



WESTMINSTER SCHOOL DISTRICT Early & Expanded Learning

Updated COVID-19 Health & Safety Policies & Procedures Staff Handbook Supplement

The health and well-being of WSD children, families, and employees is our highest priority, and we want to share with you the precautions we are taking -- the precautions we take every day -- to reduce the transmission of all contagious illnesses in our programs. We will continue to act thoughtfully and prudently as we welcome back staff and families to the Early and Expanded Learning programs!

Each person providing care for children in early education, afterschool, and summer programs must thoroughly review this guidance, and complete mandatory COVID-19 training provided by WSD.

We will exclude children, staff, parents and or other adults from sites if they are showing symptoms of COVID-19, have been in contact with someone with COVID-19 in the last 14 days, and have been tested and are awaiting results.

Table of Contents

Promote Healthy Hygiene Practices	2
Proper Hand Washing Behavior	2
Face Coverings, Masks & Face Shields	3
Physical (Social) Distancing	3
Napping (if applicable)	3
Class Size	3
Classroom Activities	3
Outside	4
Visitors	4
Attending Children In Care	4
Caring for Infants & Toddlers	4
Food Preparation & Meal Service	4
Drop Off & Pick Up Procedures	5
Wellness Checks	6
Cleaning & Disinfecting	8
Close Contact & COVID-19 Cases	9
Two-Way Communication	9
Resources	9

Promote Healthy Hygiene Practices

Staff should teach and reinforce [washing hands](#), avoiding [contact with one's eyes, nose and mouth](#), and [covering coughs and sneezes](#) among children and adults.

- Teach children and remind staff to use tissue to wipe their nose and to cough/sneeze inside of their elbow.
- Use no-touch trashcans.

Healthy Hand Hygiene Behavior

All children, staff, and contracted service providers engage in hand hygiene at the following times:

- Arrival at the facility
- After staff breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- Before and after using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluids
- After coughing or sneezing
- After handling animals or cleaning up animal waste
- After playing outdoors
- After playing with sand and sensory play
- After handling garbage
- After cleaning



Proper Handwashing Procedures

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, fragrance-free hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Follow these 5 steps for hand washing every time:

1. Wet your hands with clean, running water (warm or cold), turn off the tap with a paper towel and apply soap.
2. Lather your hands by rubbing them together with the 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 paper towel or air dry them.

Additional Guidance

- Assist children with handwashing, including infants who cannot wash hands alone.
- After assisting children with handwashing, staff should also wash their own hands.
- Develop routines where children can wash their hands at staggered intervals.

- Supervise children when they use hand sanitizer to prevent ingestion. If a child accidentally ingests hand sanitizer, call Poison Control: 1-800-222-1222.
- Place posters describing handwashing steps near sinks. [Developmentally appropriate posters](#) in multiple languages are available from CDC.

Face Coverings, Masks or Face Shields

Face coverings will be determined by the most current guidance by the California Department of Public Health and the Orange County Health Care Agency.

[California Department of Public Health](#) requires all staff wear cloth face coverings, masks or face shields while providing care and educational activities to children. CDC recommends face coverings in settings where physical distancing measures are difficult to maintain or are impractical. Instructions for wearing, making and washing cloth face coverings can be found on the [CDC website](#).



California Department of Public Health also requires children over 2-years-old to wear cloth face coverings when they are not able to maintain at least 6 feet of physical distance from another person.

Cloth face coverings for adults and children are recommended within the following guidelines:

- CDC recommends no cloth face coverings for children under 2-years-old.
- When it's developmentally appropriate for children to wear cloth face coverings.
- When children can properly put on, take off, and not touch or suck on the covering.
- Anyone who has trouble breathing, or who is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance is not required to wear one.
- Persons with a medical or mental health condition or developmental disability that prevents wearing a face covering.
- Staff may take off their facial covering in very select instances, such as when a parent/caregiver is hearing impaired and reads lips to communicate (while maintaining 6 feet of physical distancing).
- Face coverings must be worn during drop-off and pick-up.
- Staff in routine contact with the public should wear face coverings and gloves.

Physical (Social) Distancing Strategies

Physical distancing is still the best way to slow the spread of the virus; although, it is recognized that this is frequently not possible in settings with young children.

Class Size, Outside, Napping & Visitors

Children must be kept in small groups, 6 feet apart, in a single classroom or care area, including staff. Outside play areas will be divided up and are organized into sections to be used by one group of children and staff members. Wherever possible, the same staff should remain with the same group of kids each day.

- Classes will not combine for large group activities.
- Physical distancing practices in place means different groups of children must not have contact with one another.
- Children are separated into classrooms and do not share common places (e.g. outside play areas, eating areas, indoor areas, etc.) at the same time.
- Increased distance between children during classroom activities; minimizing face-to-face contact; 6 feet away as practicable.
- Plan activities that are individualized to children.
- Children standing in line are spaced 6 feet apart as much as possible.
- Staff ensures that one group of children passes through or uses a corridor or hallway at a time.
- Staff provides additional outside time as is possible and open windows frequently when air conditioning is not being used.
- At nap time, staff places resting or napping children head to toe to further reduce the potential for viral spread. Programs will place children 6 feet apart at nap or rest time.
- There will be no outside visitors and volunteers except for employees or contracted service providers for the purpose of special education or required support services, as authorized by the school or district.
- As per Title 22, parents have the right to enter the facility without notice. Due to COVID-19, we are asking parents to call first. Parents will be required to practice enhanced health and safety measures (such as temperature checks and face coverings, etc.).
- Staff conversations about a child's day are encouraged to be done by phone with parents or designated people. Handwritten notes about a child's day will also be done to support information sharing and physical distancing.

Attending Children In Care

- Staff will protect themselves by wearing a work smock or work shirt, and by wearing long hair up off the collar in a ponytail or updo.
- Staff will change work shirts or work smocks if there are secretions on them.
- Staff will wash their hands, neck, and anywhere touched by a child's secretions.
- Staff will change the child's clothes if secretions are on their clothes, including drool.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Materials, toys, and furniture touched by the child who is sent home for illness should be thoroughly cleaned and disinfected.
- Provide outside instruction as much as possible, weather permitting.
- The health department encourages all providers and families to coordinate decision making around the child's care with the family health care provider if there are specific health concerns, such as allergies and asthma.

Caring for Infants and Toddlers

When diapering a child, wash your hands and wash the child's hands before you begin. Follow safe diaper changing procedures. After diapering, wash your hands (even if you were wearing gloves) and clean and disinfect the diapering area.

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. When washing, feeding, or holding very young children, staff should:

- Protect themselves by wearing an over-large button-down or work smock, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Wash their hands, neck, and anywhere touched by a child's secretions.
- Change the child's clothes if secretions are on the child's clothes, including drool.
- Change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine. Infants, toddlers, and the staff should have multiple changes of clothes on hand.

Food Preparation and Meal Service

- Child's snacks and meals will be plated so that multiple children are not using the same serving utensils.
- Sinks used for food preparation will not be used for any other purposes.
- Staff will ensure children wash their hands before eating.
- Staff will follow routine Nutrition Services practices.
- Staff will wash their hands before preparing food and after helping children eat. Hand sanitizer may be used in place of washing hands before assisting the next child with eating.
- Drinking fountains will no longer be used until further notice. Staff should have water bottles or pitchers of water & disposable cups available for the children throughout the day (handled by staff only).



Drop off and Pick Up Procedures

Please review the COVID-19 Parent Handbook Supplement on guidelines for keeping children home, and drop off and pick up procedures. Drop off and pick up procedures for staff are as follows:

- Drop off and pick up should be staggered.
- Staff conducts a wellness check on each child (see wellness check guidance below).
- Children must wash their hands upon entry into the school facility (either in the classroom, restroom or at a hand washing station. Children may also use hand sanitizer to clean their hands under the supervision of staff).
- Expect children to arrive at their individually designated drop off time.
- Have parent/guardians or authorized adults wait 6 feet apart at designated social distancing locations.
- Parent or authorized adults must hold the hand of children under the age of 9 until staff takes child to their group or classroom.
- Check electronic sign in/out sheet via personalized Google Form by group or class to make sure child was signed in properly.
- Extended School Program Only – Children attending after school should line up in designated area, 6 feet apart.
- Conduct wellness check.
- Take temperature.
- Admit children with a temperature below 100 degrees.
- Take child to class and wash both the child's hands and your hands.

Wellness Checks

Each day, conduct a [Daily Wellness Check](#) upon arrival for the children and staff attending the program:

- Have they been in close contact with a person who has COVID-19?
- Do they feel unwell with any symptoms consistent with COVID-19? For example, have they had a cough, high temperature, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
- Conduct temperature screening, using the protocol provided below.
- Make a visual inspection of the child for signs of infection, which could include flushed cheeks, fatigue, extreme fussiness, glassy eyes, etc.
- Monitor staff and students throughout the day for signs of illness; send home student with a fever (100 degrees or higher) or staff with a fever (100.4 degrees) or higher, and or [COVID-19 symptoms](#).
- Any staff or child over the age of 2 exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area (separated from others) until they can be transported home or to a healthcare facility, as soon as practicable.

Temperature Check Protocol

- **Wellness Check should occur prior to entrance of school or facility**
- **Wear a cloth face covering or face shield, and disposable gloves**
- **Check each child's temperature**
- **If performing a temperature check on multiple children, ensure that the thermometer is cleaned between each use**
- **Admit children with a temperature under a 100 degrees**

Cleaning & Disinfecting (including bathrooms, toys & bedding)

[Caring for Our Children](#) sets national policy for cleaning, sanitizing and disinfection of educational facilities for children.

Early education programs, summer programs, and afterschool programs should engage in frequent, thorough cleaning each day. At a minimum, common spaces, such as the kitchen or the MPR, and frequently-touched surfaces and doors should be cleaned and disinfected at the middle and end of each day. Licensed child care, afterschool, and summer programs shall continue to follow Title 22 Health & Safety regulations established by [Department of Social Services](#) regarding cleaning, sanitizing, and disinfecting.

Clean and Disinfect frequently-touched objects and surfaces such as:

- Surfaces where children and or staff eat
- Bathroom surfaces (sinks & handles)
- Frequently used equipment, including electronic devices
- Door handles
- Light switches
- Items children place in their mouths, including toys
- Tables, chairs & desks
- Playground equipment to the best of your ability (disinfect shared toys & equipment in between use)

Specifically, regarding shared items and restrooms:

- Whenever possible, assign a bathroom to each group.
- If there are fewer bathrooms than the number of groups, assign which groups will use the same bathroom. For example, bathroom A is assigned to groups 1, 2 and 3; and bathroom B is assigned to groups 4 and 5.
- Bathroom sink areas including faucets, countertops and paper towel dispensers need to be cleaned after each group has finished.
- Toys that cannot be cleaned and sanitized should not be used, including items such as soft toys, dress-up clothes, and puppets.
- Use bedding (sheets, pillows, blankets, etc.) that can be washed. Children's

bedding is required to be stored separately. This may be in individually labeled bins, cubbies, or bags. Cots/mats should be labeled for each child. Bedding and other personal items should be sent home each day to be cleaned.

- Do not shake dirty laundry; this minimizes the possibility of respiratory droplets spreading through the air.
- Ensure adequate supplies to minimize sharing of high-touch materials (pencils, crayons, art supplies, equipment, etc.) to extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books and other games or learning aids as much as practicable.
- Use district approved cleaning and disinfecting products.
- Follow disinfecting guidelines on product label.
- Ensure proper ventilation while cleaning and disinfecting.
- All cleaning products must be kept out of reach of children, including hand sanitizer; store with restricted access.

Close Contact and COVID-19 Cases in Programs

If a staff person, child, or parent/caregiver has been identified as a [close contact](#) to someone who is diagnosed with COVID-19, they should self-quarantine and stay home for 14 days.

Staff or children with [COVID-19 symptoms](#) will not return to school until they have met the CDC criteria to discontinue [home isolation](#), including 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared.

When there is a confirmed case of COVID-19 in early education, summer camp, or the afterschool programs, supervisors will consult with the Orange County Health Care Agency for next steps.

Supervisors and School Readiness Nurses will be the designated staff liaisons responsible to respond to COVID-19 concerns. They will document and track possible exposure in order to notify the Orange County Health Care Agency, and to respond to staff and families in a prompt and responsible manner.

Staff should consider keeping a contact journal. If you do get sick, this will make it easier to get in touch with those people, and so they can take proper precautions to prevent further spreading of the coronavirus.

Cleaning Protocol for Confirmed Cases of COVID-19

If COVID-19 is confirmed in a child or staff member participating in the program:

- Close off areas used by the child or staff member who is sick.
- Open outside doors and windows to increase air circulation in the area.
- Wait up to 24 hours before you clean or disinfect to allow respiratory droplets to

settle before cleaning and disinfecting.

- If it is not possible to wait 24 hours, wait as long as possible.
- Custodial staff will clean and disinfect room using proper protective equipment.
- Custodian will clean and disinfect all areas used by the child or staff member who is sick, such as classrooms, offices, bathrooms, and common areas.
- Advise staff affected by illness or family of child affected by illness not to return until they have met the CDC criteria to discontinue [home isolation](#), including 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared.
- Supervisors will communicate with staff and parents/caregivers with general information about the situation. It is critical to maintain [confidentiality](#).
- Supervisors and School Readiness Nurses will be the designated staff liaisons responsible to respond to COVID-19 concerns. They will document and track possible exposure in order to notify the Orange County Health Care Agency, and to respond to staff and families in a prompt and responsible manner.

Two-Way Communication

In case of an emergency or possible school closures, it is extremely important that two-way communication be established between the Early & Expanded Learning department, its staff members, and the families of the children participating in our programs. Staff and families must keep their emergency cards up-to-date, and have a current phone number on file. Staff must check their work emails at the beginning and end of each work shift. Families enrolled in one of our programs must sign up for either Learning Genie or ClassDojo, and have a valid email address, and a current phone number on file before their child can start the program.

Resources

Stay informed about the local COVID-19 situation. Know where to turn for reliable, up-to-date information. Monitor the [CDC COVID-19 website](#) and [Orange County Health Care](#) for the latest information.

