



# Worcester Public Schools

## District Transition to Hybrid Learning Plan

### Guidelines & Protocols for Reopening Schools

February 2021

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Dear Families,

We would never have thought a year ago that the WPS would be in remote learning for one year. WPS families have done an exceptional job throughout this unique and challenging school year. Through the efforts of all, we have worked together to provide our students with the tools and knowledge to expand their learning. We have provided a strong remote learning environment for our students. Every student has been provided an iPad or a Chromebook. In partnership with families and community partners, we worked together to provide student access to connectivity. In partnership with the City Manager and the Mayor, ionization and HVAC systems have been updated in all our schools. WPS food services has continued to provide food pick-ups daily for our families. Community agencies and WPS social emotional learning specialists have provided support to our students and families. WPS principals, teachers and families express a stronger bond with each other, working together to meet our students needs.

On Thursday, February 4, 2021, the Worcester School Committee voted to reopen our schools for hybrid learning. Remote learning will also still be provided. On March 15, 2021, our schools will reopen for students with complex significant disabilities and for our students with limited formal education (SLIFE) students in our New Citizens Center Programs. On March 29, 2021, schools will reopen for all other students who have chosen hybrid learning.

This document is presented to our families to provide guidance for a safe and successful school reopening. I am also inviting you to attend one of the three family virtual forums from 6:00-7:30 pm: Monday, February 22 for Spanish speaking families; from 5:30-7:30 pm on March 1 for families of students with complex significant disabilities and for our students attending our New Citizens Center Programs and March 15 for all other families who have chosen hybrid learning.

I will continue to update you on current guidance from the MA Department of Elementary and Secondary Education by posting updates on our website, [worcesterschools.org](http://worcesterschools.org) and through social media and Connect-Ed phone messages.

Thank you for your ongoing support.

*Maureen Binienda*

*"If everyone is moving forward together, then success takes care of itself." -Henry Ford*

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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

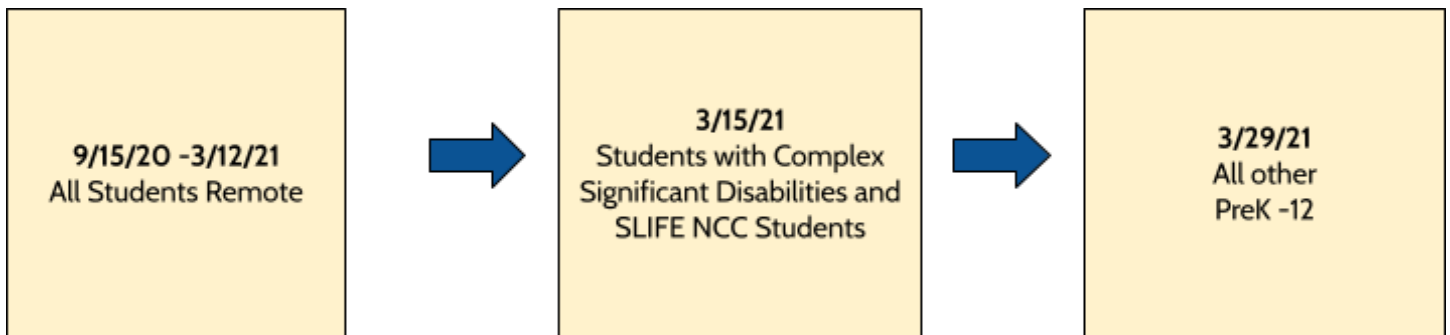
We are committed to providing timely information to families and community members regarding the shifts and changes associated with COVID-19 school procedures through:

- frequent updates to the website with translated information
- leveraging multiple ways to communicate with families including community forums, ConnectEd messages, text messages, 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*

## Transition to Hybrid Timeline



## Model Selection (Data as of 2/12/21)

### By Level

Summary 2-12-21	Total Students	No Response	No Response %	Remote	Remote %	Hybrid	Hybrid %
Elementary	13,072	552	4%	5,520	42%	7,000	54%
Middle School	3,239	95	3%	1,465	45%	1,679	52%
High School	7,147	76	1%	3,410	48%	3,661	51%
Alternative Programs	585	44	8%	214	37%	327	56%
<b>Total</b>	<b>24,043</b>	<b>767</b>	<b>3%</b>	<b>10,609</b>	<b>44%</b>	<b>12,667</b>	<b>53%</b>

\*at School Location only

## By School

Location	Number of Students			
	Total	Hybrid	Remote	No Response
Burncoat High	1110	504	587	19
Claremont Academy	511	187	320	4
Doherty High	1327	729	598	
North High	1185	600	582	3
South High	1320	608	702	10
Technical High	1465	925	511	29
University Park	229	108	110	11
Burncoat Middle	677	383	288	6
Forest Grove	905	542	348	15
Sullivan Middle	922	422	474	26
Worc East Middle	735	332	355	48
Belmont Community	538	273	264	1
Burncoat Elementary	257	141	106	10
Canterbury Street	296	180	116	
Chandler Elementary	446	202	241	-3
Chandler Magnet	483	220	258	5
City View	465	234	231	
Clark Street	233	126	105	2
Columbus Park	370	216	145	9
Elm Park Community	401	225	173	3
Flagg Street	339	235	103	1
Gates Lane	520	298	221	1
Goddard	363	144	218	1
Grafton Street	378	174	197	7
Head Start	336	4	10	322
Heard Street	245	161	84	
Jacob Hiatt	382	201	181	
Lake View	311	203	108	
Lincoln Street	245	126	114	5
May Street	279	182	96	1

Location	Total	Hybrid	Remote	No Response
Mcgrath	226	111	114	1
Midland Street	202	117	85	
Nelson Place	541	385	153	3
Norrback Avenue	524	281	176	67
Quinsigamond	688	348	339	1
Rice Square	467	228	179	60
Roosevelt	609	376	228	5
Tatnuck Magnet	393	257	136	
Thorndyke Road	352	189	159	4
Union Hill	387	171	206	10
Vernon Hill	477	252	218	7
Wawecus Road	125	71	54	
West Tatnuck	332	213	101	18
Woodland Academy	505	208	292	5
Worc Arts Mag	357	248	109	
Acad Ctr Trans ASP	6	5	1	
Assessment - McKeon	4		1	3
Dept Youth Services	6	2	3	1
Goddard ASP	9	8	1	
Harlow ASP	3	1	2	
Recovery High School	1			1
Transition 45 Day	1			1
Woodward Day 2	15	1	3	11
Woodward Day 3	2			2
Academic Ctr Trans	42	22	20	
Alt St Casimir	41	21	13	7
Challenge Academy	13	11	2	
Evening High School	77	17	58	2
G Creamer Ctr	147	82	61	4
Gateway to College	1	1		
Home Hospital	2	2		
NCC Elementary	15	15		

Location	Total	Hybrid	Remote	No Response
NCC Secondary	46	40	6	
NCC Young Adult	20	17	2	1
PreK at SHS	13	8	2	3
PreK at WTHS	23	17	5	1
Reach Academy	32	31	1	
Returnee Program	13	2	4	7
SpEd Transition	53	24	29	
<b>Total</b>	<b>24,043</b>	<b>12,667</b> 53%	<b>10,609</b> 44%	<b>767</b> 3%

## Site Locations for Students Transitioning March 15, 2021

Included by each school is the total number of students (H-#hybrid, R-#Remote, NR-#No Response), number and type of classrooms, school start & end times.

- **Alternative Program @ St. Casmirs**
  - Alternative Program @ St. Casmirs (35 Total, 21H, 10R, 4NR) 7:30-1:11
- **Burncoat High School**
  - Burncoat High (86 Total, 45H, 41R) (5-COAST, 1-LS, 3-STEP) 7:20-1:43
- **Burncoat Middle School**
  - Burncoat Middle (26 Total, 12H, 14R) (2-COAST, 4-STEP & Resource) 7:20-1:43
- **Burncoat Prep**
  - Burncoat Prep (15 Total, 5H, 10R) (2-STEP) 8:05-2:10
- **Canterbury Street School**
  - Canterbury (15 Total, 10H, 5R) (2-TLS) 7:45-1:50
- **Central Mass Collaborative - New Bond Street**
  - ACT Program (42 Total, 29H, 17R) 8:30-2:30
- **Chandler Elementary**
  - Chandler Elementary (14 Total, 13H, 1R) (2-STEP) 7:50-1:55
- **City View Discovery School**
  - City View (31 Total, 21H, 10R) (2-K/1 & 2-STEP) 9:05-3:10
- **Clark Street**
  - NCC Elementary (15 Total, 15H) (SLIFE) 8:25-2:30
- **Columbus Park School**
  - Columbus Park (19 Total, 16H, 3R) (2-STEP) 7:45-1:50
- **Doherty High School**
  - Doherty (30 total, 16H, 14R) (1-LS, 3-STEP) 7:20-1:43
- **Fanning Building**
  - NCC Young Adult (20 Total, 17H, 2R, 1 NR) (SLIFE) 7:20-1:43
  - Transitions Program (56 Total, 28H, 28R) 8:00-2:00
- **Forest Grove Middle School**
  - Forest Grove (47 total, 35H, 15R) (2-LS, 2-TLS, 2-STEP) 8:47-3:10
- **Gates Lane**
  - Gates Lane (89 Total, 64H, 25R) (1/pk sub-sep & 9-AU/SAIL) 9:05-3:10



- **Lincoln Street**
  - Lincoln Street (7 Total, 6H, 1R) (1-AU/SAIL) 7:45-1:50
- **Nelson Place School**
  - Chandler Magnet (2 Total, 1H, 1R) (PreK)
  - Nelson Place (102 Total, 73H, 28R, 1NR) (10-SAIL) (1 PK sub/sep) (1 Young Voices) 9:05-3:10
- **New Citizen's Center@New Ludlow**
  - NCC Secondary (46 Total, 40H, 6R) (SLIFE) 8:00-2:15
- **Norrback Avenue School**
  - Norrback (69 Total, 43H, 26R) (3- AU/SAIL & 2-LS) 7:55-2:00
- **North High School**
  - North High (67 Total, 31H, 36R) (1-AULS,3-LS, 3-STEP) 7:20-1:43
- **Quinsigamond Elementary School**
  - Quinsigamond (36 Total, 21H, 14R, 1NR) (2-LS & 2-STEP) 8:25-2:30
- **Roosevelt Elementary**
  - Roosevelt Elementary (56 Total, 28H, 26R, 2NR) (1-PK sub-sep, 2-K/1, 2-STEP, 3-LS,) 8:15-2:20
- **South High Community School**
  - South High (72 Total, 33H, 39R) (1-AU/LS, 3-LS, 4-STEP) 7:20-1:43
- **Sullivan Middle School**
  - Sullivan (58 Total, 28H, 30R) (2-AULS, 2-TLS, 1-LS, 2-STEP) 8:47-3:10
- **Vernon Hill**
  - Vernon Hill School (13 Total, 8H, 5R) (2-STEP) 7:45-1:50
- **Wawecus Road School**
  - Wawecus (23 Total, 14H, 9R) (3-TLS) 8:25-2:30
- **West Tatnuck School**
  - West Tatnuck School (13 Total, 7H, 6R)(2-LS) 9:05-3:10
- **Worcester East Middle School**
  - WEMS (13 Total, 6H, 7R) (2-STEP & 4- Resource) 7:20-1:43
- **Worcester Technical High School**
  - WTHS (41 Total, 26H, 13R, 2NR) (4-Voc-P) 7:20-1:43

## Teaching Models

Considering current resources, two options for instructional models will be implemented:

- Option 1 - In-person/Hybrid Remote
- Option 2 - In-person/Remote Model

### Option 1 - In-person/Hybrid Remote

In this model classroom teachers will be classified into two groups Hybrid teachers and Remote teachers.

- The hybrid classroom teachers will teach the students who have opted for hybrid learning. The hybrid classroom teacher will teach hybrid students while they are learning both in-person and remote
- The Remote classroom teachers will teach the students who have opted for 100% remote learning
- This option can be building, department and/or grade level based

### **Option 2 - In-person/Remote Model** *(most employed option)*

In this model classroom teachers will teach students who have opted for hybrid and 100% remote learning.

To facilitate instruction:

- Teachers will develop daily instruction for all students
- All students will start the day/each class simultaneously in synchronous instruction with their teacher
- Both hybrid and remote students will participate simultaneously in synchronous instruction with their teachers daily whenever appropriate. Independent work and projects will be assigned to provide focused instruction, limit the amount of screen time, differentiate instruction, and allow dedicated time for students to explore and create
- Where needed some dedicated time may be allocated during the school day to allow teachers some dedicated time for teachers to meet daily with remote students

## Cohort Selection

To reduce the number of students on campus at any given time students will be divided into cohorts. Due to the current number of families that have chosen remote learning, the district will be able to accommodate having students attend school in-person two days per week. This would entail having two student cohort groups with Cohort 1 attending school in-person Mondays and Tuesdays and Cohort 2 attending school in-person Wednesdays and Thursdays.

Principals will be responsible for dividing students into cohorts. Sibling consistency on cohort days should be the highest priority. Due to the complexity of high school student schedules (Chapter 74, Innovation Pathways, Dual Enrollment, Advanced Placement programming), high schools will be given the first option in selecting cohorts for students with siblings in lower grades. Other criteria that will be taken into consideration when placing students into cohorts is bus ridership/routing and hardship considerations from parents.

## Sample School Schedules

**Sample 2.45 Hour Day Schedule - Face to Face Morning**

	Monday	Tuesday	Wednesday	Thursday	Friday
9:05-9:30	Arrival/Hand Washing/Play Based Center				Remote Learning Day  Check-in, Whole Group, Small Group, Synchronous, Asynchronous Learning (Seesaw)
9:30-9:45	Hand Washing/ Breakfast				
9:40-10:10	Circle Time/Whole Group/Interactive Read Aloud				
10:10-10:30	Recess				
10:30-11:20	Handwashing/Center Time (small groups)				
11:05-11:35	Movement Song/ Read Aloud				
11:35-11:50	Pack up/Dismissal /Ipad Time				

**Sample 2.45 Hour Day Schedule - Remote Afternoon**

	Monday	Tuesday	Wednesday	Thursday	Friday
11:50-12:30	Prep and Lunch for Staff				Remote Learning Day  Check-in, Whole Group, Small Group, Synchronous, Asynchronous Learning (Seesaw)
12:30-1:00	Whole Group Google Meet Session Morning Meeting (say hello, calendar, name identification, letter/ # time)				
1:30-1:50	Seesaw activity on ELA/Interactive Read Aloud				
1:50-2:05	Movement Whole group Goole Meets Song				
2:05-2:15	Break				
2:15-2:45	Small Group Google Meet Sessions with Teacher and IAs				
2:45-3:15	Seesaw Activity on Math				
2:45-3:15	Teacher Office Hours / 1:1 Time with Students if Needed				

## Sample Full Day PreSchool Student Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 -9:00	Morning Meeting				Check-in Asynchronous Learning Project work Targeted check-ins Virtual Field Trips Cultural Institution Classes
9:00-9:15	Break				
9:15-9:45	Interactive Read Aloud				
9:45-10:15	Whole Group Lesson				
10:15-10:30	Break				
10:30-11:30	Small Group Work Center Time Asynchronous Work				
11:30-12:15	Lunch and Recess				
12:15-1:00	Specials/Itinerant				
1:00-1:30	Whole Group Lesson				
1:30-2:15	Small Group Work Center Time Asynchronous Work				
2:15-2:30	Closing Meeting				

## Sample Elementary School Student Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 10:00	<b>Block 1: ELA</b> In-person & Synchronous remote	<b>Block 1: ELA</b> In-person & Synchronous remote	<b>Block 1: ELA</b> In-person & Synchronous remote	<b>Block 1: ELA</b> In-person & Synchronous remote	<b>Block 1</b> Synchronous Lessons
10:00-10:15	Break	Break	Break	Break	
10:15 - 11:45	<b>Block 2: Math</b> In-person & Synchronous remote	<b>Block 2: Math</b> In-person & Synchronous remote	<b>Block 2: Math</b> In-person & Synchronous remote	<b>Block 2: Math</b> In-person & Synchronous remote	
11:45 - 12:30	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Check-in Asynchronous Learning Project work Targeted check-ins Virtual Field Trips Cultural Institution Classe
12:30 - 1:15	<b>Block 3</b> In-person & synchronous remote Special (Art):	<b>Block 3</b> In-person & synchronous remote Special (PE)	<b>Block 3</b> In-person & synchronous remote Special (Tech)	<b>Block 3</b> In-person & synchronous remote Special (Music)	
1:15 - 2:00	<b>Block 4</b> In-person & Synchronous Social Studies -Science lessons	<b>Block 4</b> In-person & Synchronous Social Studies -Science lessons	<b>Block 4</b> In-person & Synchronous Social Studies -Science lessons	<b>Block 4</b> In-person & Synchronous Social Studies -Science lessons	
2:00 - 2:30	<b>In Person &amp; Synchronous</b> Check-In/reflection End of day routines	<b>In Person &amp; Synchronous</b> Check-In/reflection End of day routines	<b>In Person &amp; Synchronous</b> Check-In/reflection End of day routines	<b>In Person &amp; Synchronous</b> Check-In/reflection End of day routines	

**Sample Middle School Student Schedule – TWO-WEEK CYCLE (A)**

Time	Block	Monday	Tuesday	Wednesday	Thursday	Friday
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8:47 – 9:02 (15 min)		Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
9:02 – 10:08 (66 min)	1	Period 1	Period 2	Period 1	Period 2	<b>PERIOD 2</b>
10:08 – 10:18 (10 min)		Transition Time	Transition Time	Transition Time	Transition Time	Transition Time
10:18 – 11:24 (66 min)	2	Period 3	Period 4 – 5 Period 5 – 6	Period 3	Period 4 – 5 Period 5 – 6	<b>PERIOD 4-5</b> <b>PERIOD 5-6</b>
11:24 – 12:17 (53 min)		Independent Study	Independent Study	Independent Study	Independent Study	Independent Study
12:17 – 12:47 (30 min)		Lunch	Lunch	Lunch	Lunch	Lunch
12:47 – 1:53 (66 min)	3	Period 6 – 7 Period 7 – 8	Period 9	Period 6 – 7 Period 7 – 8	Period 9	Independent Class Work/Projects/ Virtual Field Trips
1:53 – 2:03 (10 min)		Transition Time	Transition Time	Transition Time	Transition Time	
2:03 – 3:09 (66 min)	4	Period 10	<b>PERIOD 1</b>	Period 10	<b>PERIOD 3</b>	
3:09 – 3:42 (33 min)			Extra Help Sessions	Extra Help Sessions	Extra Help Sessions	

**Sample Middle School Student Schedule TWO-WEEK CYCLE (B)**

Time	Block	Monday	Tuesday	Wednesday	Thursday	Friday
8:47 – 9:02 (15 min)		Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
9:02 – 10:08 (66 min)	1	Period 1	Period 2	Period 1	Period 2	<b>PERIOD 9</b>
10:08 – 10:18 (10 min)		Transition Time	Transition Time	Transition Time	Transition Time	Independent Study <i>10:08-12:17 (129 min)</i>
10:18 – 11:24 (66 min)	2	Period 3	Period 4 – 5 Period 5 – 6	Period 3	Period 4 – 5 Period 5 – 6	
11:24 – 12:17 (53 min)		Independent Study	Independent Study	Independent Study	Independent Study	
12:17 – 12:47 (30 min)		Lunch	Lunch	Lunch	Lunch	Lunch
12:47 – 1:53 (66 min)	3	Period 6 – 7 Period 7 – 8	Period 9	Period 6 – 7 Period 7 – 8	Period 9	Independent Class Work/Projects/ Virtual Field Trips
1:53 – 2:03 (10 min)		Transition Time	Transition Time	Transition Time	Transition Time	
2:03 – 3:09 (66 min)	4	Period 10	<b>PERIOD 6-7</b> <b>PERIOD 7-8</b>	Period 10	<b>PERIOD 10</b>	
3:09 – 3:42 (33 min)			Extra Help Sessions	Extra Help Sessions	Extra Help Sessions	

**Sample High School Student Schedule – TWO-WEEK CYCLE (Week A)**

Time	Block	Monday	Tuesday	Wednesday	Thursday	Friday
7:20 - 8:30 (70 min)	1	Period 1	<b>PERIOD 1</b>	Period 1	<b>PERIOD 2</b>	<b>PERIOD 4-5</b> <b>PERIOD 5-6</b>
8:30 - 8:40 (10 min)		Transition/Class Preparation	Transition/Class Preparation	Transition/Class Preparation	Transition/Class Preparation	Transition/Class Preparation
8:40- 9:50 (70 min)	2	Period 2	Period 4 – 5 Period 5 – 6	Period 2	Period 4 – 5 Period 5 – 6	<b>PERIOD 6-7</b> <b>PERIOD 7-8</b>
9:50 - 10:43 (53 min)		Independent Class Work	Independent Class Work	Independent Class Work	Independent Class Work	Independent Class Work
10:43 - 11:13 (30 min)		Lunch	Lunch	Lunch	Lunch	Lunch
11:13 - 12:23 (70 min)	3	Period 3	Period 6 – 7 Period 7 – 8	Period 3	Period 6 – 7 Period 7 – 8	Independent Class Work/projects/ Virtual Field Trips
12:23 - 12:33 (10 min)		Transition/Class Preparation	Transition/Class Preparation	Transition/Class Preparation	Transition/Class Preparation	
12:33 - 1:43 (70 min)	4	Period 9	Period 10	Period 9	Period 10	
2:00 -2:40 (40 min)			Extra help sessions	Extra help sessions	Extra help sessions	

**Sample High School Student Schedule – TWO-WEEK CYCLE (Week B)**



Time	Block	Monday	Tuesday	Wednesday	Thursday	Friday
7:20 - 8:30 (70 min)	1	Period 1	<b>PERIOD 3</b>	Period 1	<b>PERIOD 9</b>	<b>PERIOD 10</b>
8:30 - 8:40 (10 min)		Transition/Class Preparation	Transition/Class Preparation	Transition/Class Preparation	Transition/Class Preparation	Independent Class Work <b>8:30 – 10:43</b>
8:40 - 9:50 (70 min)	2	Period 2	Period 4 – 5 Period 5 – 6	Period 2	Period 4 – 5 Period 5 – 6	
9:50 - 10:43 (53 min)		Independent Class Work	Independent Class Work	Independent Class Work	Independent Class Work	
10:43 - 11:13 (30 min)		Lunch	Lunch	Lunch	Lunch	Lunch
11:13 - 12:23 (70 min)	3	Period 3	Period 6 – 7 Period 7 – 8	Period 3	Period 6 – 7 Period 7 – 8	Independent Class Work/projects/ Virtual Field Trips
12:23 - 12:33 (10 min)		Transition/Class Preparation	Transition/Class Preparation	Transition/Class Preparation	Transition/Class Preparation	
12:33 - 1:43 (70 min)	4	Period 9	Period 10	Period 9	Period 10	
2:00 - 2:40 (40 min)			Extra help sessions	Extra help sessions	Extra help sessions	

## Student & Staff Safety

## District Guidelines

- Staff will receive comprehensive safety training 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



## 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 contact tracing if necessary
- Signage of protocols will be posted



## 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 devices 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



## 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



## Arrival

### District Guidelines

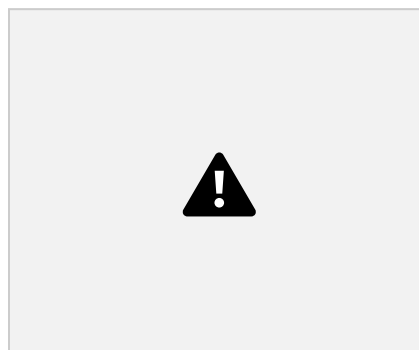
- All students/families should complete a symptom self check via the health portal daily before leaving for school
- Arrival will have staggered times to avoid large groups entering the building at the same time
- Social distancing will be maintained while entering the building with staff monitoring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



## 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



## 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



## 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 while playing
- Playgrounds will remain closed during winter months
- Students can take mask breaks during recess maintaining social distancing



## 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
- When on a mask break the student will be in a designated area, maintaining social distancing



## 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



## 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 & 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

## 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

*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

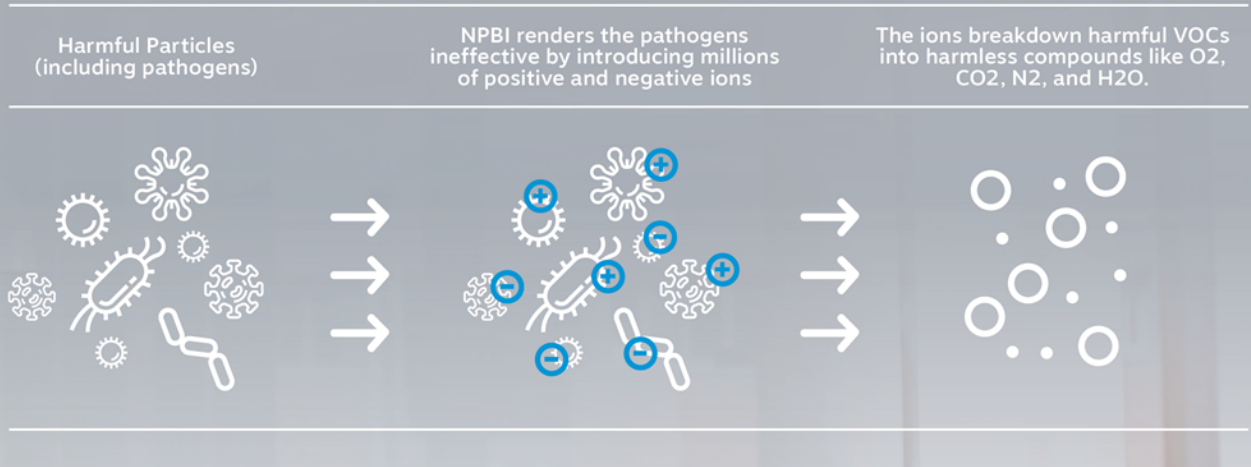
### District Guidelines

- 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

### Summary of Ventilation Systems Work

## How NPBI Works

With a cough or a sneeze, any individual can introduce harmful pathogens into the air. To minimize exposure, NPBI produces millions of positively and negatively charged ions that travel through the air via the HVAC system, continuously seeking out and attaching to harmful particles — including pathogens' surface proteins, rendering the pathogens ineffective.



Source: EMCOR Facilities Services  
 White paper on Improving Indoor Air Quality Needlepoint Bipolar Ionization  
 emcorfacilities.com

## Reducing the Spread of Disease

**Rapid, Continuous Air Cleaning** NPBI technology releases ions that immediately begin attaching to particulates, and, as ions enter the air stream, they offer continuous cleaning throughout the entire facility.

**Inactivate Pathogens** When ions come into contact with pathogens, they not only make them more filterable, their microbicidal effects also reduce the infectivity of the virus.



PATHOGEN	TIME EXPOSED	KILL/INACTIVATION RATE
E. coil	15 minutes	99.68%*
C. Diff	30 minutes	86.50%*
Noro Virus	30 minutes	93.50%*
MRSA	30 minutes	96.24%*
COVID-19	30 minutes	99.40%*

\*White papers that detail these results are available upon request from the manufacturer of the needlepoint bipolar ionization technology.

Source: EMCOR Facilities Services  
 White paper on Improving Indoor Air Quality Needlepoint Bipolar Ionization  
 emcorfacilities.com

# Transportation

## District Guidelines

- Students must maintain three 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



# 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

**FALL 2020**  
**WORCESTER PUBLIC SCHOOLS**  
**GRAB & GO MEALS**

**Monday THROUGH Thursday**  
**BREAKFAST LUNCH**  
**3:00 P.M. - 6:00 P.M.**

**Friday**  
**10:00 A.M. - 1:00 P.M.**  
**INCLUDES WEEKEND MEALS**

**STARTING SEPTEMBER 15, 2020**

**PICKUP LOCATIONS**

**MEALS** FOR ALL CHILDREN, TEENS, FAMILIES, ANYONE UP TO AGE 22 YEARS ENROLLED IN HIGH SCHOOL AND/OR ENGLISH LANGUAGE LEARNER PROGRAMS

**PICKUP** AVAILABLE FOR STUDENTS OR PARENTS AT ANY CONVENIENT LOCATION

**OPTIONS** MULTI DAY PICKUP

**CHECK DAILY WORCESTERSCHOOLS.ORG FOR UPDATES & ADDITIONAL PICKUP SITES**

**PICKUP LOCATIONS**

<b>BELMONT STREET ELEMENTARY</b>	170 BELMONT STREET
<b>BURNCOAT PREPARATORY</b>	526 BURNCOAT STREET
<b>CANTERBURY ELEMENTARY</b>	129 CANTERBURY STREET
<b>CHANDLER ELEMENTARY</b>	114 CHANDLER STREET
<b>CHANDLER MAGNET ELEMENTARY</b>	525 CHANDLER STREET
<b>CITY VIEW ELEMENTARY</b>	80 PROSPECT STREET
<b>COLUMBUS PARK ELEMENTARY</b>	75 LOVELL STREET
<b>ELM PARK COMMUNITY SCHOOL</b>	23 NORTH ASHLAND STREET
<b>GATES LANE ELEMENTARY</b>	1238 MAIN STREET
<b>GODDARD SCHOOL OF SCIENCE &amp; TECHNOLOGY</b>	14 RICHARDS STREET
<b>GRAFTON STREET ELEMENTARY</b>	311 GRAFTON STREET
<b>JACOB HIATT MAGNET ELEMENTARY</b>	772 MAIN STREET
<b>NORTH HIGH SCHOOL</b>	140 HARRINGTON WAY
<b>QUINSIGAMOND ELEMENTARY</b>	14 BLACKSTONE RIVER ROAD
<b>UNION HILL ELEMENTARY</b>	1 CHAPIN STREET
<b>VERNON HILL ELEMENTARY</b>	211 PROVIDENCE STREET
<b>WOODLAND ACADEMY / CLAREMONT ACADEMY</b>	93 WOODLAND STREET
<b>WORCESTER ARTS MAGNET ELEMENTARY</b>	315 ST. NICHOLAS AVENUE
<b>WORCESTER EAST MIDDLE SCHOOL</b>	420 GRAFTON STREET

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER

## 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



## Students and Staff Exhibiting COVID-19 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 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: Susan 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)
- [Protocols for Responding to COVID-19 Scenarios in Schools, on the bus, or in community settings](#) (Update Released December 16, 2020)