



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>Information / What We Know</p>	<p>We receive daily updates from our state and local agencies with information on COVID-19. It has been determined that gatherings should be postponed or canceled across the state. Non-essential gatherings must be limited to no more than 250 people, while smaller events can proceed only if the organizers can implement social distancing of 6 feet per person. Gatherings of individuals who are at higher risk for severe illness from Coronavirus should be limited to no more than 10 people, while also following social distancing guidelines.</p>
<p>Prevention</p>	<ul style="list-style-type: none"> ▪ Until further notice, we are canceling any Open Houses, dances, performances, field trips, Outdoor Science, assemblies, WSD Foundation Student Recognition Nights, parent nights, sporting events, use of facilities by outside groups and any other large gathering events. ▪ 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

	<p>email, district website, and site specific communication methods</p> <ul style="list-style-type: none"> ▪ 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 do not regularly pass ▪ 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>Many families are already changing or canceling vacation plans for Spring Break. To slow the spread of Coronavirus disease into the United States, CDC is working with state and local public health partners to implement after-travel health precautions. They recommend, depending on your travel history, to stay home for a period of 14 days from the time you return from an area with widespread or ongoing community spread. The CDC updates their high risk areas, Levels 3 & 4 Travel Health Notice frequently, which may be helpful if you are planning to travel.</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 ▪ <u>TK-8 Learning Packets – Assignments for 15 Days have been developed</u> <p>A paper lesson plan created to support learning outside of the classroom</p> <ul style="list-style-type: none"> • 15 days (3 weeks) of assignments created for all students <ul style="list-style-type: none"> ○ TK-5: <ul style="list-style-type: none"> ▪ ELA and Math workbook assignments ○ 6-8: <ul style="list-style-type: none"> ▪ ELA, Math, History/Social Studies and Science lessons <p>Timeline: Begin First Week, available on-going and as needed</p> <p>Weekly Packets will be available at each school every Monday morning after the initial 3 weeks.</p> <ul style="list-style-type: none"> ▪ Grade K and 1 students with no siblings will receive a Chromebook (<i>after first two weeks</i>) ▪ Grade K and 1 students with siblings will share Chromebooks with their sibling(s) ▪ Grades 2-6 Elementary School students will use their assigned Chromebooks after the first two weeks ▪ Grades 6-8 Middle school 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

	<ul style="list-style-type: none"> ▪ 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 staff will develop a plan for students with IEPs ▪ Infants, toddlers, and preschool students will stay home during the school closure period <p>Please see the Distance Learning Plan for additional details.</p> <ul style="list-style-type: none"> ▪ Field trips, extra-curricular activities, after-school programs, and school events will be canceled
<p>School Meals</p>	<p>The district will distribute <i>Grab and Go Meals</i> to students beginning the second day of school closures.</p>
<p>Safe and Positive Environment</p>	<p>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.</p>