

St. John's School
Guidelines for a Safe Opening
August, 2020

August 3 through 5

Virtual Open House will be conducted for all levels by teachers. Teachers will notify parents of specific day and time and issue an online invitation to attend. (Presentations will include: teacher introductions, curriculum content, classroom expectations, grading methodology, and other information.)

August 6 and 7

Orientation Half-Day for Students by Grade Level: To orient students to a new way of being safe in school. (No lunch period on this day.)

August 6 – Lower School 8:00 to 11:30

August 6 – Middle School 12:00 to 3:15

August 7 – Upper School 9:00 to 12:15

Drop Off and Pick Up

In order to reduce the number of students being dropped off and picked up at any given time, staggered arrival times and dismissal times will begin Monday, August 10.

Class Start and Dismissal Times will be as follows:

8:00 Lower School to 2:30 (Primary) and to 2:45 (Intermediate)

8:30 to 3:20 Middle School (8:30 to 8:55 will be Homeroom Class)

9:00 to 3:20 Upper School

SCHOOLWIDE REQUIREMENTS (Until Further Notice)

- Parents will not be able to park on campus and leave their cars. Only students and employees will be allowed on campus. (Parents and other visitors may enter the school office under strict protocols: limited number, appointments preferred, distancing, masks, temperature checks...)
- School personnel will monitor hallways and escort younger students as needed. Also, older siblings may escort younger family members to classrooms.
- All students will get a temperature check to enter campus. They will be checked again upon entry to first class and again at the end of the day.
- Pre-K and Kinder parents may park at the pool and walk children to Lower School back entrance. (Temperature Check will be done at Pool walkthrough gate.)
- Middle and Upper School Students who need to be dropped early, will proceed to assigned area for study. (A process for scheduling early arrivals will be announced prior to August 6.)
- Only St. John's students and employees will be allowed on campus. No utilization of facilities by outside groups or individuals will be permitted.
- Temperature checks, masks, and distancing protocols will be in place at all times and will be strictly enforced.
- There will be no after-school programs or activities of any kind until further notice. This includes library hours.
- Any student who exhibits symptoms or develops a fever during the school day will be placed in isolation, and parents will be called to pick up the student within 30 minutes time.
- There will be no large gatherings. All chapels and meetings will be virtual.
- Other specific classroom and campus rules will be explained to parents and students during open house and orientation

MOST IMPORTANT: Parents will be repeatedly reminded: Do not send children to school if they are not feeling well, or if they are on required or voluntary quarantine. Since the COVID19 symptoms are broadly variable, any/every illness must require absence from school. Parents may contact the school for assistance with make-up or on-line work at home.

A checklist for parents to review each morning will serve as a reminder of expectations. (Such as symptoms, household member travel or illness, etc.) This will include the requirement that parents take their children's temperatures each morning before they come to school. By bringing the student to school, parents certify that the checklist requirements are all met. (Parents may be asked to complete and submit a physical or online checklist at any time.)

The school relies heavily on the integrity of all families in helping to ensure that no potential carrier of the COVID19 virus brings it to our school. Online instruction will be used to support family decisions to quarantine at home.

Any student or adult showing a temperature of 100 degrees or more will not be allowed on campus. If a student's temperature exceeds 100 degrees after being dropped off, he/she will be held in isolation, and parent must pick up student within 30 minutes of being called.

The school nurse will be the authority for clearance procedures after illness. She will advise the Head of School regarding specific students and circumstances.

Individuals (students or employees) who are at high risk for COVID19 must inform the Head of School in order to establish special protective measures.

In the event of a positive COVID19 case within the school population, parents will be notified, and students/employees deemed to have had "close contact" will quarantine at home with online instruction. Contract tracing and other actions taken by DPHSS and the Government of Guam will take precedence over school policies.

LOWER SCHOOL:

- All classrooms are staged with six-foot distances between desks.
- To the extent possible, specials teachers will conduct classes in students' homerooms to reduce student movement from room to room.
- No lunchtime drop-offs. Students may either bring a lunch (ready to eat) or order from the Hungry Knight for classroom delivery.
- No refrigerators or microwaves in classrooms. (Both a space and multiple touch issue). Lunches brought from home must be ready to eat and safe without refrigeration.
- Students must bring their own drinking water or a refillable water container. Water fountains will only be operating as "hands free" filling stations for water bottles.
- Each student should bring 2 clean face masks daily. (Face shields are optional, but mask is still required.)
- Each student should have a personal hand sanitizer.
- Students who are attending online class at home must wear their school uniform to attend class.
- Everyone must follow signage for one-way hallways and walkways, always maintaining a six-foot space from other walkers.
- Teachers may assess student work in consumable workbooks one at a time. To the extent possible, no papers will be collected, stacked, graded, returned. Ideally, no paper should change hands. Teachers will assess student computer access at home and report needs to the administration.
- Students may not share objects of any kind, pencils, markers, toys, books, etc.
- Handwashing will be a priority after each activity.
- Students will eat lunch in homeroom classes.
- Recesses will be staggered by grade level.

- Restroom capacity limits will be posted and strictly enforced.

MIDDLE SCHOOL

- All classrooms are staged with six-foot distances between desks.
- All students will be assigned to a homeroom and will report to their homeroom classrooms at 8:30 A.M.
- No lunchtime drop-offs. Students may either bring a lunch (ready to eat) or order from the Hungry Knight for classroom delivery.
- Students will be assigned a classroom location for lunch.
- No refrigerators or microwaves will be allowed in classrooms. (Both a space and multiple touch issue) Lunches brought from home must be ready to eat and safe without refrigeration.
- Students must bring their own drinking water or a refillable water container. Water fountains will only be operating as “hands free” filling stations for water bottles.
- Each student should bring 2 clean face masks daily. (Face shields are optional, but masks are still required.)
- Each student should have a personal hand sanitizer which teachers will require them to use at the beginning and end of each class.
- Students who are approved to attend online classes at home must wear their school uniform to attend class.
- Everyone must follow signage for one-way hallways and walkways, always maintaining a six-foot space from other walkers.
- To the extent possible, no papers will be collected, stacked, graded, returned. Ideally, no paper should change hands. Teachers will assess student computer access at home and report needs to the administration.
- There will be no school-wide breaks. Teachers will allow restroom visits as needed.
- PE classes will be conducted outside, and activities will be low impact for the time being. Strictly limited capacities to locker rooms will be enforced.
- Restroom capacity limits will be strictly enforced throughout the campus.

UPPER SCHOOL

- All classrooms are staged with six-foot distances between desks.
- No lunchtime drop-offs. Students may either bring a lunch (ready to eat) or order from the Hungry Knight for classroom delivery.
- Students will be assigned a classroom location for lunch.
- No refrigerators or microwaves will be allowed in classrooms. (Both a space and multiple touch issue) Lunches brought from home must be ready to eat and safe without refrigeration.
- Students must bring their own drinking water or a refillable water container. Water fountains will only be operating as “hands free” filling stations for water bottles.
- Each student should bring 2 clean face masks daily. (Face shields are optional, but masks are still required.)
- Each student should have a personal hand sanitizer which teachers will require them to use at the beginning and end of each class.
- Students who are approved to attend online classes at home must wear their school uniform to attend class.
- Everyone must follow signage for one-way hallways and walkways, always maintaining a six-foot space from other walkers.
- There will be no school-wide breaks. Teachers will allow restroom visits as needed.
- To the extent possible, no papers will be collected, stacked, graded, returned. Ideally, no paper should change hands. Teachers will assess student computer access at home and report needs to the administration.

- PE classes will be conducted outside, and activities will be low impact for the time being. Strictly limited capacities to locker rooms will be enforced.
- Restroom capacity limits will be strictly enforced.

TEACHERS

- Open classroom doors at least 15 minutes before first class and during full passing times in order to avoid students touching doorknobs or waiting in groups in hallways.
- First period and last period teachers will take student temperatures and record the results by student name.
- Desks, chairs, doorknobs, and other “touched” places in classrooms must be wiped with disinfectant after each class. Supplies for this will be provided.
- Any student who exhibits *any* symptoms of illness, must be sent to the school nurse immediately. Teachers who feel ill will likewise report it immediately.
- Students must not be allowed to share books or other items.
- In the Upper School, odd numbered room classes will dismiss students one minute before the scheduled passing time. Even numbered rooms will wait the full minute to release students at the scheduled time.
- When possible (what with supervising the cleaning routine) teachers should stand near their doorways during passing to help monitor hallway compliance.
- Since there will be no scheduled break time, teachers must be flexible regarding allowing snacks and restroom use during class and passing time.
- Compliance to the rules (masks, distancing, hand-cleaning) is critical. Non-compliant students, after fair warning, must be referred to the administration for disciplinary action. **THERE WILL BE NO FRIDAY GROUP DETENTION UNTIL FURTHER NOTICE.**
- The capacity of the faculty lounge and conference room will be 5 people each with the 6-foot rule in place.
- Teacher duty hours will remain the same for all teachers 7:30 AM to 4:00 PM.
- Teacher parking areas will remain the same as well, **BUT** all teachers must pass through a temperature check entry point **before** entering any building.
- Any employee who is placed on mandatory quarantine status will not be charged leave time. Teachers on quarantine, but not ill, will be expected to provide online instruction.
- To the extent possible, teachers should open doors and windows for a few minutes several times throughout the day.
- Teachers will take steps within the first days of school to make sure that all students are familiar with Google Classroom and (within guidance provided by the school’s Director of Technology) that all appropriate accounts are set and parent permission forms are signed and received.