

Covid-19 Procedures for School Opening 2021-2022



Clarke Schools
for Hearing and Speech

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CLARKE SCHOOLS FOR HEARING AND SPEECH | 80 EAST END AVENUE, NEW YORK, NY 10028

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Policies and Procedures for Reopening

Daily Screening Form and Drop Off Procedures

- Parents must **take their child's temperature every morning at home and complete health survey** by 7am or before putting the child on the bus.
 - ✓ If your child **has a temperature of or greater than 100.4F they must stay home.**
 - ✓ 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.**
 - ✓ **A child who arrives at school without a health survey being completed by the parent or who has symptoms of illness, or who was sent to school after an absence and was not cleared by Clarke's Health & Safety Manager to return to school will be isolated from the class. A parent will be called to pick up the child immediately.**

KEEP YOUR CHILD HOME IF THEY HAVE 1 or MORE SYMPTOMS OF COVID (below)	
<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 or fever• muscle pain or body aches• headache• sore throat• nausea or vomiting• diarrhea• fatigue• nasal congestion or runny nose or cough

** There are other illnesses or symptoms that are not related to Covid that require you to keep your child home until they are healthy and can fully participate in school activities, without restrictions. Please see the Family Handbook for more information.

- If you, your child, or anyone in your household has been exposed to a positive Covid-19 case or if anyone in your home is quarantining, **do not send your child to school.** Contact Denise Nunez (212)585-3500 or dnunez@clarkeschools.org for further instructions.
- Staff will monitor each child's health when they arrive at school and throughout the school day. If a child has symptoms of illness when they arrive at school or during the day, the child will be moved away from other children, the child's temperature will be checked, and their symptoms assessed. Parents will be called to pick up their child and are expected to get their child from school within one hour.
- If the child has a temperature or exhibits symptoms of illness, the parent will be contacted for pick up and children will be placed in an isolation area with a staff member until parent arrives. Parents are expected to arrive within 1 hour.
- Please make sure that parent and emergency contacts' phone numbers and email addresses are up to date and that emergency contacts know that Clarke may call them if the parent cannot be reached.

Clarke does not have a nurse and cannot administer medication. If a child's health is getting worse, 911 will be called.

- 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 Parent or Caregiver Drop-off

- No family are allowed into the building, unless pre-scheduled and approved by administration.
- Parents/Caregivers must remain outside of the building with their child.
- Parents/Caregivers must wait until the child has entered the building and has been cleared to stay before leaving.
- If late, parents/caregivers will need to wait outside until a staff member is free to screen and check the child in and escort them to their room. Call the office and a staff member will come down to get the child.

Arrival by Bus

- Arrival is 8:30
- Driver and Escort are not allowed into the building.
- Buses will be unlocked one at a time. Students will remain on their bus until it is that bus's turn to unload.
- Clarke staff will go to the door of the bus.
- Prior to unloading the bus, the driver/escort will be asked if any children are absent.
- The bus staff will need to remove the children from the bus. Clarke staff will not enter bus.
- Students will use hand sanitizer upon arriving in the lobby.
- Students will be escorted to their classrooms as soon as possible to reduce the number of people in the lobby.
- Any observation by a Clarke staff member that a bus driver or escort was not wearing their mask will be reported to the bus company.
- Children with IEPs are authorized for school bus transportation. If a parent chooses to transport the child themselves, they are expected to arrive by 8:25. If the child is frequently arriving after 8:30, the child will have to use bus transportation.

Dismissal Procedures

- Parent/caregivers who are picking up a student will also have to wait outside of the building.

- Escorts will wait outside the building, taking no more than two children at a time. Staff can help bring additional children to the bus.
- Although children with IEPs are approved for busing, some parents prefer to transport their child themselves. Parents will be notified that punctuality is critical under the circumstances and their cooperation is required to follow the schedule for their child's arrival and departure, if self-transporting, otherwise transportation will need to be by bus.
- Dismissal: currently 2:00 (parents will be notified when normal dismissal at 2:30 will resume)
- Children will be dismissed to the buses one bus at a time. The bus's arrival will be announced to the school community over the intercom system.
- Escorts must wait outside the doors. Children will be dismissed to escorts or will be brought to the bus by a Clarke staff member.
- Parent/Caregiver pickup-the child will be paged and brought to the front door by Clarke staff and dismissed to the parent. Caregivers must be on the list of people approved to pick up the child by the parents and must show identification.
- If a parent plans to pick up a child early, the school should be notified at least 2 hours in advance. If a parent shows up without advance notice, they will have to wait until it is possible for a child to be prepared for dismissal. The parent must wait outside. Their child will be brought to them at the door.

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, toys/personal items
 - ✓ Except extra clothes required for cubbies

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

- Visitors will be limited to essential visits only. When appropriate, virtual visits will take the place of in-person visits.
- Parents will not be allowed into the building unless a scheduled in-person meeting is occurring.
- Parents will not be allowed into the building to use the bathrooms or to take their child to the bathroom.
- Bus drivers/escorts will not be allowed to use the bathrooms.

Early Intervention Families

- Only 1 parent or caregiver will be allowed into the building.
- Early arrivers will have to wait outside of the building.
- No siblings will be allowed into the building.
- Only visitors with appointments will be allowed in for the specific purpose of their appointment.

Cleaning/Disinfecting

- Throughout the day, staff will clean and disinfect shared objects, materials and high contact touch points and log each time they disinfect a surface. The log will be on the wall, near the door of each classroom. EPA and CDC approved disinfectants will be used (such as Lysol), alternative such as bleach (1/3 cup of bleach added to 1 gallon of water) or 70% alcohol solutions when other products are not available.
- Students will not be in proximity when disinfectants are in use and will not participate in cleaning or disinfecting activities.
- Thorough disinfection of all surfaces and toys will occur daily.
- 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

- Physical distance guidelines will be adhered to the greatest extent possible and when supervision, including increasing table space, marking tables and using physical barriers where necessary.
- Clarke will follow universal indoor masking by all students (age 2 and older), staff, teachers, and visitors on site, regardless of vaccination status.
- All students and staff will wear masks outside when going for walks or to the public playground or park.
- Staff and students will complete handwashing routines regularly, in-between activities, before and after mealtime, before and after outdoor play, etc.
 - Upon entering the building, staff and students will use hand sanitizer, in lieu of handwashing, until they are near a sink to wash their hands.

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 to pick up their child within an hour.
- ✓ A Clarke staff member will supervise the child until he/she is picked-up.
- ✓ A child will only be released to the parents or caregivers on the Consent to pick up form. (the caregiver must have photo id)
- ✓ Parent or caregiver will wait outside the front door. Caregivers must show identification. child will be walked out by a staff person. Pickup person will not be permitted to enter.
- ✓ Administration will notify Health and Safety Manager for documentation
- ✓ If a child's health may require immediate medical care, 911 will be called and a staff member will accompany the child to the hospital.

If a child exhibits symptoms of a severe allergic reaction, even if they have no history, an epinephrine auto-injector will be used, 911 will be called, and the parent will be notified to meet the child and staff member at the hospital.

➤ **If your child has symptoms of COVID-19, schedule a PCR test**

- ✓ PCR test is required.
- ✓ To find a testing site near you, text "COVID TEST" to 855-48 or enter your address in this site: <https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page> or call 311.
- ✓ **Children awaiting test results:**
 - Must stay home from school.
 - Stay away from others as much as possible, especially vulnerable individuals
 - Anyone with chronic health conditions and elderly individuals
- ✓ Notify Clarke as soon as you have a result. Please send a copy of the result.
 - 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 (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**

- ✓ To find a testing site near you, text "COVID TEST" to 855-48 or enter your address in this site: <https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page> or call 311.
- ✓ **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 after being cleared by Clarke's Health and Safety Manager if:

1. **Negative Test Result or**
2. **A Health Care Provider Makes an Alternative Diagnosis based on a diagnostic test (such as a strep test)**
 - a. **Fever free for 24 hours without 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. **Fever free for 24 hours without medication and**
3. **Symptoms have improved for over 24 hours**

NYC Contact Tracing 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. **Fever free for 24 hours without 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 New York State and NYC Department of Education/Department of Public Health and/or Center for Disease Control and is subject to change as new guidelines evolve.