

# Health & Safety Policies & Procedures for School Opening 2022-2023

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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: 8/9/2022

# Policies and Procedures

## 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. This alternate must produce a photo identification of themselves prior to first time pickup of the child.

## Daily Screening and Drop Off Procedures

- ✓ 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 email [ClarkeAbsent@clarkeschools.org](mailto:ClarkeAbsent@clarkeschools.org) and notify us that your child will be absent.**
- ✓ 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 to school. Symptoms listed that state "when in combination with other symptoms" refers to Covid based symptoms. If your child has one of the single symptoms and not combined with another, they are still expected to stay home, until symptom free for 24 hours, please check with Health & Safety Manager with any questions regarding this.**

KEEP YOUR CHILD HOME if has A COVID-like illness defined as:	
<ul style="list-style-type: none"><li>• Fever (100.0-degree Fahrenheit or higher, chills, or shaking chills)</li><li>• Difficulty breathing or shortness of breath</li><li>• New loss of taste or smell</li><li>• Muscle aches or body aches</li><li>• Cough (not due to other known cause, such as chronic cough)</li><li>• Sore throat, when in combination with other symptoms.</li></ul>	<ul style="list-style-type: none"><li>• Nausea, vomiting, or diarrhea when in combination with other symptoms.</li><li>• Headache, when in combination with other symptoms.</li><li>• Fatigue, when in combination with other symptoms.</li><li>• Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms.</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.** However, if your child is fully vaccinated and asymptomatic, they may come to school, but you must advise Clarke Absent Email of the exposure. Contact Clarke Absent Email [clarkeabsent@clarkeschools.org](mailto:clarkeabsent@clarkeschools.org) for further instructions if you are keeping your child at home.
- 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.

## 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.
- ALL vehicles are asked to leave the Clarke & surrounding parking lots after drop off and pickup per the landlord.
- Vehicles are not allowed to be on property per landlord more than 15 minutes prior to drop off or pickup.

## Arrival by Van

- 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** – Effective February 25, 2022, CDC does not require wearing masks on buses or vans operated by public or private school systems, including early care and education/childcare programs. The school district your child comes from could keep the mask requirement in place and families will have to follow. **Families may choose to continue having your child wear a mask while being transported to school.**
- 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.**
- **A valid Driver's license with photo i.d. must be provided by the driver and any assistant or aids also on the van must provide photo i.d.**

## Pick Up by Vehicle

- Dismissal is at 1:00 pm for Preschool students and 3:00 pm for children approved for extended day program Monday-Thursday, all children are dismissed at 1:00 pm on Fridays.
- 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 Van

- Dismissal is at 1:00 pm for Preschool students and 3:00 pm for children approved for extended day program Monday-Thursday, all children are dismissed at 1:00 pm on Fridays.
- The driver is 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.

## 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. ALL visitors must sign in and wear visitor pass/ID and sign out and return pass/ID. Masks are not required to be worn by visitors; it is their choice to wear one when inside the building. All visitors to Clarke are required to follow health and safety guidelines that are in place and sign visitor's nondisclosure agreement.

## 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

- Masks will no longer be required by students or staff no matter the vaccination status. Families may choose to have their child continue to wear a mask while in school and must advise Administration of their request in writing that they want their child to continue masking while in the building. Staff may choose to continue masking at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 will be required to wear a mask when in the building during the additional 5 days of quarantine when cleared to return to the building. Mask requirements can change at any time by the Health & Safety Manager, which would be because of guidance given by either the DESE, EEC, and Department of Public Health or CDC.

- Staff and students will complete handwashing routines regularly, in-between activities, before and after meal time, before and after outdoor play, etc.

## Child Illness while at School

- Effective 8/15/2022 new guidance for exposure and or positive cases and quarantine guidelines for Covid-19 [DESE.EEC Guidance 8.15.22](#)
- CDC guidance to be [COVID-19 by County](#)

\*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.