



Worcester Public Schools

Hybrid Learning Plan

Guidelines & Protocols for: **Innovation Pathways**

Innovation Pathways

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Dear Families,

We are excited to welcome many of you back in-person to Innovation Pathways this year. While running the program from February-June was not our original plan, it did allow us to hire instructors excited to join you and does allow for us to provide some in-person instruction. We welcome year 2 students for three programs as well as Mrs. Hardy's Computer Science students to our spring instructional plan for Innovation Pathways. If you have selected fully remote instruction for Innovation Pathways, we will support you with that plan so you can have the best experience possible. If you would like to switch, this document will outline how we will operate in-person and you just need to let me know with as much notice as possible. This year, remote instruction will continue through March 26th and in-person instruction will begin March 30th. **The technical classes on both scheduled IPP days will be in-person.** This schedule has been communicated to you via email and can also be found in Google Classroom, but please let me know if you have questions.

We look forward to seeing you soon,

Mr. Weymouth

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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 inform
- 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

Innovation Pathways Guidelines

- Students doing remote learning from Worcester Tech during the day will be supervised in the auditorium and receive lunch during the day at assigned seats in the cafeteria during their scheduled lunch periods.
- Students being bussed from their schools to Worcester Tech in the afternoons will report to the cafeteria prior to going to class. They will report to assigned seats that are at least 6ft separated from other students.
- Students getting a ride to Worcester Tech in the afternoons will report to the cafeteria prior to going to class. They will report to assigned seats that are at least 6ft separated from other students.
- Students will go to technical class at 2:30 and will be dismissed by 5:30.
- Students may be picked up by parents/guardians at Worcester Tech by 5:30. They may wait inside or outside the building but must be at least 6ft from other students.
- Students needing a ride home will receive a bus from Worcester Tech to the WRTA transportation hub and may get a bus from there home.

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

Innovation Pathways Guidelines

- For technical instruction, students will be in computer labs or shops where 6 or more feet of space between students will be possible
- All classrooms or shops will have seating charts for each class
- Hallway doors should stay open to create a touchless environment
- No open windows allowed in order for the HVAC system to exchange air properly
- Classes will be allowed to use outdoor space as they see fit. 6ft distance must still be maintained and instructors will notify the Director if they go outside.
- Students will be able to use restrooms in the shop area or will be designated a restroom to use. Students must sign into and out of the restrooms.
- Less than 50 students will be in the entire building during Innovation Pathways Program operation

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

Innovation Pathways Guidelines

- Students and teachers will use proper cleaning and sanitizing, hygiene protocols.
- Clear or mesh backpacks only.
- Students should bring their own general school supplies that they need for their courses
- Shared equipment, software, tools and other shop specific supplies will be available for students

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

- Passing time will only occur at the beginning of class at 2:30 and at dismissal between 5:15 and 5:30.
- Masks will be required at all times during passing
- Transition will occur between the main entrance and the shop/class area only

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

- If students are arriving at Worcester Tech for in morning, they will be able to pick up a Grab and Go breakfast and report to the auditorium for assigned seating on the stage.
- If students are getting dropped off at Worcester Tech from a bus or parent/guardian, they will report to assigned seating in the cafeteria prior to being dismissed to their classes.

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

- Students in the auditorium for remote learning will be dismissed and escorted to the cafeteria to join the other Innovaiton Pathways students in the cafeteria upon their arrival
- Students will be dismissed from their technical classes between 5:15 and 5:30 and should report

directly to the main entrance.

- Students will either be picked up by parent/guardian or will get on a school bus for transport to the WRTA hub.
- 6ft of distance and the wearing of masks must be maintained during dismissal and waiting for pickup.

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 will be grab and go or delivered to the classroom
- Lunch will be eaten in spaces designated by the principal
- Students will maintain six feet distancing while eating

Innovation Pathways Guidelines

- Grab and Go breakfast will be provided for any Innovation Pathways student attending their classes remotely from Worcester Tech during the day. Breakfast may be taken to the stage in the auditorium and eaten there in their assigned seats.
- Students will be dismissed from the auditorium to eat lunch during their scheduled lunch break. They will have an assigned seat in the cafeteria.
- Students will be responsible for hand hygiene protocols prior to and leaving lunch
- Student must leave the cafeteria and return to the auditorium at the end of their scheduled lunch period
- Students will remain seated during lunch

Mask Breaks

District Guidelines

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

School Guidelines

- Mask breaks will be allowed only while consuming breakfast or lunch

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

- Many shops have soap and sinks. These are to be used for frequent hand washing and especially after touching shared equipment.
- Hand sanitizer may be used in place of hand washing if no sink is readily available. Washing with soap and water is still preferable when readily available and as time and feasibility exists.
- Hand sanitizer will be available in each shop/classroom

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

- During afternoon program hours, students will use the shop bathrooms or the closest hallway bathroom to their class location.
- During afternoon program hours, students will sign out of the class and sign back in upon return.
- During afternoon program hours, only one person will be allowed to the bathroom at a time.
- Signages will be posted to remind students to wash their hands.
- Soap dispensers will be filled on a regular basis.

If students are present during the day at Worcester Tech:

- Students will use their agenda as their pass.
- IPP students will be identified as IPP and will show ID when using the bathroom.
- Teachers will add WTHS and IPP students' names and times to log as last year's protocol.
- Students will sanitize their hand prior to entering the bathroom
- Students are responsible for washing their hands.
- Only students in academic week, and students in the following shops, CAD, Robotics, ISSN, Biotechnology, Finance & Marketing, Programming/Web Development and Second Floor Animal Science Students can use the corridor bathrooms. Students in their shop week have to use the shop bathroom, if a bathroom is present in the shop.
- The following bathrooms will be open during classes:
 - Building B 1st & 4th floor
 - Building C/D 3rd floor

- **Bathrooms will be closed to allow cleaning**
 - 7:10-7:20
 - 8:30-8:40
 - 12:23 - 12:33
- **Bathroom breaks will be carried out as they would during normal school times**
 - **Ex. Staff on bathroom duty will need to record students on bathroom log**
- **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 & 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

- **Teachers will report via email or text to Drew Weymouth upon their arrival to the building and may proceed to their instructional area.**
- **Team meetings will continue to be held virtually**

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

- **If parents need to pick up their students, a number to call will be posted on the front door. Their student will then be escorted to the front door.**
- **No visitors will have access to the building unless meeting with Innovation Pathways Program staff with advanced notification.**

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

- **Shared equipment may be used in limited circumstances. Students should wash their hands or use sanitizer after using shared equipment.**
- **Disinfecting wipes will be available for teacher to use to clean high touch points and shared equipment.**

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

Arrival: Students will arrive for Innovation Pathway programming in one of three manners

- Students may select to receive a morning bus to Worcester Tech and do their remote learning classes from Worcester Tech during the day
- Students may get a ride to Worcester Tech and be dropped off at 2:15pm at the front door
- Students will get a bus from their school to Worcester Tech if they are at their school on the days of their Innovation Pathways classes.

Dismissal: Students will be dismissed from their classes between 5:15 and 5:30pm and may go home one of two ways:

- A school bus will take students from Worcester Tech to the WRTA transportation hub and the students can take a public bus home from there.
- Students may be picked up at 5:30pm from Worcester Tech

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

School Guidelines

- **Food (Grab and Go) will be available for students in the afternoon**
- **Students may consume food in the cafeteria at designated tables or may take it with them for later**
- **Students may not consume food in the classrooms or shop areas**

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

- **Covid-19 Medical waiting room is located at the Dance room (Exercise room E102) in the E building.**
- **The room will be maintained by medical staff.**
- **Student pick up will be at the side door of E building under the overpass.**

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)