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March 4, 2022

DPHSS Guidance Memorandum 2022-10

RE: Information Relative to Authorized Businesses and Activities During PCOR 3 in Accordance with Executive Orders 2021-16, 2021-20, 2021-23, 2021-29, 2021-31, 2022-03, and 2022-05

With the exception of DPHSS Guidance Memorandum 2021-27 Rev01 (Additional Guidance Relative to Executive Order No. 2021-23), this guidance document (the "Memorandum") rescinds all previously issued Department of Public Health and Social Services ("DPHSS") guidance memoranda pertinent to the operations of the Government of Guam, island businesses, schools, sporting and non-sporting events, funeral services, places of worship and its ceremonies, and graduations, during the public health emergency declared on Guam due to the dangers posed by the 2019 novel coronavirus (COVID-19), as first declared in Executive Order 2020-03. DPHSS issues this Memorandum pursuant to the *Islan Guahan Emergency Health Powers Act*, in particular, 10 GCA §19601, which provides that DPHSS shall use every available means to prevent the transmission of infectious disease and to ensure that all cases of contagious disease are subject to proper control and treatment.

This Memorandum is effective immediately, except where otherwise noted.

A. Definitions

1. "Childcare Facility" shall mean any facility with a Sanitary Permit or license for home operation by DPHSS, for which the primary function is to provide care and supervision to children for all, or part, of a twenty-four (24) hour day, whether or not the facility is operated for profit.
2. "Congregation" or "Social Gathering" shall mean a meeting for a common and singular purpose of more than one (1) person where the individuals are not members of an Immediate Family Unit or Single Household Unit. This does not include Funeral Ceremony (both religious and non-religious) and regular operations in places of worship.
3. "Covered Establishment" shall mean the indoor and outdoor premises of the following establishments where mask-use may be compromised:
 - a. Bingo halls;

- b. Boat cruises;
 - c. Bowling alleys;
 - d. Concerts and similar events;
 - e. Eating and Drinking Establishments with in-person, indoor/outdoor dining, except the following:
 - i. Eating and Drinking Establishments in schools, grades pre-K to 12;
 - ii. Mobile Food Service Establishments (MFSE) and Temporary Food Service Establishment (TFSE), provided, such is not part of an organized event and/or seating for dining purposes is not provided; and
 - iii. Catering establishments that provide off-site services at a private or public venue.
 - f. Food courts at Shopping Centers, or Malls, except the food courts located in the terminal building of the international airport for travelers screened by security, including passengers who are transiting, delayed, or departing Guam.
 - g. Gymnasiums, fitness centers, and dance studios;
 - h. Movie theaters;
 - i. Organized Contact Sports for training and competition, except school-sanctioned events;
 - j. Swimming pools;
 - k. Theaters and museums; and
 - l. Other Covered Establishments determined by DPHSS.
4. "Eating and Drinking Establishment" shall mean a business that prepares and serves food and/or beverage, such as a restaurant, bar, or tavern that possesses a Sanitary Permit from DPHSS.
5. "Employee" shall mean any person employed for compensation or otherwise by a business or organization, including, but not limited to, performers, volunteers, contractors, and subcontractors.
6. "Face Mask" shall mean a material that covers the nose and mouth and can be secured to the head with ties or straps or wrapped around the lower face. Face Masks with exhalation vent(s), valve(s), or any device that allows unfiltered release of exhaled breath are not permitted.
7. "Face Shield" shall mean a personal protective equipment designed and worn to protect the wearer's entire face from hazards or potentially infectious materials. Face Shields may be used in addition to a Face Mask. Face Shield shall not be worn in lieu of a Face Mask.
8. "Funeral Ceremony" shall mean rosaries, wakes, visitations, viewings, burial, and/or other funeral services.
9. "Immediate Family Unit" shall mean individuals who are from the same family and are related to one another as either parent and child or sibling.

10. "Institution of Higher Education" shall mean and any college or university or institution of higher learning.
11. "Non-Contact Sports" shall mean sports that can be conducted while substantially maintaining appropriate social distancing, and any direct contact amongst participants are incidental to the activity. The following are non-contact sports:
 - a. Baseball;
 - b. Board sports (bodyboarding, longboarding, skateboarding, surfing);
 - c. Cricket;
 - d. Croquet;
 - e. Cross country;
 - f. Cue sports (carom billiards, pool, snooker);
 - g. Cycle sports (BMX, mountain bicycling, road bicycling);
 - h. Darts;
 - i. Golf;
 - j. Gymnastics;
 - k. Motorsports (ATVs, drifting, motorcycles, track racing);
 - l. Paddling sports (kayaking, stand up paddling);
 - m. Racket sports (badminton, table tennis, tennis);
 - n. Shooting sports (archery, practical shooting);
 - o. Softball;
 - p. Strength sports (bodybuilding, powerlifting, strongman, weightlifting);
 - q. Track and Field;
 - r. Volleyball;
 - s. Water sports (diving, fishing); and
 - t. Any other sport determined as non-contact by the Department of Public Health and Social Services.
12. "Organized Contact Sports" shall mean a sports activity, either for training or competition, that requires close proximity (i.e., within 6 feet) between players and may make it more difficult to maintain physical distancing. Examples include, but are not limited to, wrestling and basketball.
13. "Outdoor" shall mean an open area that may be covered to protect from the elements but shall not be enclosed by more than two walls.
14. "Pre-Kindergarten (Pre-K)" shall mean a classroom-based program for children 4 years of age, but excludes Childcare Facility.
15. "School" shall mean any establishment, public or private, for the care and education of students from kindergarten through grade twelve.
16. "Shopping Center or Mall" shall mean a large building, usually indoors, that holds a group of businesses and services.

17. "Single Household Unit" shall mean individuals who may or may not be blood-related, but who reside in that same household.
18. "Spectator Pod" shall mean a group of people that only sit or stay with members of their own group.
19. "Swimming Pool" means any artificial structure, basin, chamber, or tank constructed of impervious material used or intended to be used for public swimming, diving, or recreational bathing and possesses a Sanitary Permit with DPHSS.
20. "Unorganized Sports" shall mean any game or sport activity that is not regulated by a governing body, league, or organization, such as pick-up games. These activities are considered a "Congregation" or "Social Gathering."
21. "Vaccinated" and "Vaccination" shall mean having received the first shot of a recommended series of vaccination with a vaccine authorized to prevent COVID-19 by the U.S. Food and Drug Administration (FDA), including by way of an emergency use authorization, or by the World Health Organization (WHO). A list of FDA-authorized vaccines is available at <https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/covid-19-vaccines>. A list of WHO-authorized vaccines is available at <https://extranet.who.int/pqweb/vaccines/covid-19-vaccines>.

B. Congregations and Social Gatherings

1. Congregations and Social Gatherings shall be limited to no more than one hundred (100) persons for indoor activities, or no more than one hundred (100) persons for outdoor activities, unless otherwise provided in this Memorandum. This shall include patrons, guests, participants, vendors, and employees. Organizers of events, such as sporting events, concerts, outreach activities, night markets, fiestas, food truck rallies, and other similar events are responsible for implementing and enforcing the minimum requirements in this document.
2. A party/group of individuals numbering one hundred and one (101) or more for indoors, or one hundred and one (101) or more for outdoors, shall not attend or participate in the same event by claiming to be a separate party/group to circumvent the Social Gathering limitations provided herein.
3. Each party/group in Eating and Drinking Establishments shall be separated by a minimum of six (6) feet physical distance. When it is difficult to maintain a six (6) feet distance between parties/groups, physical barriers, which separate each group, must be installed. The top horizontal edge height of physical barriers must not be less than the top of the head of the tallest person of the group.

4. This Section shall apply to Congregations and Social Gatherings in all public and private settings, including Covered Establishments, unless expressly exempted herein.
5. This Section shall apply to meetings, conferences, and similar activities held by the Government of Guam (“GovGuam”) and private entities (businesses and organizations), either in the workplace or off-site, including in Covered Establishments, unless expressly exempted herein.
6. The 100-person limit on indoor and outdoor congregations described in this Section is effective immediately with regard to Section B(5) above. For all other purposes, the 100-person limit is effective at 6:00 PM on March 4, 2022.

C. Covered Establishments, Government of Guam, and Private Entities

This Section provides minimum requirements that GovGuam, Covered Establishments, and other private entities (businesses and organizations) must comply with in order to operate. Stricter policies may be implemented by Covered Establishments and other private entities, including, but not limited, to vaccination requirements, physical barriers, social distancing, and limited occupancy, subject to local and federal law. This information is not intended to serve as legal advice, and should not be construed as legal advice.

1. Face Mask, Cleaning and Disinfection, and Handwashing

GovGuam, Covered Establishments, and private entities (businesses and services) shall follow minimum applicable requirements of this Memorandum relating to face masks, cleaning and disinfection of surfaces, and handwashing. All entities must:

- a. Implement and enforce wearing of face masks by all individuals ages 2 years and older, including guests, patrons, performers, employees, volunteers, participants, and coaches at all times while on their indoor and outdoor premises, except when:
 - i. Actively eating or drinking;
 - ii. Engaged in physical activity, such as exercise or sports; and
 - iii. A mask would create a risk to an individual's health, safety, or job duty, such as during live singing performances, playing wind instruments, and similar activities.
- b. Conduct thorough daily cleaning and disinfection of surfaces, including chairs and furniture, using disinfectant cleaning supplies. CDC guidelines for cleaning and disinfecting can be found at the website: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>. Highly touched surfaces, shared objects, and equipment must be cleaned and disinfected between each use (e.g., door handles, tables, counters, desktops, keyboards, toilets, telephones, etc.). Consider using a checklist to ensure thorough cleaning and disinfection of high touch surfaces, equipment, and common areas of the facility.

- c. Ensure that toilet facilities and handwashing sinks are thoroughly and frequently cleaned and disinfected.
- d. Use commercial-grade, U.S. Environmental Protection Agency (EPA) registered household disinfectant (<https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>). If unavailable, bleach solutions can be used, if appropriate for the surface, by mixing 5 tablespoons (1/3 cup) of bleach (5% - 6% hypochlorite concentration) per 1 gallon of water, or 4 teaspoons of bleach per quart of water.
- e. Provide and maintain adequate materials and supplies to help prevent transmission, such as handwashing supplies, or hand sanitizers containing at least 60% alcohol for use by employees, patrons, guests, volunteers, and other attendees.
- f. Practice handwashing and respiratory etiquette (covering coughs and sneezes) to keep from getting and spreading infectious illnesses. Effective handwashing with soap and water for at least 20 seconds is recommended. If handwashing is not possible, use hand sanitizer containing at least 60% alcohol. Hand sanitizer is not a replacement for proper handwashing with soap and water.

D. Graduation Ceremonies

Schools and Institutions of Higher Education (IHEs) must comply with the following minimum requirements in order to operate traditional in-person graduation ceremonies. This Memorandum does not apply to the “Grad and Go” graduation concept. Schools and IHEs may implement stricter policies, including but not limited to vaccination requirements, physical barriers, social distancing, and limited occupancy, subject to local and federal law. This information is not intended to serve as legal advice and should not be construed as legal advice.

1. General Conditions.

Traditional in-person graduation ceremonies may be held under the following conditions:

- a. If held indoors, the total number of individuals shall be limited to no more than the facility's occupancy load with seating, provided the indoor area can maintain the required physical distance [See Section D(2) below].
- b. If held outdoors, the total number of individuals shall be limited to no more than the outdoor area can maintain with the required physical distance [See Section D(2) below].
- c. The number of individuals (school faculty, staff, graduates, and guests) comply with applicable occupancy load and social distancing requirements.

- d. Attendees must pre-register with each school prior to the graduation ceremony in order to be allowed entrance to attend the event.
- e. Schools and IHEs must post signs in highly visible locations (e.g., entrances, in restrooms) that describe how to stop the spread of germs, such as the proper wearing of face mask, social distancing, and handwashing.
- f. Graduates may be allowed on stage when called to accept their diploma and/or take a photograph.
- g. Schools must communicate in writing to all faculty, staff, graduates, and guests that if they are feeling ill, have symptoms of COVID-19, or have potentially been exposed to someone with confirmed or suspected COVID-19, that they should not attend the graduation event.
- h. Graduates, guests, faculty and staff currently in quarantine or isolation by DPHSS are prohibited from attending the graduation rehearsal or graduation event.

2. Social Distancing

- a. Spectators shall be limited to no more than four (4) individuals per graduate for indoor and outdoor events (referenced as a "spectator pod"); however, Schools and IHEs may impose more stringent measures to the number of individuals for each spectator pod.
- b. Total number of attendees are limited based on the following requirements:
 - i. Designated indoor or outdoor area can accommodate the graduation ceremony;
 - ii. All School graduates must be physically distanced from each other by a minimum of three (3) feet of space;
 - iii. All IHE graduates must be physically distanced from each other by a minimum of six (6) feet of space; and
 - iv. Each spectator pod must be physically distanced from other spectator pods by a minimum of six (6) feet where the distance between each pod is measured between the outermost individuals of each pod. Members of each pod shall remain distanced from members of other pods for the duration of the activity.
- c. Have a plan in place for staggered entrances and exits and other common places where people congregate in order to reduce the occurrence of bottlenecks. Social distancing measures shall include:
 - i. School graduates must enter and exit at least three (3) feet apart from one another in a single line when directed to their seats.
 - ii. IHE graduates must enter and exit at least six (6) feet apart from one another in a single line when directed to their seats.

- iii. Tape, chalk, or other markings should be laid on the ground outside of the venue to have a one-way aisle or otherwise direct attendees to follow certain pathways for entering and exiting from the graduation ceremony to maintain social distancing.
- iv. If a line forms outside of the graduation event, staff should direct those waiting to maintain social distancing.

3. Face Masks and Other Measures

- a. Schools and IHEs shall follow applicable requirements for the use of face masks; cleaning and disinfection of surfaces; and handwashing and respiratory etiquette.
 - i. Schools and IHEs shall implement and enforce wearing of face masks by all individuals ages 2 years and older, including spectators, guests, graduates, performers, employees, volunteers, and participants at all times while on their indoor and outdoor facility or premises, except when:
 - 1. Actively eating or drinking; and
 - 2. A mask would create a risk to an individual's health, safety, or job, such as during live singing performances, playing wind instruments, and similar activities.
 - 3. Speakers may remove face mask during their remarks provided they are at least six (6) feet away from other attendees. It is highly recommended for speakers to keep their comments brief to limit the time they are unmasked.
 - ii. Toilet facilities must be properly equipped with required and necessary supplies of sanitary paper towels, soap, and toilet paper.
 - iii. High-touch areas and toilet facilities should be properly staffed to service, clean, and disinfect prior to, during, and after the event.
- b. Shaking hands, kissing, or other physical contact between the graduate and any person not from the single household unit is highly discouraged.
- c. Staff or attendants must be designated to ensure that only those individuals who pre-registered are allowed entrance to attend the graduation event.

E. Non-Scholastic Organized Sports, Training, and Competition

Non-scholastic organized contact and non-contact sport activities may conduct training and competition, and spectators may attend these sporting events, subject to the requirements set forth below. This Section does not apply to school-sanctioned or unorganized sport activities. School-sanctioned sport activities shall continue to adhere to requirements set forth in Section G(7) of this Memorandum, while unorganized sports activities shall be considered a "Congregation" and abide by congregation requirements. Sports organizations may implement stricter policies, including but not limited to vaccination requirements, physical barriers, social distancing, and limited occupancy, subject to local and federal law. This information is not intended to serve as legal advice and should not be construed as legal advice.

1. Face Mask Requirements

- a. All participants must wear a face mask that covers the nose and mouth when not actively participating in an athletic activity.
- b. Non-participants, such as coaches, officials, instructors, and employees must wear face masks at all times.
- c. Spectators shall be required to wear face masks at all times, but may remove their face masks when actively eating or drinking, provided they remain in their respective spectator pod, as provided in Section E(2) below.
- d. Except as provided in this Section, the use of a face shield or goggles as a substitute for a face mask is prohibited; however, the items may be worn for eye protection with the face mask.
- e. Certain populations, including those with certain medical conditions, such as chronic obstructive pulmonary disease (COPD) or asthma, may not be able to wear a face mask. The wearing of face shields may be one suitable alternative for these individuals. In addition:
 - i. Most individuals, including those with disabilities, can tolerate and safely wear a face mask. However, a narrow subset of individuals with disabilities might not be able to wear a mask or cannot safely wear a face mask.
 - ii. Those who cannot safely wear a face mask for example, a person with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed, should not be required to wear one.
 - iii. For the remaining portion of the subgroup, organizers should make individualized determinations as required by Federal disability laws to determine if an exception to the face mask requirement is necessary and appropriate for a particular individual.
 - iv. If an individual with a disability cannot wear a face mask, that individual must maintain physical distance, or adhere to other public health requirements.

2. Physical Distancing Requirements

- a. The governing body, league, or organization that is organizing a practice, training, and competition must provide physical guides, such as tape in the dugouts, benches, restrooms, concession areas, or other shared or athlete staging areas, and signage, to ensure that individuals remain at least six (6) feet apart.
- b. All persons are prohibited from congregating in the parking lot or near the field, gym, or sports complex/facility before and after games.

- c. Participants must maintain six (6) feet of separation from others when not on the field of play or when engaged in play/activity, whenever possible, including when traveling in a bus.
- d. Coaches, officials, and participants who are not from the same household must maintain at least six (6) feet social distancing from other individuals.
- e. Spectator pods shall be limited to no more than four (4) individuals per athlete. Each spectator pod must be seated at least six (6) feet from other spectator pods, and members of separate pods shall remain distanced from members of other pods for the duration of the activity.
- f. Distance between spectator pods is measured between outermost individuals of each pod.
- g. Participants and coaches should avoid unnecessary physical contact, such as high-fives, handshakes, fist-bumps, and hugs.
- h. Consider conducting team meetings virtually or outdoors as much as possible.

3. Health and Hygiene

- a. Participants, coaches, officials, and spectators should practice the following behavior to keep from contracting and spreading infectious illnesses:
 - i. Wash your hands with soap and water for 20 seconds, or use hand sanitizer with at least 60% alcohol, before and after practices and games, after adjusting face mask, and before and after sharing equipment or gear.
 - ii. Cover cough and sneeze with a tissue. Used tissues must be thrown away and hands washed immediately with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
 - iii. When hand washing stations are not available, there must be a sufficient supply of hand sanitizer with at least 60% alcohol available for use.
 - iv. Participants should bring their own equipment and gear, if possible (e.g., rackets, gloves, balls, and helmets), to minimize sharing of equipment and gear between participants.
 - v. Participants, coaches, and officials should bring their own personal beverages and containers. Consider labeling water bottles with the person's name.
- b. The following activities are prohibited:
 - i. Spitting;
 - ii. Sharing of towels, clothing, or any items used to wipe face or hands;
 - iii. Sharing of food, drinks, and utensils; and

- iv. The use of water fountains and other shared self-service devices (i.e., water cooler dispensers).

4. Cleaning and Disinfecting

- a. Conduct thorough cleaning and disinfection of the entire athletic facility, including chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, and athletic training room tables, daily when in use using disinfectant cleaning supplies. CDC guidelines for cleaning and disinfecting can be found at the website: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>.
- b. Use commercial-grade, U.S. Environmental Protection Agency (EPA) registered household disinfectant (<https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>). If unavailable, bleach solutions can be used, if appropriate for the surface, by mixing 5 tablespoons (1/3 cup) of bleach (5% - 6% hypochlorite concentration) per 1 gallon of water, or 4 teaspoons of bleach per quart of water.
- c. Clean and disinfect highly touched surfaces, equipment, gear, shared objects, and equipment between each use. Equipment and gear should be inspected frequently for damage and tears, and be replaced whenever necessary due to the inability to properly clean and disinfect such items.
- d. Consider using a checklist (e.g., date, time, and name of individual) to document thorough cleaning and disinfection of high touch surfaces, equipment, and common areas of the facility.

5. Ventilation

- a. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, such as by opening windows and doors. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) to individuals occupying the facility. Consider conducting the activity in a location with greater ventilation and air exchange, outdoors versus indoors, and where it is possible to maintain physical distance from others.
- b. Take steps to minimize air from blowing from one person directly to another individual if fans and other mechanical ventilation systems are used. Consider using portable high efficiency particulate air (HEPA) fan or similar filtration systems to enhance air cleaning.

6. Health and Safety of the Participants, Coaches, Officials, and Spectators

- a. Participants, coaches, officials, and spectators are prohibited from attending or participating in a practice, training, or competition, if they tested positive for COVID-19 and are infectious, waiting for COVID-19 test result, showing COVID-19 symptoms, or a close contact with a person who has tested positive for, or who has symptoms of, COVID-19.
- b. Participants should notify the coach or a staff member if they are not feeling well.
- c. Participants, coaches, and officials must be screened for signs and symptoms of COVID-19, including fever, cough, sore throat, shortness of breath, close contact or caring for someone with COVID-19, and temperature check (if higher than 100.3° Fahrenheit), upon arrival for training and competition. Written responses to screening questions must be recorded and maintained for a period of 30 days from the date of screening and must be readily available to DPHSS, when requested.
- d. Any person with, or reporting, COVID-19 symptoms is prohibited from participating in workouts and should contact his or her primary care provider or other appropriate health-care professional.
- e. Participants and coaches must report to practice, training, and competition in proper attire with personal protective equipment and immediately return home to shower at the end of the workout.
- f. Participants, coaches, and officials are strongly encouraged to shower and wash their workout clothing immediately upon returning home.
- g. Spectators must be screened upon entering indoor facilities.

7. Signage

Signs must be posted at the entrance and throughout the facility that promote behaviors that prevent the spread of the virus that causes COVID-19, which must be communicated through images and pictures for coaches, participants, officials, spectators, and other persons to observe.

8. Further Recommendations

- a. Prior to participating in the sport event, the following is recommended:
 - i. Bring extra face masks and hand sanitizers with at least 60% alcohol.
 - ii. Prioritize participating in outdoor activities over indoor activities.
 - iii. If using an indoor facility, allow previous groups to leave the facility before entering with team.

- iv. Schedule practices and games to allow time for cleaning and/or disinfecting of the indoor facility.
 - v. If at an increased risk for severe illness or having existing health conditions, extra precautions and preventive actions shall be taken during the activity or choose individual or at-home activities.
- b. Make Plans to Reduce Risk:
- i. Choose outdoor settings as much as possible.
 - ii. Select a larger playing area to promote social distancing.
 - iii. Choose facilities that have high ceilings with mitigation measures that improve ventilation by opening doors and windows and use portable air cleaners that have HEPA filters.
 - iv. Limit interaction with others.
 - v. If choosing to remain indoors, keep activities as brief as possible to avoid prolonged exposure to individuals from different households.
- c. Advice for Participants:
- i. Assess your own risk for infection from COVID-19 based on your teammates' behavior on and off the field, such as:
 - 1. If they are attending gatherings without wearing face masks,
 - 2. Not practicing physical distancing, and
 - 3. Engaging in other risky behaviors, which places the entire team at risk.
 - ii. Be fully vaccinated and boosted, if eligible.
- d. Advice for Parents/Guardians:
- i. Help children follow mitigation measures off the field.
 - ii. Speak to the child's coach and encourage measures that minimize the spread of COVID-19, such as practicing outside instead of inside and limiting attendance at practices and games.
- e. Advice for Coaches, Organizers, and/or Sponsors:
- i. Have smaller team sizes to decrease the number of participants (and ultimately, the potential for spread of the virus).
 - ii. Limit the team to a core group of participants by restricting non-team players from joining and not adding new members during the season.
 - iii. Maintain rosters of participants, family members, coaches, and ancillary staff who attend each practice and game, and have current contact information for everyone.
 - iv. If a COVID-19 exposure occurs, timely notify all affected, including DPHSS.

F. Childcare Facilities

1. General Restrictions, Requirements, and Recommendations

Outlined below are requirements for the opening of childcare facilities, which are based on guidance from the U.S. Centers for Disease Control and Prevention (“CDC”).

- a. Operate at no more than occupancy limit for the facility, if any, including employees, as identified in current or future Executive Orders.
- b. Maintain ratio of staff to children required by regulations to ensure safety.
- c. Staff members and older children are to wear face coverings within the facility. Face coverings are NOT to be put on babies and children under the age of two because of the danger of suffocation.
- d. Implement Social Distancing
 - i. At nap time, ensure that children’s naptime mats (or cribs) are spaced six (6) feet apart and place children head to toe in order to further reduce the potential for viral spread.
 - ii. Recommendations:
 1. Childcare classes should include the same group each day, and the same childcare providers should remain with the same group each day.
 2. Alter or halt daily group activities that may promote transmission.
 - a. Keep each group of children in a separate room.
 - b. Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
 - c. Stagger arrival and drop off times.

2. Cleaning, Sanitization, and Disinfection

- a. Prior to opening, thoroughly clean and disinfect the facility using disinfectant cleaning supplies according to CDC guidelines.
- b. Facility must develop a schedule for cleaning and disinfecting.
- c. Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
- d. Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be

effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.

- e. Toys that cannot be cleaned and sanitized are prohibited for use.
- f. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions are to be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry.
- g. Cloth toys are prohibited.
- h. Sharing of toys with other groups of infants or toddlers are prohibited unless these items are washed and sanitized before being moved from one group to the other.
- i. Set aside toys that need to be cleaned and sanitized.
 - i. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- j. Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- k. Clean and Disinfect Bedding
 - i. Use only bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and store in individually labeled bins, cubbies, or bags. Cots and mats are to be labeled for each child. Bedding that touches a child's skin must be cleaned and sanitized weekly or before use by another child.
- l. Diapering
 - i. Follow the CDC guidance for diapering:
<https://www.cdc.gov/healthywater/hygiene/diapering/childcare.html>

3. Washing, Feeding, or Holding a Child

- a. Contaminated clothes are to be placed in a plastic bag or washed in a washing machine.
- b. Infants, toddlers, and their providers should have multiple changes of clothes on hand in the childcare center or home-based childcare.

- c. Hands must be washed before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned and sanitized after each use.

4. Food Preparation and Meal Service

- a. Serve meals in classrooms; cafeteria-style feeding is prohibited.
- b. Sinks used for food preparation are not to be used for handwashing.
- c. Caregivers should ensure children wash hands prior to and immediately after eating.
- d. Caregivers should wash their hands before preparing food and after helping children to eat.

5. Drop-Off and Pick-Up Procedures

- a. A hand hygiene station is to be set up at the entrance of the facility so that children (and adults, if authorized) can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol. Keep hand sanitizer out of children's reach and supervise use.
- b. Establish written protocols for controlling and limiting parents and visitors onto the premises of the facility.
- c. Childcare providers are to greet children outside the facility as they arrive and escort them inside. Similar practice is to be implemented for departing children.
- d. If requiring sign-in stations, disinfect pens between each use.
- e. If possible, older people, such as grandparents, or those with serious underlying medical conditions should not pick up children.

6. Screening Procedures Upon Arrival

- a. Screen children upon arrival.
- b. Instruct parents/guardians to take their child's temperature before coming to the facility, and upon arrival, ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- c. Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

7. Employee Health and Hygiene

- a. Screen all employees reporting to work for COVID-19 symptoms; employees with symptoms are not permitted to work.
- b. Provide and maintain PPE for employees to perform enhanced cleaning/disinfection.
- c. Stagger shifts, breaks, and meals whenever possible.
- d. Conduct training for employees on enhanced disinfection and proper PPE based on CDC guidelines.

G. Schools

This Section is intentionally layered and flexible. Each school is different, and not every mitigation strategy outlined in this Section can be practically implemented at every school. Thus, layered mitigation strategies must be implemented, which include promoting COVID-19 vaccination among all staff and eligible students, directing staff and students to stay home when sick, correct and consistent use of face masks while indoors and outdoors, proper hand hygiene, designated cohorts, improved ventilation, physical distancing, screening testing, and cleaning and disinfection. Physical distancing may not be practical in all school settings. Therefore, using multiple mitigation strategies consistently and in combination gives schools the flexibility to achieve safe learning environments even when not every mitigation strategy can be applied.

All schools were required to email their In-Class School Operation Plans (the “Plan”) to the Division of Environmental Health (DEH) no later than October 1, 2021 and were approved by October 31, 2021. The Plans were required to indicate if the school is unable to meet the specific provisions in the guidance. The schools were required to address these challenges by incorporating additional layered mitigation strategies that will meet the intent of this guidance to prevent transmission of COVID-19.

1. Universal and Correct Use of Face Masks

- a. Core principle for face masks:
 - i. Require consistent and correct use of well-fitting face masks that must cover both the nose and mouth at the same time with proper filtration by all students, visitors, teachers, and staff to prevent COVID-19 transmission through respiratory droplets.
 - ii. Face masks should be worn at all times, by all individuals in school facilities, with certain exceptions for specific individuals, settings or activities, such as while eating or drinking.

- iii. Face masks should be required in all classroom and non-classroom settings, including hallways, school offices, restrooms, gyms, auditoriums, etc.
- b. Mask policies for all students, visitors, teachers, and staff set the expectation that individuals will use face masks throughout the school.
- c. Face shields may be used in addition to, but never in lieu of, a face mask.
 - i. If individuals choose to wear a face shield, ensure they fit properly and can be cleaned and disinfected according to the manufacturer's directions.
- d. School staff are to provide a face mask to any student who does not have one or who arrives to the school without one.
- e. The most effective fabrics for cloth face masks are tightly woven, such as cotton and cotton blends, breathable, and have two or three fabric layers.
- f. Face masks with exhalation valves or vents, those that use loosely woven fabrics, and those that do not fit properly are prohibited.
- g. Schools will adopt CDC guidelines for face coverings for certain populations and situations, including those with certain medical conditions, such as chronic obstructive pulmonary disease (COPD) or asthma (e.g., "Who Should Not Wear a Cloth Face Covering" and "Feasibility and Adaptations"). The wearing of face shields may be one alternative for these individuals, as provided in applicable CDC guidelines.
 - i. Most students, including those with disabilities, can tolerate and safely wear a face mask. However, a narrow subset of students with disabilities might not be able to wear a mask or cannot safely wear a face mask.
 - ii. Those who cannot safely wear a face mask for example, a person with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed-should not be required to wear one.
 - iii. For the remaining portion of the subset, schools should make individualized determinations as required by Federal disability laws in order to determine if an exception to the face mask requirement is necessary and appropriate for a particular student.
 - iv. If a child with a disability cannot wear a face mask, maintain physical distance, or adhere to other public health requirements, the student is still entitled to an appropriate education, which in some circumstances may need to be provided virtually.
- h. If visitors are permitted in schools, they are required to wear face masks at all times and should maintain a minimum of six (6) feet physical distance from others.

- i. Schools should encourage modeling of correct and consistent face mask use by school leaders, local leaders, and others respected in the community.

2. Physical Distancing

- a. Core principle for physical distancing:
 - i. Schools in which not everyone is fully vaccinated should implement physical distancing to the extent possible within their structures, but should not exclude students from in-person learning in order to keep a minimum distance requirement.
- b. Between students in classrooms:
 - i. Students should be at least three (3) feet apart.
 - ii. When it is not possible to maintain a physical distance of at least 3 feet, it is important to continue to use the mitigation strategies, such as indoor use of face masks, screening testing, grouping students such that they stay together for all courses and activities (e.g., lunch, recess) and avoid interacting with other groups, also referred to as "cohorting", improved ventilation, handwashing and covering coughs and sneezes, staying home when sick with symptoms of infectious illness including COVID-19, and regular cleaning and disinfecting to help reduce transmission risk.
- c. Maximize distance in these settings:
 - i. Between adults (teachers and staff), and between adults and students, within the school building, especially if not fully vaccinated.
 - ii. When face masks cannot be worn, such as eating or drinking.
 - iii. During activities when increased exhalation occurs, such as singing, shouting, band, or sports and exercise. Move these activities outdoors or to a large, well-ventilated space, if possible.
 - iv. In common areas such as school lobbies or auditoriums.
- d. Use cohorting, and maintain six (6) feet of distance between cohorts. To limit contact between cohorts, schools may adjust their schedules in order to accommodate physical distancing requirements and facilitate contact tracing.
- e. Remove nonessential furniture and make other changes to classroom layouts to maximize distance between students.
- f. Face desks in the same direction.
- g. Eliminate or decrease nonessential in-person interactions among teachers and staff during meetings, lunches, and other situations that could lead to adult-to-adult transmission.

- h. While congregating is strongly discouraged, it may be necessary for groups of students to gather, such as when awaiting transportation upon dismissal. Schools are directed to develop strategies to reasonably maintain distancing during such periods.
- i. Visitors:
 - i. Limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible.
 - ii. Require all visitors to wear masks and maintain six (6) feet distance from others.

3. Cleaning and Disinfection

- a. All schools must:
 - i. Conduct daily cleaning and disinfection of facilities.
 - ii. Clean and disinfect surfaces in the classroom or workspace of a sick student or employee.
 - iii. Focus on high touch areas (e.g., door handles, tables, counters, desktops, keyboards, toilets, telephones, etc.).
 - iv. Use a checklist (e.g., date, time, and name of individual) to document thorough cleaning and disinfection of high touch surfaces, equipment, and common areas of the facility.
 - v. Provide and maintain adequate materials and supplies to help prevent transmission, such as well-stocked handwashing stations.
 - vi. Ensure that toilet facilities and handwashing sinks are thoroughly and frequently cleaned and disinfected.
 - vii. Use commercial-grade, U.S. Environmental Protection Agency (EPA) registered household disinfectant. If unavailable, a home-made disinfectant may be used by mixing 5 tablespoons (1/3 cup) of bleach (5% - 6% hypochlorite concentration) per 1 gallon of water, or 4 teaspoons of bleach per quart of water.

4. Ventilation

- a. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, such as by opening windows and doors. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) to individuals occupying the facility.
- b. Consider using portable high efficiency particulate air (HEPA) fans or similar filtration systems to enhance air cleaning.
- c. Take steps to minimize air from blowing from one person directly to another individual if fans and other mechanical ventilation systems are used.

5. Handwashing and Respiratory Etiquette

- a. School building occupants should practice handwashing and respiratory etiquette (covering coughs and sneezes) to keep from getting and spreading infectious illnesses (e.g., COVID-19). Schools should monitor and reinforce these behaviors and provide adequate handwashing supplies.
- b. School staff should teach and reinforce handwashing with soap and water for at least 20 seconds.
- c. Remind everyone in the school facility to wash hands frequently and assist young children with handwashing.
- d. If handwashing is not possible, use hand sanitizer containing at least 60% alcohol (for teachers, staff, and older students who can safely use hand sanitizer). Hand sanitizers should be stored up, away, and out of sight of young children and should be used only with adult supervision for children under 6 years of age.

6. Food Service and School Meals

- a. Use additional spaces for meal time when cafeteria space is insufficient to maintain a minimum of six (6) feet physical distance between cohorts. Student meals could be delivered and consumed in the classrooms, gymnasium, or outdoor seating, while ensuring that six (6) feet physical distance is maintained in all areas between cohorts.
- b. Implement three (3) feet physical distance between students when moving through the food service line and while eating and drinking (especially indoors).
- c. If a school is unable to meet physical distancing requirements mentioned above, physical barriers may be used, provided that the height of the barrier is no less than the tallest student (standing) occupying the adjacent seat.
- d. Schools are not limited to utilizing single use items and packaged meals given the very low risk of transmission from surfaces and shared objects.
- e. Frequently clean high touch surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- f. For school staff and employees, promote handwashing before, after, and during shifts, before and after eating, after using the toilet, and after handling garbage, dirty dishes, or removing gloves.
- g. Improve ventilation in food preparation, service, and seating areas.

7. Sports and Extracurricular Activities

Interscholastic sports are authorized to resume training and competition, and spectators are authorized to attend school sporting events, provided the following requirements are met:

- a. Spectators shall be limited to no more than four (4) per athlete (referenced as a "spectator pod").
- b. Mask Requirements:
 - i. All athletes must wear a face mask that covers the nose and mouth when not actively participating in an athletic activity.
 - ii. Non-participants, such as coaches, officials, instructors, employees, and parents must wear face masks at all times.
 - iii. Spectators shall be required to wear face masks at all times, but may remove their face masks when actively eating or drinking, provided they remain in their respective spectator pod.
 - iv. Unless indicated in Section G(1), the use of a face shield or goggles as a substitute for a face mask is prohibited; however, the items may be worn for eye protection with the face mask.
- c. Physical Distance Requirements:
 - i. Post signs at the entrance and throughout the facility that promote behaviors that prevent the spread of the virus that causes COVID-19, which must be communicated through images and pictures for coaches, athletes, officials, spectators, and other persons to observe.
 - ii. Provide physical guides, such as tape in the dugouts, benches, restrooms, concession areas, or other shared or athlete staging areas, and signage, to ensure that individuals remain at least six (6) feet apart.
 - iii. All persons are prohibited from congregating in the parking lot or near the field, gym, or sports complex/facility before and after games.
 - iv. Athletes must maintain six (6) feet of separation from others when not on the field of play or when engaged in play/activity, whenever possible.
 - v. Coaches, officials, and individuals who are not from the same household must maintain at least six (6) feet social distancing from other individuals.
 - vi. Each spectator pod must be seated at least six (6) feet from the next spectator pod, and members of separate pods shall remain distanced from members of other pods for the duration of the activity.
 - vii. Distance between spectator pods is measured between outermost individuals of each pod.
 - viii. Athletes and coaches should avoid unnecessary physical contact, such as high-fives, handshakes, fist-bumps, and hugs.

d. **Vaccination and Testing Requirements:**

- i. School sports and competitions must require all coaches and participants sixteen (16) years plus one (1) month of age or older to show acceptable proof that they have received at least one shot of a recommended series of vaccination.
- ii. In the event a coach or participant described immediately above declines to receive a COVID-19 vaccination or fails to provide proof of such vaccination, they will be required to undergo and submit proof of a negative COVID-19 test once weekly. The school must maintain records of such test results for a period of not less than 60 days.
- iii. Individuals who were recently diagnosed and recovered from COVID-19 with valid documented evidence pursuant to DPHSS Guidance Memorandum 2021-28, and show no symptoms of infection, may participate up to 90 days after the individual's positive COVID-19 test. At the expiration of the 90-day period following an individual's positive COVID-19 test, the individual will be required to test for COVID-19.

8. Screening Testing

- a. Screening testing is part of a layered prevention strategy that will identify persons who are infected but without symptoms. It will also lead to early detection and intervention of COVID-19 cases. DPHSS will develop a guidance document for screening testing, which schools must follow.
- b. Schools must work with parent(s)/legal guardian(s) in obtaining consent for minors for the screening testing program.
- c. School students, teachers, and staff identified during screening testing as positive for COVID-19 will be reported to DPHSS.
- d. The school contact tracing team will support DPHSS in case investigations.
- e. DPHSS will provide guidance to schools on mitigation strategies and testing protocols in response to positive cases identified during screening testing.

9. Staying Home When Sick and Getting Tested

- a. If you are sick, you should:
 - i. Stay home, except to seek medical care. Call ahead before visiting the clinic/doctor.
 - ii. Monitor for symptoms of COVID-19 including fever, cough, and shortness of breath, fatigue, body aches, headaches, loss of taste or smell, sore throat, congestion, nausea and/or diarrhea.

- iii. Get tested if you have symptoms of COVID-19. While waiting for test results, you should stay away from others, including staying apart from those living in your household.
 - iv. Look for emergency warning signs for COVID-19 and seek emergency medical care immediately or call 911 if you are experiencing any of the following warning signs of COVID-19:
 - 1. Trouble breathing;
 - 2. Persistent pain or pressure in the chest;
 - 3. New confusion;
 - 4. Inability to wake or stay awake; or,
 - 5. Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone.
- b. If a student or employee is identified in the school facility with symptoms consistent with COVID-19, the following steps should be taken:
- i. The K-12 parent(s)/legal guardian(s) should be informed, the student isolated, and picked up by parent(s)/legal guardian(s) within the hour. Individual should be advised to seek medical evaluation as appropriate and notify the school of test results if tested for COVID-19.
 - ii. Staff should go home and be advised to seek medical evaluation as appropriate, and notify the school of their test result if tested for COVID-19.

10. Implementation Of COVID-19 Testing, Case Investigation and Contact Tracing, Isolation, Quarantine and Monitoring of Positive Covid-19 Individuals and Contacts in Schools

Please refer to DPHSS Guidance Memorandum 2021-27 Rev01 regarding the design and implementation of a screening testing program within K-12 Schools. The document also incorporates guidance relative to facilitating contact tracing within the school setting.

11. Transportation

- a. In collaboration with DPHSS, the Department of Public Works (DPW) will develop a guidance document specific to school bus transportation.
- b. Schools must ensure that all students released at the end of the school day for bus transport are wearing masks and have washed their hands, or provided hand sanitizer.
- c. Gathering of students at bus stops, who are waiting to be picked up by DPW, is not affected by the congregation restrictions (i.e., numbers permitted); however, they all must abide by other mitigation measures, such as social distancing and wearing of face masks.

12. Promoting COVID-19 Vaccination Among Eligible Individuals in the School

- a. Core principles:
 - i. Increasing COVID-19 vaccination rates leads to fewer COVID-19 illnesses, hospitalizations and deaths.
 - ii. More individuals will get vaccinated when they have strong confidence in the COVID-19 vaccine within their communities.
- b. Schools should encourage their eligible students, teachers, coaches, advisors, volunteers, and staff to receive the COVID-19 vaccine to help slow the spread of COVID-19 and prevent interruptions to in-person learning and participation in sports and extracurricular activities.
- c. COVID-19 vaccine information should be shared to promote vaccine trust and confidence among their eligible students, teachers, and staff.
 - i. Consider using current/former students, student leaders, local leaders, and others respected in the community as messengers for promoting COVID-19 vaccination within the schools.
 - ii. Ask students, teachers, and staff to promote vaccination efforts within their social groups and/or within their communities.
- d. Schools should support policies that promote convenience and access to receive the COVID-19 vaccine.

For further questions, please contact the Division of Environmental Health at 671-300-9579 from 8:00 am to 5:00 pm, Monday through Friday, except on government recognized holidays, or email, dphss-deh@dphss.guam.gov.


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