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*Fully accredited by the Western Catholic Educational Association & co-accredited by the Western Association of Schools and Colleges.*

February 19, 2021

Dear Parents, Guardians, and Students of Saint Francis Catholic School,

We would like to provide you with the school's updated COVID-Driven Protocols, as of Friday, February 19, 2021, to further ensure that St. Francis Catholic School continues to meet the standards of DPHSS and maintain the integrity of the overall safety and welfare of our school community. Please note that protocols are subject to change in this evolving environment.

Mr. Q and I continue to pray for you and your families' health and safety. We would like to thank you for continued support and cooperation.

Should you have any questions, please feel free to contact the school at 789-1270.

Dr. Lisa Baza-Cruz, Principal

Mr. Anthony Quitugua, Vice Principal

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## SAINT FRANCIS CATHOLIC SCHOOL COVID-DRIVEN PROTOCOLS

*\*UPDATED 02-19-2021\**

### **A. ENTRANCE PROTOCOL**

- A1. Arrival is from 7:30am to 7:45am at three different entrance points:
  - A1.1. Pre-Kindergarten, Kindergarten, Grades 1, 2, 3, 4, 5: A-Wing - Elementary School Wing
  - A1.2. Grades 6, 7, 8: E-Wing - Middle School Wing
  - A1.3. Bus Riders: Main Office Gate
- A2. Students are to be dropped off at their assigned gates. We ask parents to remain in their vehicles as school personnel assist their child(ren) to the screening area upon entering the campus. For added safety, we ask parents **not** to park and escort their child(ren) to/from their gates during drop-off/pick-up.
- A3. Middle school students with family members in elementary may be dropped off at either A-Wing gate or E-Wing gate and are able to escort their family members to their respective classes.
- A4. Face masks/coverings are mandatory for every person who may be escorting their child to their respective gates. Social distancing (between you and other households) must be adhered to.
- A5. Masks with exhalation valves ARE NOT to be used.
- A6. Non-essential visitors (that are not faculty, staff, or students) are not permitted entry onto campus at any time unless cleared by school officials and/or granted permission by the School Administrator. Should a parent/guardian need to communicate any matter to the student's teacher, they are to visit the Main Office and speak to personnel, who will then relay the message to the student's teacher. Otherwise,

- parents/guardians are highly encouraged to communicate any important matter with the teacher via email prior to the day of class.
- A7. Students' family members are not allowed where students are waiting to enter a building or a classroom. However, during the transition of face-to-face learning, one (1) family member will be allowed to escort a student in grades Pre-K through 1st grade to their classrooms. From there, school personnel will direct the family member to a designated exit.
  - A8. Students will report directly to the classrooms where their teachers will guide them to their assigned seats.
  - A9. Students must wash their hands or sanitize upon entering the classroom.
  - A10. Students' belongings including their bags must be placed directly at their assigned areas.
  - A11. Teachers will wear gloves to assist students in making their way to their assigned seats and with the placement / retrieval of students' belongings.

**B. EXIT PROTOCOL**

- B1. Dismissal is at 2:45pm. Students may be picked up at the same entrance points:
  - B1.1. Pre-Kindergarten, Kindergarten, Grades 1, 2, 3, 4, 5: A-Wing - Elementary School Wing
  - B1.2. Grades 6, 7, 8: E-Wing - Middle School Wing
  - B1.3. Bus Riders: Main Office Gate
- B2. To promote a safe and efficient end-of-day pickup operation, parents/guardians are asked to remain in their cars and have a placard / paper with the first and last name written / typed and placed on the passenger side of the dashboard. School officials will be able to announce the names of students to be released from their classrooms.
- B3. Parents/guardians/family members are asked not to congregate at any gate while waiting for the students to be dismissed.
- B4. Middle School students may escort their family members in elementary school from A-Wing to E-Wing gate/Middle School gate for pickup.
- B5. Students riding the bus will be directed by teachers/school personnel to ensure they are at a safe distance from one another as they wait by the Main Office Gate for their respective buses.
- B6. Students not registered for the After-School Program, but have not yet been picked up by 3:10pm will be sent to a holding room and will be assessed the After-School Program fee.

**C. ENROLLMENT**

- C1. The primary means of instruction will be face-to-face teaching and learning in the classrooms every day of the week, unless otherwise directed by the Governor of Guam. Therefore, the proposed ratio of student to teacher per classroom is 15:1 for the standard classrooms.

**D. DAILY HEALTH CHECKS**

- D1. Temperature checks will be done and recorded for all faculty, staff, and students at all entrance gates upon arrival and before entering the school campus. Faculty, staff, and students with a temperature reading of 100.4F will not be allowed to enter the school campus for the day. Parents must not leave until an 'all-clear' has been signaled to the parents.
- D2. Temperature checks will be done as needed throughout the day.

**E. SOCIAL DISTANCING IN CLASSROOMS**

- E1. A limit of 15 students and one teacher has been set per class, unless otherwise specified by the School Principal. The school will provide opportunities to accommodate those preparing for the holy sacraments.
- E2. As per Public Health guidelines, each student is afforded a space that is between 16 square feet and 36 square feet. Seats will be arranged to ensure the proper distance of 4 feet or more from each student.
- E3. Elementary school students will remain in their classrooms throughout the day.
- E4. Middle school students will remain in their assigned seats throughout the day while teachers transition from class to class.

- E5. When necessary, teachers will provide mask breaks for the students outside of the classroom while students maintain social distancing.
- E6. Water dispensers will be placed in every classroom. Should students need to replenish their water containers, teachers will refill their containers using gloves.

**F. SOCIAL DISTANCING OUTSIDE THE CLASSROOMS**

- F1. Students are to wash their hands before and after their breaks and lunches, and whenever necessary.
- F2. Breakfast must be consumed at home or before coming to school.
- F3. The Student Store will be opened during staggered breaks to accommodate students wanting to purchase drinks and snacks.
- F4. During recess breaks, outside benches will be placed and marked accordingly to ensure safe distances between students.
- F5. Students who purchase school lunches will receive their food trays and eat in their assigned areas: the Crusader Hall or the Multi-Purpose Building.
- F6. Eating areas will be assigned by class size:
  - F4.1. Smaller classes such as Elementary grades Pre-K, Kinder, 1st, 2nd, 4th, and 5th - Crusader Hall
  - F4.2. Larger classes such as 3rd, 6th, 7th, and 8th - Multi-Purpose Building (with open air)Eating areas will be arranged where each student is 6 feet or more from one another and are all facing the same direction.
- F7. Beverages served by the school will be dispensed by cafeteria personnel.
- F8. Student activities that involve close contact or interaction will be limited.
- F9. Students are not permitted to share their snacks, food, or lunch with others.
- F10. Physical contact such as hugging, handshakes, or any sort of physical touch is not permitted at any time.

**G. PERSONAL PROTECTIVE EQUIPMENT**

- G1. All student desks will face one direction.
- G2. Students and school personnel must wear face masks at all times. Face shields are optional, but face masks must still be worn with the face shields. We would like to request that parents pack additional masks in the students' bags. Teachers will also provide backup masks if necessary.
- G3. Each classroom will have hand sanitizer pumps. Students will be asked to bring personal hand sanitizer bottle.
- G4. Lower grade classes have a restroom in their classroom.
- G5. Additional outdoor sinks have been installed in the place of water fountain units.
- G6. Additional cleaning supplies such as sanitizing wipes will be available in classrooms.
- G7. Signs will be posted all throughout campus (in and out of the classroom) as reminders for students, faculty, and staff on how to limit the spread of COVID-19.

**H. CLEANING AND SANITIZING**

- H1. Teachers and school personnel must thoroughly sanitize their respective classrooms / workspaces / assigned and high-touch areas / facilities at the end of each day, or when necessary throughout the day.
- H2. Electrostatic disinfection will be carried out once a month (or more if necessary).
- H3. Students are not permitted to share school supplies.

**I. PROTECTING HIGH RISK STUDENTS AND STAFF**

- I1. Through the Student Enrollment Form, parents/guardians must disclose any information regarding medical history. To ensure as many precautions are taken in the classroom specific to that student, the respective teacher will be notified (ex: allergies, disabilities, etc.)
- I2. Through the Employment Application Form, employees / applicants must disclose any information regarding medical history.

## **J. ADDRESSING POSITIVE TESTS / COVID-19 SYMPTOMS**

- J1. Should a student fall ill, the teacher must have the student sit outside of the classroom and immediately notify Main Office staff. The staff designee will then pick up the student and bring them to the Isolation Room, where a temperature check will be taken. Parents will be notified for immediate pickup.
- J2. Should an employee fall ill, he / she will report to the isolation room and alert Main Office staff personnel and School Administrator. The employee will be released and sent home immediately.
- J3. Students who feel ill the night before and are given fever medicine / medication are asked to remain home the following school day. Parents are asked not to administer a fever-reducing medicine to their child, as the medication may wear off and the fever will return while the child is on campus.
- J4. Students/employees who fall ill are advised to seek medical evaluation and testing as appropriate and should notify SFCS of the test result if tested for SARS-CoV-2. Further details will be explained in Section L.

## **K. EMERGENCY COMMUNICATION PLAN**

- K1. From concern IN THE CLASSROOM: teacher contacts Main Office staff to notify of potential sick student / school personnel, staff designee will pick up potential sick student / school personnel → REPORT TO ISOLATION ROOM AND BE PICKED UP BY AUTHORIZED FAMILY MEMBER. Main Office staff personnel will notify the School Administrator as soon as possible.
- K2. From concern OUTSIDE THE CLASSROOM, school official contacts Main Office staff to notify of potential sick student / school personnel, staff designee will pick up potential sick student / school personnel → REPORT TO ISOLATION ROOM AND BE PICKED UP BY AUTHORIZED FAMILY MEMBER. Main Office staff personnel will notify the School Administrator as soon as possible.

## **L. SICK STUDENTS/EMPLOYEES**

- L1. If a student/employee calls in sick, SFCS advises the student, parent / legal guardian, or the employee to:
  - Stay home;
  - Not leave the house; except to get medical care;
  - 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
- L2. A student/employee who is diagnosed with a probable or laboratory confirmed case of COVID-19
  - L2.1. Once a student/staff is notified of a probable or laboratory confirmed case of COVID-19 result, he / she shall inform SFCS immediately and stay home.
  - L2.2. The student / legal guardian or employee will be contacted by DPHSS Investigation Unit to conduct a case investigation.
  - L2.3. SFCS will need to be closed for at least 24 hours or as long as needed for the facilities to undergo sanitization measures.
  - L2.4. SFCS will be in compliance with DPHSS Guidance Memoranda and initiate the gathering of important information relative to the COVID-19 positive student or employee, such as a list of possible close contacts by name and location and other relative school documents. The school shall utilize trained personnel to gather such information which shall be shared with DPHSS. Please note that the Archdiocese of Agana (AOA) has a contact-tracing task force that will be involved in the process.

\*All activities and information collected by SFCS shall be limited to the school setting and be consistent with applicable federal, state, tribal, and territorial privacy, health / medical, and workplace laws and regulations.\*

- L2.5. Students or employees who are identified to be close contacts by DPHSS case investigators will be directed for SARS-CoV-2 testing as appropriate and should notify SFCS of positive test results.
- L2.6. Students or employees who are not identified as close contacts through case investigation, can return to school or work.
- L2.7. SFCS shall 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) by the affected student's parent / legal guardian or employees. Please note that 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.
- L2.8. Employees will be placed on leave status if identified as "close contacts."
- L2.9. If the student or employee was **asymptomatic**, he / she can return to school or work:
  - a. 10 days *after the date of their first positive RT-PCR test for SARS-CoV-2 RNA*.
  - b. Isolation and other precautions can be discontinued.
- L2.10. If the student or employee was **symptomatic**, he / she can return to school or work:
  - a. 10 days *after the date of their first positive test for SARS-CoV-2*.
  - b. 24 hours with no fever (without the use of fever-reducing medications) and other symptoms have improved.
- L2.11. As clearance to return to school or work, the student's parent / guardian or employee must provide documentation to SFCS from the student's / employee's physician or from Public Health. If he / she was monitored by Public Health, the student / employee will be provided a clearance letter.