

# Covid-19 Procedures for School Opening



**Clarke Schools**  
for Hearing and Speech

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CLARKE SCHOOLS FOR HEARING AND SPEECH | 45 ROUND HILL RD, NORTHAMPTON MA 01060

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# 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.
- Designated person must be familiar with all the health and safety protocols outlines in this document.
- Family cannot deviate from person whom the child may be released to.

## Daily Screening Form and Drop Off Procedures

- Parents are to **take their child's temperature daily at home** before sending child to 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"><li>• new or persistent cough</li><li>• shortness of breath</li><li>• new loss of sense of smell</li><li>• new loss of sense of taste</li></ul>		<ul style="list-style-type: none"><li>• chills</li><li>• muscle pain</li><li>• headache</li><li>• sore throat</li><li>• nausea/vomiting</li><li>• diarrhea</li><li>• fatigue</li><li>• congestion/runny nose</li></ul>

- 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 at 413-387-1700 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 child will be placed in the nurse's office with a staff member until parent arrives.
- If your **family has plans to travel internationally**, you **must** inform Clarke Administration of dates of travel and follow CDC guidelines for international travel.

## Arrival by Vehicle

- No family member is allowed into the building, unless pre-scheduled and approved by administration
- A Clarke staff member will meet you to get your child from the vehicle.
- If late, family members dropping off will call the office and a staff member will meet you to bring the student into school.

## Arrival by Bus

- Driver and Aid are not allowed into the building.
- Driver and Aid are to remain with their vehicle.
- A Clarke staff member will get students from the vehicle.
- **MASKS** – Driver and Aid are required to wear a face mask.
- If late, driver will call the office 413-582-1116 or 413-387-1700 and a staff member will come out to get the child.
- **If a child does not need transportation to school, parent/guardian will inform transportation that their child does not need to be picked up.**

## Pick Up by Vehicle

- Dismissal is at 2:30 for Preschool Monday-Thursday and 12:30 on Fridays
- Dismissal is at 3:25 daily for K-8 Program.
- Parent/ Guardian wait at their vehicle until the child is brought to your vehicle by a Clarke staff member.
- If a child needs to be dismissed early, parent/guardian will remain at their vehicle and call the office. The child will be escorted to the vehicle.

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## Pick Up by Bus

- Dismissal is at 2:30 for Preschool Monday-Thursday and 12:30 on Fridays.
- Dismissal is at 3:25 daily for K-8 Program.
- Driver and Aid to wait with their bus until the students are brought to the bus by a Clarke staff member.
- **No one is to enter the building.**
- **If a child needs to be dismissed early, parent/guardian will inform transportation that their child does not need to be picked up.**

## 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 are allowed.
  - ✓ Except extra clothes required for cubbies
  - ✓ Preschoolers will bring napping materials in separate storage bag or pillowcase. One stuffy may accompany them and will be stored with personal bedding.

## 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 with an electrostatic unit.

## Visitors

- Parents, outside therapists, and others will be permitted with administration approval.
- *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 as needed.
- At the end of each day toys will be disinfected.
- Classroom spaces, offices, and materials will be disinfected each day with an electrostatic unit.
- 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 Massachusetts Department of Education guidelines and the CDC, students will maintain at least 3 feet of physical distance in the classroom.
- Clarke will follow universal indoor masking by all students (age 2 and older), staff, teachers, and visitors on site, regardless of vaccination status. 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 the nurse's office.
  - ✓ Clarke administration will immediately contact parents/guardians.
  - ✓ Clarke Administration or school nurse 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. Pickup 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 (rapid tests are not sufficient for symptomatic child to return to school)**
  - ✓ Testing sites are located throughout your county.
  - ✓ **Children awaiting test results should:**
    - Stay at home and will not be able to participate in school activities.
    - Stay away from others as much as possible, especially vulnerable individuals,
      - Such as 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.
    - NOTE: If your child has chronic or acute symptoms or a condition that can be like COVID, a differential diagnosis from a physician must be provided to the school in writing. This may be provided in anticipation of symptoms such as seasonal allergies.

### 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 isolated 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 PCR Test Result or**
2. **A Clinician Makes an Alternative Diagnosis and**
  - a. **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 Massachusetts Department of Education/Department of Public Health and/or Center for Disease Control and is subject to change as new guidelines evolve.