

Covid-19 Procedures for School Opening 2021-2022



Clarke Schools
for Hearing and Speech

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CLARKE SCHOOLS FOR HEARING AND SPEECH | 1 WHITMAN ROAD, CANTON, MA 02021

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Policies and Procedures for Reopening

Contact Information

- Completed enrollment packet, current age-appropriate vaccine documentation, and updated emergency contact must be completed for each child,
 - ✓ Child will not be admitted to school without prior emergency contact in place.
 - ✓ Families need to make sure any designated person for drop off/pickup know and follow the safety procedures.
- Families need to identify consistent person or persons who will drop off and pick up for the children's safety.

Daily Screening Form 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 100.0 degrees do not send them to school.**
 - ✓ If your child has any of the **following symptoms** in the check list below, **please call the front office and do not send them to school.**
 - ✓ If your child's symptoms follow Covid-19 definitions as below, please follow the Covid-19 protocols described below.
 - ✓ 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• fever over 100.0 degrees		<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. The 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 an isolation area with a staff member until parent arrives.

- If your **family has plans to travel internationally or domestically**, you **must** inform Clarke Administration of dates of travel and follow CDC guidelines for international and domestic travel.
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-risk.html> Children under the age of 12 must follow quarantine guidance and test on days 3-5 post travel and quarantine for 7 full days before returning to school with negative test results per CDC.

Arrival by Vehicle

- No family is allowed into the building, unless pre-scheduled and approved by administration
- Families/guardians are to remain with their vehicle.
- A Clarke staff member will get your child from the vehicle.
- If late, family members dropping off will call the office and a staff member will come out to get the child.

Arrival by Bus

- Drivers are asked to open van/bus windows to the safest extent possible during travel.
- Drivers are asked to park in designated spaces in front of the building.
- Driver and Monitors are not allowed into the building.
- Driver and Monitors are to remain with their vehicle.
- A Clarke staff member will get students from the vehicle.
- **MASKS** – Driver and Monitors are required to wear a face mask.
- If late, driver will call the office and a staff member will come out to get the child.
- **No one is to enter the building.**
- **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 1:00 pm or 3:00 pm on extended day dismissal.
- 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.

Pick Up by Bus

- Dismissal is at 1:00 pm or 3:00 pm on extended day dismissal.
- Driver and Monitors to wait with their bus/van until the students are brought to the vehicle 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 – Lunch

- Pack a nutritious lunch and water bottle for your child daily
 - ✓ Re-usable lunch boxes and water bottles are permitted, please clearly label child's belongings.
 - ✓ Snacks will be provided daily by your child's teacher.
 - ✓ Since masks must be removed for snack and lunch, these activities will be held outdoors when possible or at greater than 3 feet of distance indoors.

Personal Items

- No outside, toys/personal items
 - ✓ Except extra clothes required for cubbies

Toys/Materials

- Children will have individual bins with their names on them for daily personal-use items such as crayons, markers, glue sticks, etc.
- Play stations are allowed in the classroom setup one at a time based on teacher decision. (i.e., water table, sand table, etc. 2 children at a time can be using the station)
- Children may play in the classroom with other children (i.e., playing with blocks, trains, cars, etc.) two children at a time, under 3ft for no more than 10-15 minutes and must be always masked, and after play the teacher or assistant will have the children following hand washing procedure before starting the next activity.
- Shared classroom toys and materials will be disinfected each day with an electrostatic unit.

Visitors

- Parents, outside therapists, and site visitors will be permitted with administration approval
- *Outside workers (Specialists, Therapists, etc.) coming to see children in center will be asked to wear masks and follow health and safety protocol of the building.*

Cleaning/Disinfecting

- Thorough disinfection of all surfaces and toys will occur daily.
- 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. Please be sure that your child has a well-fitting mask,

labeled with his/her name and a spare mask in the backpack. We keep child-sized paper masks on hand if a replacement is needed at any time.

- Staff and students will complete handwashing routines regularly, in-between activities, before and after mealtime, before and after outdoor play, etc.
- Any positive case situations will be reported directly to DESE (Department of Early & Secondary Education) and EEC (Early Education and Care).

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 brought to a designated isolation area.
 - ✓ Clarke administration will immediately contact parents/guardians.
 - ✓ A Clarke staff member 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 and the Board of Health for documentation.

- **If your child has symptoms of COVID-19, schedule a PCR test**
 - ✓ Testing sites are located throughout your county and Clarke requires a PCR test to be completed.
 - ✓ **Children 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.

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 Massachusetts Department of Education/Department of Public Health and/or Center for Disease Control and is subject to change as new guidelines evolve.