

## COVID Health Policy

Tuesday, August 18, 2020

The following outlines our operational policies and procedures pertaining to the Public Health Emergency associated with coronavirus. The COVID Health Policy serves as an Addendum to the *Parent-Student Handbook* for St. Thomas Nursery School and is part of our overall *Coronavirus Health & Safety Plan* for both St. Thomas Episcopal Church and Nursery School and remains in effect while Ohio remains in public health emergency status or directed otherwise from the Ohio Department of Job & Family Services (ODJFS) which is responsible for the licensure of St. Thomas Nursery School. The parish of St. Thomas Episcopal Church remains under the guidelines and Canons of the Diocese of Southern Ohio and The Episcopal Church.

- ❖ Personal health & hygiene practices are promoted by all of us and begin at home as well as at school/church. Everyone (*staff, students, families and parishioners*) will be directed to apply hand sanitizer upon entering the building. Our students will be taught appropriate handwashing practices throughout their day, including washing their hands upon arrival in the classroom, after coughing, sneezing or using a tissue, after using the bathroom, after exercise & play time, before snack time, and at the end of the day.
- ❖ Due to the public health emergency and out of an abundance of caution, no outside groups will be using the facilities or receptions held at this time; stricter security measures are in-place with restricted access to the building.
- ❖ It is always important that we help to prevent illness spread, and this year feels even more critical. If you feel sick, please stay home. Parents need to keep a child showing any signs of illness at home. *Remember, "If in doubt, play it safe and check it out... sit the day out."*
- ❖ All persons entering the church building & school will have a temperature & self-health check, including screening for the following COVID-19 related symptoms listed below:
  - A temperature >100°F (*by ODJFS Guidelines*)
  - Fever or chills
  - Cough
  - Shortness of breath or difficulty breathing
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore throat
  - Congestion or runny nose
  - New loss of taste or smell
  - Nausea or vomiting
  - Diarrhea
  - Close contact risk with someone who has tested positive for COVID-19 within the past 14 days or the household is currently directed to self-isolate from exposure to someone else who has been diagnosed for COVID-19.
- ❖ If a person (including staff members) has a temperature of 100 degrees or higher, the person will immediately be sent home. If the person has **NOT** had close contact with someone confirmed or is probable to have COVID-19, the person can return after they have been fever-free for 24 hours.
- ❖ For our school, if a person has any of the symptoms listed above, and has **NOT** had close contact with someone confirmed or is probable to have COVID-19, the person must remain at home until the quarantine procedures recommended for the specific symptom(s) by the CDC are completed (*please see the "Communicable Disease Policy" section within The STNS Parent-Student Handbook*).
- ❖ If a person has a symptom from the list above, and **HAS HAD** close contact with a person confirmed or is probable to have COVID-19, the person is not to return until quarantine procedures for COVID-19 are completed in coordination with the local health department. *Upon recommendations from the local health department, a negative COVID-19 test result or a doctor's note would be required in order to return to school/work.*
- ❖ Any person who has tested positive for COVID-19 needs to follow quarantine procedures for COVID-19 in coordination with the local health department. If a person **HAS HAD** close contact with someone confirmed or is probable to have COVID-19, the individual is not to return until quarantine procedures for COVID-19 are completed in coordination with the local health department. *Upon recommendations from the local health department, a negative COVID-19 test result or a doctor's note would be required in order to return to school/work.*
- ❖ Following reporting guidelines, the school/parish will notify the local health department, Ohio Department of Job and Family services within 24 hours, and follow their directions and any applicable parish & diocesan protocols for all persons testing positive for COVID-19.

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- ❖ Should a child become ill while at school, he/she will be quarantined in a designated room only to be used for that purpose with a STNS staff member. The room will be cleaned & disinfected immediately afterward.  
*Please make sure the emergency contacts listed are willing and able to pick up an ill child in as timely of manner as possible.*
- ❖ Families will be notified of any reported cases tested positive for COVID-19 or close contact concerns, while preserving the privacy of the individuals.
- ❖ For the parish, face masks are directed to be used according to diocesan guidelines (with noted exceptions). For St. Thomas Nursery School, all staff members will wear a mask at all times (*by classroom space arrangement and distance, face shields may be used in place of other cloth face mask by teachers during circle time to help with instruction*). Students are welcome and encouraged to wear a mask, but because of the ages of our students, it is not a requirement.
- ❖ Capacity controls and physical distance provisions are in-place for both the church and school. There are markers on the floor and chairs/pews directing where it is appropriate to stand/sit. Physical Distancing for the parish and school is further enhanced by smaller worship service and classroom sizes. For the 2020-2021 school year, STNS has limited the number of children in each class: there are no more than 6 children in a two-year-old in a class, no more than 2 children in the three and four-year-old classes, and no more than 2 children in the *Transitional Kindergarten Class*. This also provides a greater teacher to student ratio for our school.
- ❖ All worship & program spaces, classrooms, bathrooms, and “high touch” areas will be disinfected at the end of each session/service. Classroom materials and other “high touch” areas will be disinfected throughout the school day.
- ❖ Contact tracing will be coordinated for both the parish and day school. The parish will use a reservation system for worship services. For our school, attendance records (both staff and students) will be monitored for any trends, and be available for contact tracing if needed.
- ❖ Any questions you have regarding COVID-19, including health concerns / reports or other policy questions for STNS should be directed to STNS Director, Emily Keiser (cell # 513-543-7631) and/or the parish to our Rector, Fr. Darren Elin (cell # 513-448-7999).

We acknowledge how challenging the public health emergency related to the pandemic remains for all of us. This Health Policy along with the protocols within our overall *Coronavirus Health & Safety Plan* will help ensure that our school and parish can remain open in as safe and healthy environment as possible. As a community of faith, please know that we keep you and your family in prayer and are also here to help your family in any way we can. The clergy and our pastoral care team at the parish are ready and able to assist any of our families, so feel free to reach out through our parish office or by email at [office@stthomasepiscopal.org](mailto:office@stthomasepiscopal.org)

Above all else, please know how much we appreciate that you and your family are part of our wider family and we thank you for the trust and support you share with us!



The Rev. Darren R.S. Elin, *Priest & Rector*



Ms. Emily Keiser, *STNS Director*