

English Club @ Hilton



English Club @ Hilton

Principal : Ayako Maria NOMA

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Class Policy for Summer Camp

COVID-19 Disease Prevention in Conjunction with Class Reopening – Summer 2020

English Club @ Hilton recognizes the need to implement a well-organized plan to minimize the risk of transmission of COVID-19 disease to members of our class community of students, educators, administrative staff and other employees, as well the parents of our students. The administration has evaluated the situation and in conjunction with advice and guidance received from the Governor of Guam's Physician Advisory Group, has prepared a well-designed plan that will accomplish our goal of having an educational environment that is safe for our students, teachers and administrative staff.

Class Arrival

Teachers / Staff:

Arrival times are scheduled and are staggered to minimize the number of people arriving at the school at any given time.

They will all wear facial masks starting before they exit their cars. Social distancing will be practiced while proceeding from cars to the entrance for teachers and staff.

All teachers and staff will be asked health screening questions (form attached). If all questions are negative, they will have their temperature taken via a non-contact thermometer.

English Club has several new non-contact thermometers .

Only one person will be taking teacher/staff temperatures each day. The name of the people who are checked each day will be recorded. If no fever is detected, the individual will then either wash their hands with soap and water or use hand sanitizer before entering the school.

Hand sanitizers will be available at the entrance.

If a teacher or staff member does not have a clean mask, the school will provide one.

Students:

Student arrival times are to be staggered by course to minimize the number of people at the class at any given time. All students will arrive by car. Students and parents will all wear facial masks that will be

put on as their private cars arrive at class.

Social distancing of 2 meters will be practiced while proceeding from their cars to the class. Students will be dropped off immediately at the entrance of Hilton Resort or walk to the class with parents from parking lots.

Parents will be directed to conduct all administrative activities outside of class drop off and pick up times.

All students will be provided a health screening form prior to the first day of the class (form attached). If all questions on the form are reported as negative with no fever or symptoms reported, the student will have his or her temperature taken via a non-contact thermometer.

Only one person will be taking student temperatures each day.

The name of the students attending the class each day will be recorded.

If there is no fever detected, the student will then use school supplied hand sanitizer before entering the class. For those students with skin conditions not allowing for use of hand sanitizer, there is a restroom that is for students allowing for hand washing before entering the class. If a student's hands are visibly dirty, hand washing with soap and water will be required. Hilton Resort will supply hand washing soap. If a student does not have a clean mask, English Club will provide one.

Class Departure

Teachers / Staff:

Social distancing will be practiced while proceeding from the dedicated exit to their cars.

Each teacher or staff member will either wash their hands or use hand sanitizer before exiting the class. All teachers and staff will be asked health screening questions prior to leaving the campus (form attached). They will have their temperature taken via a non-contact thermometer.

Only one person will be taking teacher/staff temperatures at the end of each day. The name of the people who are checked each day will be recorded. If all questions are negative and no fever is detected, the teacher or staff member will be cleared to return the next school day.

Students:

Student departure times are to be staggered by course to minimize the number of people at the class at any given time.

Students will be picked up immediately at the exit of Hilton Resort or walk to the parking lot with parents from the class.

Just prior to proceeding to the exit or parking lot, the student will use hand sanitizer.

For those students with skin conditions not allowing for use of hand sanitizer, there is a restroom that is for students allowing for hand washing just prior to leaving the school. Social distancing of 2-meter

will be practiced while proceeding from the class to their car.

Parents will stay in their cars unless it is absolutely necessary for them to exit. If they do need to exit, they will be directed to park their car and to wear a mask and practice social distancing of 2-meters. They will be directed to conduct all administrative activity outside of the class drop off and pick up times.

All students will have their individual health screening forms returned to them upon exiting the class to be certain they take the form home and will be reminded to complete it the next morning – before coming to the class.

In Class Protocol

General:

There will never be more than 15 persons in the class. Fewer will be allowed if social distancing in a classroom at 1.5 meters (5 feet) cannot be maintained.

Teachers / Staff:

All teachers and other staff will wear a mask at all times while in a classroom. They will use supplied hand sanitizer or will wash their hands prior to and upon leaving a classroom. English Club has installed hand sanitizer dispensers outside of the class. The teachers will maintain social distancing in the classroom and will supervise students, ensuring they are separated by 1.5 meters (5 feet) in the classroom. Teachers will make sure all desks are facing forward during teaching. Other than at designated times for lunch, no food consumption will take place in the classroom. Teachers will bring their own water to school.

Students:

All students will wear a mask at all times while in a classroom. They will use supplied hand sanitizer or will wash their hands prior to and upon leaving a classroom. English Club has installed hand sanitizer dispensers outside of the class. Students will maintain social distancing in the classroom and will refrain from moving about unless directed by their teacher. They will not move their desks which are all facing forward during teaching. Other than at designated times for lunch, no food consumption will take place in the classroom. Students will bring their own water to the class.

Lunch Protocol

Teachers / Staff:

All teachers and other staff will eat at designated times which are staggered. Teachers may elect to eat in their classroom or may use the facilities of Hilton Resort. They will use supplied hand sanitizer or will wash their hands prior to and upon leaving the facilities of Hilton Resort and will only remove their mask while eating lunch. Teachers will bring their own water to the class.

Students:

All students will eat at designated times which are staggered by classroom. Students will wash their hands with soap and water prior to and after eating lunch. Students will eat in their classroom. Students will bring their own water to the class. Students will remove their mask while eating lunch. Each student is responsible for maintaining a clean eating environment.

This will be supervised by staff.

Note: there is no snack time at English Club @ Hilton.

Cross-Cultural Experiences Protocol

Special Topics:

Cross-Cultural Experiences, such as dancing, crafting or music, will be taught in the classroom or outside.

The teacher for Cross-Cultural Experiences will bring any required supplies and equipment to the classroom.

All of equipment, supplies and instruments will be cleaned/sterilized before and after use using supplied cleaners.

Outside Protocol

Students will be supervised by two adults at all times while on the playground to ensure social distancing is practiced to the extent possible. Students will remove their masks while on the playground to avoid excessive moisture and to allow adequate air intake during time on the playground.

Students and the monitoring adults will use supplied hand sanitizer or will wash their hands prior to and upon leaving outside.

Visitor Protocol

English Club will make an effort to minimize visitors. All parents, vendors and others needing to address administrative issues will be requested to do so by phone or video conference whenever possible. No visitors will be allowed during drop off or pick up time periods. Other than for urgent matters, appointments will be required.

All visitors will be required to wear a mask or appropriate face covering. Visitors will be confined to the designated visitor area which is physically separated from the administrative staff who will be interacting with the visitor. Only one visitor at a time will be allowed.

There will be no close interaction between students and visitors.

Restroom Protocol

Social distancing at 2-meters (6 feet) will be practiced prior to entering and while inside the restroom. Lines have been marked on the floor outside of the restrooms indicating the required spacing for those waiting to enter the restroom. Every other urinal will be used.

All students, teachers, staff and other employees will either wash their hands or Use supplied hand sanitizer prior to entering a restroom. They will also wash their

hands upon leaving the restroom.

Personal Hygiene Protocol

Social Distancing:

Students will be instructed with regard to social distancing on the first day they come to the class. Students will also be taught to avoid getting too close to one another at any time. The instructions will be provided in a language understood by the individual student with use of a translator if needed.

Mask Use:

English Club requires all students, teachers, administrators and other employees to wear a mask while on Hilton Resort. Visitors will be required to wear a mask or appropriate face covering at all times while on Hilton Resort. English Club has and will maintain a supply of face masks for students, teachers and employees as well as visitors who forget to bring a mask, have a dirty or a damaged mask. Exceptions allowing for reasonable accommodation will be made for any member who has respiratory or other health condition/s that makes wearing a medical mask not the best choice for that student, teacher or other employee. Every member of English Club is to bring an extra mask to school each day.

Water Server Use:

The Water Server is not available. Every member of English Club will bring their own water to the class.

Hand Washing:

Everyone at the class will be encouraged to wash their hands frequently. They will be advised to avoid touching their eyes, nose or mouth, especially with unwashed hands.

The students will be trained the first day they come to class and observed washing their hands to ensure the proper technique. Although hand sanitizer will be widely available, if the person's hands are visibly dirty, they will be instructed to wash their hands with soap and water. Hilton Resort will provide paper towels for hand drying. The use of personal towels to dry hands will be prohibited.

As detailed in the arriving and departure sections of this document, everyone will either wash their hands or use provided hand sanitizer before entering and just prior to leaving the class.

All students, teachers, staff and other employees will be instructed to wash their hands after blowing their nose or sneezing.

All students, teachers, staff and other employees will be instructed to avoid touching their mouth, nose or eyes or wiping their face with their hands.

All students, teachers, staff and other employees will be instructed to bring a clean soft towel to the class every day to wipe their face if needed. The towels will not be used

to dry hands after washing. They are to keep the cloth with them and not share it with anyone. They will bring it home every day for washing. The parents will be instructed to use the warmest/hottest setting and to thoroughly dry the cloth.

Students experiencing a reaction to the supplied hand sanitizer may wash their hands with soap and water. They can use an alternative brand of hand sanitizer upon approval of the class for the specific brand they would like to use. It must be an alcohol-based sanitizer that contains at least 60% alcohol.

English Club will maintain hand sanitizer dispensers outside the class.

Anyone who has provided routine care for another person who needs assistance such as a child will wash his or her hands as soon as possible after the care has been rendered.

For students under six years of age, hand sanitizer use will be used under the supervision of an adult.

Environment Hygiene Protocol

Classrooms:

English Club will follow United States Centers for Disease Control and Prevention (CDC) protocols for Cleaning and Disinfection for Community Facilities which are attached.

As part of the process of keeping the class hygienic, before classes start in the morning and between classes, the doors will be opened.

During lessons, the doors will be closed, and air conditioning will be used with regular cleaning of the filters.

Every day, after the lesson, the classroom will have all hard and porous surfaces used by the students and teachers cleaned and sanitized/disinfected.

The cleaning will include commonly touched surfaces, such as door handles, door surfaces and desktops.

Facilities of Hilton Resort (including restroom):

Facilities of Hilton Resort (including restroom) will be cleaned and sanitized/disinfected by Hilton Resort. Hilton Resort will follow United States Centers for Disease Control and Prevention (CDC) protocols for Cleaning and Disinfection for Community Facilities which are attached.

Tracing Protocol

Teachers, Staff and other Employees:

All teachers, staff and other employees are required to provide working telephone numbers, emails and their current home address. They have been instructed to notify English Club if either change.

A log of days and hours worked at the class for all teachers, staff and other employees will be maintained.

A list of all the information and the logged time on the class will be maintained by English Club and will be provided to the Guam Department of Public Health upon request.

Students:

The parents of all students are required to provide working emails, contact telephone numbers and the current home address or address of their children. If their children attending English Club are dropped off or picked up by someone other than a parent, English Club requires that the same information is provided for that non-parent adult. The parents of the students have been instructed to notify English Club of any change in the required information.

Logs will be kept regarding student attendance. It will include data regarding any excused absence or early departure from the class.

A list of all of the student and parental information and the attendance records will be maintained by English Club and will be provided to the Guam Department of Public Health upon request

Visitors:

All visitors will be required to provide working telephone numbers, emails and their current home address. A log for recording this data is present at the office.

It includes the time of arrival and departure of the visitor from the class.

The log will be maintained by English Club and will be provided to the Guam Department of Public Health upon request.

Health Monitoring Protocol

General:

English Club will closely monitor students, teachers, staff and other employees.

Screening:

Teachers, Staff and other Employees:

Upon arrival each morning, all teachers and staff will be asked health screening questions (form attached). If all questions are negative, they will have their temperature taken via a thermometer. Only one person will be taking teacher/staff temperatures each day. The name of the people who are checked each day will be recorded. This process is repeated at the end of the school day, prior to any teacher, staff or other employee leaving the class. A normal temperature will be considered under 37.5 degrees centigrade (100.4 Fahrenheit).

Students:

All students will be provided a health screening form prior to the first day of the class (form attached). The same form will be used for a week at a time. The form will be handed to a

designated adult when the student arrives. The form will be reviewed. If all questions on the form are negative, the individual student will have his or her temperature taken via a thermometer.

Only one person will be taking student temperatures each day. If the temperature is above 37.5 degrees centigrade (100.4 Fahrenheit), it will be rechecked with an in ear thermometer.

Action:

If a student has a fever upon arrival, it will be verified with an in the ear measurement. If there is a fever confirmed with an in ear thermometer, the child will be brought to the medical office of Hilton Resort and will sit for five minutes. The student's temperature will be re-checked via an in ear thermometer. If found to still be elevated, the student's parent or other pre-authorized adult will be contacted and advised of the situation. The student will be required to leave Hilton Resort and the adult will be advised to have the child evaluated by his or her usual health care provider. The same action will be taken if the student health questionnaire has a positive answer for any signs or symptoms listed on the form.

The adult picking up the child will be provided a list of clinics providing evaluation and testing for COVID-19 for those without insurance. Telephone numbers and locations of the clinic will be provided.

If a teacher or other employee is found to have a fever upon arrival at the school, he or she will be brought to the medical office of Hilton resort and will sit for five minutes. A temperature re-check via an in ear thermometer will be completed. If found to still be elevated, that teacher or other employee will be required to leave Hilton Resort and will be advised to be evaluated by his or her usual health care provider and will be provided a list of clinics providing evaluation and testing for COVID-19 for those without insurance. Telephone numbers and locations of the clinics will be provided.

Monitoring:

During the day, teachers, staff and other employees have been instructed to report to the Manager if they experience any symptoms listed below. Students will report to their teachers if they experience any of the listed symptoms.

Teachers have been instructed to monitor themselves and to the extent possible, their students, for any of these symptoms:

Cough

Congestion

Stomach/Abdominal pain

Vomiting

Diarrhea

Loss of taste and/or smell sensation

Sore throat

Headache

Difficulty Breathing

Runny nose

Fatigue / feeling listless or too tired

Body aches

All of these symptoms have been explained to the parents and students as well as everyone working at English Club. These are the same symptoms that parents have been instructed to monitor for and to record if present, prior to a student arriving at school.

Action:

If a student develops a fever during the day or reports any of the listed symptoms having develop, he or she will be brought to the medical office of Hilton Resort. This will occur whether the symptoms are self-reported or observed and reported by a teacher.

A fever will be considered present when the student's temperature is above 37.5 degrees centigrade (100.4 Fahrenheit) via two in ear measurements separated by five minutes the student's parent or another pre-authorized adult will be contacted and advised of the situation.

The student will be required to leave Hilton Resort and the adult will be advised to have the child evaluated by his or her usual health care provider. The adult picking up the child will be provided a list of clinics providing evaluation and testing for COVID-19 for those without insurance. Telephone numbers and locations of the clinic will be provided.

If a teacher or other employee develops any of the symptoms listed, that teacher or other employee will be required to leave Hilton Resort and will be advised to be evaluated by his or her usual health care provider and will be provided a list of clinics providing evaluation and testing for COVID-19 for those without insurance. Telephone numbers and locations of the clinics will be provided. The same shall occur if a fever develops. A fever will be considered present when a temperature is found to be above 37.5 degrees centigrade (100.4 Fahrenheit) via two in ear measurements separated by five minutes.

Return to Campus:

Students, teachers or other members of English Club who are asked to leave Hilton Resort or those who develop a fever or any of the symptoms listed while they are off class will be instructed not to return to the class until they are fever and symptom free for 72 hours while not taking any medications used to treat fever or any of the symptoms.

Efforts will be made to remotely engage students and teachers during the days they are at home and are capable of joining their classrooms via Zoom. English Club has Wi-Fi in classroom,

SUMMARY

English Club recognizes that the health and well-being of all members is our highest priority. English Club well thought out plan to address the hazards all face during the COVID-10 pandemic. Although we cannot eliminate all risks posed by opening our class, we have made all efforts to minimize them, allowing our

students to resume their education. We feel that our current protocols address the core principles involved including distancing, hygiene, tracing and early separation of those in our community who may become ill.

English Club appreciates Department of Public Health has regarding the Class's protocols. Changes can be made as needed.

English Club @ Hilton



INSTRUCTIONS TO ADULT SCREENER:

Record the name of the person in the log with the time in or out.

Ask the following questions:

Are you experiencing any of the following symptoms?

Cough/ Congestion /Stomach/abdominal Pain/ Diarrhea

Loss of taste•smell /Sore throat/ Runny Nose /Feeling Listless

Headache/ Difficulty breathing/ Body aches/ Vomiting

If the person said yes to any of the questions, please direct them to go to the designated holding room and notify the principal.

If the person answers no to all questions, take their temperature using the in-ear thermometer.

Temperature

If the temperature is under 37.5degrees centigrade (100.4 Fahrenheit) please direct the person to use the hand sanitizer or wash his/her hands with soap and water using the outside sink.

If the temperature is above 37.5 degrees centigrade (100.4 Fahrenheit), please direct them to the Medical Office and have them sit for 5-10 minutes and then recheck the temperature

If the temperature is still above 37.5 degrees centigrade (100.4 Fahrenheit) direct the person to stay in the Medical Office and notify the manager.