



Worcester Public Schools

Hybrid Learning Plan

Guidelines & Protocols for: **Tatnuck Magnet School**

Tatnuck Magnet School

1083 Pleasant Street
Worcester, MA 01602

508-799-3554



Principal: Erin P. Dobson, Ed. D.

Asst. Prin.: Caryn M. McCrohon, Ed. D.

Adjustment Counselor: Melissa Carter

Nurse: Sue Mathieu

Dear Families,

On March 29, 2021, for those families that chose the hybrid model, we will welcome our first of two cohorts of students back to school in a hybrid model of learning. As we return to the school building for hybrid learning, I want to welcome our students, teachers and families back to the physical building. I am grateful for the work, dedication and commitment our students, families, teachers and school staff have demonstrated over the past year. Thank you all!

As part of our transition plan, you will be notified of the cohort group your child has been assigned if you selected hybrid learning for your child. Each two-day in person cohort will run simultaneously with the remote learning for those students in the opposite cohort and fully remote students from your child's class. Hybrid students in the same household were assigned to the same cohort group.

I thank you in advance for your support and patience as we again navigate through uncharted territory. This document outlines some procedures and guiding principles that will assist us all in our transition back to school. As always, our top priority is on the safety of our students and staff. As you read this document, please reach out to me if you have any questions. I look forward to working with you as the Tatnuck team partners with you to continue to provide an excellent education for all our students.

My best wishes for a great start to hybrid learning! Please remember to have your child(ren) bring their fully charged school-issued chromebooks and the charger to in-person learning. Bringing headphones to hybrid learning is also strongly encouraged.

Fondly,

Erin P. Dobson, Ed. D.
Principal
Tatnuck Magnet School
1083 Pleasant Street
Worcester, MA 01602
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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

- **Before students come to school each day, families will be asked to screen the health of the child(ren) and input the information requested in the Student Health Portal**
- **Student drop off for children begins at 8:15 a.m.**
- **There is not adequate adult supervision prior to 8:15 a.m. so no drop off before 8:15 a.m.**
- **Children and families should not congregate/gather in the schoolyard**
- **Safety is a shared responsibility - please support a safe return to school by following the protocols for safe arrival, dismissal, recess, hygiene, mask wearing, and social distancing as outlined in this plan**
- **Students are expected to wear a mask at ALL times during the school day with the exception of breakfast, lunch, snack, and mask break times. Please make sure that each student has at least 2 masks daily**
- **We will promote a positive culture where mask wearing is the norm**
- **Here is a video to help students practice wearing masks: [Start Practicing Wearing Masks](#)**
- **Every classroom along with the Art, PE, Technology Enrichment, Music, and RTI rooms are set-up to ensure that students follow the six feet of social distancing guidelines**
- **Students must transition throughout the building by following hallway direction & distance signage along with teacher directions**

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

- **Desks and/or tables will be six feet distanced with student assigned seats**
- **Materials (pencils, erasers, markers, etc.) will be bagged for each student's personal use**

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

- **School supplies will be individually bagged for each student**
- **Shared supplies will be wiped down between use**
- **Students will hang their coats and backpacks on their chair, beside their chair or on coat hook if appropriate**
- **Students are required to bring fully charged school-issued chromebooks and the charger to in-person learning**
- **Students may and are strongly encouraged to bring headphones or earbuds to school each hybrid day with their device**
- **Students should leave recess play toys at home**

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

- All class transitions will be monitored by staff
- Students will follow hallway safety procedures and guidelines
- Transitions within the building have been reduced and passing time will be staggered to limit flow in the hallways
- Please refer to specific transition procedures that have been noted for arrival, dismissal, lunch and recess

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

- Student arrival begins at 8:15 a.m. (Please do not bring students before 8:15 a.m.)
- Guests will not be allowed to escort students into the building in the morning
- Students will walk to class immediately upon arrival at 8:15 a.m.
- Homeroom teachers will meet their students in the classroom at 8:15 a.m.
- School day begins at 8:25 a.m.
- Students arriving after 8:35 a.m. will be tardy
- Students arriving at school after 8:35 a.m. will need to be escorted by a guardian to the front door of the school to sign-in the child with school staff (Please follow visitor policy)
- All students and adults will be masked upon arrival at school
- Students should bring two masks to school daily
- Buses will arrive on the Copperfield Road side of the building
- Bus students will enter building through ramp door with direction from staff
- Students who get a ride to school will be dropped off at curb on Copperfield where staff is present and will enter the building through ramp door with direction from staff
- Students who walk to school will enter building through schoolyard doors with direction from staff (Follow signage for Grade Level Entry)
- Staff will be spaced at intervals both inside and outside the school to ensure safe arrival of students

- Students will be given hand sanitizer when entering the classrooms
- Breakfast will be immediately served in the classroom upon arrival for all students who want school breakfast

NOTE: Again, student drop off for children begins no earlier than 8:15 a.m.

There is not adequate adult supervision prior to 8:15 a.m. so no drop off before 8:15 a.m.

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

- Pre-K students will be dismissed at 11:15 a.m.
- For Pre-K students who do not ride the bus, you can pick students up from the back door near the Pre-K room
- The Pre-K teacher will bring the student to guardian at the door for dismissal
- School day ends at 2:30 p.m. for K-6 students
- Dismissal will be staggered to minimize large groups of students leaving at the same time
- All students and staff will wear masks at dismissal
- Buses will be announced - the same bus number will be called twice to stagger primary (K-2) and intermediate (3 - 6) riders. Staff will monitor student movement through hallways and corridors
- Walkers will be dismissed in waves. Grades K-1 will walk out first, followed by grades 2 & 3, and then 4,5, & 6. (Students will spread out to maintain social distancing)
- Parent Pick will be in the back school yard. Parents driving will remain in the car. Walking parents will remain socially distanced by the first back school yard door (nearest to play structures). Students will be called and then will walk to the car or walking parent through the back school yard door. Further details to follow
- Please be patient as we roll out new dismissal procedures so we can ensure safety for all
- All students should be picked up on time at 2:30 p.m.

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

- All students are entitled to free school breakfast and lunch
- Students may bring lunch from home or get free school lunch on cohort hybrid learning days
- Breakfast and lunch will be delivered to the classrooms
- Staff will monitor eating of breakfast and lunch in the each classroom
- Students will maintain six feet of social distance while eating

Recess

District Guidelines

- All elementary schools will have scheduled recess breaks
- Students will wash hands after recess
- Students will be required to keep their masks on and maintain social distancing
- Playgrounds will remain closed during winter months
- Students can take mask breaks during recess maintaining social distancing

School Guidelines

- Students will go outdoors for scheduled recess weather permitting
- Recess times will vary by grade level and student schedule
- Students will not use recess equipment during breaks
- Students will maintain six feet of distance when on mask breaks while at recess
- Playground structures will not be used during recess
- Students will play in a recess area designated for their class
- Students and staff will wear masks during recess
- Mask breaks will be allowed during recess in a designated area determined by staff

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

- Mask breaks will occur in the classroom near an open window in a designated area or outside whenever possible as needed
- Students will maintain six feet of distance

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

- Students and staff will routinely wash and/or hand sanitize their hands throughout the day
- Kindergarten and First Grade students have access to sinks in the classroom
- Handsanitizer is in every classroom
 - **CDC Guidelines for Handwashing:**
 - Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 - Rinse your hands well under clean, running water.
 - Dry your hands using a clean towel or air dry them.



- **CDC Guidelines for Using Hand Sanitizer:**
 - Apply the gel product to the palm of one hand (read the label to learn the correct amount).
 - Rub your hands together.
 - Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.



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

- **Some bathroom stalls and sinks have been closed off to accommodate for six feet distancing**
- **Signage is posted at every bathroom**

School & Systemwide Staff Protocols

District and School 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

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

- Visitors must wear a mask and access the school building through the front door
- Upon arrival, visitors should ring the front doorbell and wait to be let in by the office staff
- Visitors will state their business through the doorbell video-audio system
- If a student is late to school, the parent/guardian must bring them in through the front door
- In case a student needs to be dismissed during the school day, when possible please notify the teacher/office in advance
- Visitors will be required to sign in when they enter the building stating name, the purpose of the visit, and phone number
- Please limit dismissals from school and follow sign-out procedures listed in the main office
- Visitors are only allowed in through the front door
- Visitors must follow signage to maintain social distancing
- Visitors not signing students in or out of the building should call ahead for an appointment

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

- **Wiping down of surfaces with safe disinfectant will occur in classrooms and common areas during and after the school day**
- **Air quality machines are located throughout the building**

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

- **All buses will arrive on Copperfield Road for drop-off and pick-up**
- **Staff will greet students upon arrival and supervise entry into the building**
- **More information about bus procedures are contained in the arrival and dismissal sections**
- **All students will follow district guidelines and WPS handbook policy for bus ridership**

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

- **All students are eligible to receive free breakfast and lunch**

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

- **We have designated the cafeteria for a Covid-19 medical waiting room**
- **The cafeteria is well ventilated**
- **A student who is symptomatic while in school will wait in this waiting room until he/she can be dismissed**

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)