

# Hoosac Valley Regional School District

## Office of Special Services

**Joshua Dickson, M.S.Ed.**  
*Director of Special Services*

**Lisa Fortin**  
*Administrative Assistant*

**Jacquelyn Daniels, M.S.Ed.**  
*Associate Director of Early Childhood,  
Intervention, and Assessment*

### **PROTOCOLS FOR FAMILIES**

- Families should conduct a **wellness check** on their child each morning at home before determining if the child should go to summer school.
- Families should keep their child home if they suspect their child is ill or if they display any of the following symptoms:
  - Cough
  - Fever
  - Chills
  - Muscle pain
  - Shortness of breath or difficulty breathing
  - Sore throat
  - New loss of taste or smell
- Ensure their child arrives to school wearing a face covering (grade 2 and above) and ideally has an extra on hand.
  - **NOTE**: Masks are required, but exceptions will be made based on the nature of a child's disability.
- Follow school policies on drop off and pick up and recognize that parent access to the building will be strictly limited.
- Be sure the school has updated contact information in the event the child needs to be sent home.



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### **PROTOCOL FOR ARRIVAL**

- All students should enter through the door by the main office (the door facing Commercial Street).
- The parking lot by the main office will be reserved solely for drop off of students.
- If possible, families should park every other parking space during arrival procedures.
  
- All students should arrive 5 minutes prior to their scheduled therapy/tutoring appointment.
- Upon arrival, families should call the school office at 413-743-0876 to notify staff of their child's arrival and to describe the vehicle they are traveling in.
  
- If a student arrives late, their therapy/tutoring session will continue to end at the scheduled departure time. If a child is going to be more that 15-minutes late to a schedule appointment, the appointment will be cancelled.
  
- The child's therapist/tutor will meet the child at their vehicle.
- Students should remain in their vehicle/method of transport until their therapist/tutor arrives.
- Family members will not be permitted in the building at this time without prior permission from the Director of Special Services or his designee.
  
- Upon arrival, students will be asked to wash their hands and/or utilize hand sanitizer.

### **PROTOCOL FOR DISMISSAL**

- All students will be dismissed through the side-entrance by McDonalds.
- Prior to departure, students will be asked to wash their hands and/or utilize hand sanitizer.
- Staff will escort students to their vehicle at the completion of their appointment.
- If for any reason you will not be able to pick up your child at their scheduled departure time, please call the school office at 413-743-0876 to notify staff.



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### **PROTOCOLS FOR PERSONAL PROTECTIVE EQUIPMENT (PPE)**

#### **Daily**

- **All staff are required to wear a disposable mask while working with students or traveling through the school building.**
- Masks should be changed **daily**.
- If working with medically fragile students, masks should be changed **between each student**.
- Please refer to safe removal and disposal of mask handout.

#### **After Each Student**

- **All staff are required to wear nitrile gloves when working with students.**
- Gloves should be changed **after each student**.
- Hands should be washed between **each student** prior to new gloves being put on.
- Please refer to safe removal and disposal of rubber gloves handout.

#### **When Toileting or Engaging in an Activity that May Lead to Exposure of Bodily Fluids**

- **All staff are required to wear nitrile gloves, a disposable mask, face shield, and disposable gown when toileting students or performing a task that may expose staff to bodily fluids.**
- Gloves, mask, and gown should be changed **after each student**.
- Hands should be washed between **each student** prior to applying new PPE.
- Please refer to safe removal and disposal of handouts.

#### Enclosures:

- CDC *Facemask Do's and Don'ts*
- CDC *Donning and Doffing Personal Protective Equipment*
- CDC *Wash your Hands*
- MDJ *Be A Germ Buster Poster*



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### PROTOCOLS FOR CLEANING AND DISINFECTING

#### Therapy and Tutoring Spaces

- Staff should change PPE according to the protocols established above.
- Clean and disinfect frequently touched surfaces within the therapy/tutoring environments **between each use.**
- Use of shared objects (e.g., art supplies, nap mats, toys, games) should be limited when possible, or cleaned between use.
  - Discourage sharing of items that are difficult to clean, sanitize, or disinfect.
  - Keep each camper's belongings separated from others' and in individually labeled containers, cubbies, or areas.
  - Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assign art supplies or other equipment to a single camper), or limit use of supplies and equipment to one group of campers at a time and clean and disinfect between use.
  - Avoid sharing electronic devices, toys, books, and other games or learning aids, whenever possible.
- Disposable gloves are required when removing garbage bags or handling/disposing of trash. All staff should wash hands after removing gloves.

#### Common Spaces

- Common surfaces (entry/exit door handles, stairway railings, sink handles, etc.) will be disinfected hourly while camp is in session.
- Disposable gloves are required when removing garbage bags or handling/disposing of trash. All staff should wash hands after removing gloves.



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### **PROTOCOLS FOR SETTING UP THERAPY/TUTORING/TESTING WORKSPACES**

#### **Required Materials**

- Each therapy and tutoring workspace must have the following:
  - Disposable gloves
  - Disposable masks
  - Hand sanitizer (with 60%+ alcohol content)
  - Spray sanitizer/disinfectant and disposable towels

#### **Optional (but Recommended Items)**

- Based on the nature of your work with students, the following are recommended, but remain optional:
  - Plexiglass shield with cut-out for pass through of materials

#### **Environmental Set Up**

- Desks/tables should be set-up to maintain a minimum distance of 6-feet between them.
- Staff/students should remain at least 3-feet apart (6-feet is recommended) whenever possible.
- Physical guides, such as tape on floors or signs on wall, should be utilized to ensure that staff and campers remain separated by the recommended distance.

