steps should be taken: Inform the student (or student's parent/legal guardian) or staff of result and that DPHSS would be notified and contacting them for more information. 7. A student or employee who is in close contact with someone outside the school who tested positive with COVID-19: Shall inform the school and must quarantine for 14 days and not report to school or work. AOA Guidelines will be adapted too once available.
4. School Staff for Monitoring and Enforcing Guidelines	 Monitoring & Enforcing Team *Sr. Esperanza H. Seguban, OP (Principal) <u>sehsop@yahoo.com</u>, <u>admin@dcsguam.com</u> 1-671-653-3021 *Inigo San Pablo Jr. (Prefect of Discipline) <u>isanpablo@dcsguam.com</u> 1-671- 653-3021, 1-671-929-2124 *Grace de Vera (Counselor) <u>gdevera@dcsguam.com</u> 1-671-653-3021, Hard Copies of the School Guidelines are available in the Office and Contact Persons. An email copy will be sent to all teachers and staff.

5. School Point-of- Contact with DPHSS for inquiries, complaints, concerns	 Point of Contact Team *Sr. Esperanza H. Seguban, OP (Principal) sehsop@yahoo.com, admin@dcsguam.com 1-671-653-3021 *Ressa dela Rojo (Administrative Assistant) rdelarojo@dcsguam.com 1-671-653-3021, *May Erguiza rerguiza@dcsguam.com 1-671-653-3021,
6. School Point-of- Contact for those with positive test results	 Team *Sr. Esperanza H. Seguban, OP (Principal) sehsop@yahoo.com, admin@dcsguam.com 1-671-653-3021 *Ressa dela Rojo (Administrative Assistant) rdelarojo@dcsguam.com 1-671-653-3021, (cellphone number? *May Erguiza rerguiza@dcsguam.com 1-671-653-3021,

IV. Hygiene and Daily Practices

. Orientation of Students,	•	DCS Reopening Guidelines Orientation for Students (Classroom Level) will be held on
Faculty, Staff		January 19, 2021 (Tuesday).
	•	A Health & Safety Short Video has been created which will be used during orientation and
		will be shown daily from the reopening day till the end of January and weekly till the end of
		the school year.

	 Upon approval, copy of the updated DCS School Reopening Guidelines and the Health & Safety Short Video will be emailed to parents/guardians and faculty and staff prior to the reopening date. A faculty & staff orientation of the guidelines on January 12, 2021. Daily homeroom meetings will be a venue for constant reminders. Other available information videos on Covid19 prevention available online and other media will be used to remind students and the whole community as well.
2. Detail Cleaning and Disinfection	 Classrooms are cleaned and disinfected daily after school hours. Prior to arrival and after dismissal of students, teachers spray the classroom with disinfecting solution. Frequently touched surfaces are cleaned/sanitized regularly. 1. Door handles and hand railings are sanitized before students arrive daily, after snacks and lunch and after dismissal. 2. Student are enjoined to sanitize their work areas and equipment/devices before the class starts and before dismissal. Sharing of books, devices, and other school supplies is discouraged. Each student is required to have their own personal school and hygiene supplies. Upon arrival, students have to leave their bags outside the classroom for few minutes for sanitation. Students and teachers must use the foot (shoe) bath for sanitation and must sanitize their hands before entering the classroom. Cots (for PreK and Kinder students) must be exclusively assigned and labeled for individual child's use and must be sanitized before and after use. Teachers must wear disposable gloves in assisting the students during meal time. Proper disposal of the gloves must be observed at all times to avoid any cross contamination. Daily sanitation and disinfection will be done by maintenance staff after school. Electrostatic disinfection machine has been acquired and disinfection will be carried out once a month or as needed.

3. Availability and Access to PPEs	 There are available PPEs in the Administration Office. Teachers and Staff may request for supplies. Teachers and staff are responsible in ensuring that there are PPE supplies in their classrooms and work areas. Maintenance personnel with the help of the homeroom teachers must strictly monitor that restrooms are cleaned and soap and paper towels are available. Students are asked to bring their own sanitizing and hygiene supplies. These are collected by teachers and kept in the classroom. Each student has a hand sanitized on his/her table. Restrooms are equipped with running water. Soap and paper towel are available in the hand washing areas.
4. Face Covering	 All students, employees, and visitors of Dominican Catholic School must wear masks, which is to cover both the nose and the mouth, upon entering the campus and during their stay in the school premises. Masks with exhalation valve are prohibited. Face shield may be used in addition to a face mask but it cannot be worn in lieu of a face mask unless needed in lessons on enunciation. Face masks are to be provided to students who do not have one or arrive to school without one. Students will be permitted to remove masks/facemasks during Physical Education sports activities but the six feet/2 meters or more social distance is ensured. They are required to have masks during PE lecture time. Face mask is mandatory to every person who will drop-off and pick-up the child. Drop-off and pick – up must be at the drive way front of the school kiosks. Face masks can be removed when eating snacks and lunch and must worn after eating.
5. Hand Hygiene	 Students, Faculty, Staff, and Visitors are to sanitize their hands upon entering the entry points of the school. Students are asked to sanitize their hands before they enter their classroom. Hand sanitizers are available at the entry point of the school, entrance of each classroom, offices, and student tables. Avoid touching eyes, nose, or mouth with unwashed hands.

	 A hand washing unit (sink with running water and soap) is available in the restroom located in the classrooms. Hand washing units are available in the Middle School Building restrooms. Students will be asked to periodically wash their hands especially after eating and using the restroom. Hand sanitizers and paper towels are also available. Physical contact like hugging, handshakes, or any sort of physical touch is NOT allowed among the students and adults.
6. Drop-off Procedures	ENTRY POINTS, DROP – OFF AND PICK – UP 1. Drop off Time: 7:30 AM - 8:00 AM Entry points: Big Kiosk - Kinder, Grades 3, 4, & 5 Students Small Kiosk - PreK, Grades 1, 2, & 8 Students Middle School Building - Grades 6 & 7 Students 2. Pick – Up A. Middle School *Grades 6 & 7 - 3:00 PM at the MS Building ** Grade 8 - 3:00 PM at the Small Kiosk B. Grades 3, 4, & 5 2:45 - 3:00 PM at the Big Kiosk Grades 1 & 2 2:45 - 3:00 PM at the Big Kiosk C. Pre-K & Kindergarten 2:30 - 2:45 PM at the Big Kiosk Orop—off and pick – up must be at the drive way front of the school kiosks. Face mask is mandatory to every person who will drop-off and pick-up his/her child. On the first two weeks of the reopening of school, parents of Kinder to grade 2 students may be permitted to accompany their children up to the entrance of the classroom. Parents are asked to train their children during this time to be familiar with their way to the classroom. Parents are NOT ALLOWED inside. Proper hand sanitation and wearing of face masks must be observed all the time. Homeroom teachers will welcome the students, check temperature before entering and remind them of sanitation and social distancing. Likewise, they will supervise the pick-up at their designated areas. Parents and Guardians are reminded to maintain social distancing while waiting for their children.
7. Cohort Activities	• There is only one class per grade level. Each class size ranges from 8 – 16 students who occupy a spacious classroom that can accommodate 20 students following social distancing.

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	 Classes are held only in each classroom except in Physical Education where classes are held outdoors or inside the gym. Students in a class stay in one classroom throughout the day, while teachers move between classrooms. Each student is assigned with a laptop or Ipad and textbooks and workbooks for his or her exclusive use in the classroom. Textbooks and workbooks can be brought home if needed. In addition, a student does not share his/her seat or desk with any one. This is his/her personal space till the homeroom teacher decides to rearrange the seating arrangement at the end of the quarter or semester. Only one class will be allowed to participate in Chapel (Religious) Services. Social distancing and wearing of masks will be observed.
8. Student Access to Drinking Water	 Students are required to bring their own drinking water. Sharing of drinking water is not allowed. If refill is needed, a water dispenser is available in the Office, Cafeteria, and Conference Room.
9. Classroom arrangements	 At DCS, there are only 8 – 16 students in a spacious classroom that can accommodate up to 20 students. With the reopening of classes, there are fewer students since some opted to continue distance learning. Desks face the same direction and are arranged so to ensure 6 feet minimum separation between individuals. Switching of seats is not allowed; students must stay in their assigned area.
10. Restriction of non- essential campus visitors, volunteers, activities	 No parent or guardian is allowed to be inside the classroom. Parents/guardians must leave the campus as soon as they have dropped off or picked up their child or are done with their transactions in the Office. To avoid less physical meeting with teachers, parents and guardians are advised to call or email the teachers for their concerns. They can also request for video conference, if needed. Activities with outside visitors are highly discouraged during this time. If visitor resource persons for a class is needed, a video conference would be best utilized. Visitors entering the Administration Office: All visitors must sign on the Visitor's Log-in Sheet,

11. Restrictions on offices,	Only one visitor is allowed to enter Wearing of face mask is required There will be temperature check.
lounges, communal spaces	 Faculty and staff must limit their visit and stay in the Office and other classrooms. If needed to go to the Office, faculty, staff, and visitors must have temperature check, wear face masks before entering and during their stay. Hand sanitation is highly enforced. If it is not necessary to visit the Office, the use of intercom or personal phone or sending private messages through social media to request something is highly recommended for request or inquiries.
12. Daily Activities: Arrival and Dismissal	 Arrival of students is from 7:30 – 8:00 AM. Faculty and staff are expected to be in the campus at 7:15 AM. All classes will end at 2:20 PM daily. Dismissal for each student group is as follows: A. Middle School B. Elementary C. Pre-K & Kindergarten 2:30 - 2:45 PM **Time prior to the dismissal is used by the students to fix their bags and disinfect their work areas and materials. Homeroom teachers are tasked to accompany their students in the pick-up area and ensure social distancing.
13. Daily Activities: Recess, Breaks, Lunch	 All class activities and snack and lunch breaks are held in the classroom. Students are supervised by their homeroom teachers. Breakfast must be done at home or outside before coming to school. There will be no cafeteria services, but hot lunch from a school approved caterer can be purchased. Usual ordering procedures will be observed. In addition, students who forget to bring their snacks may buy at the rolling store. (PROPOSAL) Children must bring their own packed lunch, snacks and drinks. To avoid spillage, dry food such as sandwiches, pizza, biscuits, and the like is highly recommended for lunch and snacks. Foods that are delivered by parents/family members to the school must be brought to the Administration Office. These must be packed in a tight sealed container or lunch box and must be properly labeled with the name and grade level of the students. A staff will deliver the food to the classroom.

	5. Snacks and lunch will be consumed inside the classroom.6. Parents are asked to remind their children NOT to share food with their classmates.
14. Bus Service: DPW Protocols	 Protocols and Procedures to be cleared and monitored by DPW NOT APPLICABLE TO DCS
15. Bus Service: Orientation for students and parents	 Parent responsibilities Student responsibilities School responsibilities for monitoring NOT APPLICABLE TO DCS

V. Sick Students/Staff

1.	Students/Staff Testing Positive	AOA COVID Task Force Protocols
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