

Respiratory Viruses Policy & Procedures

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
- Wiping down high touch areas in the classroom & bathrooms multiple times during the day
- Having a "soiled toys" bucket with soapy water in the younger classes
- 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

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

- A touchless thermometer will be used to check the temperature of each child when they arrive
- The parent will answer a health questionnaire

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/STAFF MEMBER

Our sick day policy (based on CDC recommendations) requires a person to stay home if he/she:

- Has a fever of **100.4** or higher or is feeling feverish and has body aches/weakness
- Has been vomiting or has diarrhea (within 24 hours)
- Sore Throat if you suspect a strep infection, even without fever
- Drainage from an ear or eye (may indicate infection)
- Severe Cough/Wheezing
- Frequent Sneezing and Coughing

Returning to School/Work

- You can go back to your normal activities when, for at least 24 hours, both are true:
 - Your symptoms are getting better overall, **and**
 - You have not had a fever (and are not using fever-reducing medication).

Covid-19 At Home Diagnostic Tests

- For the 24-25 school year St. Thomas' Day School will have at home Covid-19 tests available for staff, children and family members of enrolled children 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 a Respiratory Virus

- 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 local Richmond and Henrico Health District as required by Virginia Code using the online form.
- St. Thomas' Day School will notify Sharon Curlee (804-840-8312) 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 outbreak

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the outbreak 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 a Public Health Crisis

In the case of a public health crisis, 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.