



Mount Carmel School Policies and Procedures for COVID-19 Prevention and Control

as of July 23, 2020

These policies and procedures are intended to guide all members of the Mount Carmel School family in mitigating against the spread of the novel coronavirus (COVID-19) and are applicable during Community Vulnerability Level BLUE as set forth by the CNMI Office of the Governor. These policies and procedures are subject to change and are superseded by any directives and guidelines set forth by the CNMI Office of the Governor, the CNMI Governor's COVID-19 Task Force, and the Commonwealth Healthcare Corporation. Mount Carmel School will also be guided by the [CNMI Policies and Procedures for COVID-19 Prevention and Control in Educational Institutions](#) provided by the Governor's COVID-19 Task Force.

If you have questions and/or concerns about these policies and procedures, please contact the school or learn more via the following:

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- If cleared by screening, individuals that show symptoms during school hours will be directed to a waiting room.
- If one or more employees or students test positive for COVID-19, the school will respond accordingly.

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- The school will raise awareness about behaviors that mitigate the spread of COVID-19.
- The school will communicate policies and procedures to all of its stakeholders.
- The school will communicate response strategies to all of its stakeholders.

Behaviors

Stay home when appropriate.

- Employees, students, and authorized guests who are sick or who have recently had close contact with a person with COVID-19 must stay home.
- The school will make reasonable accommodations to help employees and students transition to teleworking or online learning.

Practice proper hand hygiene and respiratory etiquette.

- Employees, students, and authorized guests must routinely wash their hands with soap and water for at least 20 seconds.
- As an additional precaution, employees, students, and authorized guests must routinely disinfect their hands with hand sanitizers that contain at least 60% alcohol.
- Employees, students, and authorized guests must cover coughs and sneezes with a tissue. Afterwards, employees, students, and authorized guests must discard the tissue in the trash and immediately wash with soap and water for at least 20 seconds or disinfect their hands with hand sanitizers that contain at least 60% alcohol.
- The school will provide wash stations with running water and hand soap throughout campus, as well as hand sanitizers that contain at least 60% alcohol in each classroom and office.

Exercise physical distancing.

- Employees, students, and authorized guests must exercise physical distancing of at least six feet apart from each other.
- Students from the same household may congregate while in line for morning arrival screening or for afternoon pick-up. At all other times, they must exercise physical distancing of at least six feet apart from each other.
- All school assemblies, activities, and field trips that involve assemblies or congregations, are suspended until further notice.
- High-contact sports, such as basketball, football, and soccer are suspended until further notice.

Face masks or face shields must be worn.

- Employees, students, and authorized guests must wear face masks or face shields at all times while on campus.
- Employees, students, and authorized guests may partially remove their face masks or face shields only to eat or drink, so long as they are physically distant at least six feet apart from each other. Face masks or face shields must be worn immediately afterwards.

Do not share objects.

- Employees, students, and authorized guests must not share personal items, such as books, school supplies, and electronic devices.
- Employees, students, and authorized guests are to secure personal items within bags or containers that will only be accessed by them.
- The school will provide areas on or in which employees, students, and authorized guests may safely store and secure their personal items, bags, or containers, such as desks, shelves, and counters. These areas will be cleaned and disinfected on a routine basis.

Grounds and Facilities

Cleaning and disinfecting will be conducted routinely.

- The school will clean and disinfect classrooms twice a day, once in the morning before students, teachers, and authorized guests arrive and once after they leave.
- Common areas, like restrooms, the cafeteria, and offices will be cleaned more frequently throughout the day.

Students will remain in one classroom all day.

- To minimize congestion and congregations in the hallways and walkways, once students are on campus, they will remain in one classroom all day.
- Junior high and high school teachers will transition between classrooms for different subjects.
- Students will eat all meals in their classrooms.

Facilities will be adjusted to ensure safety.

- Classrooms are to be designed to ensure six feet physical distance between student and teacher desks.
- Student and teacher desks will be outfitted with plexiglass cubicles as an added safety precaution.
- Front desk office spaces, such as the Main Office and the Business Office, will be redesigned to include larger plexiglass barriers as an added safety precaution.
- Air conditioners on campus will be modified to include ultraviolet lighting devices to further disinfect air that is circulated in classrooms
- Campus areas that could attract assemblies and congregations, such as the playground, the canteen, and the stage area, will be closed off.

Adjusted Learning Environments

Teacher to student ratios will be limited to allow for adequate physical distancing.

- To support adequate physical distancing of at least six feet apart, the maximum number of students allowed in a classroom will be adjusted per grade level and depending on square footage of a classroom.
- Kindergarten classes will be limited to no more than 15 students per classroom.
- 1st through 4th grade classes will be limited to no more than 20 students per classroom.
- 5th through 8th grade classes will be limited to no more than 18 students per classroom.
- 9th through 12th grade classes will be limited to no more than 20 students per classroom.

Class schedules will be adjusted to limit the number of students on campus throughout the week.

- To avoid assemblies and congregations of students, class schedules will be staggered throughout the week and employ a blended learning model of synchronous online sessions, face-to-face classes, and asynchronous learning.
- Kindergarten through 6th grade classes will have face-to-face classes from Monday through Thursday. On Friday, they will participate in online synchronous classes.

- Kindergarten through 6th grade classes will run from 7:30 to 3:00 pm, except on Mondays when dismissal will be at 12:00 to allow for professional development.
- K4 will run in two sessions, an AM session and a PM session.
- Junior high and high school classes will follow a blended learning model that alternates between synchronous sessions, asynchronous learning, and face-to-face classes.
- Monday and Tuesday will follow a block schedule to offer synchronous online learning.
- Wednesdays, Thursdays, and Fridays will each follow a seven period schedule, 7:30 to 3:00, with cohorts of students alternating to attend face-to-face classes on campus.
- When a cohort is not on campus, they will engage in asynchronous learning.

Entrance and Exit Procedures

All individuals that enter campus will be screened for COVID-19 symptoms.

- All individuals that enter campus will be screened by campus security or other school officials for COVID-19 symptoms, including a temperature check and a questionnaire about COVID-19 symptoms.
- Teachers, staff, and administrators that arrive on campus and do not have access to campus security or other school officials will conduct a self-screening and log information for submission to the school administration.
- Any individual that exhibits symptoms of COVID-19 will be directed to exit campus.

Morning drop-off will be controlled to facilitate COVID-19 screening of incoming students.

- For morning drop-off, parents and families will have two drop-off stations, one at the gymnasium and one at the Maturana driveway.
- For each station, students are to remain in their vehicles until allowed to exit by school officials.
- Once a student or family of students exits their vehicle, they will be placed in a physically distanced line through which they will be guided towards screening points to take temperature and assess other symptoms. Once cleared, the student will proceed directly to the classroom.
- Any individual that exhibits symptoms of COVID-19 will be directed to exit campus.

- Please note that only one parent or authorized family member may walk their child to a classroom.
- During morning drop-off, the Business Office and Main Office will be closed to relieve congestion and allow staff to assist with supervision.

Afternoon pick-up will be controlled to ensure physical distancing.

- For afternoon pick up, we will have three pick up stations: at the gym, the Maturana driveway, and the elementary-C Building entrance.
- Parents and families will not be permitted to exit their vehicles. Instead, school personnel will utilize a digital ticketing system to take student names, summon those students, and line them up safely for pick-up.
- During afternoon pick-up, the Business Office and Main Office will be closed to relieve congestion and allow staff to assist with supervision.

Response Procedures

If cleared by screening, individuals that show symptoms during school hours will be directed to a waiting room.

- If any individual on campus shows symptoms of COVID-19, that individual will be escorted to a waiting room from where they will wait to leave campus.
- The school will provide such individuals with guidance and information on what steps to take next after returning home, such as home quarantine, COVID-19 testing, and notifying public health officials.
- Physical distancing will be ensured within that room, hand sanitizers will be available, and the room will be deep cleaned and disinfected after each use.
- The room will be situated to allow for adequate supervision.

If one or more employees or students test positive for COVID-19, the school will respond accordingly.

- If there is one confirmed case on campus, that classroom cohort will be shut down and everyone in that cohort will transition to fully remote learning.
- If more than one case is confirmed on campus, the entire school will be shut down and everyone will transition to fully remote learning.

Communications

The school will raise awareness about behaviors that mitigate the spread of COVID-19.

- The school will post visible signs, fliers, and posters to remind all individuals on campus about key behaviors that mitigate the spread of COVID-19, such as wearing face masks or face shields, practicing proper hand hygiene and respiratory etiquette, and exercising physical distancing.
- The school will post visible markers on walls and on floors to guide all individuals to exercise physical distancing of at least six feet apart from each other.
- The school will utilize its communications platforms, including email, website, and social media outlets, to share important information and updates from public health officials.

The school will communicate policies and procedures to all of its stakeholders.

- The school will utilize its communications platforms, including email, website, and social media outlets, to share these policies and procedures.
- The school will utilize its communications platforms, including email, website, and social media outlets, to share guidelines, policies, and procedures from all appropriate government and public health officials.

The school will communicate response strategies to all of its stakeholders.

- In the event that one or more cases of COVID-19 is confirmed among employees or students, the school will utilize its communications platforms, including email, website, and social media outlets, to share that information with all school stakeholders, while respecting the privacy of the affected individuals and complying with all applicable regulations, laws, and statutes.
- In the event that one or more cases of COVID-19 is confirmed among employees or students, the school will notify all relevant government and public health officials.