

Covid- 19 Pandemic Policy & Procedures

Face Masks

- Face masks will not regularly be required, but staff and children may wear one if they choose. However, face masks will be required if a person is returning to school/work from testing positive from Covid-19. They will need to wear a mask through day 10 from the date of testing positive. Masks will also be required if the Day School is experiencing an outbreak at the school. An outbreak is defined as 3 or more associated cases that are linked in transmission at the facility within 14 days.

The CDC also recommends universal mask use in indoor settings during High Covid Community Levels. The guidance for checking community levels is below.

<https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>

During the Day Prevention

- Daily Health Screening upon arrival for children and staff
- Electronic check in/out of children and staff
- 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 Art Supplies & Sensory Bins for all children
- Wiping down bathroom surfaces between class usage
- Wiping down high touch areas in the classroom multiple times during the day
- Having a "soiled toys" bucket with soapy water
- 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
- 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 excessive 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 health questionnaire
- Staff member will wear an apron when performing the health screening and throughout the day

STAFF

- Staff will take their temperature using a touchless thermometer and confirm the temperature is below 100.4 degrees.
- Staff will answer the daily health questions when clocking in for the day.

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
- Both the child and staff who is supervising the child who is sick will wear a mask in the designated sick area until they are picked up from school

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/STAFF MEMBER

- If a child/staff member becomes sick at home with symptoms such as, cough, fever, muscle aches, diarrhea, vomiting or generally not feeling well, we ask that the child/staff stay home and notify the school.
- Families and staff should follow the current illness policy for St. Thomas' Day School which includes the amount of time a child shall remain out of school.

Covid Exposure Reporting

- If a child or staff member tests positive for Covid-19, notification will be sent to the class(es) affected through Procure.

For staff/children who have been exposed to someone who tested positive for Covid-19

- If a child or staff member has been around someone who tested positive for Covid-19, they do not need to quarantine, but should monitor themselves for symptoms and may consider wearing a mask for 10 days after exposure. Exposed individuals are advised to test immediately upon notification of exposure and at least again 3-5 days after exposure.

For staff/children have tested positive for COVID-19

- Begin isolation at home and undergo testing as recommended by their healthcare provider. Person who tested positive may return when the following has happened.
 - At least 5 full days have passed since symptoms first appeared or you tested positive, **and**
 - You are fever-free for 24 hours without fever-reducing medication, **and**
 - Your other symptoms(if you were symptomatic) 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. The child/staff will be required to wear a mask at school for days 6-10. If you are not able to consistently wear a well fitting mask, you should stay home and isolate yourself for 10 days.

Covid-19 At Home Diagnostic Tests

- For 22-23 school year St. Thomas' Day School will have at home Covid-19 tests for staff and children enrolled at St.Thomas' Day School to use for diagnostic testing. These tests are provided by our local health department and will be available to get at the school for as long as this program is being offered.

If ST. THOMAS' DAY SCHOOL has an outbreak of Covid-19

- St. Thomas' Day School will notify families and staff of the outbreak while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA).
- St. Thomas' Day School will report the outbreak to the RHHD Epidemiologist Chtaura Jackson chtaura.jackson@vdh.virginia.gov.
- St. Thomas' Day School will report the outbreak to the local Richmond and Henrico Health District as required by Virginia Code using the online form.
- St. Thomas' Day School will notify Lynn Powers (804-840-8260) from the VDOE.

Possible dismissal of STAFF and STUDENTS for 2-5 days even if they did not have contact with the persons who were affected by the Covid-19 outbreak

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.

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.