



WSD Coronavirus Contingency Plan

The health and safety of the district's staff, students and their families is a priority for the Westminster School District. This document has been developed in response to the current Coronavirus (COVID-19) outbreak to provide information and guidance to staff. This document was developed using information from the Centers for Disease Control and Prevention (CDC), the California Department of Public Health (CDPH), local health care agencies (HCA), and Orange County Department of Education (OCDE) legal counsel.

Area/Category	Strategies and Actions
<p>Prevention</p>	<ul style="list-style-type: none"> ▪ Develop and monitor protocols for virus prevention <ul style="list-style-type: none"> ▪ Promote the 20 second handwashing time through classroom discussions, staff meetings, and written communication ▪ Teach students to cover coughs/sneezes – cover cough with a tissue or sleeve (not hands) ▪ Tell students to avoid touching their face ▪ Limit personal contact such as handshaking, fist bumping, hugging ▪ Increase disinfection of all surfaces, especially high contact areas such as door handles, desk tops, restrooms, and other high traffic areas ▪ Use of disinfectant cleaners on a daily basis ▪ Screenings of students <ul style="list-style-type: none"> ▪ Increase monitoring of students – nurses will work with school staff to look for symptoms on a continuing basis <ul style="list-style-type: none"> • Cough or other lower respiratory symptoms • Fever of 100 degrees ▪ Education <ul style="list-style-type: none"> ▪ Provide information to parents, students, and staff via email, district website, and site specific communication methods ▪ Principals will use school announcements/assemblies/meetings with students and staff to reinforce prevention strategies ▪ Send students, teachers, and staff with fever and/or respiratory infection symptoms home immediately <ul style="list-style-type: none"> ▪ Isolate sick students and staff from others until they go home ▪ Identify a “sick room” at school through which others

	<p>do not regularly pass</p> <ul style="list-style-type: none"> ▪ Encourage students and staff to stay home when sick ▪ Limit school visitors and volunteers by not allowing those with symptoms (fever and/or respiratory infection or traveled to level 3-4 country) to visit or volunteer
Communication	<ul style="list-style-type: none"> ▪ Send Coronavirus (COVID-19) information to parents and staff via email, letters, phone calls, etc. ▪ Share Coronavirus Contingency Plan with staff ▪ Update District website on a regular basis with the latest information regarding Coronavirus (COVID-19) and other important school information ▪ Establish lines of communication with local and state agencies ▪ Coordinate with all partner organizations serving students to ensure consistent practices. ▪ Contact other outside agencies for information as necessary
Guidelines for Student & Staff Attendance	<p>If you are exhibiting symptoms, please seek medical attention. Centers for Disease Control and Prevention (CDC) believes at this time that symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. Symptoms can include:</p> <ul style="list-style-type: none"> • Fever • Cough • Shortness of breath <p>Any child or adult with a temperature of 100° or more must be sent home or should stay at home. Students and staff must be fever free (without the use of a fever reducing medication) for 24 hours before returning to school/work.</p> <p>If a person develops symptoms of COVID-19 including fever, cough or shortness of breath, and has reason to believe they may have been exposed, they should call their health care provider and local health department.</p> <p>Students that are sick, quarantined, or on a self-imposed quarantine due to COVID-19 exposure will be marked as an excused absence.</p> <p>Staff members that are sick, quarantined, or on a self-imposed quarantine due to COVID-19 exposure will report their time and attendance as sick leave.</p> <p>Communicate sick leave policy and procedures to staff.</p>

<p>Returning Travelers - Staff & Students (Level 3-4 Countries) or Contact with Individual Diagnosed with COVID-19</p>	<p>The District will follow the guidelines of CDC, CDPH, HCA, and legal counsel to determine our response to staff and students returning from travel to high risk countries. Recommendations will be based on legal advice and the risk level of the specific country at the time of the student or employee’s return to the United States.</p> <p>At this time, it is recommended that travelers returning from mainland China, Iran, Italy, and South Korea should be quarantined for 14 days beginning the day after they left the country.</p> <p>The district will follow due process protocols to determine exclusion for individuals returning from high-risk countries, as determined by the Centers for Disease Control and Prevention.</p>
<p>Field Trips and Large Events</p>	<p>The district will follow the recommendations of local health officials and legal counsel to make decisions regarding field trips and large events. The District will consult with OC Health Care Agency and OCDE and will be monitoring this on a daily basis.</p>
<p>Comprehensive School Safety Plans & Emergency Operations Center</p>	<p>School principals must review their Comprehensive School Safety Plans and make sure they address health emergencies as well as communication with:</p> <ul style="list-style-type: none"> • Cabinet members • Executive Director of Student Services • Executive Director of Maintenance and Operations <p>Our Assistant Superintendent of Business Services will contact and work with the Orange County Emergency Operations Center if there is evidence of a potential outbreak within the district community.</p>
<p>Cleaning and Disinfecting Procedures</p>	<p>District custodial staff are thoroughly cleaning and disinfecting high touch points such as student desks, tables, the cafeteria tables, doors, door handles, hand rails, cleanable chairs, table and counter tops, by utilizing (Lemon Quat Disinfectant Cleaner solution from Waxie 764) daily.</p> <p>There is enhanced daily cleaning and disinfecting of all school buses.</p> <p>Classrooms will either have a sink with running water and antibacterial hand wash or hand sanitizers.</p>
<p>School Closures</p>	<p>The District will consult with local and state health agencies for guidance regarding the need to close schools.</p> <p>If one student or staff member tests positive for COVID-19 and exposed others at school, the district will immediately consult with local health agencies, and CDE legal counsel to consider if school closure is warranted and the length of time based on the risk level.</p>

	<p>The District will implement the communication plan for school closure (Parents, students, staff, & community).</p> <p>Maintain regular communication with the local public health agency.</p>
<p>Distance Learning</p>	<p>If there is an outbreak of COVID-19 and school closure is warranted, the district will implement Distance Learning.</p> <p>The district is in the process of developing a plan for Distance Learning. Current Details:</p> <ul style="list-style-type: none"> ▪ Students will stay home and staff will report to work ▪ Grade K and 1 students with no siblings will receive a Chromebook. Grade K and 1 students with siblings will share Chromebooks with their sibling(s). ▪ Grades 2-8 Students will use their assigned Chromebooks ▪ A list of locations with free Wi-Fi will be given to families (i.e. local libraries, etc.) ▪ WSD will push out grade level/content specific activities developed by OCDE and WSD staff to students via Google Classroom ▪ Distance Learning information and details will also be posted on the district website ▪ Ed. Tech, IT, and Teaching and Learning department staff will train site tech facilitators who will in turn train teachers at their site ▪ Parent video will be created to help parents support their young child in accessing and participating in Distance Learning ▪ Special Education: <ul style="list-style-type: none"> ○ Instructional staff who provide services to our students with disabilities will make every effort to deliver the service minutes indicated in each student’s IEP utilizing the platforms available (online/web-based) ○ When services return to the classroom setting, IEP teams will meet to determine if additional services are needed ○ Contingent provisions may include the provision of special education and related services at an alternate location or the provision of instructional telephone calls, homework packets, internet-based lessons, and any other available distance-based learning approaches ▪ Infants, toddlers, and preschool students will stay home during the school closure period

	<ul style="list-style-type: none"> ▪ Field trips, extra-curricular activities, after-school programs, and school events will be canceled
School Meals	The district will explore ways to distribute meals to students during the school closure period. Options such as “grab and go lunches” and bagged lunches will be explored.
Safe and Positive Environment	The District will remind staff to continue to ensure that this health emergency does not stigmatize or isolate certain student populations based on race, national origin, and ethnicity. Teachers should review behavior expectations with students.