



Worcester Public Schools

Hybrid Learning Plan

Guidelines & Protocols for:

Principal: William Foley

Assistant Principals: Michaela
Moylan- Faucher, Thomas Gibbons,
& Jean Stone

Adjustment Counselor: Bryant
Cortes, Lindsey DiLeo, & Felicitie
Boisvert

Nurse: Michelle Johnson

Dear Families,

We are so excited to welcome you to/ or back to Burncoat High School. This guide will provide you with important information about safety protocols and practices that have been put in place to ensure a safe and productive environment for all students and staff. If you have any questions about this guide, please do not hesitate to reach out to the school.

We very much look forward to seeing you soon!

Will Foley
Principal

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Guiding Principles

Healthy Educational Environment

We will ensure that appropriate measures to protect the safety and health of our students and staff is a top priority by:

- providing clean and sanitized buildings
- investing in equipment to ensure air quality improvements and safety
- prioritizing COVID-19 mitigation training for staff and students and school routines have been designed to minimize risk

Robust Instructional Opportunities

We will provide high quality synchronous, asynchronous, and hybrid instruction to students during remote and hybrid learning time by:

- ensuring students have access to a district issued device and internet
- modifying curriculum programs to support multiple learning models
- having continuous professional development integrating instructional technology
- providing modern research based learning platforms

Social Emotional Supports for Students

We are mindful of the pandemic's impact on students and we are prioritizing student well-being through:

- biweekly student SEL and academic needs survey
- Specialized and individualized SEL support
- structured schedules with time for check-ins and small group supports

Equitable Learning Opportunities for Students

We will provide high quality learning for all students through:

- ensuring that Students with Disabilities receive appropriate support and instruction
- ensuring that English Language Learners receive appropriate support and instruction
- continuing to implement culturally responsive, learner-centered practices in all lessons
- providing varied accommodations in order to make learning accessible for all learners

Transparent Communication

We are committed to providing timely information to families and community members regarding the shifts and changes associated with COVID-19 school procedures through:

- frequent updates to the website with translated information
- leveraging multiple ways to communicate with families including community forums, ConnectEd messages, text message, phone calls, social media and website updates

WPS is working closely with the Parabola Project to offer guidance, tools, and strategies to understand and minimize risks while maximizing learning and wellness during COVID-19.

-Parabola Project

Student & Staff Safety

District Guidelines

- Staff will receive comprehensive safety trainings including the viewing of a four part school safety reopening video
- Students are requested to bring two masks to school each day
- Masks and gloves will be available upon requests for all staff and students
- Masks will be expected to be worn at all times, except during mask breaks
- Six feet of social distancing guidelines will be followed
- The number of people within a closed area will be limited to reduce exposure to Covid-19
- Transition and directional plans will be created for safe movements throughout the building
- Students and staff will be trained in hand washing.
- Hand washing schedules will be created
- Hand sanitizers will be placed in every classroom and other key locations at all schools.
- Additional PPE and cleaning supplies will be available at our schools including masks disinfectant wipes, shields, gloves, hand sanitizer, and gowns for all needs

School Guidelines

- **Staff will be at entrances for student arrival and will have masks available for students that need one.**
- **Students will wash their hands or use sanitizer before eating breakfast/lunch and after eating breakfast/lunch.**
- **Each classroom will have a hand sanitizing station by the entrance.**
- **Staff can use [this form](#) to request PPE supplies.**

Classroom Setup

District Guidelines

- Desks and tables will be six feet apart and will face the same way
- Unused furniture may be removed to allow for more space
- Students will have seating assignments for contract tracing if necessary
- Signage of protocols will be posted

School Guidelines

- Teachers will have an area in front of their classroom that is at least 6 feet away from the first row of students (please refer to the district's safety video)
- Teachers will be required to post their [seating plans](#) to their Google Classrooms for the purpose of contact tracing.
- Students need to sit in the same seat every day.
- Teachers are responsible to ensure that classroom setup is within guidelines at all times.

School Supplies

District Guidelines

- Each student will have their own school supplies
- Personal belongings will be separated and not shared with others
- For shared supplies there will be a cleaning protocol for disinfecting between uses
- Lockers will not be used during this phase of reopening; coats and backpacks will be allowed in the classrooms
- Students will be required to bring their chargers, earbuds, and district issued device fully charged to school each day
- Students should not bring their hotspot into school
- Students will not be able to use a personal device in school

School Guidelines

- **Backpacks will be provided for students as needed.**

Student Transitions

District Guidelines

- Signage will be posted throughout the entire building to direct students' transition and maintain six feet distance.
- Hallways and stairways will be assigned as exit and or entrance points to avoid students passing each other face to face and crowding.
- When students transition staff will monitor transition to ensure six feet distancing.

School Guidelines

- **Arrows indicate the flow of traffic throughout the building.**
- **There is a dividing line in all hallways to keep students on the correct side of the hallway.**
- **The stairway outside of D-10 will be a one way staircase for students to move from the upper level of the school to the lower level.**
- **The stairway outside of the D-1 will be a one way staircase to move from the lower level of the school to the upper level.**
- **Students and staff are encouraged to use the outside sidewalk (B-Wing to C-Wing) as much as possible.**
- **Teachers and staff will be in the hallways during transition times to ensure that protocols are being followed.**
- **Universal (ex: classroom clipboard) passes will not be used. Teachers should use green passes and students should dispose of the pass in the trash when they return to the classroom.**

Arrival

District Guidelines

- All students/families should complete a symptom self check via the health portal daily before leaving for school
- Arrival will have staggered times to avoid large groups entering the building at the same time
- Social distancing will be maintained while entering the building with staff monitoring
- Students will go directly to classrooms when entering the building

School Guidelines

- **Students will not be allowed to enter the building until 7:10.**
- **ALL STAFF need to be at their assigned location no later than 7:10.**
- **Students will enter through the A/B connector or the E-Wing.**
- **Staff will be at entrances for student arrival and will have masks available for students that need one.**
- **Breakfast will be available as a “grab and go” and each entrance. Students will report directly to their classrooms to eat breakfast.**
- **Students who arrive late to school should report to the main entrance to sign in.**

Dismissal

District Guidelines

- Staff and students must maintain social distancing when preparing for dismissal
- Dismissal time will be staggered to avoid large groups exiting the building
- Students and staff must wear masks during the entire dismissal process
- Students walking home should maintain social distancing and mask wearing

School Guidelines

- **Caretakers that are dismissing their student early should call the main office. The student will meet their caretaker outside of the building at the designated dismissal time,**

Breakfast and Lunch

District Guidelines

- All water bubblers and fountains will be shut off
- Food service will be providing water during the school day
- Breakfast and lunch will be grab and go or delivered to the classroom
- Breakfast and lunch will be eaten in classrooms or school cafeteria
- Students will maintain six feet distancing while eating

School Guidelines

- Breakfast will be available as a “grab and go” and each entrance. Students will report directly to their classrooms to eat breakfast.
- After finishing their breakfast, students will place all of their trash in the bag that their breakfast came in, tie a knot to close the bag and dispose of the bag in the trash.
- Students will be assigned their lunch wave based on the location of their directed study.
- Students will be assigned to either the B or D cafeteria.
- Students will grab their lunch at the designated area.
- After eating their lunch, students will place all of the trash in the bag that the lunch came in. Students will tie a knot at the top of the bag and dispose of it in the trash.
- Lunch tables will be sanitized between lunch waves and after the second lunch wave by the custodial staff.
- Students will use hand sanitizer before and after eating.

Mask Breaks

District Guidelines

- There will be scheduled mask breaks for students
- The breaks will be based on the students’ age and needs
- Mask breaks will be conducted outside whenever possible

School Guidelines

- **Morning Mask Break** (up to 5 minutes - use discretion) - at the beginning of the directed study hall. Staff will ensure that students remain 6ft apart and handle their mask properly according to guidelines established in the video.
- **Afternoon Mask Break** (up to 5 minutes - use discretion) - at the beginning of the final class of the day. Staff will ensure that students remain 6ft apart and handle their mask properly according to guidelines established in the [district video](#)
- Students and staff will be educated on mask wearing techniques including putting on and removing masks.

Hand Washing

District Guidelines

- Students and staff will be required to wash their hands frequently
- Hand washing with soap and warm water for 20 seconds is the recommendation
- Hand sanitizer will be available in every school

School Guidelines

- Each classroom will have a hand sanitizing station by the entrance to the classroom.
- Students are required to use hand sanitizer before and after eating, before and after using the lavatory.
- Students will also use hand sanitizer before putting on, before removing and after replacing a face covering
- The school nurse will educate staff and students on proper hand washing techniques.

Bathroom Procedures

District Guidelines

- Safety protocols will be established at schools based on bathroom location and capacity
- Bathroom breaks will be carried out as they would during normal school times
- Students waiting for the bathrooms will be six feet apart and wear masks
- Signages will be posted to remind students to wash their hands
- Soap dispensers will be filled on a regular basis

School Guidelines

- Only one student will be allowed out of the classroom at any given time.
- Only two students will be allowed in the bathroom at a time.
- Students will use hand sanitizer before entering their ID number into the SWIPE computer upon entering and exiting the lavatory area. The SWIPE computer is being used for contact tracing purposes.
- Staff members will use a wipe to clean the surface of the keypad at the end of the class period.
- Students will be allowed to use the bathroom during lunch. One teacher will be designated to assign passes to the lav. One student out of the cafeteria at a time.

School & Systemwide Staff Protocols

District Guidelines

- All school based and systemwide staff will be required to sign in at a designated area
- When visiting school buildings, masks will be worn by all staff and social distancing will be maintained
- Work spaces in the building may be utilized for specialized instruction
- Congregated work settings will be prohibited (such as teacher's lunch rooms)
- Teachers and staff will take breaks and eat in designated areas of the building as decided by the principal or supervisor
- Staff meetings will be held virtually
- Professional development will be held virtually

School Guidelines

- All staff will continue to use the Google BHS Sign in form. There will be no sign in sheets in the Main Office
- There will be limited seats available in the teacher break room. Teachers can also use the Cafeterias, Library and the A-Conference room during preparation periods.
- Teachers should plan on eating their lunch in the classroom while their independent study students are in the cafeteria during their lunch.

Visitor Access to the Building

District Guidelines

- Visitors should call ahead and arrange a time to come into the building
- Visitors will be required to sign in with their name, purpose, and phone number
- Visitors must wear masks at all times
- Visitors must maintain six feet social distance upon entering the school
- Only one visitor at a time will be allowed in the office
- Staff will assist visitors in their needs
- There will be no visitors volunteering in classrooms

School Guidelines

- All parent meetings (504, SSPs, IEPs etc) will be held virtually via Google Meet.
- Any visitor who arrives without an appointment will be directed to the main office. Main office staff will take essential contact information and forward it to the appropriate person.

Decisions about when and how to reopen schools during COVID-19 need to be based on a strong set of principles, grounded in best available evidence, informed by context, and oriented towards each community's highest aspirations for student learning and well being.

-Parabola Project

Air Quality and Cleaning Protocol

District Guidelines

- We upgraded all of the buildings to improve air flow
- HVAC assessments were conducted in 59 locations
- Needlepoint Bipolar Ionization systems were installed in all locations to improve air quality
- Misting machines have been purchased for all schools and will be used each night
- Custodians will clean rooms, empty trash, and disinfect high touch points regularly
- Each classroom will be provided with disinfectant wipes to use on desks and materials for frequent washing; the wipes are made from the safest disinfectant available on the market approved by EPA for Covid-19
- Hand sanitizer has been purchased for all schools and will be replenished when needed

School Guidelines

- All district guidelines will be adhered to at all times.

Transportation

District Guidelines

- Students must maintain six feet distance while waiting and boarding the bus
- Students should face forward at all times and refrain from eating, singing, shouting, or sharing items while in transit
- Buses will be cleaned and disinfected between all runs
- Windows will stay open for the duration of the ride
- Students, drivers, and monitors must wear masks at all times
- Seating plans for all students will be made for each bus route in accordance with DESE Transportation Guidelines
- Students will be assigned seats and will be required to stay in them

School Guidelines

- **Students must take their assigned AM/PM bus. NO EXCEPTIONS!**
- **Students must sit in their designated seat.**
- **Students can not exit the bus until directed to do so by the driver, monitor or BHS staff.**

Food Services for Families

District Guidelines

- School-wide food services will continue for all families
- Breakfast and lunch will be served in school to all students
- Breakfast and lunch will be grab and go style
- Food Trucks and food pantries will be ongoing throughout the city

Covid-19 Medical Waiting Room & Nurse's Office

District Guidelines

- WPS will clearly distinguish between the Nurses' Office and a Covid-19 safe space
- All schools will have an established Covid-19 medical waiting room separate from the nurse's office
- The Covid-19 medical room will be used for students presenting with Covid-19 symptoms
- Every school will have a nurse and a Covid-19 point person
- There will be disinfection after each student who visits the nurse's office

School Guidelines

- **If a student asks to see the nurse (and is not displaying COVID symptoms) the teachers should call for administration to report to the room. Once administration arrives at the classroom they will contact the nurse to coordinate care.**

- If a student is exhibiting COVID 19 symptoms in the classroom, teachers will notify administration who will escort the student to the Medical Waiting Room in the S-Wing of Burncoat Middle School. Caretakers will be notified and will be required to pick up the student.

Students and Staff Exhibiting Symptoms

District Guidelines

- We will respond promptly and effectively when there is possible exposure to Covid-19
- An individual who is symptomatic at home should stay home and get tested
- If a student or staff member is positive, notify the building principal
- If a student is Covid-19 positive, home with symptoms, or quarantining, they can participate in remote learning
- A student that is symptomatic on the bus will immediately be brought to the nurse's office or the Covid-19 medical waiting room for assessment
- A student that is symptomatic while in school will wait in the Covid-19 waiting room until they can be picked up
- Symptomatic students will require a pickup and will not be allowed to ride the bus home
- A staff member who appears symptomatic at work will discuss coverage with the principal and follow district protocols
- A student or staff member who tests positive must notify the school, assist with the district procedures on close contact and covid-19 positive status procedures, and follow CDC guidelines for quarantining or isolation

Protocols for Potential School Closures

District Guidelines

In the event of multiple cases of Covid-19 in the school or building, we will:

- consult with Worcester Regional Dept. Public Health Department
- review of the specific COVID-19 public health metrics for the city of Worcester
- determine if it is necessary to shut down a classroom, wing, or entire building for a short time by consulting with necessary stakeholders and WPS administration for a final decision
- inform the community
- communicate building reopening plan

District Contacts

Superintendent: Maureen Binienda- 508-799-3117

Deputy Superintendent: Sue O'Neil-508-799-3644

School Safety Director, Covid-19 District Coordinator: Rob Pezzella-508-799-3472

Chief Financial and Operations Officer: Brian Allen-508-799-3401

Elementary Schools Managers: Marie Morse, Ellen Kelley-508-799-3264

Secondary School Manager: Tim Sippel-508-799-3264

Resources

- Planning for these guidelines were created in collaboration with the Parabola Project:
<http://parabolaproject.org>

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- [DESE Guidance on Remote Learning for English Learners](#) (Released April 24, 2020)
 - [Initial Fall School Reopening Guidance](#) (Released June 25, 2020)
 - Guidance on Fall 2020 [Special Education Services](#) (Released July 9, 2020)
 - Fall Reopening - - [FAQs](#) (Released July 10, 2020)
 - [Fall Reopening Facilities and Operations Guidance](#) (Released July 22, 2020)
 - [Fall Reopening Transportation Guidance](#) (Released July 22, 2020)
 - [Fall Remote Learning Guidance](#) (Released July 24, 2020)
 - [Guidance for Courses with Additional Safety Requirements](#) (Released July 24, 2020)