

# Covid-19 Procedures for School Opening 2021-2022

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**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"><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><li>• fever over 100.0 degrees</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 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**, you **must** inform Clarke Administration of dates of travel and follow CDC guidelines for international travel. If your family plans domestic travel, you are reminded to follow CDC guidance for vaccinated and unvaccinated travel.

## 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.