

# Covid-19 Procedures for Clarke Boston 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

REVISED: 10/26/2021

# 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 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.

## 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 1:30 daily
- 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 1:30 daily
- 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.
- 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 5 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. 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 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.