



Worcester Public Schools

Hybrid Learning Plan

Guidelines & Protocols for: **University Park Campus School**

University Park Campus School

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Worcester, MA 01603

508-799-3591



Principal: Daniel St. Louis

Dear Families,

It gives me immense pleasure to know that we will soon be seeing many of you once again! The past year has been difficult for everyone, but I am SO APPRECIATIVE of your support and flexibility as UPCS navigated remote learning! It has been inspiring to see what we can accomplish together to continue the education of our AMAZING students!!

This reopening plan is for when we begin hybrid learning on March 29, with some students coming to school Mondays and Tuesdays, others coming Wednesdays and Thursdays, while others are staying fully remote. On days students do not physically come to school, they will continue to have the same class schedules they have had the past few months online. Friday classes will continue to be fully remote.

Some important notes from the plan below:

- Students should ARRIVE to school at 7:50 if they are in section "A" and 7:55 if they are in section "B," and proceed DIRECTLY to their first classroom. They should arrive at the front door, Freeland St. entrance.
- Students will EXIT the back door on Lowell St. in waves starting at 2:23.
- Students should maintain physical distancing of 6 feet when arriving, exiting, and when inside the building.
- Students will have assigned seats in every classroom at six-foot distances.
- Students will follow all direction arrows and stay to the right when in the hallways.
- Students need to wear a well-fitting mask (no bandanas or loose-fitting face coverings) and should bring two of them to school each day.
- Students should bring all supplies and fully-charged chromebooks in a backpack every day. Lockers will not be used.
- Remote classes will be ASYNCHRONOUS on March 29 and 31 to allow for hybrid students to learn procedures on their first days back in the building.

Like everything else in the past year, hybrid learning will be a new and interesting experience, but I am thrilled to be experiencing it with all of you! Please do not hesitate to call me with any questions!

-Dan St. Louis, 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

- **Students must maintain 6 foot distances, in classrooms and in hallways.**
- **Students will make every effort to stay to the right side when in the hallways.**
- **Students will wear masks at all times.**
- **Teachers will determine masks break as needed, one student at a time, preferably near a window.**
- **All available desks will be marked. Students must use the same desks every day and every class will have a seating chart.**
- **No lockers will be used.**
- **Needlepoint bipolar ionization units are located in every classroom and hallway.**

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

- **All available desks will be marked. Students must use the same desks every day and every class will have a seating chart. Students should not sit at desks that may be marked not to sit it.**
- **All students will have seating assignments.**
- **Students will follow directional arrows in hallways and on stairs.**

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

- **We will not be using lockers. Students will bring all supplies with them and carry their supplies in a backpack.**
- **All students will have access to a WPS chromebook. Students should charge this device at home and bring it to school with them everyday. They should bring the device and charger to school everyday.**

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

- **Students will follow directional arrows in hallways and on stairs, staying to the RIGHT in hallways and using the RIGHT-hand door when entering/exiting classrooms**
- **Student will go UPSTAIRS on the FREELAND St side of the building.**
- **Students will go DOWNSTAIRS on the LOWELL St. side of the building.**
- **Students will transition from class to class in tiers to be determined and announced.**
- **After changing classes, students will wait in a designated spot on the perimeter of the classroom until desks are cleaned.**

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 ENTER the building at the FREELAND St door and proceed DIRECTLY to their first class.**
- **School staff will arrive by 7:45 and be ready to welcome students.**
- **Students in section “A” classes should arrive at 7:50, and students in section “B” classes should arrive at 7:55 and proceed DIRECTLY to their first class.**
- **Classes will start at 8am for students that have a first block class.**
- **On March 29 and 31, 7th grade students will meet OUTSIDE (weather permitting) upon arrival in order to be led to their first class by their teachers. If weather is poor, they will gather in the cafeteria.**

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 will EXIT the building through the LOWELL St. door and maintain physical distancing while heading home.**
- **Students will be dismissed by grade, and should immediately leave the property.**
- **Students who stay after school will need to adhere to physically distancing and seating charts and will exit the building by 3:30.**

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

School Guidelines

- **Breakfast and lunch will be eaten in the students' classroom.**
- **Students may bring a water bottle to school with them. Cafeteria will have more water for students as needed.**

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

- **Teachers will determine mask breaks as needed, one student at a time, preferably near a window.**

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 should wash their hands thoroughly with soap and water for 20 seconds in the bathroom, or at other available sinks.**
- **Hand sanitizer is available in all classrooms.**

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

- **Students will use the bathroom one at a time, and will maintain social distancing while waiting to use the bathroom.**

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

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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/parents should call ahead if they need to come to the building.**
- **If a visitor/parent needs to enter the building they should ring the doorbell and wait to be admitted. They will need to wait until any previous office visitors have exited.**

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

- **UPCS has Needlepoint Bipolar Ionization units installed in all classrooms and hallways.**
- **At the close of each day, every room will be disinfected.**

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

- **There is no transportation at UPCS.**

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

- **Breakfast and lunch will be provided at school. Additional breakfasts and lunches will continue to be available from the truck in the Goddard Elementary parking lot from 3-6pm Monday through Thursday, and from 10am-1pm of Friday.**

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

- **The medical waiting room will be the basement room across from the kitchen, as there will be no "teachers room" for the remainder of the year. It will be staffed by a CNA.**

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>

- [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)