



Father Dueñas Memorial School
119 Dueñas Lane, CHALAN PAGO, GU 96910
Tel: (671) 734-2261
Fax: (671) 734-5738
Email: fdms@fatherduenas.com
Website: <http://fatherduenas.com>

Dear Dueñas students, parents, and guardians:

We are excited to welcome our students to campus this July. As we initiate classes this coming fall, we want to inform you, the parents and students, on our plans for reopening. Throughout the pandemic, our administration has worked with our faculty to best prepare our school for resuming operations. Be assured that the protocols we have prepared reflect the latest public health guidelines from our local officials.

Based on the guidance of the Office of Catholic Education, in cooperation with the Department of Public Health and Social Services, we plan to resume in-person classes for all grade levels beginning July 30, 2020, with orientation for grades 10, 11, and 12 and July 31, 2020, for freshmen. This guidance entails new health protocols including the requirements for students to wear a mask and keep social distancing while in the classroom. New to our campus in the fall are lecture hall style instruction to accommodate large classes and Distance Learning Centers (DLC) to allow students to be on campus and learn remotely.

A DLC will be used for students who opt to attend classes at FDMS, but who cannot attend classes physically because of limited occupancy. Students in a DLC can engage in classwork. However, only students with a B GPA or higher can attend class at the Distance Learning Centers.

Even though the school has moved to enact additional health measures, we acknowledge the inherent risks in reopening our school. For this reason, FDMS administration may allow some students to engage in learning online from home following a request from their parents or guardians on a day-by-day basis. Students with COVID or flu-like symptoms can also attend classes online provided they furnish a note from a medical professional that requires the student be quarantined. Currently, our teachers are working to ensure that their curriculum can be fitted to an online format using the latest guidance on instructional methods. Be assured that an online format shall not equate to a reduction in educational quality. The same adaptations are being carried out by our college advising and career preparedness office. As a result, tuition and fees will remain the same for students who choose to attend classes online.

More specific information on the protocols we enact can be found in the following pages or on our website. Regardless of the newfound challenges that our school faces because of COVID-19, we shall continue to uphold the school's mission of providing a quality Catholic, college-preparatory education. Thank you for your continued support. We look forward to welcoming you this fall!

Sincerely,
Ismael C. Perez, Principal



LOGISTICS PLANNING

A. ENTRANCE PROTOCOLS

1. Students and employees are to keep good hygiene before reporting to campus. This includes showering and washing hands with soap and water.
2. Everyone is to bring personal hand sanitizer to be used before entering classrooms.
3. Acceptable face masks must be worn by all on campus such that the mouth and nose are covered. Masks with exhalation valves (N95 masks) are prohibited as it does not stop virus droplets from escaping and possibly infecting others. Face shields can only be worn with masks that cover the nose and the mouth. The mask or face covering requirement may be amended for those who have received written permission from a health professional.
4. Students will use designated only entrances in the Quad and Cafeteria for arrival.
5. Students will stand 6' apart while waiting to enter. Markings will be made to designate spacing where appropriate.
6. Students and employees will have temperature and health screening upon arrival.
7. Visitors are only allowed to enter in the front part of the quad at the designated entrance.

B. DAILY HEALTH CHECKS

1. Temperature checks will be carried out before students enter.
2. Temperature checks will be carried out after break, after lunch, and at other times of the day, as required.
3. School staff will document that temperature checks were carried out for each student. At homeroom, break, and lunch, the present mark in attendance will serve as a record of attendance and temperature scanning.
4. Students who may become ill with COVID-19 like symptoms will have their parent or guardian contacted so they can leave the campus. If said student is not able to drive himself, he will be provided an isolated room where he can wait. The isolation room will be disinfected after it is vacated.

C. SOCIAL DISTANCING IN CLASSROOMS

1. Classroom enrollment will be limited as students will be socially distanced in accordance with local guidelines and faced towards the same direction.
2. FDMS will determine and post the total number of individuals in each classroom.



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D. DISTANCE LEARNING CENTER/REMOTE LEARNING

1. Distance Learning Centers (DLC's) are on campus spaces allocated for classes with a student count that exceeds maximum occupancy. DLC's include the FDMS library, Media Center, and Phoenix Center among other approved and supervised locations.
2. In a DLC, students work on assignments. Only students who average a B or higher can be placed in a DLC.
3. Students whose parents opt to have them engage remotely must have parents notify the school that the student will be working from home. [This form is to be used to notify the school](#). Students are not to engage in remote learning (at home or elsewhere) without proper notification from parents to school officials before the day of remote learning. We hold the position that learning happens best when students are able to access teachers during lessons so students who are struggling are not recommended to employ distance learning frequently. Students who need extra support may be required to attend classes if they are not prevented by medical recommendations.
4. Engaging from a DLC or from home does not impact tuition responsibilities.
5. Students who engage remotely and have difficulty with courses are responsible for obtaining assistance from the teacher.

E. SOCIAL DISTANCING OUTSIDE OF CLASSROOMS

1. School assembly areas – gyms, auditoriums, cafeterias will not be used for large group gatherings where social distancing cannot be maintained. However, the guidance from local authorities will dictate the use of such spaces for purposes such as religious services, sports, gatherings, or meetings.
2. FDMS will discourage interactions among students during out-of-class activities such as break, before and after lunch.
3. FDMS will minimize movement of groups of students through sections of the campus as much as possible.
4. Students are encouraged to bring their own meals and drinks, however, food service on campus will adhere to [guidelines given for restaurants](#).
5. Students will be encouraged to eat snacks or meals in supervised classrooms, outdoor areas, or areas where they can maintain social distance and even sit facing the same direction observing the [guidelines given for restaurants](#).



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F. DAILY SCHEDULING

1. Arrivals/Departures - Social distancing will be enforced during arrival and departure.
2. In-Class/Out-of-Class Activities will be monitored and scheduled to avoid large numbers of students out of their classes and congregation among large numbers of students.
3. Virtual all-school assemblies will be encouraged.
4. Social distancing will be followed at all times and all advisories from the local authorities will be followed as much as possible.

G. PERSONAL PROTECTION EQUIPMENT

1. School offices, the library, and other various locations will have barriers to ensure distance or shields erected. The cafeteria already has a shield in place.
2. Face masks are mandatory for all while not eating or drinking. Disposable face masks will be made available to the students and employees at no charge and must be worn throughout the day unless there is further guidance.
3. Hand sanitizers will be available in each classroom, office and other spaces on campus. Everyone is to wash their hands with soap and water as often as possible according to public health standards.
4. Disinfection or sanitization of commonly touched surfaces will be done before the start of the day and between use.

H. CLEANING AND SANITIZING

1. Classrooms and High-Touch areas on campus will be cleaned and sanitized each day. Sanitation will be with CDC identified methods like ½ cup of bleach in a gallon of water.
2. When possible, electrostatic disinfection will be carried out once a month or more often if directed.
3. Students will be discouraged from sharing classroom supplies, textbooks, and equipment. Students and families are encouraged to sanitize students' materials on a daily basis.

I. COVID-19 POSITIVE CASES, CONTACT TRACING, PROTECTING VULNERABLE

1. Protocols for addressing students, faculty, and staff tested and identified to be positive and/or students, faculty, staff exhibiting Coronavirus symptoms will adhere to local directives.



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2. Students and employees who have symptoms or suspect they may have COVID-19 are mandated to stay home and complete work remotely until cleared by a medical professional.
3. A student who becomes ill with symptoms characteristic of COVID-19 will be sent home and may be isolated while waiting to leave campus.
4. If a student or employee attended school and was potentially infected with COVID-19, the superintendent of Catholic schools, the chancery, and DPHSS will be notified. Upon instructions from DPHSS, we will notify all students (and their parents) and employees who may have had direct close contact with said individual. Close contact is defined by the CDC. While we will abide by HIPPA, FERPA, and other privacy guidelines, the information of persons suspected of COVID-19 infections will be passed on to the proper authorities to ensure contact tracing capabilities.
5. School community members who test positive for COVID-19 shall only be admitted back to school with proper medical clearance.
6. For students and employees who are high-risk or vulnerable, reasonable accommodations may be made to allow for them to complete tasks assigned to them without risking the health and safety of them and others.

J. TRANSPORTATION:

Bus operations are carried out by the Department of Public Works. Information will be provided when it is available.

K. INFORMATION TO BE SHARED

1. Face masks must be worn by all on campus such that the mouth and nose are covered. Masks with exhalation valves (N95 masks) are prohibited as it does not stop virus droplets from escaping and possibly infecting others. Face shields can only be worn with masks that cover the nose and the mouth. The mask or face covering requirement may be amended for those who have received written permission from a health professional.
2. Hand sanitizers will be available in each classroom, office and other spaces on campus. Everyone is to wash their hands with soap and water as often as possible according to public health standards.
3. 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, or diarrhea.
4. Anyone with these symptoms is advised not to come to school at all and to report directly to a medical professional for attention.



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ADDITIONAL INFORMATION

IMPORTANT DATES:

July 30, 2020: Upperclassmen Orientation

July 31, 2020: Freshmen Orientation

August 3, 2020: First Day of classes

Check <http://fatherduenas.com> for details.

GUIDING INFORMATION

For Schools:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

For Food Service:

<http://dphss.guam.gov/wp-content/uploads/2020/06/DPHSS-GUIDANCE-MEMO-2020-12-REV-3-Guidance-for-Dine-In-Restaurants-Updated.pdf>

For Sports:

<http://dphss.guam.gov/wp-content/uploads/2020/06/DPHSS-Guidance-Memo-2020-24-Non-Organized-Contact-Physical-Activities-Sports.pdf>

For Worship:

<http://dphss.guam.gov/wp-content/uploads/2020/05/DPHSS-Guidance-Memo-2020-10.pdf>