

**Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)**

SCHOOL:	DOMINICAN CATHOLIC SCHOOL <i>Yigo, Guam</i>
----------------	---

I. General Requirements and Restrictions

1. Maximum Occupancy	<ol style="list-style-type: none"> 1. <i>Each classroom has a maximum of 20 students per classroom following the prescribed social distancing.</i> 2. <i>DCS has 130 enrolled students and 26 faculty and staff. It has a spacious campus and has the maximum capacity of (estimated) 500 students and staff.</i>
2. Campus Signs	<ul style="list-style-type: none"> • <i>Campus signs such as entry points, drop-off and pick up areas, hand sanitizing stations, social distancing markers/reminders are posted.</i>

II. Sanitation Rules and Regulations

1. Outdoor Recreational Areas	<ul style="list-style-type: none"> • <i>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.</i> • <i>Students (Players/Athletes) are instructed to maintain the 6 feet or 2 meter distance when not participating in sports activity. They must wear mask that covers the nose and mouth. When they engage in active game (contact sports) face shield/goggles must be worn whenever possible.</i> • <i>Markers are placed in order to set the play area of each student.</i>
2. Housekeeping Requirements	<ul style="list-style-type: none"> • <i>Frequently touched surfaces (high touch surfaces) are cleaned/sanitized regularly.</i> • <i>1. Door handles and hand railings are sanitized using wipes or disinfectant solution before students arrive daily, after snacks and lunch and after dismissal.</i> • <i>2. Student work areas are sprayed with disinfectant prior to their arrival.</i> • <i>3. 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 supplies.</i> • <i>PreK and Kinder Students and teachers must use the shoe bath or shoe spray for disinfection and must sanitize their hands before entering the classroom.</i>

Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)

	<ul style="list-style-type: none"> • <i>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.</i> • <i>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.</i> • <i>Daily sanitation and disinfection will be done by maintenance staff after school.</i> • <i>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.</i> • <i>Electrostatic disinfection will be carried out once a month or as needed.</i> • <i>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.</i> • <i>Each classroom has an air filter device and must be used all the time.</i>
3. Handwashing Units	<ul style="list-style-type: none"> • <i>A hand washing unit (sink with running water and soap) is available in the restroom shared by one or two classes. Hand sanitizers and paper towels are also available.</i> • <i>Teachers are to require handwashing before and after meals and after use of restroom or frequent hand washing or use of sanitizers.</i>
4. Respiratory Etiquette	<ul style="list-style-type: none"> • <i>Everyone is asked to practice proper respiratory etiquette (covering mouth and nose when coughing or sneezing). Use napkin to cover mouth or nose or use the sleeves. Dispose napkins properly after use. Wash hands with water and soap or sanitize hands afterwards. If possible, clean the table and other stuff near the person with disinfecting wipes.</i>
5. Restrooms	<ul style="list-style-type: none"> • <i>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.</i> • <i>Periodic spraying of disinfectant solution in the restroom is done during the day especially after snack and lunch breaks.</i> • <i>Restrooms are cleaned and sanitized after school or as needed.</i>

III. COVID-Related Protocols

Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)

<p>1. Masks/Face Shields</p>	<ul style="list-style-type: none"> • <i>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.</i> <ul style="list-style-type: none"> • <i>Masks with exhalation valve are prohibited.</i> • <i>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.</i> • <i>Face masks are to be provided to students who do not have one or arrive to school without one.</i> • <i>Students will be permitted to remove masks/facemasks during Physical Education sports activities, but the 6 feet social distance is applied. They are required to have masks during PE lecture time.</i> • <i>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.</i> • <i>Adults (staff, parents, and visitor) must observe the 6 feet distance especially if not fully vaccinated</i>
<p>2. Attention to High-Risk students and/or employees</p>	<ul style="list-style-type: none"> • <i>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.</i> • <i>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.</i> • <i>Faculty & Staff are asked to inform the Office if they have received vaccination for records purposes.</i>
<p>3. Students, faculty, staff with COVID-19 symptoms/ Suspected/Confirmed for having Covid19</p>	<p style="text-align: center;"><i>Sick Students/Staff (adapted FROM DPHSS GUIDANCE MEMORANDUM)</i></p> <ol style="list-style-type: none"> 1. <i>If a student/staff calls in sick, the Dominican Catholic School (DCS) student, parent/ legal guardian, or the employee is advised to:</i> <ul style="list-style-type: none"> • <i>Stay home; Not to leave the house, except to get medical care; Call ahead before visiting clinic/doctor. Do not visit public areas;</i> • <i>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</i>

**Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)**

	<ul style="list-style-type: none"> • <i>Get tested if you have symptoms of COVID-19. While waiting for results, you should stay away from others, including staying apart from those living in your household;</i> • <i>Look for emergency warning signs for COVID-19 and seek emergency medical care immediately or call “911:”</i> <ul style="list-style-type: none"> a. <i>Trouble-breathing;</i> b. <i>Persistent pain or pressure in the chest;</i> c. <i>New confusion;</i> d. <i>Inability to wake or stay awake; and</i> e. <i>Bluish lips or face</i> <p>2. <i>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:</i></p> <ul style="list-style-type: none"> • <i>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. Isolation room must be sanitized once the student is picked up.</i> • <i>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.</i> • <i>The school will identify close contacts (within 6 feet for 15 minutes or more over a period of 24 hours. (refer to guide steps to take when an individual is identified as positive)</i> <p>3. <i>A student/staff who is diagnosed with a probable or laboratory confirmed case of COVID-19</i></p> <ul style="list-style-type: none"> • <i>Once a student/staff is notified of a probable or laboratory confirmed case of COVID-19 result, individual shall inform DCS immediately.</i> <ul style="list-style-type: none"> a. <i>The student must be isolated at home or a government isolation facility until cleared using the DPHSS Criteria for Discharging a Person from Isolation. (Please refer to DPHSS Guidelines on Isolation: DPHSS Guidance Memorandum 2021-16)</i> b. <i>DCS will need to disinfect and sanitize the classroom.</i> c. <i>DCS shall follow DPHSS Guidance Memoranda and initiate the gathering of important information relative to the COVID-19 positive student or</i>
--	--

**Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)**

	<p><i>staff, such as a list of possible close contacts by name and location. The school will identify close contacts (within 6 feet for 15 minutes or more over a period of 24 hours. (refer to guide steps to take when an individual is identified as positive)</i></p> <p><i>DCS shall utilize trained personnel to gather such information which shall be shared with DPHSS.</i></p> <p><i>Note that all activities and information collected by DCS shall be limited to the school setting and be consistent with applicable federal, state, tribal, local, and territorial privacy, health/medical, and workplace laws and regulations.</i></p> <p><i>d. Students or staff who are identified to be close contacts by DPHSS case investigators will be directed for SARS-CoV-2 testing as appropriate and should notify DCS of positive test result.</i></p> <p><i>e. Students or staff who are not identified as close contacts through case investigation, can return back to school or work.</i></p> <p><i>f. DCS shall not disclose the name of the student or employee who tested positive to the other students or staff unless permission has been given (preferably in writing) by the affected student (or student’s parent/legal guardian) or staff.</i></p> <p><i>Note: 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.</i></p> <p><i>g. Staff will be placed on leave according to the institution’s leave policy if identified as “close contacts.”</i></p> <p><i>4. If the student or staff was asymptomatic, they can return back to school or work:</i></p> <ul style="list-style-type: none"> <i>• 10 days after the date of their first positive RT-PCR test for SARS-CoV-2 RNA.</i> <i>• Isolation and other precautions can be discontinued.</i> <p><i>5. If the student or employee was symptomatic, they can return back to school or work:</i></p>
--	--

**Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)**

	<ul style="list-style-type: none"> • 10 days after the date of their first positive test for SARS-CoV-2 <p><i>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.</i></p> <p>6. <i>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:</i></p> <ul style="list-style-type: none"> • <i>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.</i> <p>7. <i>A student or employee who is in close contact with someone outside the school who tested positive with COVID-19:</i></p> <ul style="list-style-type: none"> • <i>Shall inform the school and must quarantine for 10 days after last date of exposure and not report to school or work.</i> <p>Refer to DPHSS Guidance Memorandum 2021-16 (June 10, 2021) for more information. https://ghs.guam.gov/sites/default/files/dphss_guidance_memo_2021-06.pdf</p>
<p>4. School Staff for Monitoring and Enforcing Guidelines</p>	<ul style="list-style-type: none"> • <i>Monitoring & Enforcing Team</i> • <i>*Sr. Esperanza H. Seguban, OP (Principal)</i> <i>sehsop@yahoo.com, admin@dcsguam.com</i> <i>1-671-653-3021</i> • <i>*Inigo San Pablo Jr. (Prefect of Discipline)</i> <i>isanpablo@dcsguam.com</i> <i>1-671- 653-3021, 1-671-929-2124</i> <i>*Grace de Vera (Counselor)</i> <i>gdevera@dcsguam.com</i> <i>1-671-653-3021,</i>

**Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)**

	<i>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.</i>
5. School Point-of-Contact with DPHSS for inquiries, complaints, concerns	<ul style="list-style-type: none"> • <i>Point of Contact Team</i> • <i>*Sr. Esperanza H. Seguban, OP (Principal) <u>sehsop@yahoo.com, admin@dcsguam.com</u> 1-671-653-3021</i> • <i>*Ressa dela Rojo (Administrative Assistant) <u>rdelarojo@dcsguam.com</u> 1-671-653-3021,</i> • <i>*May Erguiza <u>reguiza@dcsguam.com</u> 1-671-653-3021,</i>
6. School Point-of-Contact for those with positive test results	<ul style="list-style-type: none"> • <i>Team</i> • <i>*Sr. Esperanza H. Seguban, OP (Principal) <u>sehsop@yahoo.com, admin@dcsguam.com</u> 1-671-653-3021</i> • <i>*Ressa dela Rojo (Administrative Assistant) <u>rdelarojo@dcsguam.com</u> 1-671-653-3021</i> • <i>*May Erguiza <u>reguiza@dcsguam.com</u> 1-671-653-3021,</i>

IV. Hygiene and Daily Practices

1. Orientation of Students, Faculty, Staff	<ul style="list-style-type: none"> • <i>DCS On-Campus Operating/Mitigation Plans Orientation for Students (Classroom Level) will be held upon return to the classroom. .</i> • <i>A Health & Safety Short Video has been created which will be used during orientation and will be shown regularly to remind students.</i>
--	--

Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)

	<ul style="list-style-type: none"> • <i>A faculty & staff orientation of the guidelines will be scheduled. Teachers and staff are sent with an email copy of the protocol.</i> • <i>Daily homeroom meetings will be a venue for constant reminders.</i> • <i>Other available information videos on Covid19 prevention available online and other media will be used to remind students and the whole community as well.</i>
<p>2. Detail Cleaning and Disinfection</p>	<ul style="list-style-type: none"> • <i>Classrooms are cleaned and disinfected daily after school hours.</i> • <i>Prior to arrival and after dismissal of students, teachers spray the classroom with disinfecting solution.</i> • <i>Frequently touched surfaces are cleaned/sanitized regularly.</i> • <i>1. Door handles and hand railings are sanitized before students arrive daily, after snacks and lunch and after dismissal.</i> • <i>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.</i> • <i>Students and teachers must use the foot (shoe) bath or shoe spray for sanitation and must sanitize their hands before entering the classroom. Must maintain the 3 feet (or more) distance while waiting for their turn.</i> • <i>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.</i> • <i>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.</i> • <i>Daily sanitation and disinfection will be done by maintenance staff after school.</i> • <i>Electrostatic disinfection machine has been acquired and disinfection will be carried out once a month or as needed.</i>
<p>3. Availability and Access to PPEs</p>	<ul style="list-style-type: none"> • <i>There are available PPEs in the Administration Office. Teachers and Staff may request for supplies.</i> • <i>Teachers and staff are responsible in ensuring that there are PPE supplies in their classrooms and work areas.</i> • <i>Maintenance personnel with the help of the homeroom teachers must strictly monitor that restrooms are cleaned and soap and paper towels are available.</i>

Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)

	<ul style="list-style-type: none"> • <i>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.</i> • <i>Restrooms are equipped with running water. Soap and paper towel are available in the hand washing areas.</i>
4. Face Covering	<ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> • 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 6 feet/2 meter or more social distance is ensured. <i>Students (Players/Athletes) are instructed to maintain the 6 feet or 2 meter distance when not participating in sports activity. They must wear mask that covers the nose and mouth. When they engage in active game (contact sports) face shield/goggles must be worn whenever possible.</i> • 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. Physical Distancing (especially during meals and activities with increased exhalation)	<ul style="list-style-type: none"> • <i>Everyone (adults) in the campus must always observe the 6 feet distance from others. They must wear mask all the time. This applies to staff, volunteers, visitors, and parents.</i> • <i>Students in the class are 3-feet apart or more for small class sizes.</i> • <i>Students should observe 6-feet distancing between cohorts.</i> • <i>When eating or drinking, students may remove their mask, but must maintain the 3 feet distance. Teachers or any other adult may also remove their mask but must distance themselves 6 feet or more from the students and/or other adults.</i>

**Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)**

	<ul style="list-style-type: none"> • <i>During activities when increase exhalation occurs like during performances or assemblies (when there is singing, shouting, sports, exercise, or the like) in common areas such as school lobbies and auditorium, the 6 feet or more distance must be observed. Wearing of mask is likewise required.</i> 												
6. Hand Hygiene	<ul style="list-style-type: none"> • <i>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.</i> • <i>Avoid touching eyes, nose, or mouth with unwashed hands.</i> • <i>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 before and after eating and using the restroom. Hand sanitizers and paper towels are also available.</i> • <i>Physical contact like hugging, handshakes, or any sort of physical touch is NOT allowed among the students and adults. The 6 feet social distance among adults especially among parents must be observed all the time.</i> 												
7. Drop-off Procedures	<ul style="list-style-type: none"> • ENTRY POINTS, DROP – OFF AND PICK – UP <ol style="list-style-type: none"> 1. Drop off Time: 7:30 AM - 8:00 AM <table style="margin-left: 40px; border: none;"> <tr> <td style="padding-right: 20px;">Entry points:</td> <td style="padding-right: 20px;">Big Kiosk</td> <td style="padding-right: 20px;">-</td> <td>Kinder, Grades 3, 4, & 5 Students</td> </tr> <tr> <td></td> <td>Small Kiosk</td> <td>-</td> <td>PreK, Grades 1, 2, & 8 Students</td> </tr> <tr> <td></td> <td>Middle School Building</td> <td>-</td> <td>Grades 6 & 7 Students</td> </tr> </table> 2. Pick – Up <ol style="list-style-type: none"> A. Middle School <ul style="list-style-type: none"> *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 Small Kiosk C. Pre-K & Kindergarten 2:30 - 2:45 PM at the Big Kiosk • <i>Drop–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.</i> • <i>On the first two weeks of the reopening of school, Parents are permitted to accompany their children up to the entrance of the classroom. They are asked to train their children during this time to be familiar with their way to the classroom. Definitely, Parents are NOT ALLOWED</i> 	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
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										

**Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)**

	<p><i>inside. Parents/adults that drop off their must maintain the 6 feet distance from others and must wear mask all the time.</i></p> <ul style="list-style-type: none"> • <i>Proper hand sanitation and wearing of face masks must be observed all the time.</i> • <i>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.</i> • <i>Parents and Guardians are reminded to maintain the 6 feet social distancing while waiting for their children. Mask be worn all the time.</i>
8. Cohort Activities	<ul style="list-style-type: none"> • <i>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 the 3 feet social distancing. Other classes can have the 6 feet social distance.</i> • <i>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.</i> • <i>In case of cohort activities among students and among adults, the 6 feet distance will be observed.</i> • <i>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.</i> <ul style="list-style-type: none"> • <i>To maintain social distancing, only one or two classes will be allowed to participate in Religious Services at the Chapel. Others will participate online. Social distancing of 6 feet or more and wearing of masks will be observed. Hand Sanitizers will be available.</i> • <i>Chapel will be sanitized after the religious service.</i>
9. Student Access to Drinking Water	<ul style="list-style-type: none"> • <i>Students are required to bring their own drinking water. Sharing of drinking water is not allowed.</i> • <i>If refill is needed, a water dispenser is available in the Administration Office, Cafeteria, and Conference Room. Students are reminded to observe the 6 feet distance while waiting for their turn.</i>
10. Classroom arrangements	<ul style="list-style-type: none"> • <i>Each classroom can accommodate up to 20 students. The space is big enough to maintain the prescribed 3 feet distance from other students.</i>

**Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)**

	<ul style="list-style-type: none"> • <i>Desks face the same direction and are arranged so to ensure 3 feet minimum (or more if the space allows it) separation between individuals.</i> • <i>Switching of seats is not allowed; students must stay in their assigned area.</i> • <i>Nonessential furniture in the classroom is removed or will be removed to assure that the 3 feet distance is observed.</i> • <i>In some classes, unused tables (furniture) are used as division to remind students of the prescribed social distance.</i>
<p>11. Restriction of non-essential campus visitors, volunteers, activities</p>	<ul style="list-style-type: none"> • <i>No parent or guardian is allowed to be inside the classroom.</i> • <i>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 Administration Office. They have to observe the 6 feet distance from other parents doing transactions.</i> • <i>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.</i> • <i>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.</i> • <i>Visitors entering the Administration Office:</i> <ul style="list-style-type: none"> -- <i>All visitors must sign on the Visitor's Log-in Sheet,</i> -- <i>Only one visitor is allowed to enter.</i> -- <i>Wearing of face mask is required.</i> -- <i>There will be temperature check.</i> • <i>--- Should observe the 6 feet distance from other visitors.</i> -- <i>Must show proof of vaccination</i>
<p>12. Restrictions on offices, lounges, communal spaces</p>	<ul style="list-style-type: none"> • <i>Faculty and staff must limit their visit to and stay in the Office and other classrooms.</i> • <i>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.</i> • <i>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.</i> • <i>Everyone must observe the 6 feet distance especially if not fully vaccinated.</i>
<p>13. Daily Activities: Arrival and Dismissal</p>	<ul style="list-style-type: none"> • <i>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.</i> • <i>Dismissal for each student group is as follows:</i>

**Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)**

	<p style="text-align: center;">A. Middle School 3:00 PM B. Elementary 2:45 - 3:00 PM C. Pre-K & Kindergarten 2:30 - 2:45 PM</p> <p><i>**Time prior to the dismissal is used by the students to fix their bags and disinfect their work areas and materials.</i></p> <ul style="list-style-type: none"> • <i>Homeroom teachers are tasked to accompany their students to the pick-up area and ensure the 6 feet social distancing.</i> • <i>Middle School Students can wait for their ride inside the classroom. They will be asked to leave the room once their ride has arrived.</i> • <i>Teachers, Parents, and other adults must observe the 6 feet social distance while waiting.</i>
<p>14. Daily Activities: Recess, Breaks, Lunch</p>	<ul style="list-style-type: none"> • <i>All class activities and snack and lunch breaks are held in the classroom. Students are supervised by their homeroom teachers.</i> <ol style="list-style-type: none"> 1. <i>Breakfast must be done at home or outside before coming to school.</i> 2. <i>For the meantime, there will be no cafeteria services, but hot lunch from a school approved caterer can be purchased. Usual ordering procedures will be observed.</i> 3. <i>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.</i> 4. <i>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. Food drop off area is cleaned and sanitized regularly.</i> 5. <i>Snacks and lunch will be consumed inside the classroom.</i> 6. <i>Parents are asked to remind their children NOT to share food with their classmates.</i> 7. <i>Food contact surfaces, trays, delivery carts must be cleaned and sanitized before and after meals. Staff delivering food orders must wear gloves and masks all the time.</i>
<p>15. Bus Service: DPW Protocols</p>	<ul style="list-style-type: none"> • <i>NOT APPLICABLE TO DCS</i> • <i>DCS does not avail of bus service. Students are dropped and picked up by parents or designated family member.</i>
<p>16. Bus Service: Orientation for students and parents</p>	<ul style="list-style-type: none"> • <i>NOT APPLICABLE TO DCS</i> • <i>DCS does not avail of bus service. Students are dropped and picked up by parents or designated family member.</i>

**Archdiocese of Agana
Dominican Catholic School In-Class Operating/Mitigation Plans
(School Health Protocol)**

V. Vaccination Related

Vaccination Requirements	<p>In pursuant to the DPHSS Guidance Memo 2021 – 21, DCS shall require individuals, including guests, patrons, performers, employees, volunteers, participants, and coaches who are twelve (12) years plus 1 month of age and older to show proof that they are vaccinated to enter their facilities or premises</p> <ul style="list-style-type: none">○ Individuals who do not provide proof of vaccination as required may not use indoor or outdoor portions of such facilities except to order, pick up, or pay for tuition fee or pick up child, provided such individual properly wears a face mask.○ Subject to exceptions listed in DPHSS Guidance Memo 2021-21, DCS will ensure all employees who routinely work onsite provide proof that they are vaccinated before entering or working in the campus by September 27, 2021.○ Individuals seeking a medical or religious exemption to vaccination shall submit an official request with supporting document(s) to publichealth@dphss.guam.gov, or delivered to Immunization Program of DPHSS, located in Castle Mall, Unit #9, 130 University Drive, Mangilao, Guam 96913, from 8:00 am to 12:00 pm., Monday through Friday except recognized Government of Guam holidays. Employee may continue to work while waiting for issuance of DPHSS exemption. Employees who receive medical or religious exemption shall be required to undergo a COVID-19 test once weekly. <p>Refer to DPHSS Guidance Memo 2021-21 for more information: DPHSS-Guidance-Memorandum-2021-21.pdf (guam.gov)</p>
--------------------------	---