



Pandemic Prevention and Response Plan COVID-19 Prevention Program (CPP)

Date: January 29, 2021

Authority and Responsibility

Westmark School has the overall authority and responsibility for implementing the provisions of this CPP in our workplace. All managers and supervisors are responsible for implementing and maintaining the CPP and for ensuring employees receive answers to their questions about the program in language they can easily understand.

Employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Introduction

Westmark School is committed to providing a safe and healthy environment for all its students, parents, employees, and guests. We have developed this Pandemic Prevention and Response Plan (PRP) for the 2020–21 school year to document our plan and to help guide our decisions regarding the reopening of the school campus to students and employees. We recognize that through the implementation of coordinated efforts, we can greatly reduce, not necessarily eliminate, the risk of COVID-19 transmission in our community. We strive to balance our mitigation policies with the known benefits of children experiencing in-person learning at school. This plan outlines Westmark School's strategy in preparing for, responding to, and recovering from a highly infectious disease outbreak such as COVID-19 (Coronavirus), Pandemic Flu, etc., in a collective, community focused approach.

Westmark will plan to update this Plan as federal, state, and local guidelines and regulations change. It will also be included as a temporary addendum to the School's Parent Handbook and Employee Handbook. Unless communicated otherwise, the rules and guidelines noted in this Plan override to the extent if there is any inconsistency between this Plan and the existing Parent or Employee Handbook.

Please contact the Director of Finance and Operations or the Health Coordinator should any questions arise.

Purpose

Westmark School strives to balance our mitigation policies with the known benefits of children experiencing in-person learning at school. The purpose of this highly infectious disease preparedness plan is to increase communication to our students and staff in the event of an outbreak. The plan serves as a resource guide for planning and responding to a sudden pandemic within our school community. Highly infectious illnesses may have a short incubation period, spread easily, cause severe illness or possible death, and may have no existing vaccine or treatment.

Identification and Evaluation of COVID-19 Hazards

The following processes will be implemented in our workplace:

- Conduct workplace-specific evaluation(s)
- Evaluate employees' potential workplace exposures to all persons at, or who may enter the workplace
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention
- Evaluate existing COVID-19 prevention controls in the workplace and the need for different or additional controls
- Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures
- Maximize the protection of lives while minimizing disruption of the educational program
- Enable Westmark School to continue to operate and provide regular services, effectively as possible in the event of a highly infectious disease outbreak with minimal academic downtime and no economic loss
- Westmark's response will be directed by the Los Angeles County Public Health Department's direction and guidance. This plan requires coordination with federal, state, and local agency guidelines
- Continue the essential core operation of Westmark School in the event of increased student, faculty/staff absences due to a highly infectious outbreak
- Develop a communications plan to ensure students, parents, and faculty/staff receive timely and accurate information regarding disease prevention strategies and infection control strategies

Young children can easily transmit illnesses to one another as a result of their close proximity, their inefficiency at containing respiratory droplets and their ineffective hand washing. As a school, we can take an important role in protecting the health of our students and faculty/staff from contagious diseases. This pandemic infectious disease plan provides guidance for reducing illness at school on a regular basis as

well as provides procedures during infectious disease outbreaks and pandemic periods by implementing infection prevention measures, such as the promotion of handwashing and respiratory etiquette and the use of face coverings and physical distancing. Continual on-campus learning will only be possible when all members of the community work together to follow the established health and safety protocols, both on and off-campus.

How to Prevent and Reduce the Spread of Infectious Diseases

Illnesses such as the influenza and colds are caused by viruses that infect the nose, throat, and lungs and gastrointestinal tract. The flu and colds usually spread from person to person when an infected person coughs or sneezes and the virus is inhaled by another person. Other viruses are spread by infected persons passing germs through food or ineffective hand washing. Germs are also spread by droplets when a person touches something that is contaminated with a virus and then touches their eyes, nose, or mouth. The length of time germs can live on certain surfaces depends on the actual virus.

To help prevent the spread of any infectious disease, the school will take the opportunity to educate students, staff, and the community on social etiquette, good hygiene habits, and disease prevention. Westmark will provide training about proper hand washing techniques, safer coughing, and sneezing procedures, when requested, and if there is a suspected outbreak during the school year. The health office has an illness/disease prevention SOP and up-to-date information in accordance with state and local protocols. During periods of suspected or identified infectious disease outbreaks, the school may coordinate with Public Health agencies to address the outbreak and host routine testing events on campus. We have implemented basic infection prevention measures, including the promotion of handwashing and respiratory etiquette and the use of face coverings(masks) and appropriate physical distancing.

The Risk

- **Lowest Risk:** Students and teachers engage in virtual-only classes, activities, and events.
- **Additional Risk:** Small, in-person classes, activities, and events. Groups of students stay together with the same teacher(s) throughout the school day and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- **Highest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials and supplies, and mix between classes and activities.

Social Distancing

During suspected or identified infectious disease outbreaks, social distancing measures can be taken to reduce the spread of infectious disease. The shaking of hands and sharing of food or drinks or eating out of the same snack bag is not allowed. Individuals shall avoid touching one's eyes, nose, or mouth. In-person meetings must be avoided and if unavoidable, the space of at least 6 feet must be maintained between individuals at all times. Non-essential meetings, gatherings, assemblies, field trips, workshops and training(s) will be cancelled or postponed. The School will consider setting up staggered shifts or flexible working hours or work-from-home to reduce crowding in office spaces. Based on the CDC's recommendation that reducing face-to-face contact is the best way to limit the spread of COVID-19, the school will implement social distancing practices. Below are examples of some of the social distancing practices the school will promote:

- Maintaining a 6 feet distance between each other including when entering, exiting, and walking through the campus and while in the classroom and office spaces;
- Maintaining small, consistent groups (cohorts) of students and teachers;
- Eliminating large groups and not using or repurposing common spaces such as the dining areas and activity centers;
- Spacing seats and desks at least 6 feet apart; and
- Placing desks to face in the same direction (rather than facing each other), or having students sit on only one side of desks or tables, spaced apart.

Where to Obtain Information: If an infectious disease outbreak or pandemic occurs, obtaining accurate and reliable information will be of utmost importance. The following resources may be used:

LA County Department of Public Health

<http://publichealth.lacounty.gov/>

U.S. Department of Health & Human Services (HHS)

www.hhs.gov

www.pandemicflu.gov

Centers for Disease Control and Prevention (CDC)

<http://www.cdc.gov>

World Health Organization (WHO)

<http://www.who.int/topics/influenza/en/>

Federal Emergency Management Agency (FEMA)

www.fema.gov

Coughing and Sneezing Etiquette “How to Guide”

- Each person must cover their mouth/nose with their sleeve or a tissue when coughing or sneezing and must avoid touching their face, in particular their mouth, nose, and eyes, with their hands. It is vital to teach students and faculty about properly covering their mouth and nose when coughing and sneezing to help lower the spread of any virus.

Watch and Learn

- Visual items will be created or obtained to show to students and faculty/staff on the proper process to cough and sneeze. Such information will be produced to display the latest CDC/LADPH guidelines.
- Display posters will be placed in various areas of the school such as offices, workroom, bathrooms, locker rooms, lunch/common areas, breakrooms, and classrooms about mask wearing, hand washing and occupancy.

Supplies

- The School will provide a supply of tissues in and around the campus, particularly in common areas.
- After sneezing, teachers and students shall take the time to wash their hands or use approved CDC hand sanitizer. Such sanitizer will also be given to students, faculty/staff to sanitize their hands throughout the school/work day.

Cough and Sneezing Resources

CDC: Coughing & Sneezing

https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

CDC :Your Coughs & Sneezes: Video

<https://www.cdc.gov/cdctv/diseaseandconditions/influenza/cover-coughs-kids.html>

Hand Washing

Frequent handwashing is important in preventing the spread of COVID-19 and other infectious diseases. Students, employees, parents, and visitors are required to wash or sanitize their hands after or before entering the school facilities. All students and employees will be instructed to frequently wash their hands throughout the day for at least 20 seconds with soap and water, but especially at the beginning and end of their school day or work shift on campus, before and after mealtimes, and after using the restroom.

Special Circumstances

Students and Faculty must wash their hands before and after use of physical education equipment, library books, electronic equipment such as cameras, video cameras, laptop computers, school phones and art equipment or supplies.

Five Steps on How to Wash your Hands

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Key Examples of When to Wash Your Hands

- Washing before and after using cleaning products preparing or eating food
- Before and after lunch and nutrition periods
- Before and after treating a cut or wound
- Before and after participating in group activities. After you have been in a public space and have touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth as that is how germs may enter the body
- Before and after class
- After using the toilet or restroom
- After blowing your nose, coughing, or sneezing
- After touching any animal, animal feed, or animal waste

Hand Washing Training Resources

CDC: *What You Need to Know About Handwashing*
[What You Need To Know About Handwashing](#)

CDC: *Handwashing: Clean Hands Save Lives*
[Handwashing - Clean Hands Save Lives](#)

How to Use Hand Sanitizer

Washing hands with soap and water is the best way to rid germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. You can tell if the

sanitizer contains at least 60% alcohol by looking at the product label. Hand Sanitizer is *only* an important aide to helping the problem.

What Do Hand Sanitizers Do?

- Sanitizers will not get rid of all types of germs
- Hand sanitizers may not be as effective when hands are visibly dirty or greasy
- Hand sanitizers might not remove harmful chemicals from hands like pesticides and heavy metals.

How to Properly Apply Hand Sanitizer (Per the CDC)

1. Apply the sanitizer product to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the product over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

NOTE: Mobile Hand Sanitizer stations are positioned throughout the campus particularly near each classroom. Hands should be sanitized both when entering and exiting the classroom.

Face Coverings (Masks)

For all persons physically present on campus, the school adheres to the CDC and the LACDPH guidance for wearing face coverings. It is important to wear face coverings because individuals can still spread the COVID-19 virus or spread other conditions even if they do not feel sick. While not a substitute for physical distancing, the use of a face mask is an important way that we, as a community, can protect each other by mitigating the spread of COVID-19.

Everyone must wear a face covering while on campus—including during the drop-off and pickup process for students. The School recommends that students and faculty/staff each bring two clean face masks to campus so if one of the masks gets lost, becomes dirty or ripped, an extra clean mask will be available to wear. If the student or faculty/staff member does not have a face mask, a clean, temporary single use surgical type mask will be provided by the school.

Any person requesting an accommodation regarding the wearing of a mask on campus may make the request to the Director of Human Resources. Students may remove their masks for short periods of time only to accommodate eating and drinking liquids and outdoor physical activities, including while in Physical Education class. Faculty/staff members may remove their masks only at times when they are in a private office space with the door closed or when eating or drinking liquids.

Types of Face Coverings

Surgical Masks

Surgical masks may filter out as much as 60% to 80% of small particles under lab conditions. When worn properly, they can help prevent the spread of the coronavirus by catching droplets when you cough or sneeze. However, they have a looser fit around the mouth, which makes them less effective than some of the other closer fitting masks. Surgical Masks are for a one-time use.

N-95 or KN-95 Masks

These masks may block out up to 95% of small particles. They create a durable seal around the face. These masks are designed for one-time use. These masks are made with polyester and other synthetic fibers, including layers of tangled fibers that act as a filter to make it harder for particles to pass through.

Fabric Masks

Cloth masks may vary in filtration efficiency and breathability depending on the fabric and layering used. Fabric masks are reusable, however, they should be washed regularly to protect against contamination. Fabric masks made with tightly woven materials such as cotton fabrics with a higher thread count are preferable. Elastic fibers are not recommended due to the higher pore size and lower filtration efficiency.

Fabric masks with filters are made with a pocket sewn into the mask which holds an additional filter. Some use a small piece of paper towel or a cut-to-size piece of a coffee filter to place in the pocket. These masks are reusable, however, they must be washed on a regular basis and the filter replaced each time the mask is worn.

Face Shields - Face shields can be used as an additional layer of protection and must be worn with a face mask. The CDC does not recommend the use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

Who is Not Required Wear a Face Cover

- Children younger than two years old are not to wear a face covering because of the risk of suffocation.
- Anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the cloth face covering without assistance.

How to Properly Wear a Face Covering

1. Wash your hands before putting on your face covering
2. Place the mask over your nose and mouth and secure it under your chin
3. Try to fit it snugly against the sides of your face
4. Make sure you can breathe easily

How to Properly Wash a Cloth a Face Covering

1. Untie the strings behind your head or undo the the ear loops
2. Handle only by the ties or ear loops
3. Fold the outside corners together
4. Place the face covering in the washing machine
5. Be careful not to touch your eyes, nose, and mouth when removing the face covering
6. Wash your hands immediately after removing the face covering or after placing it in the washing machine

Reminders - Face Coverings

- Make sure your mouth and nose are fully covered
- The face covering should be snug against the side of the face to prevent any gaps
- It is very important that the person wearing the face covering does not have difficulty breathing while wearing the face covering
- Wear a face covering correctly for maximum protection
- Do not put the face covering around your neck or up on your forehead
- Do not touch the face covering, and if you do, wash your hands, or use hand sanitizer to disinfect

DEFINITIONS

Close Contact

You are “close contact” if:

1. You are within 6 feet of a person who tested positive and has the coronavirus for a total of 15 minutes or more over a 24-hour period
2. You had unprotected contact with body fluids and/or secretions from someone who tested positive and has the coronavirus. For example, someone coughed or sneezed very close to you, you shared a drinking cup or eating utensils, you kissed , or you provided care to another person without wearing the appropriate protective equipment.

Important: A person with COVID-19 may infect others from 2 days before their symptoms first started. Note that a person who tested positive for the COVID-19 virus and who does not have symptoms is considered to be infectious from 2 days before their COVID-19 test was taken until 10 days after.

You must quarantine if you are a close contact to someone who has the COVID-19 virus.

Cohort

For all four types of on-site programming students must be organized and proceed throughout the school day within cohorts, defined as a stable group of no more

than 12 students (14 maximum as of 2/1/2021) and no more than two supervising adults in a controlled group environment in which supervising adults and students stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the school setting.

- If a cohort has fewer than 12 students or if a student stops attending school who was in a previously full cohort, other students who are not already assigned to a cohort can be added to the group to reach the maximum of 12, provided all the students, once assigned, remain with the same cohort at all times.
- If some students are assigned to a stable cohort but only attend school part-time, they must be counted as full members of the cohort in reaching the maximum. Part-time members cannot “share” their slot with other part-time students. Other students cannot be added in order to reach the maximum number of cohort participants.
- Aides assigned to individual students do not have to be counted as supervising adults. They must, however, be counted towards the maximum of 14 individuals who can be included in a cohort.

Quarantine

- A quarantine means staying at home or another place of temporary shelter and away from contact with others, including those in one’s household (unless they are also under quarantine), for a period of 10 days.
- If you have been in contact with someone with COVID-19, you must quarantine for 10 full days from your last contact with the infected person. You may end your quarantine period after day 10 if you never ended up having any symptoms and you continue to take the following precautions:
 - From Day 11 through Day 14:
 - Be extra careful. Wear a face mask when around other people (including those in your household), stay at least 6 feet away from others, wash your hands often, and take other steps to protect others (and yourself).
 - Self-check for COVID-19 symptoms every day. If you do get symptoms, isolate at home and contact your personal physician for treatment instructions.

Your last day of quarantine is considered 10 days from the date after you last had close contact. It is best to keep away from people at high risk for getting very sick from COVID-19 for a full 14 days.

If you continue to have contact with the infected person

- For example, you live with and/or care for a person with COVID-19:
 - If you have had close contact with them again while they are still in isolation, your 10-day quarantine period will restart from the last day that you had close contact
 - If you cannot avoid close contact, your last day of quarantine is considered 10 days from the date that the person with COVID-19 was informed that their isolation period has ended.

Restrictions During Quarantine

To prevent you from spreading COVID-19, you must restrict your activities and limit actions that may put you in contact with others.

- Stay home. Do not go to work, school, or public areas. You may only leave your place of quarantine to get needed medical care
- Do not allow any visitors
- Wear a face covering while at home and separate yourself from others in your home (unless they are also in quarantine)
 - If you need to be in the same room as other people, set it up so that you can stay at least 6 feet apart. It is important to stay away from people who are at higher risk of serious illness, which includes persons who are age 65 or older or have a health problem such as a chronic disease or a weak immune system
 - Use a separate bathroom, if available
 - Do not make or serve food or liquids to others

If you have taken a Covid-19 test with a negative result, you must still quarantine for at least 10 days.

NOTE: If you are not sure when you were exposed to the infected person and you received a Public Health Emergency Quarantine Order, you can end your quarantine 10 days after the date the order was issued (as long as you don't have symptoms).

Supervising Adults

A supervising adult is an adult assigned to one cohort of students, who does not physically interact with any other cohorts. Supervising adults may be teachers, child care staff, volunteers, participating parents or caregivers, or other designated supervising adult(s). An aide who is present to provide support to an individual student should be counted as a member of the cohort but not as a supervising adult. A supervising adult may be assigned to 2 different stable cohorts if they offer specialized services/support that cannot be provided by any other supervising

adult.

ILLNESS/DISEASE MONITORING AND TRACKING

During the time of a potential infectious disease outbreak, the Health Coordinator will implement a monitoring system to detect unusual rates of medical conditions or diseases occurring with students, faculty/staff at the school. On a daily basis, they will monitor illnesses, track illness trends, communicate with the school and report the data to the LACDPH, as necessary.

All Staff will be Trained To Identify Signs and Symptoms of the COVID-19 VIRUS

Symptoms include but not limited to:

1. Fever above 100.4 degrees/chills
2. Frequent cough and/or sneezing
3. Sore throat
4. Congestion or runny nose
5. Nausea/vomiting
6. Diarrhea
7. Fatigue
8. Muscle or body aches
9. Abnormal breathing

Students on campus who are exhibiting any of the above listed symptoms shall be sent to the Health Office for immediate evaluation. The Health Coordinator is required to protect themselves by wearing appropriate PPE when assisting sick students.

Persons Exhibiting Symptoms While on Campus

In the event a student exhibits symptoms while on campus, the following steps will be taken while taking great care to ensure the confidentiality of the student's suspected medical condition:

Step by Step Protocols to Assess a Student with Symptoms

Infectious disease protocol: If the student does not have a face covering, a temporary surgical mask will be provided to help minimize transmission of symptoms.

- If two teachers are present, one teacher should notify the school Health Coordinator by internal telephone system. The other teacher is to escort (keeping a distance of 6 feet) the student to the Health Office or designated area.

- If only one teacher is present, the teacher should alert the school Health Coordinator by internal telephone system. If the Health Coordinator is not available or does not respond, the teacher should call the front desk for assistance. Once the Health Coordinator has arrived the student will be escorted to the Health Office or to the designation isolation area.

Student Assessment

- Upon arrival at the health office or isolation area, the Health Coordinator will don appropriate PPE: gown, mask, face shield and gloves
- The Health Coordinator makes an initial check of the symptoms and is responsible to make a decision if it is necessary to activate the school's isolation protocol. If the isolation protocol is activated, the student will be escorted to the isolation area by the Health Coordinator.
- Any faculty/staff member involved in the initial care of the student must immediately wash their hands before returning to the classroom.
- Once isolated, the student will receive additional PPE, if deemed necessary. The student will remain in the designated isolation area until a parent or guardian arrives (within one hour of being contacted) to pick them up or a higher level of medical care is necessary.
- Once transportation has arrived, the parent or guardian will be escorted by the Health Coordinator on a designated path to the isolation loading area.
- The Health Coordinator will advise the parent/guardian that the student be tested for the COVID-19 virus and to contact the child's Pediatrician.
- The School will then follow the established Cleaning and Disinfecting, Communication, and Contact Tracing guidelines.

Employee Assessment

If an employee exhibits symptoms while on campus, the following steps should be taken:

- If an employee is exhibiting symptoms of COVID-19, they are required to contact the Health Coordinator using the internal telephone system. If the Health Coordinator is not available, the employee shall contact the front desk for assistance.
- The Health Coordinator will follow the same steps as for assessing a student. Once the employee assessment takes place, and the Health Coordinator determines the employee may be symptomatic the employee will be escorted to their vehicle, if they appear well enough to operate it. A distance of 6 feet will be maintained between the employee and Health Coordinator.
- If the employee does not have a personal vehicle on campus, they will be asked to coordinate transportation to return home at the soonest available time.
- The employee must wear a face covering while being assessed and while in the process of leaving campus.
- The employee will be encouraged to consult with their personal physician.
- The School will then follow the established Cleaning and Disinfecting, Communication, and Contact Tracing guidelines.

Infectious Disease PPE list (supplies on campus)

1. Full Body Gown
2. Gloves
3. Eye protection – Goggles
4. Face mask and shield
5. Protective footwear coverings

Student and Employee Isolation Procedure

Students or employees who are coughing or are sneezing with a fever will be escorted to an isolation area on campus. The student or employee must continue to wear a mask while in isolation. Having the sick person isolated (separated from others) can help to slow or stop the spread of the virus. The use of a mask is vital in order to help contain their secretions to limited areas until the individual goes home. If a medical emergency arises, the Health Coordinator will call 911 and stay with the person until emergency medical professionals arrive.

Daily Health Screening Protocol

Prior to the start of the school year, all families will be asked to complete a COVID-19 questionnaire, which contains questions about any confirmed COVID-19 diagnosis for each individual, and any confirmed or likely exposure. Parents or guardians are required to take their child's temperature every morning before school and record this data into the Magnus Health phone application. It is important that the health screening is conducted early each morning before coming to school. The health screening information is submitted via Westmark's secure Magnus Health portal and will only be reviewed by the Health Coordinator or approved designee as needed to assist with decision-making for a safe return to campus.

Magnus Health Screening - Students

Prior to arrival at campus each day, the parent or guardian is responsible to open the Magnus application on their cell phone and respond to the COVID-19 screening questions

Prior to arrival at school each day, open the Magnus Health call phone application. The parent or guardian must respond to the following screening questions:

- Have you had a fever greater than 100.4 degrees F or higher in the last 48 hours?
- Do you have any of the following COVID-19 Symptoms?
 - Fever or Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue or Muscle and body aches

- o Headache
 - o Loss of taste or smell
- Does anyone in your family exhibit any COVID-19 signs and symptoms as listed above?
- Have you or any member of your household been exposed to an individual with a known case of coronavirus?

Depending on the answers the student will be approved or denied access to campus for that day.

- If the student is denied access, the responses to the health screening will be forwarded to the school Health Coordinator. The parent or guardian shall alert the school regarding the results of the health screening if access is denied.
- If the student is approved for access to campus, the student may plan to be transported to campus by school bus or personal vehicle/carpool only.

If the student is transported to school on the bus, the student will:

- exit the bus in an orderly fashion while maintaining a distance of 6 feet from other students
- The student will follow a designated path with markers spaced 6 feet apart that leads to a specialized body temperature taking equipment. The student will walk through the equipment where their body temperature is taken.
- If the students' body temperature is above 100.4 degrees F, the student will be guided aside to a private area where they will be evaluated and have their temperature re-checked by a different device. If the student is exhibiting signs and symptoms of the COVID-19 virus, the faculty/staff will contact the Health Coordinator who will assess the situation and make a decision as to whether to enact the isolation process.
- If it turns out the student does not have a temperature over 100.4 F, the student may proceed to their designated area and begin the school day.

If the student arrives by personal vehicle via the carpool lane:

- The student must stay in the car until the car enters the designated drop-off zone.
- The student may exit the vehicle only after being notified by a faculty member that they may exit the vehicle. For safety reasons, faculty will not open the car door.
- The student will follow a designated path with markers spaced 6 feet apart that leads to a specialized body temperature taking equipment. The student will walk through the equipment where their body temperature is taken.
- If the student's body temperature is above 100.4 degrees F, the student will be guided to a private area where they will be evaluated and have their temperature re-checked by a different device. If the student is exhibiting signs and symptoms of the COVID-19 virus, the faculty/staff will contact the Health Coordinator who will assess the situation and make a decision as to whether to enact the isolation process.

- If it turns out the student does not have a temperature over 100.4F, the student may proceed to their designated area and begin the school day.

Campus Visitors

Temporarily, visitors are not permitted on campus for the Safety of our community. This includes parents, alumni, and outside vendors.

Campus Deliveries

All items for delivery shall be dropped off at the main entrance guard gate. The security guard at the main entrance will notify the front desk that a delivery has arrived for pick-up. When a large delivery arrives, the security guard will alert the administration that special arrangements will need to be made for delivery.

Parents and guardians are not permitted to exit their vehicle while in the pick-up or drop-off area. During school hours, teachers are focused on providing quality instruction and cannot accommodate unexpected requests for meetings. To ensure campus safety, there will be no exceptions to this policy. School administrators have the authority to deny visitor access to campus, as deemed appropriate, in order to maintain student safety and an orderly environment. Please communicate this information to any family or friends who will be dropping off or picking up your student from school.

Travel Directive

On January 6, the California Department of Public Health issued a travel advisory recommending that Californians avoid nonessential travel anywhere beyond 120 miles of their home. The advisory also strongly discourages nonessential travel from other states or countries and asks that everyone arriving in California from out of state quarantine for 10 days after arrival—essential workers are exempt.

As for international visitors, per U.S. government restrictions, foreign nationals who have been in China, Iran, South Africa, the European Schengen area, Brazil, the United Kingdom, or Ireland in the previous 14 days will be denied entry into California. U.S. citizens and permanent residents are exempt.

On January 26, a new nationwide order mandated by the U.S. Centers for Disease Control and Prevention (CDC) requires international arrivals to provide documentation of negative COVID-19 test results procured within three days of their departure to the U.S. They will also be required to quarantine for one week after arrival stateside following a negative COVID test result from three to five days post travel. With no test, the CDC requires international travelers to quarantine for 14 days.

There are currently no additional restrictions on travel to California from within the United States, and all of the state's major airports, including Los Angeles

International Airport and San Francisco International Airport, remain open with flights operating.

Westmark School COVID-19 Testing Protocol **(Viral and Antibody)**

In accordance with LA County school testing guidelines, Westmark School has enlisted the services of PMH Laboratory, Inc. to facilitate our Covid-19 testing program. Our goal is to hold testing for all faculty/staff and members of our community every week.

Frequently Asked Questions

1. Question: What test method does PMH Laboratory perform for the detection of COVID-19?

Answer: We currently utilize Quidel Lyra® SARS-CoV-2 Assay a real-time RT-PCR assay intended for the qualitative detection of nucleic acid from SARS-CoV-2 in nasopharyngeal or oropharyngeal swab specimens from patients suspected of COVID-19

2. Question: What test method does PMH Laboratory perform for IgG Antibodies?

Answer: We are currently using Abbott Diagnostic SARS-CoV-2 (COVID-19) IgG antibody test method. Their test method is performing at specificity 99.6% or sensitivity 100%. Testing method quotes “Diagnostically, this is one of the best tests we can offer”.

COVID-19 Testing Process

1. The Health Coordinator completes a reservation form and arranges a testing date for the school. When the testing date is selected, the Health Coordinator contacts the assigned PMH Laboratory representative.

2. After the testing date has been confirmed, a testing date notification letter will be sent to the entire Westmark School community. The email notification contains all of the necessary information about how to signup and contains a link to the necessary forms that need to be completed prior to testing.
3. The PMH online scheduler program will permit employees to make an appointment for COVID-19 testing. Appointments can be canceled or rescheduled on the same online PMH portal.
4. On the day of testing, PMH nurses arrive at the start time of the testing event and set up the testing area in the school gymnasium complete with marked areas on the floor to indicate the appropriate 6 feet spaces for social distancing.
5. Faculty/staff must arrive at least five minutes before the time of their scheduled test. Each test consists of a nasal swab for the RT-PCR test. If the optional antibody test is available and is requested, there will be a minimal blood draw. The actual testing process takes 2-5 minutes to complete.
6. Collected test samples will be sent to the laboratory which will process the samples. The test results will be sent to each participant online with a copy to the Health Coordinator. Test results are usually available within 48-72 hours. If the test result is negative, no action is required. If the test result is positive, the Health Coordinator shall be notified as soon as practicable. The student or employee is strongly encouraged to contact their personal physician to review the results and provide direction and advice about treatment.

Persons with COVID-19 or Symptomatic for COVID-19 Under Isolation:

1. Symptom-based strategy

Persons with COVID-19 who have exhibited symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 24 hours have passed since recovery which is defined as the infected person must go 24 hours without fever-reducing medications and show improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared or for asymptomatic persons; 10 days have passed since the date a positive COVID-19 test was taken.

2. Test-based strategy

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever without the use of fever-reducing medications within the last 24 hours.
- Improvement in respiratory symptoms.

- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

Persons that are Asymptomatic and Test Positive for COVID-19 and are Under Isolation:

1. Time-based strategy

Persons with the laboratory-confirmed COVID-19 virus who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their testing positive.
- No fever reducing medications were taken in the last 24 hours.

If persons subsequently develop symptoms, then the symptom-based or test-based strategy should be used.

2. Test-based strategy

Persons with the laboratory-confirmed COVID-19 virus who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Negative results from an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).

Testing for Covid-19 if you are considered a close contact

As a close contact to someone with COVID-19, it is recommended that you get tested for the virus. This is to check if you are already infected. If your test results are negative, you will need to quarantine for 10 days.

Testing is not recommended for people who have had a positive viral COVID-19 test in the past 90 days *and* they do not currently have symptoms of COVID-19.

When you go to get tested, please follow the testing center instructions and remember to wear a mask so you don't risk infecting others.

- If your test result is positive:
 - You have COVID-19
 - You need to isolate
 - You need to contact all of your close contacts to tell them to quarantine.

- If your test result is negative:
 - You may still be infected, but it is too early to show on the test
 - You need to stay in quarantine for 10 days after you last had close contact with the person who was infected with COVID-19
 - Monitor your symptoms and follow the instructions below

Contact Tracing When Persons Becomes Ill While on Campus

After the school receives confirmation that a student or employee has COVID-19 has tested positive while continuing coming to campus, the School will inform the parents or guardians of the student's classmates that an unnamed individual in their class has tested positive for the COVID-19 virus. In the case of a faculty/staff member, the school will forward a letter to the faculty/staff notifying them that an employee has tested positive for COVID-19.

When a student tests positive for the COVID-19 virus, the entire cohort must return to distance learning. Once the student has recovered, taken a follow-up test and receives notification from their physician that they may return to school with no restrictions and the 10 day quarantine period has been completed, the cohort may return to in-person learning on campus.

When a faculty/staff member tests positive for the COVID-19 virus, the Health Coordinator or designee will identify any individuals they may have been exposed to the employee who tested positive - those individuals will be isolated and must immediately leave the Westmark campus. They cannot return to school without a subsequent negative test result.

Required Reporting and Notification

When the school receives notification of a positive test, the Health Coordinator will initiate the formal contact tracing process. Within 24 hours or one business day, the COVID-19 Case Information will be compiled and sent directly to Los Angeles County Department of Public Health for the Educational Sector and the completed COVID-19 Line List will be forwarded to ACDC-Education@ph.lacounty.gov. Simultaneously, the Health Coordinator or designee will notify the Head of School, the Director of Finance and Operations and the Director of Human Resources.

The Case Information includes identification of students and employees who had been at the school at any point within 14 days prior to becoming ill and persons at the school who were exposed during that same time period.

A case is considered to be infectious from 2 days before the symptoms first appeared until the time the person is no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of fever-reducing medication and any other symptoms, have improved and at least 10 days have passed since any of the symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their COVID-19 test was taken until 10 days after.

A person is considered to have been exposed if:

- The individual was within 6 feet of the infected person for more than 15 minutes over a 24-hour period, even if a face covering was worn;
- The individual had unprotected contact with the infected person's body fluids and/or secretions of a person (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment); and
- The individual was present in a cohort or classroom with an infected person during their infectious period.

PSAT/SAT/ACT Standardized Testing on Campus:

Students are permitted to come onto campus for the purpose of the administration of college admission tests, including PSAT, ACT, and SAT exams.

- College admission tests, including PSAT, ACT, and SAT exams, may be conducted at schools as long as students are appropriately cohorted for the entire duration of the testing period (no more than 12 students in each classroom with a distance of at least 6 feet between students and between students and supervising teachers)
- All students and staff are wearing face coverings for the entire time on campus, and infection control directives are in place
- There is no gathering at arrival, dismissal times or during test breaks.

Regular Disinfection & Cleaning Procedures:

Frequently touched surfaces such as stairway railings, door handles, computer keyboards, bathroom faucets and surfaces, drinking fountains, telephones, and elevator buttons will be cleaned by wiping them down with a hospital grade detergent-based cleaner, EPA registered disinfectant, or a 10-1 water/bleach solution. During an infectious disease outbreak, the frequency of cleaning will be increased due to the nature of the virus.

- **HVAC Systems:** All air conditioning filters have been upgraded in Merv count to a 13 to trap 90% of particles in the air. These systems were also updated with an i-wave air purifier system. iWave is an air purifying device that is installed in the air ducts of the air conditioning system. When air passes over the iWave, ions produced by the device reduce pathogens, allergens, particles, smoke, and odors in the air, creating a healthy environment without producing any harmful byproducts.
- **Ventilation:** The school will ensure that ventilation systems operate properly. The circulation of outdoor air is increased as much as possible by opening windows and doors, using fans, or other methods. Open windows and doors should be closed if they pose a safety or health risk (e.g., allowing smoke or pollen in or exacerbating asthma symptoms) to children or adults using the facility, or to protect privacy and confidentiality. To the degree possible, doors

will be opened to encourage the introduction of sunlight and fresh air in the classroom before students enter the classroom and during and after class instruction.

Facilities Precautions

Restrooms:

The CDC requires maintaining social distance when students and employees use the restrooms. For this reason the restrooms are designated for use by certain cohorts or faculty/staff.

Stalls will be open in an every-other fashion, always keeping the handicap stall as an accessible option. Automatic faucets and soap dispensers have been installed in all restrooms on campus. Westmark will clean high contact surfaces (such as sinks, toilets, doorknobs, light switches, etc.) several times each day.

Buses:

School buses are cleaned by the drivers on a regular basis during the normal school year. However, during periods of suspected or confirmed infectious disease outbreak, consideration will be given to increasing the frequency of cleaning schedules, at the end of each route (morning and afternoon) based on the nature and spread of the disease and guidance from the Los Angeles County Public Health Department. Bus drivers are required to wear face masks while on route, for their personal protection.

After School-Cleaning Protocol

(Electrostatic Fogger solutions include – Water, Salt, and Vinegar)

Classroom Cleaning and Disinfecting

- Each classroom will be thoroughly cleaned and disinfected each evening with an electrostatic fogger.
- High-touch surfaces will be cleaned and disinfected at the end of each school day with Clorox wipes.
- The Facilities staff will disinfect classrooms with Clorox wipes, by wiping down surfaces including desks, doors, door handles, countertops, cabinets, bookshelves, chairs, white boards, and any technology devices in the classroom.
- The floors will be cleaned with an approved CDC disinfecting spray or solution.
- Hand sanitizers dispensers and disinfecting wipe canisters will be refilled each day, if necessary, so that classrooms have an available amount of supplies in each classroom and around campus.

Administrative Office Building (offices and classrooms), Workroom, and Front Desk

- Each faculty/staff work area will be thoroughly cleaned and disinfected each evening with an electrostatic fogger.

- All hard surfaces such as tables, chairs, door handles, phones, printers/copiers and computer monitors will be wiped down daily with approved solutions.
- Floors and couches will be vacuumed after being sprayed with the electrostatic fogger.

Restroom Cleaning and Disinfecting

- Each bathroom will be thoroughly cleaned and disinfected each evening with an electrostatic fogger.
- Toilets, urinals, sinks and faucets, paper towel dispensers, mirrors and doors will be thoroughly wiped down and cleaned.
- Restrooms will be wiped down and mopped during the school day.

NOTE: Student designated restrooms will be closed and locked 30 minutes after the end of the school day and will reopen 30 minutes prior to the start of the next school day.

Daily Classroom Cleaning Procedures - Faculty and Students

- Faculty and students must wash their hands immediately after arriving at school each morning and wash or sanitize at least every two hours thereafter.
- Additional Reinforcement
 - o Teachers shall reinforce that students are not to share food or drinks
 - o Remind students to keep their hands to themselves

Teachers will disinfect each desk or high touch surface as often as possible. Teachers are urged to clean work areas in between class periods, with approved classroom disinfectants for each rotation of students entering into the classroom. Students will be asked to assist by disinfecting each desk with approved products and then properly dispose of the wipes in the trash bin.

Each classroom will be adequately stocked with all necessary cleaning materials for cleaning during the school day.

Classroom Cleaning Supplies and Amounts Per-Class

- Hand Sanitizer
 - o At least 2 bottles of sanitizers per classroom
- Masks
 - o At least 5 surgical masks in case a student has forgotten or lost their own personal mask
- Gloves
 - o Various sized gloves for optional student and faculty use, if desired or being used to clean an area with cleanser or disinfectant.
- Lysol Wipes
 - o 2 canisters per classroom
- Miscellaneous
 - o Each room will be outfitted with at least 2 touchless trash bins
 - o 2 tissue boxes
 - o 1 large paper towel roll

Protocol for Food Service and Lunch Locations

Proper nutrition is important for students to learn. Students will have a daily nutrition (snack) and lunch period. All students are encouraged to bring a healthy snack from home, preferably a combination of protein and fruit, for nutrition. Vending machines will not be available during the pandemic, per the CDC guidelines.

Lunches will be brought from home on a daily basis. Students will eat lunch in their designated lunch areas where they will follow safe social distancing by limiting the number of students to 2-3 per table. Students are encouraged to bring a reusable water bottle from home that can be refilled at water refill stations located around the campus. Water from water fountains will not be accessible from the spout. Lunch deliveries of any kind will not be allowed.

Lunch Times

Lunch times and areas will be designated by the Division Director in consultation with the Health Coordinator for each cohort so that social distancing can be appropriately maintained. There will be a minimum time of 20 minutes between groups to properly sanitize all tables.

Lunch Tables

Lunch tables will be pre-marked with student names as to where students will sit based on a minimum of 6 feet distance between each student. The school currently has 19 rectangular tables (8' X 4.6') - each table can accommodate 3 students in order to adhere to a 6 feet distance between students. In addition to the rectangular tables, there are 7 circular tables that will accommodate 2 students per table, while maintaining the proper social distancing. Tables will be thoroughly cleaned after each cohort of students finishes their lunch.

Drinking Fountains

All drinking fountains will only be used from the refill station with personal refillable water bottles. A sign will be posted at approved water bottle refill stations about how to properly fill water bottles.

Vending Machines

All vending machines will be emptied and not be available for use. Westmark will properly seal and secure vending machines with proper coverings.

Closing School Due to an Infectious Disease Outbreak

Westmark will collaborate with the Los Angeles County Public Health Department to monitor any disease outbreak in our school and to determine if and when school should be cancelled. The LACDPH will also assist in deciding the length of time for a school closure and the extent of the closure (single school closure, neighboring schools), taking into consideration the mixing of students or staff throughout

schools and geographic proximity based on the nature of the specific outbreak of the disease.

Legal Authority for School Closure

The Head of School has overall responsibility and authority to suspend classes or close the physical school location when she deems it necessary for the health and safety of students and staff. In the absence of the Head of School, the Director of Finance and Operations in consultation with the three Division Directors, has the authority to cancel classes on campus when deemed necessary for the health and safety of students and staff.

In the event of a local infectious disease outbreak, the LACDPH can determine if school closure is necessary. Public Health, both at the state and local level, is granted by statute the authority to close schools or cancel classes in an emergency to protect public health.

If school is cancelled due to an infectious disease outbreak, all other school-related gatherings (athletic events, concerts, after school activities, field trips, etc.) will also be cancelled. In some cases, non-academic events may be cancelled even if classes are not cancelled.

Communicating with the Westmark School Community during an Infectious Disease Outbreak

Westmark will provide accurate, consistent, and timely communication with students, parents, and faculty/staff to instill and maintain a safe and secure school location for our student population. Westmark will coordinate with the Public Health Department, as necessary, to disseminate important information from the local health department to develop and deliver health-related messages and educational materials.

Information will be disseminated via our regular communication methods to include staff email, web site postings, parent letters, school newsletters and mass phone calls from the telephone system.

Continuity of Operations Plan

Westmark School's essential functions must continue even during a school closure. The Head of School in consultation with the Director of Finance and Operations will determine the essential services and functions which may include but are not limited to the following:

- Payroll, Accounts Payable
- Communications and Technology (school website, information releases, learning at home resources, etc.)
- Facilities Coordination
- Emergency Operations and certain facilities activities to include basic campus maintenance and planning for school reopening.

The School will identify personnel who will be needed to carry out essential services and determine if those services can be accomplished by working at home (by computer, through emails, conference calls, using Zoom, Ring Central, etc.) or by staggering work schedules and locations while maintaining mask wearing and social distancing measures. Essential personnel who report to work during a school closure shall take precautions and wear personal protective equipment (masks, gloves, gown and eye protection, etc.) as needed to protect themselves from any chance of being contaminated.

Distance Learning

To assist students stay educationally engaged while classes on campus have transitioned to distance learning, the School has compiled a variety of remote learning resources for students.

In anticipation of campus closure, teachers can prepare students for remote learning opportunities by:

1. helping them develop a daily journaling discipline;
2. introducing them to the remote learning resources; and
3. instructing students to take all academic materials home with them.

Reopening School

The primary objective in the recovery phase is to restore the learning environment as soon as possible. Issues to consider include instituting protection for students and employees, introducing cleansing and disinfection measures before reopening, necessary staffing levels, and any grief/mental health counseling. The Administration will also need to develop a plan for students/faculty to make up any lost school days.

As Westmark resumes normal operations, the Health Coordinator will continue to communicate with the Los Angeles County Department of Public Health regarding infectious disease monitoring. An infectious disease outbreak may return and the response and recovery process may be repeated several times.

Employee Protection

Upon campus reopening, the School will require adherence to federal, local and internal school guidelines, including but not limited to the requirement that employees have their temperature taken prior to entering campus, washing hands often with soap and water for at least 20 seconds, especially after being in a public space, or after blowing one's nose, coughing or sneezing. If soap and water are not readily available, the employee will use a hand sanitizer with at least 60% alcohol. Employees shall avoid touching their eyes, nose and mouth with unwashed hands. Avoid close contact with persons who are sick and continuously maintain a minimum of 6 feet of social distancing.

Employees shall wear a face mask covering both their cover mouth and nose. Employees also have the option to wear gloves, if needed. If an employee is sick, they are to stay home and seek medical care. Coughing and sneezing should be covered either by a tissue, elbow, or sleeve. Tissues should then be disposed of properly.

Comprehensive disinfection of the campus will depend on the severity, type and duration of the pandemic. Viruses can live up to 48 hours outside the human body on nonporous surfaces such as plastic, metal or wood (depending on the virus). During reopening extensive cleaning and disinfection of frequently touched surfaces is necessary.

Disinfecting will take place prior, during and after the close of business each day. Employees are required to wear PPE while cleaning, including a mask, gloves and goggles. We ask that facilities personnel wear long sleeves shirts and long pants to provide physical protection while disinfecting. Non-slip closed toed boots are highly recommended while cleaning and disinfecting the campus.

If staff cannot find a product on to use against SARS-CoV-2, they may look at a different product's label to confirm it has an EPA registration number and that the human coronavirus is listed as a target pathogen. When using an EPA-registered disinfectant, staff must follow the label directions for safe, effective use, making sure to follow the contact time, which is the amount of time the surface should be visibly wet, listed in the table below. [Review this infographic about how to use disinfectants.](#)

The risk of exposure to cleaning staff is inherently low. Cleaning staff should wear disposable gloves when handling cleaning and disinfection including handling trash.

- Gloves should be compatible with the disinfectant products being used
- Additional PPE may be required based on the cleaning/disinfectant products being used and whether there is a risk of splash
- Gloves and gowns, if worn, should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to thoroughly wash your hands after removing gloves.
- If gowns are not available, coveralls, aprons or work uniforms can be worn during cleaning and disinfecting. Reusable (washable) clothing should be laundered afterwards. Hands should be thoroughly washed after handling dirty laundry.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Facilities staff should immediately report breaches in PPE such as a tear in gloves or any other potential exposures to their supervisor.

Westmark School will make the following supplies available upon reopening of the campus:

Bathroom tissue
Rolls of paper towels
Multifold towels
White roll towels
Facial tissue
Paper cups 3.5 oz
Concentrated room deodorant
Bleach germicidal cleaner
Disposable blue nitrile gloves

Surgical masks
KN-95 masks
Touchless thermometer
Clorox disinfecting wipes
Germicidal bleach
Toilet seat covers
Pink lotion hand soap
Green earth lotion skin cleanser
Hand sanitizer

Clorox wipes

Lysol spray/wipes

Campus Spaces

During the school reopening phase, Westmark will limit making common areas available, such as the auditorium, kitchen, administration building (unless required for staff office use, workroom for copiers, supplies, etc., do not use for transit purposes), all bathrooms except staff bathrooms for men and women and admin building restrooms. Areas such as the workroom will be open to limited personnel with a strict limit of no more than 1 person at a time (number of people will be adjusted based on size of room space, for example a small office may be limited to one or two people). Communication methods include email, phone calls and zoom meetings are highly encouraged, even if participants are present on campus.

Employees will be required to wear a mask at all times while on campus, regardless of time, business, and spaces entered. If an employee does not have a mask, one will be available in the front office upon request. All employees are responsible for sanitation and disinfecting of items used upon exiting the space such as copiers in the work room. Other examples include wiping of personnel desks, phone, door handles, copier, computers, keyboards, light switches, etc.

Personnel

If several faculty/staff become infected and/or sadly, pass away due to the COVID-19 virus, we will need to re-formulate our plan to continue instructional programs with a reduction in workforce and potentially reconfigure staffing levels and positions at the school.

Mental Health issues

Depending on the severity of the infectious disease outbreak, the School will utilize Crisis Response Team resources and collaborate with our local mental health partners to assist students and faculty/staff with loss and grief issues.

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