



MERCY HEIGHTS CATHOLIC NURSERY & KINDERGARTEN

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PRE SCHOOL AND KINDERGARTEN GUIDELINES UPDATED IN ACCORDANCE TO DPHSS Guidance Memo 2021-09 (Revision 2)

These guidelines were formulated based on the Department of Public Health's recommendations when planning for reopening of face to face learning for preschool and kindergarten and the collaboration of the directors, faculty and staff of DCDC, IOPCNK, and MHCNK.

2 Year Olds- Adults must wear mask all the time when around the school campus

Drop Off- Pick – Up

*Drop off –Pick Up Time: 7:30 A.M – 5:00 P.M.

*Earliest to drop and leave child is 7:20 am and latest to pick up is 5:30pm.

*Wearing of mask is mandatory when dropping off or picking up children. If a child forgets their mask or breaks their masks, the school is able to provide.

*Parents will be dropping off/picking up their children in areas designated outside of the school campus.

*School employees will be screening children's temperature, sanitizing their hands, and disinfecting their feet and personal belongings as they come in. Children with 99°F or 37.2°C will not be allowed to come in.

Teachers will be escorting and receiving the children in their respective areas.

*Social Distancing of at least 3ft. must be observed during drop off and pick up of children.

*Children's temperature will be taken three times a day (during drop off, before lunch time, and after naptime) and will be logged in by the teachers in a Temperature Log Form.

*Children will head directly to their classrooms after the morning drop off.

* Parents pick up their children in the same areas they're dropped off.

* Children ages 2 years old and up are required to wear a mask while in school. (EO 2021-21, DPHSS Guidance Memo 2021-21)

* All children except 18months -2 years old must be potty-trained.

Sanitation/Disinfection/Ventilation

*Professional Disinfection /Deep Cleaning of the entire campus/facility is done every quarter.

*Children's hands are sanitized before entering the classroom. Hand sanitizers are in drop off/pick up areas and outside of each classroom. Children's shoes are once again disinfected before stepping inside the classroom.

*Classrooms and furniture are sanitized as often as necessary and disinfected at the beginning and end of the day.

*Cots are exclusively assigned and labeled for individual child's use. Cots are sanitized and disinfected each use.

*Toys and other items accessible to children must be sanitized every day and after use.

*Areas/Surfaces regularly used/touched must be routinely sanitized and disinfected. Examples of these areas/surfaces are: tables, chairs, doorknobs, light switches, countertops, handles, desks, keyboard, television screens and knobs, faucets, toilets, sinks, touch screen monitors, etc.

*Children's bag (preferably zippered and in rollers) must only contain a blanket, a small pillow, diapers, change of clothes.

* Children's folder will be sent home as deemed by the respective teachers.

*face shield must be disinfected by midday or right after close contact with a child (i.e. changing diaper, clothes, wiping face, etc.)

*Children's bags must be sanitized before entering the gate/door.

*Soles of shoes must be sanitized and disinfected.

*All classrooms will be equipped with Air filters/purifiers.

*Classroom air filters are recommended to remain on throughout the week and be turned off at the end of the work week.

Changes to caring for Infants and Toddlers

*New enrollees ages 3 and up must be potty trained.

*Changing stations must be sanitized and disinfected before and after each use.

*Teachers of the 2 and 3 years old must wear a face shield, mask, and disposable gloves, especially during changing diapers and using the toilet.

* Children and staff must wash/sanitized hands before and after changing diapers.

*Used diapers/trash must be kept away from children's reach and disposed of promptly.

*Children should wear school uniform with pull up pants or shorts only. No Rompers/buttoned pants.

Food Preparation and Meal Services

*Breakfast must be done at home or outside of the campus before coming in.

*Children must bring their own packed lunch, snacks, and drinks, including water, except every 2nd and 4th Wednesday of the month. Pizza will be provided during these days.

*Water fountains and refill stations are available for use.

*No cooking, refrigeration or food warming for the children will be done in school.

*2-5 Years old will be eating in their classroom.

*Cafeteria tables will be equipped with sneeze guards.

Isolation and Caring For Sick Children

- *No child with a temperature of 99°F or 37.2°C will be allowed to come in.
- *In the event that a child's temperature went up higher than the set temperature, the child will be brought to the school's isolation ward and parents will be contacted immediately to pick up the child.
- *Parents must not bring a child to school when sick the night before and had taken medication prior to coming to school.
- *Children who were out for three days or more due to illness must present doctor's clearance upon returning back to school.

Social Distancing

- *A distance of 3 ft. must be observed during drop off and pick up
- *Number of students will be limited to the room capacity for social distancing.
- *Sneeze guards are installed in teachers' and students' desks. These will also be installed on cafeteria tables.
- *Grounds/floors/chairs/tables are marked for social distancing (3 ft. apart)
- *Playground equipment is off limit for the time being. Individual classes go outdoors. Use rope (2-3YO) for children to hold on and to ensure 6 ft. social distancing.
- * Classes will be divided into smaller groups and students' desks are set 6ft. apart from each other.
- * Different age group/class have designated drop off and pick up areas to control large group gathering.
- *There will be 4 designated drop off and pick up areas.
 - a. Main gate entrance: 2-3 (A & B) Years Old
 - b. SRC (Sr. Roberta Center) front Main door: 4 Years Old
 - c. SRC side door: 3 Years Old (Grp. C)
 - d. SRC Backstage outside door: Kinder

Visitation

- *Visitors must wear and keep their masks on as well as keep a 3 ft. distance from others.
- *Visitors will be scanned for temperature as well as asked to sanitize their hands before entering.
- * Visitors must sign in our visitor log sheet, which will ask the following: Date, time in, first and last name, contact number, reason for visit, and time out.

Hygiene and Daily Practices are incorporated in the teachers/childcare Provider s' schedule and these guidelines.

MHCNK Employees

- *Nursery/School Operation Time: 7:30 A.M. – 5:00 P.M.

- *All Employees must report to work all at the same time and must be at the workplace at least 15 minutes early to have enough time for preparation.
- *Faculty and Staff must pass through a temperature screening and sanitation area before entering the school campus.
- *All employees must wear a mask and face shield (as necessary) when in school/work.
- * Observe the guidelines for providing care and education to the children
- * Respective Teachers will be at the designated door to greet, receive, sanitize, and disinfect children's belongings before proceeding to each classroom.
- *Clean and sanitize personal/office/classroom spaces, furniture, equipment, and commonly high touched areas beginning and end of the day.
- *Employees must go through a screening when going in and out of campus.
- * On campus staff gatherings are done in small groups abiding with guidelines on Social Distancing and faculty & Staff meetings are done virtually or communicated electronically.
- * Classroom teachers will prepare and provide parents a placard with the child's name, room, and teacher's name. This must be given to the parents during orientation.
- *If an employee is out due to illness, they should return with a doctor's clearance or in the event they get tested, their test results.
- * 99% of the staff are fully vaccinated for COVID 19
- *Employees and parents are provided a copy and must abide by these Guidelines.

Screening Testing

*Trained teachers and staff will conduct Abbott Binax Now when necessary and will report of any positive case.

Note: In the event an employee or anybody in the school is found positive of COVID-19, the school will notify the Archdiocese of Agana (AoA) COVID-19 Task Force and follow its Mitigation Plan approved by the DPHSS.