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Kenneth W. Soistman, President
Michael Kelleher, Principal

March 5, 2021

Dear All Saints Family,

This document updates the All Saints Catholic School community with protocols and procedures related to Covid that will continue to keep us safe. In consultation with the local health department, the Diocese of Richmond, and the All Saints staff, we present this document as an update to prior published procedures pertaining to how Covid cases and close contacts are handled at All Saints.

All things considered, All Saints has proven itself successful in mitigating the threat of Covid in our community. In fact, since last March 2020, we have had only five students test positive, all of whom recovered well. What's more, we only had one faculty/staff member test positive who also recovered well. As of this letter, we have had a majority of our faculty/staff receive their second dose of the vaccine. It appears that brighter days are ahead.

We have learned a great deal about how to handle Covid cases since last March. While there were many different guidance memos sent out by many different sources that seems to have constant changes and updates, those memos also appear to have more consistency lately. That's why we can share these Covid updates with confidence that, should Covid (or any Covid variants) present themselves in our community, we can realistically, effectively, and safely execute these updated protocols and procedures.

There are several terms, notes, and caveats that come with these updates. Here is what we have identified so far:

- **A "close contact" is designated as someone who has had close contact with the positive individual for 15 minutes or more without the use of masks and less than 6 feet social distancing.**
- **The school building is cleaned, disinfected, and sanitized routinely during the school day and in the evening.**
- **All Covid protocols (i.e. temperature screenings, masking, social distancing, sanitation) remain in place through the 2020-2021 academic year unless amended by the VDH.**
- **Virtual instruction remains open through 2020-2021 academic year for families who either are required to isolate or who feel more comfortable staying away from the building.**
- **Each case must be taken as a unique event with their own set of circumstances. We will follow these guidelines as we consider each case.**

Please continue to do your part to keep All Saints safe. Thank you for your continued communication with the school when positive cases arise.

Sincerely,

Michael Kelleher, M.Ed., M.Ed.Admin.
Principal

Marge Crowe, RN
School Nurse



COVID-19 PROTOCOLS & PROCEDURES
Updated: March 5, 2021

PART A: FACULTY/STAFF MEMBER LEAVES SCHOOL NOT FEELING WELL (WITH COVID-LIKE SYMPTOMS).

1. The school nurse will check to make sure that medical care is available for the individual.
2. If the Faculty/Staff member was in contact with students, the students will be relocated to another classroom or area within the school. The room(s) will be closed to be disinfected and sanitized.
3. The Principal will make a determination as to whether students in a specific class(es) will be sent home immediately or wait until the end of the day.
4. The Front Office will coordinate a substitute teacher and/or adequate student supervision.
5. In order to return to All Saints, the Faculty/Staff member will be required to either produce a negative Covid test which was administered at least 72 hours after the onset of symptoms OR remain away from the school building for 14 calendar days.

PART B: FACULTY/STAFF MEMBER TESTS POSITIVE FOR COVID

1. The Principal will begin the case investigation process by reporting the case and close contacts* to the Office of Catholic Schools of the Diocese of Richmond (OCS). With OCS guidance, the principal will notify stakeholders.
2. The School Nurse will notify the Richmond Health Department.
3. The Principal will directly communicate with any identified close contacts to inform them of possible Covid-19 exposure.
4. The principal will notify the Positive-tested Faculty/Staff member that a 10-day isolation period is necessary from the date of positive test. The individual will remain away from school for 10 days and may return when the individual has been fever free for 24 hours without fever reducing medications.

PART C: STUDENT LEAVES SCHOOL NOT FEELING WELL (WITH COVID-LIKE SYMPTOMS).

1. As a matter of routine, any student who is sent to the clinic and is not feeling well will be screened for COVID-19. A student with a temperature of at least 100.4 or other Covid-like symptoms will immediately be transferred to the isolation room. The front office will contact a parent/guardian to take the student home.
2. Students in the room(s) where the ill student was located will be removed from the room. The room(s) will be closed to be disinfected and sanitized.
3. The nurse will maintain regular and frequent communication with the family of the student in order to check on the health of the child and receive updates regarding Covid test results.

4. The student may return to school if a Negative Test result is produced which was administered at least 72 hours after the onset of symptoms and no other close contact was made OR the student quarantines for 14 calendar days per CDC quarantine guidelines.

PART D: STUDENT TESTS POSITIVE FOR COVID

1. The Principal will begin the case investigation process by reporting the case and close contacts* to the Office of Catholic Schools of the Diocese of Richmond (OCS). With OCS guidance, the principal will notify stakeholders.
2. The School Nurse will notify the Richmond Health Department.
3. The School Nurse will check with parents to make sure appropriate medical care is available for the student.
4. The principal will notify the parents of the Positive-tested student that a 10-day isolation period is necessary from the date of the positive test. The student will remain away from school for 10 days and may return when the individual has been fever free for 24 hours without fever reducing medications.

PART E: FACULTY/STAFF MEMBER HAS CLOSE CONTACT WITH SOMEONE WHO TESTED POSITIVE TO COVID-19

1. School Nurse will check to make sure that medical care is available for the Faculty/Staff member.
2. The Principal will advise the Faculty/Staff member that a 14-day quarantine period is necessary from the date of the contact, regardless of the Faculty/Staff member's negative COVID-19 test. The Faculty/Staff member may return after 14 days and no fever for 24 hours without fever reducing medications.
3. The School Nurse will inquire about the Faculty/Staff member's plans for quarantining and/or isolation.
4. If the Faculty/Staff member develops symptoms during the quarantine period, and tests positive for the COVID virus, they will be required to remain in isolation for 10 days from the date of their own positive test. The School Nurse will notify the Richmond Health Department.
5. For faculty, the Front Office will secure a sub and obtain lesson plans from the teacher.

Note: Fully vaccinated individuals are no longer required to quarantine after exposure to Covid-19. To avoid quarantine, an individual must adhere to the following:

- A. At least 14 day out from the 2nd dose of the vaccine and no more than 90 days out.
- B. Anyone who shows symptoms should still quarantine and seek testing.

PART F: STUDENT HAS CLOSE CONTACT WITH SOMEONE WHO TESTED POSITIVE TO COVID

1. The School Nurse will check with parents to make sure appropriate medical care is available for the student.
2. The School Nurse will inquire about the family's plans for quarantining and/or isolation.
3. The Principal will advise parent(s) that a 14-day quarantine period is necessary from the date of the close contact. Student may return after 14 days and no fever for 24 hours without fever reducing medications.

4. If the individual develops symptoms during the quarantine period, and tests positive for the COVID virus, they will be required to remain in isolation for 10 days from the date of the positive test. The student may return to school after 10 days in isolation and no fever for 24 hours without fever reducing medications. The School Nurse will notify the Richmond Health Department.
5. So long as the student is physically capable, the student is expected to participate in Virtual Instruction. The student is responsible for obtaining and submitting any missed assignments.