



GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



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JUL 15 2020

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DPHSS Memo 2020-27

Re: Minimum Requirements for Re-Opening K-12 Schools and Institutions of Higher Education

The purpose of this document is to establish a process by which K-12 schools (Schools) and Institutions of Higher Education (IHEs) are authorized to operate during Pandemic Condition of Readiness Level 3 (PCOR 3). The authorization for the re-opening of Schools and IHEs is contingent upon *I Maga'hågan Guåhan* Lourdes A. Leon Guerrero's promulgation of an Executive Order authorizing such activity during PCOR 3.

Outlined below are the minimum requirements for the re-opening of Schools and IHEs.

A. Re-Opening Plan

The re-opening plan must be formulated by the following:

1. Each individual School or IHE, or
2. If there is an association or organization representing multiple Schools (i.e.; Guam Department of Education or the Office of Catholic Education at the Archdiocese of Agana), it is highly advisable that such association or organization incorporates its collective plan for its Schools.

B. General Requirements and Restrictions

1. Schools and IHE may operate at its maximum occupancy load based on existing laws and regulations, provided that minimum distancing is maintained among occupants of the facility.
2. Schools and IHE are to post signs at the entrance of their main office(s), and around the campus, reminding students and employees on:
 - How to stop the spread of COVID-19
 - Proper washing of hands
 - Wearing face covering

The following links provide downloadable signs (and other educational materials):

- <http://dphss.guam.gov/covid-19-educational-resources/>
- https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread_poster.pdf
- <https://www.cdc.gov/coronavirus/2019-ncov/communication/social-media-toolkit.html#cover>

3. All Schools and IHEs are required to comply with DPHSS' *Rules and Regulations for School Building Sanitation* that mitigate COVID-19 transmission:
 - §4706(f) Outdoor recreational area (*not applicable to IHE*)
 - Outdoor recreational area is not only required but promoted.
 - §4707(i) Housekeeping Requirements
 - General cleanliness and sanitary condition must be maintained throughout the campus, which must include disinfection of frequently touched surfaces.
 - §4713 Handwashing Unit
 - Soap and sanitary paper towel must always be provided at or near each unit.
 - §4715 Restrooms
 - Student-toilet and student-urinal ratios and 6 feet social distancing pursuant to the Executive Order are to be maintained, which may require monitoring to ensure compliance.

The following link provides DPHSS school regulations: <http://dphss.guam.gov/wp-content/uploads/2019/11/School-Building-Sanitation-Rules-Regulations.pdf>

4. All students and employees of Schools and IHEs must wear mask, which is to cover both the nose and the mouth.
 - Masks with exhalation valve are prohibited as it does not stop virus droplets from escaping and possibly infecting others.
 - Face shield may be used in addition to a face mask, but it cannot be worn in lieu of a face mask.
 - The School is to provide mask to students who do not have one or arrive to School without one.
 - Schools and IHEs may adopt U.S. Centers for Disease Control and Prevention (CDC) guidelines for face coverings for certain population and situations, including those with certain medical conditions, such as asthma and COPD (“Who Should Not Wear a Cloth Face Covering” and “Feasibility and Adaptations”): <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#not-wear>. The wearing of face shield is one alternative for these individuals.
5. The written Re-Opening Plan of Schools and IHEs must include and address:
 - Minimum requirements outlined in this memorandum;
 - Protecting high-risk students and staff (older persons, persons with underlying medical conditions);
 - Ill students, particularly those with COVID-19 symptoms;
 - How and who will be monitoring and enforcing these measures internally; and the
 - Role of the school nurse, if present.
6. Every School and IHE must assign an employee who is to be tasked to lead and coordinate the implementation of the institution’s COVID-19 prevention and control measures. This individual, at a minimum, is to:
 - Be assigned as the institution’s point-of-contact to respond to DPHSS inquiries and complaints/concerns from students, parents, and staff; and
 - Evaluate the institution’s implementation of its policy and procedure.

C. Hygiene and Daily Practices at Schools and IHEs

1. During the opening days of every School, and the start of every semester at IHEs, all students and staff are to be informed on COVID-19 prevention measures. The manner how such information is provided is at the discretion of each School and IHE, and shall include:
 - Wearing of face covering;
 - Hand-hygiene;
 - COVID-19 symptoms; and
 - What to do if feeling ill.
2. Establish written procedures for students and staff who have symptoms of COVID-19, or who are feeling unwell, so that the individual is sent home or isolated from others.
3. Encourage students and staff to wash their hands prior to arriving to school.
4. Require every student to possess their own personal hand-sanitizer for use, which must be used prior to entering every classroom; otherwise, the School and IHE must provide the hand-sanitizer in each classroom for student use.
5. If possible, prohibit the sharing of office/classroom furniture, equipment, and other items. If shared, item must be disinfected frequently following the cleaning and disinfecting procedures provided in this document.
6. Prohibit the use of water fountains and other shared, self-service devices at Schools and IHEs. Schools must have other means to provide drinking water to its students.

D. Cleaning, Disinfection, and Ventilation

All Schools and IHEs must:

1. Follow CDC's guidelines for cleaning and disinfecting surfaces:
https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf
If commercial-grade, EPA-registered household disinfectant is unavailable, a home-made disinfectant may be used by mixing 5 tablespoons (1/3 cup) of bleach (5% - 6% hypochlorite concentration) per 1 gallon of water, or 4 teaspoons of bleach per quart of water: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>
2. Ensure that toilet facilities and handwashing sinks are thoroughly and frequently cleaned and disinfected.
3. Provide and maintain adequate material and supplies to help prevent transmission, such as well-stocked handwashing stations.
4. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, such as by opening windows and doors. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to children occupying the facility.
5. Take steps to minimize air from blowing from one person directly at another individual if fans and other mechanical ventilation systems are used.

E. Social Distancing and Other Protective Measures

1. Desks and common-seating spaces (including cafeterias) are to be arranged so to ensure 4 feet minimum separation in Schools and IHEs.

2. Desks must face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart to reduce transmission from virus-containing droplets (e.g., from talking, coughing, sneezing) in Schools and IHEs.
3. All Schools and IHEs are to utilize visual aids (e.g., painter's tape, stickers), where necessary, to illustrate traffic flow and appropriate spacing to support social distancing.
4. In Schools, if possible, limit or prohibit the mixing of classes for school and after-school activities. For example, students in a class will stay in one classroom throughout the day, while teachers move between classrooms; or classes use different entrances, if available, or establish an order for each class to enter and leave the building/classroom.
5. All Schools and IHEs are to restrict non-essential visitors, volunteers, and activities involving other groups.
6. Congregation, as defined in the Executive Order, for outdoor gatherings, events, and extracurricular activities are prohibited at Schools and IHEs.
7. Schools and IHEs are to eliminate or restrict access and use of communal spaces, including teachers' lounge.
8. Schools are to stagger recesses/breaks and lunchbreaks whenever possible.
9. Schools are to stagger arrival and dismissal times to minimize crowding at drop-off and pick up times.
10. Schools are to divide participant entry points, rather than funneling all participants through the same entry.
11. Schools are to provide enough supervision for students of different ages to ensure adherence to recommended measures, including during breaks between classes.
12. Schools may wish to prohibit the consumption of food to only in designated areas (i.e., cafeteria) where unnecessary talking can be monitored and prohibited during consumption when unmasked.
13. Schools are to create awareness to deter students from gathering and socializing when leaving the school.
14. If Schools provide their own bus service, physical distancing measures must be instituted. This may result in the need to increase the number of school buses or trips. If possible, windows of the bus should be kept open.

The Re-Opening Plan of K-12 School and IHE is to be emailed to PCOR2Plans@dphss.guam.gov. DPHSS' approval of the plan is not necessary for the School or IHE to proceed with its Re-Opening; provided, the minimum requirements outlined in this document have been met. For additional questions, please contact the Division of Environmental Health at 300-9579; 8:00 am to 5:00 pm, Monday through Friday.


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