

## COVID-19 Standard Operating Procedures

### I. Precautionary Measures

1. Masking
  - a. All Head Start/Early Head Start Centers will be required to wear masks in accordance with the Head Start/Early Head Start Interim Final Rule.
    - i. All Head Start / Early Head Start staff are required to be vaccinated.
  - b. K-12 schools: Optional
    - i. Risk-based approach based on intensity of transmission and PSS/Government directives.
  - c. Masks are still required for students on PSS buses because of the close contact and in isolation rooms to prevent the spread of germs and other contagious illnesses, but they are optional in class and elsewhere on campus.
2. Identify a Waiting Room within your campus/office building.
  - a. Assign personnel in charge of monitoring and caring for individual(s) needing care/to isolate.
  - b. All children or individuals in the waiting room must wear face masks at all times.
  - c. Assigned personnel should be made aware of all COVID-19 Protocols. Ensure that a copy of this SOP is available to them along with any emergency contacts.
  - d. Waiting rooms must include:
    - i. Sanitizing supplies such as hand sanitizers, facial tissue, first aid kit, and bodily fluid clean up kit.
    - ii. Seats or chairs with hard surfaces (easily sanitized).
    - iii. Child friendly learning materials that are easy to sanitize.
3. Provide each classroom/ office with:
  - a. Bodily Fluid Clean-Up Kit: bucket, trash bag, spray bottle (water and bleach solution made daily), paper towel, biohazard sealed bags or ziplock bags, mask, scoop and scraper, disposable gloves, antiseptic wipes, and hand sanitizer.
  - b. Cleaning Supplies: Clorox Wipes or Bleach solution bottles, paper towel, and Lysol disinfectant spray
  - c. Other supplies: facial tissues, hand sanitizers, face mask, and disposable gloves.
  - d. Restrooms must be fully equipped with handwashing soap, paper towel, trash bin with lid, and toilet tissues.
4. Sanitize all rooms and offices:
  - a. Perform a daily Health Check observation on all children prior to entering the classroom for any signs and symptoms related to COVID-19.

- b. Each school must establish and follow a routine schedule for cleaning, sanitizing, and disinfecting. Classrooms need to be fully sanitized daily and in between every class transition. Wipe down all desks, table surfaces, tablets, computers, chairs, water dispensers, sinks, and door handles/knobs.
  - c. Most AC's are retrofitted with UV filters. Verify with FDM regarding maintenance of your AC's or filters.
5. Monitor & Track COVID related absences/illness on PSS Tracking Sheet for COVID.
  6. Educate children and families on precautionary measures if ill.

## II. Reporting Measures

If an individual is experiencing symptoms or concern regarding possible exposure, they are encouraged to notify the immediate supervisor or school administrator and get tested via antigen, SBT, or PCR. If the results are positive, a staff or student must self-report online and follow the stay-home orders. Staff and students are advised to share stay-home orders with the immediate supervisor or school campus administrator(s).

Should a staff member or student at school report concern/suspicion of exposure to COVID-19, the following procedures will apply:

### Self-Report

1. The staff member must inform his or her immediate supervisor of concern or respiratory distress/illness.
2. Staff will be informed to apply for sick leave and/or any available leave (accrued) and attach CHCC Certificate of Completion of Quarantine/Isolation. (Contact COVID-19 Surveillance Testing at the Koblerville COVID-19 Community Center or self report at <https://www.staysafecnmi.com/self-reporting/>).

### School Based Testing:

- a. If a student is presenting symptoms, parents will be notified and written consent must be given before any antigen tests are administered.
- b. If a staff is presenting symptoms, he/she will be strongly encouraged to avail of school / office based testing and self report at <https://www.staysafecnmi.com/self-reporting/>

## III. Returning to Work or School

A staff or student may return to work or school when the stay home orders are completed **and** they are no longer presenting with fever and/or coughing for 24 hours without the use of fever reducing medication.

Students: Notifying your administrator of self screening and a positive test will ensure that your absences will be excused.

Staff: Notifying your immediate supervisor of self screening and a positive test will

ensure that your leave will not result in AWOL.

#### **IV. Procedures for returning from official or personal travel.**

The Public School System will adhere to the CNMI Government travel requirements and restrictions. At this time, there are no travel restrictions. Travelers must self monitor for any signs and symptoms related to COVID-19. If signs and symptoms are present, it is recommended that the individual notifies their immediate supervisor to ensure precautionary measures are taken to minimize the risk of COVID-19 exposures.

#### **V. School Closure, Continuity of Education & Re-entry**

Should a school(s) close due to an increase in identified COVID-19 cases, the following procedures apply:

1. Prior to school closure, instructional staff will prepare instructional delivery methods via online platform.
2. Notification of school closures and transition to online platform will be released by COE through several media channels. (radio, newspaper, TV, PSS social media sites, etc.)
3. As soon as School Closure is announced, school personnel will secure their classrooms/offices and personal items.
4. All school personnel will report to their respective school to conduct classes online (accommodation to staff given at the discretion of the administrators).
5. PSS-designated COVID-19 sanitation crew for cleaning and sanitation will be contracted/contacted to sanitize and clean the school prior to reopening.
  - a. All surfaces will be sanitized (tables, chairs, shelves, walls, etc.)
  - b. All technology devices will be sanitized (iPads, laptops, desktops, technology carts, etc.)
  - c. All other items in the classrooms, offices, resource rooms, library, etc. will be sanitized (water dispensers, aircon, couches, etc.)
6. School admin will lead evaluations and inform COE if and when the school is ready to open.
7. Official notice of school closure, timeframe for closure, continuity of education and access to support will be issued through the Commissioner of Education in consultation with the CNMI COVID-19 Task Force.
8. Meal services will be continued at designated sites where parents/guardians can come to pick up their children's meals.

#### **VI. School Re-Opening**

COE will announce the reopening of schools following the agreed upon Safety Protocols.

These actions can help minimize potential exposure so schools may stay open.

1. Follow all precautionary measures: [Reinforcing prevention and monitoring illness/quarantine.](#)
  - a. Consistent and correct use of masks

- b. Social distancing to the largest extent possible
  - c. Hand hygiene and respiratory protection
  - d. Cleaning and disinfection
  - e. Contact tracing in collaboration with local health department
2. School Operations:
- a. Mode of instruction
    - i. Model - i.e. hybrid, online, etc.
    - ii. Scheduling
  - b. Programs
    - i. Extra and co-curricular
      1. Youth sports
      2. Clubs
      3. After-school
      4. Instructional programs
  - c. Mental Health
  - d. Meal services
  - e. Transportation services as schools reopen and transportation services resume, masks will be required on school buses until such time that the COE determines it is safe to make them optional.
  - f. Monitoring & tracking - Schools should also monitor absenteeism among teachers, staff, and students to identify trends and determine if absences are due to COVID-19, symptoms that led to quarantine, concerns about being in the school environment and personal health and safety, or positive test results. Anyone who tests positive for COVID-19 should stay home and self-isolate for the timeframe recommended by public health officials.

### ***Resource Links***

- [Centers for Disease Control Operational Guidelines for K-12 Schools.](#)
- [Commonwealth Healthcare Corporation COVID-19 Travel Testing](#)
- [Commonwealth Healthcare Corporation COVID-19 Information](#)
- [Head Start Universal Masking and COVID-19 Vaccine Requirements](#)

## FREE COVID-19 TESTING

AT KOBLERVILLE COVID-19  
COMMUNITY CENTER

### **Community-Based Testing**

Monday - Friday **12:30 PM - 3 PM**

Saturday - Sunday **8:30 AM - 11 AM**

### **Travel Testing**

Monday - Sunday **8:30 AM - 11 AM**

**REGISTER AT** <https://covidtesting.chcc.health>.

**Travelers are responsible for** determining which COVID-19 testing they need (PCR or antigen) or not need based on their destination/route and are responsible for determining the timing of their swab test date schedule.

The Travel Test team can be reached at **(670) 785-9966** or **(670) 287-7570**.

Live COVID-19 safe. Practice the 3 W's:

**Wear your mask, Wash your hands, Watch your distance**



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