Guidelines for Students, Faculty, and Staff on Mabuchi Hill

I. Daily Schedule Particulars

Once we determine how many students will study at Xavier’s campus, we will be more prepared to announce the mechanics of a typical school day. At this point, we have plans ready, but those plans are contingent on identifying the exact number of students and their respective grade levels.

II. Transportation

A. Employees
- Since there will be no on-campus living arrangements for students, all students will need to commute. Drivers’ and assistant drivers’ temperatures will be scanned each morning before leaving campus. If a reading registers 100° or higher, he will not drive a school vehicle until his health status can be ascertained. If a driver or assistant becomes ill, he should immediately go home and then go to the hospital. Drivers and assistants who have been sick will only be allowed to return to work when they have documented clearance from the hospital.

B. Students
- When a student is not feeling well, especially when showing flu-like symptoms (fever, runny nose, sore throat, etc.), in addition to diarrhea or vomiting, he or she should seek medical attention from the hospital and inform the school by emailing or calling.
- Drivers’ assistants will scan each student’s body temperature and sanitize the hands of each student before entering a school vehicle. A student’s body temperature must be within the normal range. If a temperature goes beyond the normal range, the student will not be allowed to board, and must return home. Documented health clearance from the hospital must be presented to school officials before a student who has been sick will be eligible to resume travel on school vehicles.
- Most school vehicles hold about 20 students. Since social distancing on those vehicles is not possible, masks must be worn by everyone
present. Masks must be worn at all times by the driver, his assistant, and all the students.

- Since students will only be allowed on campus via school vehicles, being on time for morning pick up will be essential. Scanning of temperatures will facilitate a longer pickup process than everyone is used to.

- At dismissal, students are forbidden to hug or shake hands of those on different vehicles before saying goodbye. A drivers’ assistant must be near the vehicle’s entrance with sanitizer and to be sure masks are properly affixed.

C. School Vehicles
- Since this virus is transmitted primarily via airborne particles, we should try to limit confinement to enclosed areas in which people congregate. Therefore, to the extent possible, Xavier will try to use open-air vehicles for transportation.

- Drivers and their assistants are responsible for cleaning and sanitizing school vehicles after every trip with bleach water. Each vehicle will have an assigned broom, bucket, mop, and rag to maintain the cleanliness and sanitation of each vehicle. All often-touched surfaces must be wiped down every after trip so that the vehicle will be ready before the next trip.

- As usual, only students, the driver and his assistant are permitted on school vehicles.

III. On Campus

A. Hand Washing Stations
- Handwashing stations will be placed in strategic locations around campus. These stations will be supplied with water, soap, and roll of paper towels. Posters and visual reminders will be strategically placed around the campus to remind students about the importance of handwashing.

B. Visitors
- In order to limit exposure, only those essential to school business will be allowed to enter the campus. No one will be permitted to enter without an appointment in advance.
C. *In the Classrooms and Elsewhere*

- Physical distance demarcation lines on the floor will be clearly visible in each classroom. Each desk will be six feet apart.
- Seating charts plans will be made by the homeroom advisor and will be followed by the students and faculty.
- As a matter of policy, borrowing of personal items (such as writing implements) will not be allowed. This helps to control the spread of pathogens as well as encourages personal responsibility.
- Large gatherings will be limited. Morning assembly and announcements (conducted by the homeroom teacher) will be done in the classrooms.
- Since only rice will be served in the student kitchen, each student is expected to bring his or her own food, water bottles, food containers, and utensils from home. There will be no sharing of food, cups, water bottles, or utensils.
- Eating with hands is discouraged, but with proper and frequent handwashing will be allowed.

IV. *Orientation*

A. *Employees*

- Employees will be trained regarding the procedures for following the safety guidelines:
  - How to wash hands correctly.
  - Why it is important to not spit, as mucus and droplets carry pathogens.
  - Why social distancing is an important preventive measure to fight against Covid-19.
  - Why it is important to seek medical help if a worker/staff member is not feeling well before going to work.
  - Using temperature scanners.
  - The importance of wearing masks on the bus all the time.
  - How to prepare food in a sanitary manner.
- Continued employment is dependent upon compliance with these measures.
B. Students
- Students will be oriented regarding the same matters and in the same way as employees. After the orientation, they must acknowledge in writing that they are knowledgeable about the rules and regulations necessary.

V. Creation of a Campus Health Committee
- This committee, formed and headed by the School Nurse, will consist of adults who will be charged with monitoring the health of the students and employees, as well as the implementation of the health and safety guidelines put forth by Chuuk State.