



SAINT FRANCIS CATHOLIC SCHOOL COVID-19 DRIVEN PROTOCOLS *as of August 1, 2022 *Subject to Change**

A. ENTRANCE PROTOCOL, MASK-WEARING, & VISITORS

- A1. Arrival is from 7:30am to 8:00am at these 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* / Late arrivals (*after 8:00am*): Main Office Gate *For bus arrangements, please contact DPW at (671) 646-3122 or Mr. Tony Gumtaotao at (671) 797-9971. Once arrangements have been made, please inform the Main Office.
- 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, **PARENTS ARE NOT TO PARK** and escort their child(ren) to/from their gates during drop-off/pick-up, except for the first two days of school. (See A3.)
- A3. Students' family members are not allowed where students are waiting to enter a building or a classroom. However, during the transition in the first couple of days, 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.
- A4. 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.
- A5. SFCS adopts the U.S. Centers for Disease Control and Prevention (CDC) guidelines for face coverings for certain populations and situations on a case-by-case basis.
- A6. Face masks / coverings are not mandatory, but highly recommended for all individuals entering the campus. Note that this may be subject to change by the Governor's directive, or if cases rise within our school community. Parents / guardians will be notified for any changes.
- A7. Face shields are only to be worn *in addition* to the face mask/covering, not in lieu of. Face shields, if used, must fit properly and will be cleaned and disinfected.
- A8. Physical distancing of 3-6 feet must be adhered to at all times for individuals from different households.
- A9. Non-essential visitors, volunteers, and activities with external groups or organizations are limited entry onto campus at any time unless cleared and/or granted permission by the School Administrators.
- A10. 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.
- A11. Students will report directly to the classrooms where their teachers will guide them to their assigned seats.
- A12. Students must wash their hands or sanitize upon entering the classroom.
- A13. Students' belongings including their bags must be placed directly at their assigned areas.
- A14. 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 / After-School Program / Late pick-ups: 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 personnel 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. Teachers / school personnel will ensure that all students have washed or sanitized their hands and follow proper protocol upon boarding the buses.
- B7. Students who are not picked up by 3:00pm will be placed in the after-school program and will be assessed the after-school program fees.

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. Note that larger classrooms may have a larger student to teacher ratio.

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. PERSONAL PROTECTIVE EQUIPMENT

- E1. All student desks will face one direction.
- E2. 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.
- E3. Each classroom will have hand sanitizer pumps. However, students will be asked to bring a personal hand sanitizer bottle, especially if the student is sensitive to certain sanitizers.
- E4. Lower grade classes have a restroom in their classroom.
- E5. Additional outdoor sinks have been installed in the place of water fountain units.
- E6. Water-filling stations are placed beside the outdoor sinks (A/E-wing hallways).
- E7. Additional cleaning supplies such as sanitizing wipes will be available in classrooms.
- E8. 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.

F. CLEANING AND SANITIZING

- F1. 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. Daily cleaning checklists will be utilized.
- F2. Toilet facilities, hand wash sinks, and water-filling stations are thoroughly cleaned using EPA-approved disinfectants.
- F3. Electrostatic disinfection will be carried out once a month (or more if necessary).
- F4. Students are not permitted to share school supplies.

G. SOCIAL DISTANCING IN CLASSROOMS

- G1. 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.

- G2. As per Public Health guidelines, each student is afforded a space that is between 9 square feet and 36 square feet. Seats will be arranged to ensure the proper distance of 3 feet or more from each student.
- G3. Student desks will face in the same direction.
- G4. Elementary school students will remain in their classrooms throughout the day, except for recess breaks. The Theology teacher will transition from classroom to classroom throughout the day.
- G5. Middle school students will remain in their assigned seats throughout the day while teachers transition from class to class.
- G6. When necessary, teachers will provide mask breaks for the students outside of the classroom while students maintain social distancing.
- G7. Water dispensers will be placed in every classroom, A-wing, and E-wing hallways. Should students need to replenish their water containers, teachers or school personnel will refill their containers using gloves.

H. SOCIAL DISTANCING OUTSIDE THE CLASSROOMS

- H1. Students are to wash their hands before and after their breaks and lunches, after activities, and whenever necessary. Handwashing sinks will be available in their classrooms (lower Elementary), restrooms, Multi-Purpose Building, and A-Wing/E-Wing hallways.
- H2. Floor markers have been placed in hallways to promote social distancing.
- H3. Breakfast must be consumed at home or before coming to school.
- H4. The Student Store will be opened during staggered breaks to accommodate students wanting to purchase drinks and snacks.
- H5. During recess breaks, outside benches will be placed and marked accordingly to ensure safe distances between students.
- H6. Students who purchase school lunches will receive their food trays and eat in their assigned areas: the Crusader Hall or the Multi-Purpose Building.
- H7. Eating areas will be assigned by class size:
 - H7.1. Pre-Kindergarten and Kindergarten - in their classrooms
 - H7.2. Grades 1st - 8th - Multi-Purpose Building
- H8. Lunch schedules per grade will be slightly staggered to ensure the maintenance of 6 feet physical distancing between students.
- H9. Eating areas will be arranged where each student is 6 feet or more from one another (3 feet minimum if students are in the same cohort) and are all facing the same direction.
- H10. Beverages served by the school will be dispensed by cafeteria/school personnel using gloves.
- H11. Student activities that involve close contact or interaction will be limited.
- H12. Students will remain in their cohorts.
- H13. Students are not permitted to share their snacks, food, or lunch with others.
- H14. Physical contact such as hugging, handshakes, or any sort of physical touch is not permitted at any time.

I. SPORTS AND EXTRACURRICULAR ACTIVITIES

- I1. All unvaccinated student athletes will be required to undergo COVID-19 testing on a weekly basis and provide a negative test result.
- I2. Athletes must wear a face mask that covers the nose and mouth and must maintain 6 feet of separation from others when not actively participating in an athletic activity.
- I3. Athletes and coaches avoid high fives, handshakes, fist bumps, and hugs.
- I4. Physical guides will be indicated to ensure proper physical distancing measures are followed (i.e. benches, concessions areas, chairs, athlete staging areas, etc.).
- I5. Signage and markers that promote the prevention of the COVID-19 spread will be placed at the entrance and throughout the school's sporting facility (Multi-Purpose Building/Gym).
- I6. Spectators are limited to 4 per athlete ("spectator pod"); each spectator pod will be seated at least 6 feet from other spectator pods during the duration of the activity.
- I7. All coaches and participants sixteen (16) years plus one (1) month of age and older are required to show acceptable proof that they have received at least one shot of a recommended series of vaccination pursuant to applicable DPHSS Guidance Memorandum 2021-24.
- I8. Coaches and participants who decline or are ineligible to receive a COVID-19 vaccination must undergo

and submit proof of a negative COVID-19 test once weekly. The school will maintain records of such test results for a period of not less than 60 days.

J. OFF-ISLAND TRAVEL

- J1. All students, teachers, and staff will be tested within 5-7 days upon arrival on Guam and must provide a negative COVID-19 test result and exhibit no symptoms prior to reporting back on campus.

K. PROTECTING HIGH RISK STUDENTS AND STAFF

- K1. 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.)
- K2. Through the Employment Application Form, employees / applicants must disclose any information regarding medical history.

L. ADDRESSING POSITIVE TESTS / COVID-19 SYMPTOMS

- L1. 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.
- L2. 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.
- L3. 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.
- L4. 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 N.

M. EMERGENCY COMMUNICATION PLAN

- M1. 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.
- M2. 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.

N. SICK STUDENTS/EMPLOYEES *(in accordance with DPHSS Guidance Memorandum 2021-09 Revision 2)*

- N1. If a student/employee calls in sick, SFCS advises the student, parent / legal guardian, or the employee to:
- Stay home, except to seek medical care. Call ahead before visiting the clinic/doctor.
 - 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/or diarrhea
 - 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:
 - a. Trouble breathing
 - b. Persistent pain or pressure in the chest;
 - c. New confusion;
 - d. Inability to wake or stay awake; and
 - e. Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone.
- N2. If a student or employee is identified in the school facility with symptoms consistent with COVID-19, the following steps should be taken:
- N2.1. The parent/guardian of the student will be informed; the student is placed in the Isolation Room; and picked up by the parent/guardian within the hour.
- N2.2. The employee will be sent home immediately.

- N2.3. All individuals identified are advised to seek medical evaluation as appropriate and must notify the school of their COVID-19 test result.
- N2.4. BinaxNow Testing is available through SFCS should individuals choose to avail this resource. Students may only be tested with a completed consent form from their parent/guardian.
- N3. A student or employee who is diagnosed with a probable or laboratory confirmed case of COVID-19:
 - N3.1. The parent/guardian of the student or employee shall inform Dr. B.C., Mrs. Quitugua, or Ms. Kim immediately and stay home. Please note that all information will be kept confidential.
 - N3.2. The student / legal guardian or employee will be contacted by the DPHSS to conduct a case investigation.
 - N3.3. Only the affected area(s) of SFCS will be closed off to undergo sanitization and disinfection.
 - N3.4. 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 liaison that will assist SFCS and those affected.*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.*
 - N3.5. Students or employees who are identified to be close contacts by DPHSS case investigators will be directed for COVID-19 testing as appropriate and should notify SFCS of test results.
 - N3.6. Students or employees who are not identified as close contacts through case investigation, can return to school or work.
 - N3.7. 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.
 - N3.8. 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.

O. SCREENING TESTING (in accordance with DPHSS Guidance Memorandum 2021-09 Revision 2)

- O1. Screening testing is a part of a layered prevention strategy that will identify persons who are infected but without symptoms. It will also lead to early detection and intervention of COVID-19 cases.
- O2. SFCS will work closely with DPHSS in their plan screening testing for students and employees who are not fully vaccinated to control, mitigate and prevent the spread of COVID-19.
- O3. Random testing for both students and employees will be done throughout the school year. Frequency is dependent upon the availability of testing materials. Prior to testing of any student, parents/guardians will be contacted for consent. Parents/guardians may opt to not have their child tested. *Please see the SFCS Screening Testing FAQs for more information.*
- O4. Should a student test positive, the student will be placed in the Isolation Room, and the school personnel will contact parents/guardians to pick up their child. SFCS Administration or Health Coordinator will be in touch to discuss what actions will be taken.

APPROVED BY:



Dr. Lisa Baza-Cruz, Principal