

# Covid- 19 Pandemic Policy & Procedures

## **Social Distance Strategies**

- If possible, childcare classes will be with the same group of students and teachers
- There will not be any large group gatherings such as parents night, potlucks, classroom parties with adult guests, or performances
- Assigned playground times
- Drop off/Pick Up at the door allowing 6 feet in between families (a staggered drop off/pick up time may be added in the future if needed)
- Families(regardless of vaccination status) are encouraged to wear face coverings when dropping off/picking up
- Additional stations in the classrooms to encourage space between the children

## **Face Masks**

- The Day School staff will continue to wear masks indoors regardless of vaccination status. Although not required, our recommendation is that children ages 2 and older also wear face masks while indoors since most of the children that we serve are not yet eligible for the covid-19 vaccine.

●

## **During the Day Prevention**

- Daily Health Screening upon arrival for children and staff
- Electronic check in/out of children and staff
- Staff (regardless of vaccination status) and children over the age of 2 should wear face coverings while in the building
- Sani-Stride Mat to sanitize shoes before entering the Day School Wing
- Air Purifiers with hepa filters in all of the classrooms
- Washing hands before entering the classrooms
- Sanitizing Stations available for hands when soap & water can't be used
- Individual Cubbies for children
- Individual Art Supplies & Sensory Bins for all children
- Removal of carpets and soft toys which cannot be easily sanitized
- Wiping down bathroom surfaces after each child uses the facilities
- Wiping down high touch areas in the classroom multiple times during the day
- Having a "soiled toys" bucket with soapy water
- Wiping down high touch areas on the playground at the beginning of the day and between classes using the playground
- Daily cleaning each day after the children leave
- Any additional guidelines from the VDOE, VDH, and CDC that are needed

## **Hand Washing**

All children, staff, and volunteers should engage in hand washing at the following times

- Arrival to facility
- Before and after food handling
- After diapering
- After using the bathroom
- After helping a child use the bathroom
- After coming in contact with bodily fluids
- After playing outdoors
- After handling garbage
- After coughing, sneezing, or blowing one's nose
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment such as a copier, phone, scissors, toys, pens.
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
  - Turn water on and wet hands, remove from water
  - Add soap to hands and create friction to make bubbles
  - Scrub for 20 seconds
  - Rinse hands under running water
  - Dry hands with single use paper towels

## **Alcohol Based Sanitizers**

Use of an alcohol based hand sanitizer should only be practiced when a water method is not available. If a child needs to use an alcohol based sanitizer, an adult/staff member must be physically present to observe and guide the child in proper use.

## **Health Screening of CHILDREN/STAFF**

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100.4 degrees.

### **CHILD**

- A touchless thermometer will be used to check the temperature of each child when they arrive
- The parent will answer the arrival Covid-19 questionnaire
- Staff member will wear a face mask when performing the health screening
- Staff member will wear an apron when performing the health screening and throughout the day

### **STAFF**

- A staff member will arrive 5-10 minutes before their scheduled shift
- Staff will take their temperature, and answer the daily screening questions

## **Guidelines for Onset of Illness at St. Thomas'**

### **CHILD**

- If a child becomes sick while at school, a teacher will contact the parents or person on emergency contact form if parents cannot be reached
- The child will be moved to our designated sick area and kept comfortable until the person who is picking up arrives

### **STAFF MEMBER**

- If a staff member appears to have symptoms (i.e., fever, excessive cough, or shortness of breath) upon arrival to work or becomes sick during the day, they will be sent home.

## **Guidelines for Onset of Illness While at Home**

### **CHILD**

- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify the school and keep your child at home.
- Families should follow the current illness policy for St. Thomas' Day School which includes the amount of time a child shall remain out of school.
- If the child's symptoms are consistent with Covid-19, please contact your child's pediatrician and ask for guidance. Please share the information that you received from the pediatrician with St. Thomas' Day School so that we will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

### **STAFF MEMBER**

- Staff will stay home and only leave home to get medical care, and will not visit public areas
- Staff will stay away from others as much as possible, and will not return to work until they have been symptom free following the illness policy at St. Thomas' Day School.
- If a staff member develops emergency warning signs of Covid-19 or symptoms are consistent with covid, they should get medical attention immediately. Emergency warning signs include:
  - Trouble Breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face

## **Covid Exposure Reporting**

With schools reopening and more people returning to in-person work, we are asking Day School families to report to us any possible or confirmed Covid-19 exposures that have occurred in your family by answering the questions below. Please report any exposures to us via email or using the Procure App.

- Has any unvaccinated person in your family been exposed to anyone thought to have Covid-19 or tested positive for Covid-19?

- Is any fully vaccinated (including booster) person in your family showing signs of Covid-19 after exposure to anyone thought to have Covid-19 or tested positive for Covid-19?
- Is anyone in your family currently quarantining or isolating at home due to a possible or confirmed Covid-19 exposure?
- Has any person in your family tested positive for Covid-19?

If you answer **yes** to **any** of these questions, your child will not be able to attend school.

#### **For staff/children who have symptoms and have tested positive for COVID-19**

- You can end isolation (leave your home) after Day 5 if these things have happened:
  - At least 5 full days have passed since symptoms first appeared, and
  - You are fever-free for 24 hours without fever-reducing medication, and
  - Your other symptoms have improved (Note that loss of taste and smell might persist for weeks or months and this should not delay the end of isolation), and
  - You can consistently wear a well fitting mask when around others. If you are not able to consistently wear a well fitting mask, you should stay home for 10 days.

#### **For Staff/Children who tested positive for Covid-19 and never had any symptoms must stay home until the following criteria are met:**

- If you did not have COVID-19 symptoms, you can end isolation (leave your home) after Day 5 if this has happened:
- At least 5 full days have passed since you were tested
- You continue to have no symptoms since the test, and you can consistently wear a well fitting mask when around others. If you are not able to consistently wear a well fitting mask, you should stay home for 10 days.

#### **Who is required to Quarantine after having a close contact with someone who has Covid-19**

- People who are ages 18 or older and completed the primary series of recommended vaccines, but have **not** received a recommended booster shot when eligible.
- People who received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have **not** received a recommended booster shot.
- People who are not vaccinated or have not completed a primary vaccine series.

Quarantine (stay home) and separate yourself from other people and pets as much as possible for at least 5 days. You should get tested on or soon after Day 5, if possible. If your test is positive, follow the isolation guidance from the VDH. You can end quarantine (leave your home) after Day 5 if you have no symptoms and can wear a mask when around others for Days 6–10. If you cannot wear a mask around others, quarantine at home until Day 10.

## **For Anyone Who Has A Family Member Quarantining or Isolating At Home Due To A Possible Or Confirmed Covid-19 Exposure**

Children are not able to attend school if they have a family member currently quarantining or isolating at home due to a possible or confirmed Covid-19 exposure.

## **Who is not required to stay home (quarantine) after having close contact with someone with COVID-19**

- People who are ages 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some people with weakened immune systems. (should get tested on or soon after day 5 of last day of close contact)
- People who are ages 5-17 years and completed the primary series of COVID-19 vaccines. (should get tested on or soon after day 5 of the last day of close contact)
- People who had COVID-19 within the last 90 days (you tested positive using a viral test).

## **If ST. THOMAS' DAY SCHOOL has a case of Covid-19 and staff or children have been exposed**

- St. Thomas' Day School will notify families and staff of the exposure while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA).
- St. Thomas' Day School will report the confirmed case to DOLI (if 3 or more staff members test positive in a 14 day period) and the local health department (804-205-3501 or 804-205-3500) using the VDH online portal and follow their specific guidelines.
- St. Thomas' Day School will notify Kandra Brown (804-929-3771) from the VDOE.
- Determine the date of symptom onset for the child/staff member
- Determine if the staff/child member work/attended at the program while symptomatic or during the 2 days before symptoms began
- Determine who had close contact with the staff/child member at the program during those days
- Have the children and staff members who are determined to have had close contact with the affected child/staff member quarantine for 5 days after exposure until testing can be done. If a person has completed all recommended vaccinations as well as the booster, then they do not need to quarantine and only need to test at day 5. (The Day of exposure is day 0) If a person has had Covid-19 in the last 90 days, then they do not need to quarantine or test.
- Wait as long as practical before beginning cleaning and disinfecting to minimize potential exposure to respiratory droplets.
  - Open outside windows to increase air circulation in the area
  - Clean and disinfect all areas used by the sick person such as offices, classrooms, bathrooms, common areas, keyboards, and remote controls
  - If more than 5 days since the sick person visited or used the facility, additional cleaning and disinfection is not necessary

- Continue routine cleaning and disinfecting.
- Wash hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a sick person

**Possible dismissal of STAFF and STUDENTS for 2-5 days even if they did not have contact with the person who is positive for COVID-19**

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine the appropriate next steps, including whether an extended dismissal duration is needed.

- Local health officials recommendations for the duration of school dismissals will be made on a case by case basis using the most up to date information available.
- Discourage staff, students, and their families from gatherings or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, favorite restaurant, or shopping.

**Extended Closing of the Center Due to COVID-19**

In the case of a public health crisis such as Covid -19, St. Thomas' Day School will follow the guidelines from the Department of Health and CDC in regards to closings. If St. Thomas' Day School needs to close for 2 consecutive weeks, full tuition will be due. If St. Thomas' Day School needs to close for 3-4 consecutive weeks, 50% tuition will be due. If St. Thomas' Day School needs to close for over 4 consecutive weeks, no tuition will be due. If a family would like to make a tax deductible donation, a receipt will be issued for tax purposes.