

# **PEDRO C. LUJAN ELEMENTARY SCHOOL**

## **RE-ENTRY SAFETY PLAN**

**SY2020-2021**



**Nancy W. Diaz  
Principal**

## **A. SCHOOL/WORK SITE OPENING**

### **HEALTH AND HYGIENE PRACTICES**

1. POSTING OF SIGNS: The school will post signs on:
  - How to stop the spread of COVID-19
  - Promoting everyday protective measures such as washing hands
  - Covering coughs and sneezes
  - Wearing face coverings
2. WEARING OF MASKS:
  - All students (except children ages less than 2 years old), staff, faculty, visitors on campus are expected to wear masks or face coverings shielding nose and mouth.
  - A face shield may be used in addition to wearing a mask but it may not be worn in lieu of a face mask.
  - Students with specific situations and medical conditions (i.e. asthma) may be given individualized guidelines when wearing a face covering and/or have the alternative to wear the shield only.
3. Conference/meeting rooms, lounges, restrooms must be wiped down after use by the individuals.
4. Frequent cleaning and disinfecting shall take place for all high traffic areas.
5. Ventilation systems should be operating properly and circulation of outside air should be used as much as possible by opening windows and doors, and using fans. Windows and doors should not be opened if they pose a safety risk to children.

### **SOCIAL DISTANCING**

1. Classroom capacity is limited to 8-12 students/adults maintaining distance 6 feet apart.
2. Office capacity is limited to 5 adults/students maintaining distance 6 feet apart.
3. Cafeteria capacity is limited to 36 students/adults.
4. Library capacity is limited to 12 students per class.
5. Nurse's Office capacity is limited to 2 students per visit. For student overflow, Room 26 will be used. Staff will be available to assist with supervision.
6. Restroom capacity will be limited to 2-4 students at one time with markers identifying a 6 feet distance between students/toilets/urinals.
7. The size of gatherings is limited to 15 people.
8. When gathering, attendees should maintain distance of 6 feet apart from each other.
9. Virtual platforms for large meetings and gatherings should be considered.
10. Drive in, virtual options and scheduling by appointments should be considered.

### **FACILITY/CAFETERIA PREPARATION**

1. Office, cafeteria and building protocols should be posted.
2. Foot traffic instructions and markers will be used to guide employees and students.

3. The school will plan a bell schedule consisting of 3 recesses and 3 lunches. Administrator and staff will prepare cafeteria and hallways for limited capacity and staggering student recesses and lunches for different times.
4. During each lunch the two grades will alternate (flip flop) using the cafeteria and playground.

#### RECESSES/LUNCHES

- Recesses will be: 10:00-10:15am (K,3), 10:15-10:30am (1,4), 10:30-10:45am(2,5)
- Lunches will be 11:00am-11:45am (K,3), 11:30am-12:15pm (1,4), 12:00pm-12:45pm(2,5)

### **MONITORING FOR COVID-19 SYMPTOMS**

1. Upon return to work, all employees will complete the Return to Work Survey and receive clearance.
2. Prior to leaving home, students and employees should self check themselves for COVID-19 symptoms (sore throat, cough, cold, shortness of breath, muscle pain, headache, new loss of taste and smell, fever above 100.4 degrees). If there are symptoms, they should not report to the school.
3. Upon arrival to school, students, parents, staff, faculty will take temperature checks and information will be logged.
4. All staff with COVID-19 symptoms are to be sent home.
5. The school will identify students/employees with high risk under COVID-19.

### **HIGH RISK STUDENTS AND STAFF (OLDER PERSONS, WITH MEDICAL CONDITIONS)**

Older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Those at high-risk for severe illness from COVID-19 are:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well controlled, including people with: chronic lung disease or moderate to severe asthma, serious heart conditions, weakened immune systems, severe obesity, diabetes, chronic kidney disease undergoing dialysis, or liver disease.

In line with CDC recommendations, those at higher risk should take specific actions to reduce their risk of getting COVID-19, including:

1. Take everyday precautions to keep space between oneself and others.

2. When in public, keep away from others who are sick, limit close contact and wash hands often.
3. Avoid crowds as much as possible.
4. During a COVID-19 outbreak in one's community, the CDC recommends that at-risk individuals stay home as much as possible.
5. During outbreaks, higher risk employees may seek leave from work because they are at higher risk of complications from COVID-19 than other employees and may be fearful of exposure.

*Centers for Disease Control and Prevention. (May 2020), CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again. Retrieved May 21, 2020*

## **SCHOOL NURSE'S ROLE**

School Nurse Responsibilities:

1. To provide immediate care for students and employees when needed.
2. To assist with screening students and employees when affected by illnesses or symptoms of COVID-19.
3. To serve as the Point of Contact and respond to DPHSS inquiries regarding all COVID-19 related matters.
4. To work closely with the Community Health and Nursing Services Administrator (CHNSA), Julietta Quinene and principal to support implementation of COVID-19 safety and prevention measures.

## **WHEN A STUDENT/STAFF MEMBER BECOMES SICK**

1. During school operation, the student/staff member will be separated from others by relocating to Room 26 or to another area away from others. Students will not be isolated without adult supervision.
2. Guam Department of Public Health officials will be notified if a person diagnosed with COVID-19 has been in the facility.
3. If an employee or student has been in direct contact with an active case of COVID-19, the supervisor or school nurse should be notified. A clearance will be required to return to work/school.
4. Those who have come in contact with a person diagnosed with COVID-19 are to stay home and self-monitor for symptoms and follow Guam Department of Public Health and CDC Guidelines if symptoms develop. A clearance will be required to return back to work/school.
5. Areas used by sick persons will be closed off until the areas are cleaned and disinfected.

## **LEARNING A COVID-19 CASE HAS BEEN IN SCHOOL**

Once learning that a person infected by COVID-19 has been in the school, DPHSS officials will immediately be notified.

1. Officials will help administrators determine a course of action for the school to follow.
2. Students and most staff may be dismissed for 2-5 days. This initial short-term dismissal would allow time for local health officials to gain a better understanding of the COVID-19 situation impacting the school.
3. Local health officials will help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

## **TRAVELING ABROAD DURING PAST 14 DAYS OF REPORTING TO WORK/SCHOOL**

1. Executive Order and CDC guidelines still require an employee to adhere to a 14 day voluntary isolation after traveling abroad.

## **TRAINING**

1. All staff should be trained in Health and Hygiene Practices and the School's COVID-19 safety and prevention measures.
2. All staff and teachers are expected to complete the following COVID-19 training:
  - **Respiratory Infections (EN)** - <https://bit.ly/GDOETRN1>
  - **COVID-19: How to put on and remove personal protective equipment (PPE)** - <https://bit.ly/GDOETRN3>
  - **Standard precautions: Environmental cleaning and disinfection** - <https://bit.ly/GDOETRN4>

## **PREPARING TO OPEN:**

1. Review information regarding COVID-19 from CDC and DPHSS Guidelines, GDOE COVID-19 Handbook and information videos.
2. Prepare physical environment for social/physical distancing. Marking off offices, classrooms, and other common areas for 6 feet distance and traffic flow. Label each room and office with maximum number of people allowed that will ensure 6 feet distance. Declutter as much as possible to maximize space.
3. Mark hallways with 6 feet markers and traffic flow outside classrooms.

## **B. PROCEDURES WHEN SCHOOLS ARE OPEN**

### **School Arrival Procedures**

#### **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 vehicles and entering into the school. CDC social/physical distance guidance will be practiced while leaving vehicles and proceeding to the entrance.

2. Initial preliminary health screening questions will be asked. Daily temperature checks will be completed thereafter with guidance to report any change in their preliminary health screening questions upon entry.

### **Student Arrival:**

1. All students will arrive by bus, private vehicle, or walking. All buses and private vehicles will drop off students at the **front** designated point. Private vehicle riders will remain in their vehicles until they reach the drop off point.
2. All students will wear masks or face coverings prior to exiting the buses or private vehicles. Walkers will use the markers for social/physical distancing as they proceed to enter campus. Parents/guardians will remain in their vehicles.
3. Upon entry to campus, students will be given temperature checks, directed to wash hands and proceed to grade level holding area or cafeteria for breakfast. Staff will monitor number of students entering cafeteria to ensure maximum number in cafeteria is not exceeded. Staff will be stationed along walkways to monitor that CDC social/physical distance guidelines at each holding area are enforced.
4. All students with above 100.4 degrees Fahrenheit temperatures will be immediately sent home. Quarantine Rooms will be used to hold students with high temperatures or COVID-19 symptoms as they await parents to pick them up.

## **School Dismissal Procedures**

### **Student Departure:**

1. Parking lot will be closed for entry and vehicle movement by private vehicles at 2:00 p.m. to prepare for student dismissal.
2. Each teacher will escort students to the student pick-up waiting area and student walker and bus dismissal areas following CDC social/physical distance guidelines.
3. Each teacher will follow their designated dismissal times which are staggered to minimize hallway crowding.
4. School aides will assist in monitoring that CDC social/physical distance guidelines are followed. School aides will assist the bus drivers in monitoring bus capacity 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).
5. **Parents/guardians picking up students will remain in their vehicles** and drive into the parking lot to the designated pick up point **after** buses leave. Students being picked up will be escorted to the vehicle.
6. Staff escorting walkers will direct traffic for students to safely exit.

## **Lunch Procedures**

Faculty and staff will have designated staggered lunch times. Teachers may eat in their classrooms, keeping to the maximum number of allowable persons in the room while following the CDC social/physical distance guidelines.

Faculty and staff will remove their masks/face coverings using mask removal procedures when eating lunch.

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.

### **Playground/Restroom/Water Fountain Procedures**

#### **Playground:**

1. Students will be allowed to remove their masks/face covering while on the playground to avoid hypoxia.
2. Students are expected to practice social distancing of at least 6 feet.
3. Each staff will escort their grade level students at least 5 minutes before the end of lunch to wash their hands with soap and water.

#### **Restroom:**

All users will adhere to CDC social/physical distance guidelines when entering the restrooms. Urinals/toilets/sinks will be marked for use or closure to ensure 6 feet distance is maintained.

#### **Water Fountains:**

Regular water fountains will be closed for use. Students, faculty, and staff are encouraged to bring their own water bottles from home. Bottle water filling stations to refill personal bottles will be available for students and employees.

#### **Isolation Room:**

1. Any student or employee who is screened with symptoms related to COVID-19 will be brought to the isolation room for further screening and monitoring.
2. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 in line with DPHSS and GDOE COVID-19 Handbook guidance.

### **Library Procedures**

1. Classes will be scheduled by school librarian.
2. All patrons will wash hands or use hand sanitizer upon entering and exiting the library.
3. All patrons will follow CDC social/physical distance guidelines keeping 6 feet apart from others and abide by library use rules.
4. Librarian has the option of holding library class inside the regular classroom.

### **Classroom Procedures**

Each classroom will have the maximum number of people allowed inside based on the physical floor space. Each classroom will mark off at a minimum 36 square feet of space for each student with traffic flow markings to ensure that CDC social/physical distance guidelines are followed. At the beginning of the school year, students will be taught the CDC social/physical distancing procedures for keeping 6 feet distance, 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 coverings while in their classroom with periodic removal for a few minutes to avoid hypoxia and allow for students to remove masks periodically to avoid the same.
2. They will wash their hands with soap and water prior to entering the classroom. If soap and water are not available, faculty and staff will use school supplied hand sanitizer. Faculty and staff will follow CDC social/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, sharpening pencils, throwing trash, etc.

**Students:**

1. All students will wear their masks/face covering while in their classrooms with periodic removal for a few minutes to avoid hypoxia under the supervision and direction of the teacher.
2. Students will wash their hands with soap and water prior to entering the classroom. If soap and water is not available, students will use school supplied hand sanitizer. Students will follow CDC social/physical guidelines while in the classroom and follow markings for flow of traffic.
3. Students will not move furniture from their designated locations and will stay at their assigned desks. Students will get the teacher's permission to leave their desks at all times.

**Student Office Visits****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 will require 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 if needed.

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. 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. The teacher will inform the counselor when the student is released for student monitoring.
3. The counselor will contact the teacher when student is returning back to class.

B. Unscheduled Visits

1. When a student is in need of emergency counseling services, the teacher will contact the counselor so any services currently being delivered by counselor can end and the emergency can be addressed.
2. Teacher will send one student at a time to ensure social distancing in the hallway.
3. The counselor will contact the teacher when student is returning back to class.

**Visitor Procedures**

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 a non-employee assigned to Pedro C. Lujan Elementary School on a daily basis and any unregistered student of the school.

1. The main office will be open to visitors from 7:30 a.m. to 3:30 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 CDC social/physical guidelines posted. Markers are placed on the ground to indicate 6 feet distance. No visitors will enter beyond the main office 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 main office such as student sign out during the day, attendance verification requests, registrations, withdrawals, etc. Parents should kindly call in advance to notify that students are being picked up.
5. Meetings with the principal or a teacher will be by appointments only. Emergencies that require entry to the main office will be handled case by case.

## **C. PROCEDURES FOR DISTRIBUTING AND RECEIVING HARD COPY LESSONS**

### **DISTRIBUTING**

- 1) Teachers or staff will practice physical distancing 6 feet apart from each other in the distribution area.
- 2) During Grab and Go parents are expected to stay in their vehicles
- 3) PPE such as masks, shields, gloves, will be used by those distributing.
- 4) Hand sanitizer will be made available and be used frequently.
- 5) Tables, chairs and frequently used items such as pens, clipboards will be cleaned and sanitized before and during use.

### **RECEIVING**

- 1) Teachers or staff will practice physical distancing 6 feet apart from each other in the receiving area.
- 2) During Grab and Go parents are expected to stay in their vehicles.
- 3) Teachers and staff will use PPE such as masks, shields, gloves when they receive student work from families.
- 4) Hand sanitizer will be made available and be used frequently.
- 5) Student work will be stored in a box separate from the new copies being distributed.
- 6) Tables, chairs and frequently used items such as pens, clipboards will be cleaned and sanitized before and during use.
- 7) At the end of Grab and Go, the box of completed student work will be placed inside the teacher's classroom.
- 8) Teachers should wait 2-9 days before handling student work.
- 9) If possible, completed student work should be emailed or sent through screen shots back to the teachers.

## Prevention Procedures

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.

### **Social/Physical Distance:**

1. Avoid close contact with people who are sick, even those in your home. Maintain at least 6 feet distance.

2. Put at least 6 feet distance between yourself and other people outside your home when in public.
  - a. Some people may not display symptoms but may have the virus.
  - b. Do not gather in groups.
  - c. Stay out of crowded places and avoid mass gatherings. (Follow Executive Orders for social gatherings).

**Masks/Face Coverings:**

1. Wear cloth face coverings or recommended disposable masks in public settings in addition to keeping 6 feet distance.
2. Masks/face covering procedures
  - a. Wash your hands before putting on your face covering.
  - b. Put it over nose and mouth and secure it under your chin.
  - c. Try to fit it snugly against the sides of your face.
  - d. Make sure you can breathe easily
3. Washing masks/cloth face coverings
  - a. Wash after each use.
  - b. Machine Washing
    - i. You can include your face covering with your regular laundry.
    - ii. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask/face covering.
    - iii. Dry mask/face covering after washing. In a dryer, use the highest heat setting and leave the dryer until completely dry. To air dry, leave flat and allow to completely dry. Try to place the mask/face covering in direct sunlight.
  - c. Hand Washing
    - i. Prepare a bleach solution by mixing 5 tablespoons (1/3 cup) household bleach per gallon of room temperature water or 4 teaspoons household bleach per quart of room temperature water. Check to ensure if the bleach is intended for disinfection and that it is not passed expiration date. Never mix household bleach with ammonia or any other cleanser.
    - ii. Soak the face covering in the bleach solution for 5 minutes.
    - iii. Rinse thoroughly with cool or room temperature water.
    - iv. Dry mask/face covering after washing. In a dryer, use the highest heat setting and leave the dryer until completely dry. To air dry, leave flat and allow to completely dry. Try to place the mask/face covering in direct sunlight.

**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.

## 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:

<b>Communication Tool</b>	<b>Purpose</b>	<b>How to access the tool</b>
Pedro C. Lujan E.S. Phone	For emergencies or communication needing immediate attention.	734-3971
Pedro C. Lujan E.S. Website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	<a href="http://www.pclujanelementary.com">www.pclujanelementary.com</a>
SwiftK12	To provide short announcements.	Requires updated contact information.
Guam Department of Education website	To provide district wide information affecting all schools.	<a href="http://www.gdoe.net">www.gdoe.net</a>
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.	pcles@gdoe.net
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Teachers will give instructions for their applications.