



Lowell Public Schools  
Early Childhood Department  
21 Carter St.  
Lowell MA, 01852  
978-674-2050

Dear Parents and Guardians,

We wanted to inform you that Lowell Public Schools, Early Childhood Department, is beginning to offer in-person Developmental Screenings. Lowell Public Schools will follow all the Department of Elementary and Secondary Education's (DESE) guidelines for safety. The following is an outline of what to expect if you are involved with Developmental Screenings through the Early Childhood Department.

If you, or another party has submitted a referral for Developmental Screening, you can expect a call to schedule an in-person screening session. Developmental Screenings are scheduled **by appointment only**.

If you have not yet submitted a referral for Developmental Screening you may do so by contacting the EC Department at 978-674-2050 or via email to: [slacroix@lowell.k12.ma.us](mailto:slacroix@lowell.k12.ma.us) or [lauriecarney@lowell.k12.ma.us](mailto:lauriecarney@lowell.k12.ma.us)

Early Childhood Department staff will contact you regarding your request, gather additional information and schedule a Developmental Screening when appropriate.

When an appointment is scheduled, staff will provide you with the date, time, and location of the screening. The *Consent for Screening* and *Parent Questionnaire* must be signed and returned prior to or at the screening. **Location** of the screening site and **COVID-19 Safety Protocols** are listed below must be adhered to.

**Screening location:**

Cardinal O'Connell Early Learning Center  
21 Carter St.  
Lowell, MA 01852

- Upon arrival, follow Carter St. past the school and turn right. You will see a sign posted on the fence stating "Screenings". Please park on the street or in the parking area by the City Park on Carter Ave. Please enter through the gate.
- Screenings will take place in the gym. All children and families will enter and exit through the gym only.
- Upon arrival to the designated testing area, all persons will need to sanitize hands and sign in and wait to be escorted to the testing site. Please limit individuals attending testing to one parent/guardian and the child participating in screening.



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- Basic Screening Questions asked prior to conducting the screening and will include the following:
  - Have you been feeling sick and experiencing any of the following symptoms?
  - Have you or your child had any flu like symptoms including a fever, cough, shortness of breath, or headache in the last 24 hours?
  - Have you been exposed or consider a close contact to anyone suspected or confirmed to have COVID-19 in the last week?
  - Have you traveled out of state within the last 14 days?
  - Have you been tested for COVID-19?
- **If you have answered YES to any of the above questions on the date of the scheduled screening, please call to reschedule.**
- Parents will need to wait in the designated area and cannot escort their child to the testing area unless the screener or staff has made a determination that it is necessary.
- Both the child and the parent/guardian must follow PPE requirements unless medical documentation is provided in writing prior to conducting the screening.
- During the test, the screener and staff will maintain 6 feet of distance without interfering with the standardized testing procedures. The screener and staff will notify and consult with parents if mask wearing and/or other PPE guidelines might have an impact on the assessment results and work together to determine a path forward.
- During the screening, a designated area that meets all PPE requirements will be identified. Tables are positioned to ensure safety. A plexiglass divider is placed in the middle of the table between child and assessor.
- All testing materials will be sanitized and cleaned prior to each screening.
- After each screening the area used and all materials will be sanitized using a defogger.
- If needed, screening breaks will be provided but must occur in the designated areas and continue to follow PPE guidelines.
- Upon completion of screening, EC staff will provide the parent/guardian with necessary information on next steps and timeline.



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### **General Screening Conditions**

This document addresses all Lowell Public Schools Early Childhood Developmental Screening requirements during the pandemic. These guidelines address all required components of the screening process.

**General Screening scenario:** 1:1 screening using the DIAL-4 Screener will be conducted in an office/space that has been designated and meets ALL PPE requirements and ensures all safety requirements are met (per DESE guidelines).

- Appropriate space requirements
- Number of persons in the room
- Appropriate sanitization requirements
- ALL Students and Parents/Guardians are required to follow PPE guidelines during testing
- Basic Health Screening Questions will be asked prior to screening

**Spaces:** The screening has been designated based on location within the community and ability to follow PPE guidelines.

- Classroom/school space
- PPE guidelines
- Appropriate waiting area for parents/guardians

### **The following PPE materials will be available on-site for families and staff if needed:**

- Masks
- Face shields
- Plexiglass divider
- Gowns
- Gloves
- Hand sanitizer

### **Parent/Guardian Attendance/Interviews**

- Zoom or phone conference interviews will be conducted. EC staff determine if face-to-face interviews are needed.
- For face-to-face interviews, no more than one parent/guardian will be allowed to participate. No additional children or family members will be allowed to attend.
- Basic Health Screening Questions will be asked during face-to-face interviews ■ **If you have answered YES to having symptoms or conditions, then the interview will be rescheduled or completed virtually.**

### **Use of Translator**

- If translations are needed then EC staff/screener will utilize the Language Line.
- In person translators will follow all safety guidelines put forth by Lowell Public Schools