

WPNS

Coronavirus Guidelines and Action Plan

Summary

Los Angeles County is in the midst of a coronavirus pandemic. Our objective with this document is to provide information and guidelines to ease exposure and calm worries. The situation is changing quickly and we will do our best to keep you updated. This document is subject to change as well.

We understand that many of our families are anxious about this virus. Some members of our community are especially vulnerable to illness and we need to work together to be sure that we are limiting exposure. Per our current policies we will keep you informed of any exposure to communicable diseases and report, as mandated, to the CDC.

Please keep in mind that fear can lead to stigmatization. Respectful, confidential, communication is expected of all WPNS staff and members. Contact joyce@wpns.org or officeadmin@wpns.org for support.

For up-to-date information see:

[California Department of Public Health website](#)

[Centers for Disease Control \(CDC\)](#)

[Updates from the City of San Francisco](#)

[Ready.gov provides emergency planning information](#)

Revised Health Policies

If a child becomes sick with any illness, it is now required that the child be kept at home and not return to WPNS for a minimum of **7 days after onset of symptoms **AND** until their symptoms have improved **AND** they are free of fever for at least **72 hours** without fever-reducing medications.**

We also ask that all staff, families, children and their household members conduct a daily health check before coming to WPNS.

Morning Health Check Poster (COVID-19):

<https://cchp.ucsf.edu/sites/g/files/tkssra181/f/MorningHealthCheck-COVID-19-4.20.pdf>

Symptoms to look for:

- Fever 100.4
- Cough
- Shortness of breath
- Sore throat
- Muscles aches

Seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.

Additional Prevention Measures

At this time child care and preschool settings can take common-sense precautions to prevent the spread of all infectious diseases. These precautions will be helpful to also prevent the spread of other common illnesses such as influenza and gastroenteritis.

We encourage all parents and staff to take everyday preventive actions:

- Adults and children must wash hands upon entering the school and follow [CDC Handwashing Guidelines](#)
 - Poster w/ steps
<https://cchp.ucsf.edu/sites/g/files/tkssra181/f/WashingYourHandsProperly-POST-Jun2018.pdf>
- Nonessential visitors, including parents, are not allowed in the Center.
- All Adults and Children will be scanned for temperature prior to entering and asked to remove shoes.
- Cloth Face Coverings
 - All adults will be required to wear, as recommended by CDC.
 - Children 2 and under DO NOT wear masks as it is a risk to them
 - Children who are able to take masks on and off may do so, if parents deem necessary.

- Personal Belongings
 - Children must bring all personal belongings to and from school everyday.
 - Items may not be left at WPNS
 - Check list must be completed when arriving at school.
 - There is “no” coming back for parents to drop off forgotten items
- Grouping Of Children
 - Reduced group sizes, no more than 10 children to 1 teacher as determined by local guidance, and in consistent groupings with consistent staffing as possible throughout the day.
 - Family members will be grouped together.
 - Social distance being practiced as much as possible, including at meal and nap times. (no naps with reduced schedule upon reopening)
 - Outdoor time and art time is limited to one group at a time, with back-to-back use of areas, with cleaning and disinfecting between each use.
- Drop Off and Pick Up Times
 - Drop offs/pick-ups will be taking place in the Drive thru, with children being escorted to and from their area.
- **Use “respiratory etiquette”.**
 - Cover cough with a tissue or sleeve. See [CDC's Cover Your Cough](#) page.
 - [Video w/ Grover](#)
 - Provide adequate supplies within easy reach, including tissues and no-touch trash cans.
 - Wash hands frequently.
 - Encourage hand washing by children and staff through education and the provision of adequate supplies.
 - Routinely clean frequently touched surfaces and toys.
 - Separate sick children and staff from others until they can go home. Child must be picked up **ASAP (no more than 1 hr.)** of being notified.

Points of Improvement for Day to Day Operations:

- Hand washing instruction signs at sinks.
- Offer hand sanitizer to support “wash hands when entering policy”. Hand sanitizer will be just for adults, and their children, if they wish.
- Disinfection protocol accountability sign off for staff in each classroom.
- Increased frequency of disinfecting frequently used items- 1/3rd bleach, 2/3rd water

Planned Response to Outbreak

**This document is subject to change per the instruction of the Centers of Disease Control, Community Care Licensing, or the good of the school.*

<p>Level 1 - Prevention Preparation & education phase</p>	<ul style="list-style-type: none"> ● Staff Continue to implement disinfection protocol ● Educate parents on school’s wellness policy ● Discuss hand washing and covered cough/sneezes with children ● Keep sick children isolated until parents can pick them up ● Educate parents and staff on risk assessment. <ul style="list-style-type: none"> ○ Families returning from affected areas will be excluded for 14 days. ○ Health Care Professionals will follow self assessment guidelines
<p>Level 2 - High Alert At this phase the Covid 19 risk assessment has been raised due to cases in the area or affecting families at WPNS</p>	<ul style="list-style-type: none"> ● Notify parents of increased risk and send CDC updates ● Staff will begin wellness checks at the start of and throughout the day. ● <u>Travelled Families may not enter WPNS until 14 days after return home</u>
<p>Level 3 - Risk elevated due to a family or families with direct exposure to COVID-19</p>	<ul style="list-style-type: none"> ● CDC and Community Care Licensing will be contacted ● Family excluded until cleared for return by medical professional and after 14 days ● SEE BELOW
<p>Level 4 - Further Infection</p>	<ul style="list-style-type: none"> ● Continue to follow recommendations of CCL and CDC ● Keep families informed ● If school needs to close unexpectedly, we will follow the Emergency Plan Protocol.

Action Plan for Direct COVID-19 Exposure

- **The Department of Public Health Acute Communicable Disease Program will be contacted for guidance on steps needed to minimize risk for other children and staff. They will advise on if and for how long WPNS may need to close for appropriate cleaning and other steps.**
- Adults and children who may have had close contact (including the **child's group**) with the ill individual for more than 10 minutes or those who may have had unprotected direct contact with an individual (diaper changes) should home-quarantine for 14 days from the date of contact.
- If WPNS learns of a confirmed case of COVID-19 with potential exposure of staff or children the Department of Health will be called for consultation and guidance before communicating with all staff and families.
 - If there is a confirmed case of COVID-19 in someone connected to the facility, it is not legal to share the name of the infected individual.
- Dismiss students and most of the staff for 2-5 days.
- Communication with staff, parents and students.
- Clean and disinfect thoroughly, and bring in a professional cleaning crew.
- Clearance from the Public Health Department to reopen.

I, _____ (Parent Name) have read, understand and will comply with the Coronavirus guidelines and action plan provided by WPNS Cooperative Learning Center.

This form must be returned to the office as soon as possible and before your child returns to school.

Parent Signature

Date