



# Chief Brodie Memorial Elementary School

## SCHOOL RE-ENTRY PLAN

**For:  
Parents - Students - Other Visitors**

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647-4444  
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Effective: August 3, 2020

**Revised December 11, 2020**



Dear Parents/Guardians and Students,

Hafa Adai! I am happy to welcome you to the 2020-2021 School Year!

Chief Brodie Memorial Elementary School is committed to educating our students in a safe and healthy environment for all stakeholders. This is a trying time for our island and we need to make adjustments in order to educate our students while maintaining Centers of Disease Control guidelines for social/physical distancing due to the COVID-19.

To reduce the possibility of the COVID-19 virus spreading on campus, we will limit the people allowed at the school site to students, employees, service providers, and contractual employees performing their tasks. Parents/Guardians and other visitors will be serviced at the bus depot area. Visitors are required to wear an approved mask and keep a distance of 6 feet apart at all times.

This handbook is provided to you with essential information that you will need to help us accomplish our mission. Because information is constantly changing, this handbook provides the building blocks that may be updated as new guidance from the Centers for Disease Control, Department of Public Health and Social Services, Governor's Executive Orders, and other entities are provided.

I thank you for your support and understanding as we move forward in educating your child.

Sincerely,

A handwritten signature in black ink, appearing to read "Darlene C. Castro", with a long horizontal line extending to the right.

Darlene C. Castro  
Principal, Chief Brodie Memorial Elementary School

## What is COVID-19?

“A novel coronavirus is a new coronavirus that has not been previously identified. The virus causing coronavirus disease 2019 (COVID-19), is not the same as the [coronaviruses that commonly circulate among humans](#) and cause mild illness, like the common cold.

A diagnosis with coronavirus 229E, NL63, OC43, or HKU1 is not the same as a COVID-19 diagnosis. Patients with COVID-19 will be evaluated and cared for differently than patients with common coronavirus diagnosis.”

From website at:

<https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Coronavirus-Disease-2019-Basics> May 27, 2020.

### **How do we prevent the spread of the virus?**

We use the guidelines from the Centers of Disease Control for social distancing, disinfecting, and other protective measures.

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### **What are the changes in school policies in light of Centers of Disease Control (CDC), Department of Public Health (DPHSS) guidelines and the Governor’s Executive Order for social distancing?**

**Face masks are mandatory while on campus.** However, masks with exhalation valves are prohibited. Face shields may be worn in addition to the face mask, but cannot be worn in lieu of the mask.

**We will practice social/physical distancing.** Social distancing signs/symbols are placed in the classrooms and hallways to remind everyone to stay 6 feet away from each other.

**We will eliminate or restrict access and use of commercial spaces and employees lounge.**

**Daily disinfecting** will follow CDC guidance. The Main Gate is our only point of entry and exit.

Parents/Guardians and other visitors will have **limited access on campus**. All services normally handled in the main office will be conducted at the Office Kiosk near the Bus Depot area. If parents/guardians need to have their concerns addressed, meetings will be by **appointment only**.

To minimize exposure to our students and teachers, we will NOT entertain visitors in the classrooms unless they are educational service providers.

In the event that any individual who has been on campus is suspected of having the virus or is confirmed to be positive for COVID-19, Chief Brodie Memorial Elementary School will follow the guidance set forth by the CDC and Department of Public Health and Social Services (DPHSS).

If we experience another school closure, students who are in the Traditional (Face-to-Face) Model of Learning will transition to Home Learning. This will allow students to work independently during the days they are not in school with monitoring and assistance from parents/guardians when needed.

**CBMES is Prepared to Open:**

1. All employees have reviewed the information regarding COVID-19 from CDC and DPHSS Guidelines, GDOE COVID Handbook and information videos.
2. The physical environment for social/physical distancing have been marked off in offices, classrooms, and other common areas.
  - a. 6 feet apart
  - b. Traffic flow
  - c. Maximum capacity
3. Rooms for occupancy are decluttered to maximize space.
4. An Office Kiosk will be set up daily near the Bus Depot area to assist visitors.
5. A hand washing sink will be installed in the hallway for convenient access for student, employee, and visitor arrivals. But, if it is not, we have more than enough sinks on site as per DPHSS guidelines.
6. A quarantine room is set-up for use.

## **SCHOOL ARRIVAL PROCEDURES**

**Employee Arrival:**

1. All faculty and staff will arrive at their designated time. Faculty and staff will wear the approved face masks or face coverings **PRIOR TO EXITING** their vehicles. CDC social/physical distance guidelines will be followed throughout the school day.
2. An initial preliminary health screening will be conducted before the first official school day.
3. Daily temperature checks will be completed upon arrival with employee guidance to report any change in their preliminary health screening questions.

**Student Arrival:**

Staff will be stationed around campus to ensure that CDC social/physical distance guidelines are followed.

1. Students transported by the bus will be dropped off at the Bus Depot area.
  - All students will wear an approved mask or face covering **PRIOR TO EXITING** the buses.
2. Car riders must remain in their vehicles until they reach the drop off point.
  - All students will wear a mask or face covering **PRIOR TO EXITING** the car.
  - Parents/Guardians must remain in their vehicle.

3. The morning routine will be as follows:
  - In a line, students will walk up the stairs toward Room 1 to be screened.
  - In a line, students will take turns washing their hands before entering the cafeteria for breakfast and/or holding area.
  - Staff will monitor the number of students entering the cafeteria so as to not exceed the maximum capacity.
  - Upon entering the cafeteria, the students will sit at their designated desk and wait until they are instructed to pick up their pre-plated breakfast.
  - After receiving their breakfast, students will:
    - Place their breakfast on their desk.
    - Remove their mask and place it inside their desk before eating.
    - Place their mask back on when they are finished eating and wait for staff to dispose of their leftover food.
    - The students will remain at their desk and wait to be picked up by their teacher.

## **SCHOOL DISMISSAL PROCEDURES**

### **Student Departure:**

The **Inner Gate** will be closed at 2:00 P.M. to prepare for student dismissal.

### **Bus Riders:** Follow CDC social/physical distance guidelines

1. At the designated time, staff will pick up the bus riders from their classrooms by bus station and escort them to their bus.
2. Bus Rider Checkers will assist the bus drivers with the following:
  - Monitor the bus capacity
  - Keep siblings together
3. Teachers will remain with the Car Riders in their classroom until the Bus Riders are loaded onto their bus at approximately 2:50 P.M.
4. Teachers will escort their Car Riders to the Bus Depot area and remain with their students until 2:58 P.M..

### **Car Riders:** Follow CDC social/physical distance guidelines

Teachers will escort their Car Riders to the holding area between Room 1 and Room 5. Teachers will remain with their students until 2:58 P.M..

From the Bus Depot area, Staff will radio in the name of the student to be released from the Car Rider holding area.

After the buses leave at approximately 2:50 P.M., parents/guardians will drive up toward the Bus Depot area and **remain in their vehicle.**

1. Vehicles will remain in a single line.
2. Kindly wait patiently for your child/children to be escorted to the vehicle.
3. Once the child/ren is safely in your vehicle, they will follow the traffic flow to exit.

## Non-Instructional Time/Common Areas Procedure

### **Rainy Day:**

1. Holding areas have been identified to keep the students safe on rainy days during the recesses.
2. The staff will monitor student groups in the holding area while adhering to the CDC social/physical guidelines.

### **Lunch Time:**

The Department of Public Health and Social Services (DPHSS) has cleared CBMES to serve meals in the cafeteria.

1. The staff will monitor the number of students entering the cafeteria to ensure the maximum capacity is not exceeded.
2. Lunch time is staggered by grade levels.
3. Students will follow CDC guidelines:
  - Wash their hands with soap and water prior to and after eating lunch
  - Proceed to the cafeteria during their lunch time in a line
  - Enter the cafeteria and line up to pick up their pre-plated lunch
  - Proceed to their designated desk
  - Place their lunch on their desk
  - Remove their masks and place it inside their desk before eating
  - Place their masks back on when they are finished eating then wait for staff to dispose of the leftover food.
  - As directed, exit the cafeteria for lunch recess at their designated play area for non-contact activities

### **Play Area:**

1. Staff will take their grade level students to the play area and assist with safety protocols for social/physical distancing.
2. Students will be allowed to remove their masks/face covering while in the play area to avoid hypoxia.
3. Students will wash their hands with soap and water at least 5 minutes before lunch recess is over.
4. Teachers will pick up their class at the designated wash area.

### **Restroom:**

All users will adhere to CDC guidelines when entering and utilizing the restrooms.

- Social/physical distance of 6 feet apart
- Only use urinals/toilets/sinks that are marked for use
- Wash hands for 20 seconds using soap and water

### **Water Fountain/ Water Filling Station**

- Regular water fountains will be **closed for use**. Filling stations may be available to refill personal bottles.
- Faculty / staff will assist with filling water bottles.

**Quarantine Room:**

1. Any student or employee who is screened with symptoms related to COVID-19 will be brought to the Quarantine Room for further screening and monitoring.
2. The school nurse will provide further assessment and will initiate protocols for possible COVID-19 symptoms by following the GDOE COVID-19 Handbook.

**Library:**

The School Librarian will be mobilized to bring books to homeroom classes during their scheduled time.

**Computer Lab:**

Computer labs will be closed. Lab carts will be mobilized.

- The Teacher Assistants (TAs) will deliver and pick-up laptops to the regular classrooms for daily use.
- All laptops will be sanitized prior to delivery.
- Students must be prepared and trained to use the computers in case Home Learning is mandated by a school closure.

**Chamorro Class:**

- Chamorro Teachers will service students in the homeroom class as scheduled.

**Gifted and Talented Education (GATE):**

- The GATE Teacher will service students in the homeroom class as scheduled.

**English as Second Language (ESL):**

- ESL students will be serviced in their homeroom as scheduled.

## CLASSROOM PROCEDURES

1. All students and employees must wear their approved masks/face coverings. Students may wear face shields, but this is not mandatory.
2. At the beginning of the school year and after school breaks, students will be taught/retaught the CDC guidelines:
  - social/physical distancing guidelines for keeping 6 feet distance
  - use of approved masks/face coverings
  - hand washing procedures while in the classroom, hallway, playground, cafeteria, and other settings
3. Signs will be posted inside the classroom to indicate the maximum capacity.
  - The maximum capacity is based on the physical space
  - In each class, 36 square feet of space will be marked off for each student.
  - In each class, signs/symbols will show the traffic flow
  - Students will be allowed periodic “mask breaks” to avoid hypoxia

**Faculty/Staff:**

1. All faculty and staff will wear their approved masks/face coverings while in their classrooms/offices with periodic removal for a few minutes to avoid hypoxia
2. They will wash their hands with soap and water/hand sanitizer prior to entering and upon exiting the classrooms/offices.
3. Faculty and staff will follow CDC social/physical guidelines and to monitor students to ensure they are also following the guidelines.
4. Faculty will monitor student movement in the classrooms and may grant permission for students to leave desks when needed (ex. restroom use). **\*\*It is highly encouraged to have pre-sharpened pencils and individual trash bags attached to student desks.**

**Students:**

1. Under the supervision and direction of the teacher, all students will wear their approved masks/face coverings while in their classrooms with periodic removal for a few minutes to avoid hypoxia.
2. Students will wash their hands with soap and water prior to entering and upon exiting the classroom. If soap and water is not available, students will use hand sanitizer supplied by the school.
3. Students will follow CDC social/physical guidelines while in the classroom and follow the signs/symbols that show the flow of traffic.
4. Students will not move furniture from their designated locations. *They will stay at their assigned desk and get the teacher's permission to leave their area at all times.*

## STUDENT OFFICE VISITS

**School Health Counselor's Office (Nurse):**

1. Scheduled Visits
  - Students who are scheduled for medicine or treatment.
2. Unscheduled Visits (emergency level)
  - Students whose injury or illness require the Nurse's attention.
    - a. Head injury or other major injury such as swelling
    - b. Profuse bleeding
    - c. Student passed out
    - d. Vomiting or diarrhea

**Students exhibiting symptoms related to COVID-19:**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue



- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19. *Information about the COVID-19 symptoms were obtained from the CDC website.*

The teacher or staff will:

1. Contact the Nurse and state the nature of the injury/emergency.
  - A staff member will be contacted to escort the student.
    - Peers will NOT escort the student.

Non-Emergency injuries requiring cleansing with soap and water and/or adhesive bandages, may be handled in the classroom.

**Sending Students to the Main Office:**

1. Teachers will refrain from sending students to the office for non-emergency reasons.
2. If a student is sent to the office, the teacher will contact the office to state the nature of the **emergency** and services will be coordinated.
  - If a student is sent back to class, the student will be escorted by a staff member.

**Sending Students to the School Guidance Counselor’s (SGC) Office:**

1. Scheduled Visits
  - The SGC will inform the teacher ahead of time if a student is scheduled for a counseling visit.
  - The SGC will pick up and drop off the student.
2. Unscheduled Visits
  - When a student is in need of emergency counseling services, the teacher will contact the SGC and make arrangements.
  - After the session, the SGC will walk the child back to class or inform the teacher if the student is unable to return 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 not assigned to work at Chief Brodie Memorial Elementary School.

1. All visitors must state the nature of the visit at the Main Gate. The entry will be logged and reported to the Main Office.

2. The Office Kiosk will service visitors during the following time frames:
  - o 8:30 - 9:45 A.M.
  - o 10:30 -11:00 A.M.
  - o 1:15 - 2:00 P.M.
3. Visitor Requirements:
  - o Wear an approved mask/face covering PRIOR TO EXITING the vehicle or walking on to campus
  - o Answer health screening questions upon entry
  - o Temperature screening will be conducted
  - o Follow the posted CDC social/physical guidelines. Signs/symbols are placed on the ground to indicate the 6 feet distance requirement.
  - o If you are not a GDOE employee providing service to the school, contractual employee (repairs or cleaning), or other educational service provider, you **MUST STAY** at the Office Kiosk.
4. School services that will operate from the Office Kiosk are:
  - o student sign-out during the day
  - o attendance verification requests
  - o registrations and withdrawals, etc.

**Students being picked up between 8:30 A.M. to 2:00 P.M.**

- The parent/guardian/authorized person on the emergency card, must have a valid government picture identification card.
- When verified, the student will be escorted to the Office Kiosk to be released to the parent/guardian or identified individual listed on the student emergency card.
  - o Phone calls **will not** be entertained for early pick up.

**After 2:00 P.M.**

Individuals will wait until after the buses leave at the end of the day to reduce congestion at the dismissal site unless there is an emergency.

**Meetings with the principal or a teacher**

- By **appointment** only
- Emergencies that require entry beyond the Office Kiosk will be handled on a case by case basis.

## 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.**
  
2. Hand washing procedure:
  - **Wet** your hands with clean, running water, turn off the tap and apply soap.
    - **Lather** your hands by rubbing them together with the soap. Lather the back of your hands, between your fingers, and under your nails.
    - **Scrub** your hands for at least 20 seconds. To help with timing, sing the ABCs song (1x) or the Happy Birthday song (2x).
    - **Rinse** your hands well under clean, running water.
    - **Dry** your hands using a single use paper towel. After drying your hands use the paper towel to turn off the faucet.
  - Key times to wash hands:
    - **Before, during, and after** preparing food.
    - **Before and after** eating food.
    - **Before and after** caring for someone who is sick especially with vomiting or diarrhea.
    - **Before and after** treating a cut or wound.
    - **After** using the toilet/urinal.
    - **After** changing diapers or cleaning up a young child who has used the toilet.
    - **After** blowing your nose, coughing, or sneezing.
    - **After** touching an animal, animal feed, or animal waste.
    - **After** handling pet food or pet treats.
    - **After** touching garbage.
  
3. Hand sanitizer procedure:
  - Apply the gel product to the palm of one hand (read the label for correct amount to use).
  - Rub your hands together.
  - Rub the gel all over all the surfaces of your hands and fingers until our hands are dry. This should take about 20 seconds.

**!!! 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.
  - Some people may not display symptoms but may have the virus.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings. (Follow Executive Orders for social gatherings).

**Approved 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
  - Wash your hands before putting on your face covering.
  - Put it over your nose and mouth and secure it under your chin.
  - Try to fit it snugly against the sides of your face.
  - Make sure you can breathe easily
3. Washing masks/cloth face coverings
  - Wash after each use.
  - Machine Washing
    - You can include your face covering with your regular laundry.
    - Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask/face covering.
    - 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.
  - Hand Washing
    - 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 the expiration date. Never mix household bleach with ammonia or any other cleanser.
    - Soak the face covering in the bleach solution for 5 minutes.
    - Rinse thoroughly with cool or room temperature water.
    - 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. If soap and water is not available, clean your hands using a hand sanitizer with at least 60% alcohol following hand sanitizer use procedures.

**Clean and Disinfect:**

1. Clean and Disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
2. If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
3. Then use a household disinfectant. Use EPA-registered household disinfectant and follow recommended procedures.

**Monitor your Health:**

1. Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
2. Take your temperature if symptoms develop. Don't take your temperature within 30 minutes of exercising, after drinking warm liquids, or after taking medications that could lower your temperature.
3. Stay home and/or seek medical attention when sick.

If a student or employee tests positive for the virus, the school will follow the guidelines set forth by the GDOE COVID-19 Handbook.

## CDC CURRENT GUIDANCE

based on community exposure, for people exposed to people with known or suspected COVID-19 or possible COVID-19

### Exposure to

- Person with COVID-19 who has [symptoms](#) (in the period from 2 days before symptom onset until they meet criteria for [discontinuing home isolation](#); can be laboratory-confirmed or a clinically compatible illness)
- Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any [symptoms](#) (in the 2 days before the date of specimen collection until they meet criteria for [discontinuing home isolation](#)).

Note: This is irrespective of whether the person with COVID-19 or the contact was wearing a mask or whether the contact was wearing respiratory personal protective equipment (PPE)

### Recommended Precautions for the Public

- Recommended for Precautions for the Public
- Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times
- Self-monitor for symptoms
- Check temperature twice a day
- Watch for fever, cough, or shortness of breath, or other [symptoms](#) of COVID-19
- Avoid contact with [people at higher risk for severe illness](#) from COVID-19
- Follow [CDC guidance](#) if symptoms develop

## DEFINITION

**Close Contact** as defined by the CDC, someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

## 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>
Chief Brodie Memorial Elementary School Phone	For emergencies or communication needing immediate attention.	647-4444 647-4403
Chief Brodie Memorial Elementary School website	To provide updated information regarding educational operations, announcements, resources, and other contact information.	<a href="https://cbmcsbusybees.weebly.com/">https://cbmcsbusybees.weebly.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 teacher
School email	To provide a contact source for parents/guardians and other stakeholders who may need individual issues and concerns addressed.	<a href="mailto:chiefbrodie@gdoe.net">chiefbrodie@gdoe.net</a>
Other Tools	Other communication tools by individual teachers with their parents/guardians.	Teachers will give instructions for their applications.

