

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



Clarke Schools
for Hearing and Speech

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CLARKE SCHOOLS FOR HEARING AND SPEECH | 45 ROUND HILL RD, NORTHAMPTON MA 01060

REVISED: 8/9/2022

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 identify consistent person who will drop off and pick up for the children's safety.
- Designated person must be familiar with all the health and safety protocols outlines in this document.
- Family cannot deviate from person whom the child may be released to.

Daily Screening and Drop Off Procedures

- ✓ If your child **has a temperature greater than 100.0F do not send them to school.**
- ✓ 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 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:

- Fever (100.0-degree Fahrenheit or higher, chills, or shaking chills)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Muscle aches or body aches
- Cough (not due to other known cause, such as chronic cough)
- Sore throat, when in combination with other symptoms.

- Nausea, vomiting, or diarrhea when in combination with other symptoms.
- Headache, when in combination with other symptoms.
- Fatigue, when in combination with other symptoms.
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms.

- 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 Administration of the exposure. Contact Clarke at 413-387-1700 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. 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 child will be placed in the nurse's office with a staff member until parent arrives.

Arrival by Vehicle

- No family member is allowed into the building, unless pre-scheduled and approved by administration
- A Clarke staff member will meet you to get your child from the vehicle.
- If late, family members dropping off will call the office and a staff member will meet you to bring the student into school.

Arrival by Bus

- Driver and Aid are not allowed into the building.
- Driver and Aid are to remain with their vehicle.
- A Clarke staff member will get students from the vehicle.
- **MASKS** - 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 413-582-1116 or 413-387-1700 and a staff member will come out to get the child.
- **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 2:30 for Preschool Monday-Thursday and 12:30 on Fridays
- Dismissal is at 3:25 daily for K-4 Program.
- 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 2:30 for Preschool Monday-Thursday and 12:30 on Fridays.
- Dismissal is at 3:25 daily for K-4 Program.
- Driver and Aid to wait with their bus until the students are brought to the bus 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 – 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, blankets/toys/personal items are allowed.
 - ✓ Except extra clothes required for cubbies
 - ✓ Preschoolers will bring napping materials in separate storage bag or pillowcase. One stuffy may accompany them and will be stored with personal bedding.

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

- Parents, outside therapists, and site visitors will be permitted with administration approval. ALL visitors must use main entrance of Bell Hall, must sign in and wear a visitor pass/ID and sign out when leaving and return pass/ID. Masks are required to enter the building into the lobby of the Hearing Center but are not required to be worn by visitors once they leave the hearing center area; it is their choice to wear one when inside the building. All visitors to Clarke are required to follow health and safety guidelines and sign a visitor's nondisclosure agreement.

Cleaning/Disinfecting

- Thorough disinfection of all surfaces and toys will occur daily as needed.
- 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, 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 or Staff 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.