

Dear Westmark Community,

Westmark Protocols

With California declaring a state of emergency in response to the novel coronavirus (COVID-19), we would like all parents and families to know that Westmark is taking the necessary steps to keep students, faculty and staff safe during this time. Some of our preventative measures include:

- Promoting frequent handwashing and non-touching greetings on campus. Staff and faculty understand the importance of proper hygiene and are reminding the students daily. This also includes signage placed throughout the campus with information on proper hygiene and how to avoid germ transmission.
- Wiping down desks and classrooms regularly. Cleaning and disinfecting measures have been put in place throughout the school most notably in frequently touched surfaces.

We know most of you have already been thinking about this and are taking extra steps with your family to prevent the spread of any type of infection. This is a critical first step. As you think about your family's actions in preparation for a possible escalation of the current situation, here are some additional steps we recommend taking:

- Continue enforcement of basic hygiene protocols. That means making sure that everyone is washing their hands, covering their coughs and sneezes, and staying home if they notice symptoms. You can find the CDC page on Coronavirus Prevention & Treatment strategies [here](#).
- If your student has a fever or feels ill, please remember that they should stay home until they fully recover. This includes being fever-free for 24 hours without the use of fever reducing-medication AND are required to remain home until symptoms resolve, including but not limited to coughing, sneezing and runny nose.
- If your family is planning to travel to countries with a Warning Level 3 or Level 2, **according to the CDC**, you are required to have your child **stay home for 14 days** commencing with your return to Los Angeles. This is the standard quarantine period [recommended by the CDC](#).
- Check the World Health Organization (WHO) website daily for updates; resources include a [centralized coronavirus page](#).

Westmark Preparation

Westmark is prepared to alter our procedures and planning should the situation change. We are also thinking ahead regarding the impact of spring travel, upcoming school trips, and other non-typical school activities in the context of the coronavirus.

- Currently, we are not directly affected and have not planned to cancel any future school dates. If this changes you will be notified immediately.
- In the event that school closure is mandated by the CDC, Los Angeles County of Department Health or Westmark, we are considering and exploring distance learning options for our students. Additional information will be provided if the need arises.
- In preparation for this possibility, families of students and faculty are asked to assess their home technology resources, including access to Wi-Fi and devices to be prepared should the school need to offer distance learning. Students and faculty should take their laptop or iPad home daily in case there is a last-minute decision of school closure.

As a reminder, handling the spread of a serious contagion like the coronavirus is primarily a job for public health agencies. Continue to actively monitor directives from the [WHO](#), [CDC](#), and other governmental organizations like your [local department of health](#).

Resources

- Resources about coronavirus from the [WHO](#)
- Resources about coronavirus from [the CDC](#)
- Resources about coronavirus from [Los Angeles County Department of Public Health](#)
- Coronavirus [frequently asked questions](#) from County of Los Angeles Public Health
- Coronavirus Disease [2019 Information for Travel](#)

Please continue to look for further communications from us on this matter. We appreciate your support and partnership in ensuring the safety of our community.