



Worcester Public Schools

Hybrid Learning Plan

Guidelines & Protocols for: **Burncoat Prep Elementary School**

Burncoat Prep Elementary School

526 Burncoat Street
Worcester, MA 01606

508-799-3537



Principal: Deborah Catamero
Catamerod@worcesterschools.net

Assistant Principal: John Gribouski
Gribouskij@worcesterschools.net

Adjustment Counselor: Ivy Macaruso

Nurse: Catherine O'Doherty

Dear Families,

We are very excited for the much anticipated school re-opening. We look forward to seeing students in person and providing them with a safe, comfortable environment for learning and socialization.

I am writing to inform you of the specific information regarding our school-based plans for a hybrid and remote learning return. We are prepared to provide a high-quality education to students in school or remotely per parent choice. We hope this information for reopening answers your questions for in-person and remote learning. Please be aware that our plan is subject to change as guidance from state agencies is updated. Our goal is to ensure the physical and emotional well-being of the Burncoat community while providing our students with a rigorous and structured learning environment. I will continue to update families as needed throughout the remainder of this year.

The hybrid return will begin on May 3rd for students who chose remote or in person. All students whether remote or in person will attend school 5 days a week from May 3, through the last day of school, June 15th. All teachers will continue to use the same schedule currently in place for remote learning. All hybrid and remote learners will be learning together either remotely from home or physically in the classroom. This schedule includes academic blocks for reading, writing, mathematics, science, and social studies, as well as time for daily specials. In addition, time has been scheduled for lunch and recess breaks. Mask breaks will occur throughout the day for all students and are part of the student schedule. School uniforms are required for all students who are attending school in person.

Please join me in thanking all teachers, staff, and parents who have worked so hard to continue to provide all students with a high quality education throughout this pandemic.

Sincerely,

Table of Contents

Table of Contents	2
Guiding Principles	3
Student & Staff Safety	4
Classroom Setup	5
School Supplies	5
Student Transitions	6
Arrival	7
Dismissal	8
Breakfast and Lunch	8
Recess	9
Mask Breaks	9
Hand Washing	10
Bathroom Procedures	11
School & Systemwide Staff Protocols	11
Visitor Access to the Building	12
Air Quality and Cleaning Protocol	13
Transportation	13
Food Services for Families	14
Covid-19 Medical Waiting Room & Nurse's Office	14
Students and Staff Exhibiting Symptoms	15
Protocols for Potential School Closures	15
District Contacts	16
Resources	16

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
- 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 SEL support
- structured schedules with time for check-ins and small group time

Equitable Learning Opportunities for Students

We will provide high quality learning for all students through:

- ensuring that Students with Disabilities and English Language Learners receive appropriate support and instruction
- continuing to emphasize culturally responsive practices and 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 the website and provides translated information
- leveraging multiple ways to communicate with families: 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 - PPE (used as necessary)

Masks	Gloves	Face Shield	Protective Gown
			

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 desks will remain six feet apart on each side and face the same way



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

Ziploc bag with individual student supplies

*All supplies will be provided.



Student's personal belongings (coat and backpack) will be stored on the back of their chair



Students do not need to bring anything into school unless it is requested by the teacher. Individual teachers will post what is needed (math workbook for example) to bring back and forth. Students may bring lunch and snack if they choose.

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 navigate through the hallways by staying either to left or right, depending on which way they are going.
- There are arrows on the floor, marking tape, and signage to remind students of distancing protocols and the "right of way" in the hallway.
- Stairwell by Grade 1: ONLY used for UP direction
- Stairwell by the office (middle stairwell): ONLY used for DOWN direction
- Stairwell by Principal's Office: ONLY used for DOWN direction

Hallways are marked off



Arrival

District Guidelines

- 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 for Burncoat Prep is 7:50. PLEASE DO NOT drop off your child until 7:50.
- Students will immediately report to their classroom upon arrival to school.
- Students will enter the building through the side door near the playground.

Arrival Door - Students will enter by the side door only (by the playground) Students will not congregate on the playground before school begins as in the past. Students will immediately enter the building upon arrival.



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 be dismissed from Burncoat Prep at 2:10.
- Students will wait in their classrooms until buses are called.
- Once buses are called, students will report directly to the bus.
- Parent pick up students will be called and they will report to the hallway near the library. They will stand in front of a blue paw print, physically distanced, as they wait to be called.
- Please pull up in front of the building so that students do not have to cross burncoat street.
- Plan on lining up on Hastings street so you are ready to take a right onto Burncoat Street. You DO NOT need to exit your vehicle. Staff will be outside, available to assist you.
- Walkers will meet at the front door and be escorted out the front of the building.

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
- Students will maintain six feet distancing while eating.

School Guidelines

- Student breakfast will be offered to every student upon arrival as they enter the building.



- Students will eat lunch in their classrooms, at their desk.
- Lunches will be delivered to the classrooms by supervising staff.
- Lunch #1 - 11:15-11:55, Grade K, 1 eat at 11:15 then recess @ 11:35
- Grade 3, 4 - recess @ 11:15 then eat @ 11:35
- Lunch #2 - 11:55-12:35 - Everyone eats at 12:00 then outside for recess at 12:20

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

School Guidelines

- Grades 4-6 recess will be from 11:15-11:35. (5 minute transition period to lunch in classroom)
- Grades K-3 recess will be from 11:40-12:00.

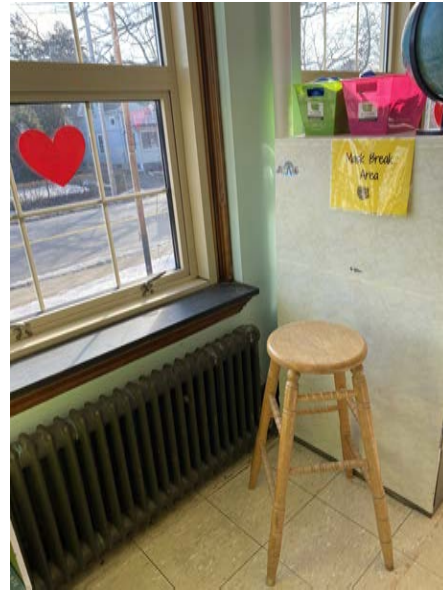
Mask Breaks

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 mask breaks occur inside they will be done independently near an open window or in a well ventilated place
- When on a mask break the student will be in a designated area, maintaining social distancing

School Guidelines

- Each classroom will have a designated area for mask breaks.
- Mask breaks will be scheduled by the classroom teacher throughout the day and individualized as needed.



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

- Frequent hand washing and/or hand sanitation will be required throughout the day.
- Each classroom will have a "Sanitation Station" and students will be required to wash their hands/use sanitizer upon entry to the classroom.

Handwashing Signage



Use of 1 sink to maintain social distancing



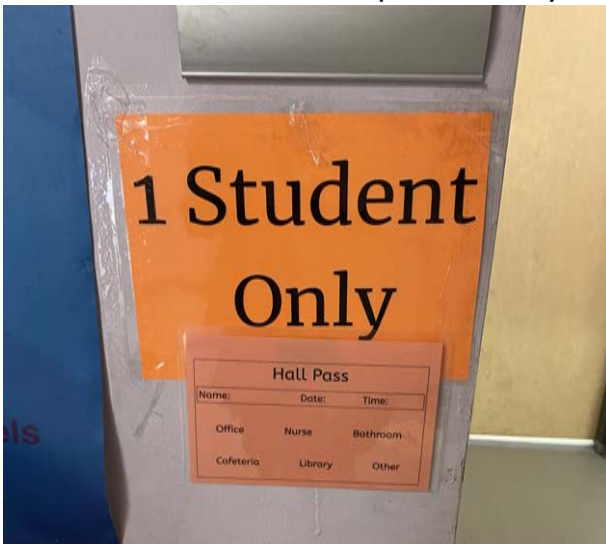
Bathroom Procedures

District Guidelines

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

School Guidelines

- Only 1 student is allowed in the bathroom at a time. If there is a student pass on the sign it means the bathroom is occupied and they must wait in the designated area (circle with feet).



- Students must bring their pass to the bathroom and place it on the door.
- If there is a pass on the door, that means the bathroom is occupied and the other student has to wait 6 feet away from the entrance.

School & Systemwide Staff Protocols

District Guidelines

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

- Professional development will be held virtually

School Guidelines

- All staff must wear a mask prior to entering the building and at all times throughout the day.
- Staff will adhere to all safety protocols throughout the day.
- There will be designated areas for lunch and planning breaks while adhering to social distancing and safety protocols.
- All staff are required to sign-in upon arrival using a school-based, time-stamped Google Form.

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 will be asked to state their business via intercom.
- If necessary someone will greet the visitor at the door to assist them.
- 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
- Windows will be kept open in all buildings when possible
- 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

These filtration units are in every classroom, office, and hallway.

Air filtration units- ionization cleans viruses and bacteria from the air.



Transportation

District Guidelines

- Students must maintain six feet distance while waiting and boarding the bus
- 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

- At dismissal, students will maintain six feet distance while awaiting and boarding the bus
- Students will occupy assigned seats for contact tracing, and will be required to stay in that seat.

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



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

- Medical Waiting Room (separate from the nurse's office) for anyone with possible Covid 19 symptoms.
- Medical Waiting Room - Staffed by a licensed medical employee
- Nurse's Office Protocol: 1. Teacher/Staff will contact Mrs. O'Doherty for any health related issues.



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)