

Covid-19 Procedures for School Opening 2021-2022



Clarke Schools
for Hearing and Speech

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CLARKE SCHOOLS FOR HEARING AND SPEECH | 9803 OLD ST. AUGUSTINE ROAD, SUITE 7 JACKSONVILLE, FL 32257

REVISED: 8/13/2021

Policies and Procedures for Reopening

Contact Information

- Updated emergency contact completed for each child
 - ✓ Child will not be admitted to school without prior emergency contact in place.
- Families need to identify consistent person who will drop off and pick up for the children's safety.
- Family must notify administration if they need to deviate from person whom the child may be released to.

Daily Screening and Drop Off Procedures

- Parents are to **take your child's temperature daily at home** before arrival at school.
 - ✓ If your child **has a temperature greater than 100.4F do not send them to school.**
 - ✓ If your child has any of the **following symptoms** in the check list below, **do not send them to school.**
 - ✓ If anyone in your household has any of the **following symptoms** in the check list below, **do not send your child them to school.**

| KEEP YOUR CHILD HOME if has A COVID-like illness defined as: | | |
|---|----|--|
| At least ONE of these symptoms | OR | At least TWO of these symptoms |
| <ul style="list-style-type: none">• new or persistent cough• shortness of breath• new loss of sense of smell• new loss of sense of taste | | <ul style="list-style-type: none">• chills• muscle pain• headache• sore throat• nausea/vomiting• diarrhea• fatigue• congestion/runny nose |

- If you, your child, or anyone in your household has been exposed to a positive Covid-19 case, **do not send your child to school.** Contact Clarke Administration for further instructions.
- If a child is exhibiting symptoms upon arrival, the child's temperature will be checked. Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.
- If the child has a temperature or exhibits symptoms of concern, the parent will be contacted for pick up and children will be placed in the designated isolation area with a staff member until parent arrives.
- If your **family has or have plans to travel internationally**, you **must** inform Clarke Administration of dates of travel and follow CDC guidelines for international travel.

Absences

- If your child is going to be absent, **call the main office at 904-880-9001 x0 to officially report it.**
- You will be required to complete an absence note online before your child returns to school; it will be sent to you via Remind/text on day of absence.

Arrival by Vehicle

- No family/guardian is allowed into the building, unless pre-scheduled and approved by administration.
- Each class is assigned a door to enter/exit during drop-off and pick-up time.
- A parent or guardian will park and walk their student to their assigned class entry door.
 - ✓ **Wait in your car** with your child until you see staff at your assigned door
- If late, go to the main office (suite 8) to have your child brought into the school by a staff member.

Pick Up by Vehicle

- Dismissal is at 2:30 pm daily (12:00 pm for Toddler Class)
- Parent or guardian will park in the parking lot and walk to their designated pick-up door.
- Your child will be brought to you after at the door when you arrive in the designated waiting area and in order in which you arrive.
- If a child needs to be dismissed early, please go to the main office door (suite 8) and a staff member will bring your child to you.

Food – Snacks/Lunch

- Pack a snack and lunch for your child daily
 - ✓ Lunch bags are permitted, please clearly label child's belongings

Personal Items

- No outside, blankets/toys/personal items
 - ✓ Except extra clothes required for cubbies
 - ✓ Toddler/Preschool program may bring a blanket, stuffy and travel pillow for rest time.

Toys/Materials

- Children will have individual bins with their names on them for items used daily such as crayons, markers, glue sticks, etc.
- Classroom materials being used will be disinfected each day.

Visitors

- Parents, outside therapists, and site visitors will be permitted with administration permission.
- *Outside workers (Specialists, Therapists, etc.) coming to see children in center will be asked to wear masks and required to follow the health & safety protocols at Clarke.*

Cleaning/Disinfecting

- Thorough disinfection of all surfaces and toys will occur daily.
- At the end of each day toys and surfaces will be disinfected.
- Classroom spaces, offices, and materials will be disinfected with an electrostatic unit when the situation requires it.
- In the event of a positive exposure, a deep clean of the facility will be completed before staff and students return on site.

Mitigation Procedures

- Per the CDC, students will maintain at least 3 feet of physical distance in the classroom if possible.
- Effective August 24, 2021, per Duval County, a mask mandate for all staff is in effect until September 2, 2021. Clarke staff is required to follow this guidance of always wearing a mask while indoors.
- Clarke strongly recommends indoor masking by all students (age 2 and older). Masks will be removed for eating and rest time, and masks are not required for any outdoor play or activities.
- Staff and students will complete handwashing routines regularly, in-between activities, before and after mealtime, before and after outdoor play, etc.

Child Illness while at School

- Should a child become sick while in our care the following procedures will take place:
 - ✓ Child will be removed immediately from the classroom and put into a designated isolation area.
 - ✓ Clarke administration will immediately contact parents/guardians.
 - ✓ Clarke administration will supervise the child until he/she is picked-up.
 - ✓ Child will only be released to family members on the Emergency Contact Form.
 - ✓ Call the school upon your arrival.
 - ✓ Child will be walked out by a staff person. Pick-up person will not be permitted to enter.
 - ✓ Administration will notify Clarke's Health and Safety Manager for documentation.
- **If your child has symptoms of COVID-19, schedule a PCR test.**
 - ✓ Testing sites are located throughout your county.
 - ✓ **Children awaiting test results should:**
 - Be excluded from school and social activities
 - Stay away from others as much as possible, especially vulnerable individuals
 - Anyone with chronic health conditions and elderly individuals
 - ✓ If a positive test is received, please notify Clarke immediately.
 - Administration will notify Clarke's Health and Safety Manager and the Board of Health.

Staff Illness while at School

- Any staff member who develops symptoms of COVID-like illness (cough, shortness of breath or any 2 of the following symptoms: fever, chills, muscle pain, sore throat, new loss of taste or smell), will be immediately sent home.
 - ✓ Any staff member who may need to be picked up, will remain in the isolation room while waiting
- **If staff has symptoms of COVID-19, schedule a PCR test**
 - ✓ Testing sites are located throughout your county.
 - ✓ **Staff awaiting test results should:**
 - Be excluded from school and school activities
 - Stay away from others as much as possible, especially vulnerable individuals
 - Anyone with chronic health conditions and elderly individuals
 - ✓ If a positive test is received, please notify Clarke immediately.

- Administration will notify Clarke’s Health and Safety Manager and the Board of Health.

Guidelines to Return to School/Work

The child or staff member with COVID-like illness can return if:

1. **Negative Test Result or**
2. **A Clinician Makes an Alternative Diagnosis and**
 - a. **Be fever free for 24 hours off anti-fever medication and**
 - b. **MUST provide a return to school note from your doctor.**

Positive Test Result

1. **Your child/staff needs to isolate for 10 days and**
2. **Be fever free for 24 hours off anti-fever medication and**
3. **Symptoms have improved for over 24 hours**

Your county will contact you to review public health isolation guidance. It is important to share information for any individual your child has been in contact with.

Student/Staff Not Tested

1. **Your child/staff needs to isolate for 10 days after symptoms started and**
2. **Be fever free for 24 hours off anti-fever medication and**
3. **Symptoms have improved for over 24 hours**

*All guidance regarding the health and safety policies will be overseen by Clarke’s Health and Safety Manager and all situations will be reviewed on a case-by-case basis for guidance. All guidance listed above follows the Florida Education Department/Department of Public Health and/or Center for Disease Control and is subject to change as new guidelines evolve.