



# Worcester Public Schools

## In Person Learning Plan

Guidelines & Protocols for: **Midland Street School**



Midland Street

**Midland Street School**  
18 Midland Street  
Worcester, MA 01602  
508-799-3548

Principal: Mrs. Christina Guertin  
Assistant Principal: Mrs. Hannah Cecelia Gray  
Adjustment Counselor: Mrs. Colleen Boria - Harthan  
Nurse: Mrs. Marta Hryniewich

### **WELCOME BACK VIDEO!!!**

<https://youtu.be/FE8KK1fKTvQ>

Dear Families,

In this manual you will find information specific to the Midland Street School regarding procedures for the in person learning paths. This will be used alongside the Worcester Public School (WPS) District reopening plan to answer questions and set expectations for in-person and remote learning. Please be aware that our plan is subject to change as guidance from agencies, such as DESE, CDC and DPH are updated and as we develop more knowledge. Our goal is to ensure the physical and emotional safety of the Midland Street community, while providing our students with a rigorous and structured learning environment.

#### **Here are some guidelines and norms to help us safely and productively welcome back our students to Hybrid Learning:**

- Assess your child for any health symptoms every morning
- In backpack, have 2 masks, earbuds, chromebook and chromebook charger
- Wipe down all materials before and after school
- Charge chromebooks every evening
- Contingency plan in case the school calls for your child to be picked up or need to stay home
- A water bottle/covered thermos with their name on it to put on their desk. We prefer a covered bottle to prevent spills.

#### **Here are some guidelines on preparing your child for returning to school:**

- Wearing their masks properly: over their nose and mouth, keeping it on at all times (except during mask breaks and lunch)
- Review with your child, personal space
- Only using their own materia

Please contact me with any questions at [guertinc@worcesterschools.net](mailto:guertinc@worcesterschools.net), 508-799-3548.

*Christina Guertin*

Principal

Hello Midland Street families,

I am Colleen Boria-Harthan, the school adjustment counselor at Midland Street. As we begin preparing for the return to in-person learning, I wanted to reach out to provide support relating to social or emotional concerns you or your child may be having. As with any change, this transition to hybrid will likely create curiosity, prompt a lot of questions, and may even cause some concern/anxiety. The [Midland Street Counseling Corner](#) is a website created specifically for Midland Street families with links to various community resources for students as well as parents. The [Virtual Calming Room](#) may be an additional resource for students at home when they are experiencing big emotions. The CDC website also provides very helpful resources and checklists related to returning to in-person school. You can find the link to the general information about [back to school planning here](#) and the link to a [back to school checklist here](#).

I am also linking below some other helpful resources for you to look through as you and your child(ren) prepare for the return to hybrid.

[CDC COVID-19 Parent Resources Kit](#)

[CDC COVID-19 How to Protect Yourself & Others](#)

[What To Do and Not Do When Children Are Anxious](#)

As always we are here to help support you and your child(ren) through this exciting yet uncertain time. Please feel free to reach out with any questions/concerns - I can be reached at (774) 696-2744 or [boriac@worcesterschools.net](mailto:boriac@worcesterschools.net)

*Colleen Boria-Harthan*

School Adjustment Counselor

# Table of Contents

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

# 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 training
- 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
- Three 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 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

- Midland Street students and staff will be required to wear masks at all times. Mask breaks and hand washing will be incorporated into daily schedules. There will be hand sanitizer and wipes in all classrooms.



## School Day Information / Learning Schedules

### School Start/End Times and Weekly Schedules

Midland Street School will begin each school day at 8:20 AM and end the day at 2:25 PM. These start and end times will be the same for the hybrid and remote-only pathways.

### INDIVIDUAL TEACHERS - Daily Schedules

- Please note that ALL students (remote and hybrid will be completing the same learning schedule)
  - **Individual Teacher / Classroom Schedules will be shared with students through Seesaw (Grades K - 1) and Google Classroom (Grades 2 - 6).**

**Please Click On the Links Below For Grade Level Schedules:**

[GRADE LEVEL LEARNING BLOCK SCHEDULE](#)  
[KINDERGARTEN LEARNING BLOCK SCHEDULE](#)  
[FIRST GRADE LEARNING BLOCK SCHEDULE](#)  
[SECOND GRADE LEARNING BLOCK SCHEDULE](#)  
[THIRD GRADE LEARNING BLOCK SCHEDULE](#)  
[FOURTH GRADE LEARNING BLOCK SCHEDULE](#)  
[FIFTH GRADE LEARNING BLOCK SCHEDULE](#)  
[SIXTH GRADE LEARNING BLOCK SCHEDULE](#)

## Classroom Setup

### District Guidelines

- Desks and tables will be three 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 will be assigned to each student making them 3 feet apart from each other.
- A hand sanitizer station will be present in each classroom
- Sign out for Bathroom
- Desks will be properly spaced and arranged according to space in each classroom (this may look different in some classrooms depending upon the classroom space)
- Students will have a designated location for their belongings (coats, hats, etc).

- Specials (Gym, Art, Music, and Technology) will occur throughout the school day during the designated time slots. Specials will occur in classrooms.



## 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

- Each student will be given a bag for their individual school approved materials.
- Individual student materials brought in from home will be stored in designated locations within the classroom.
- Students will be expected to bring daily their chromebooks fully charged, earbuds and school supplies (in plastic bags that we can supply) and wiped down daily.

## Student Transitions

### District Guidelines

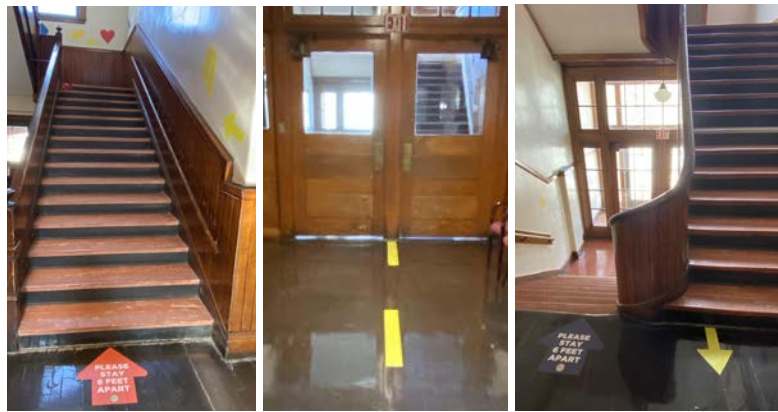
- Signage will be posted throughout the entire building to direct students' transition and maintain three feet distance.
- Hallways and stairways will be assigned as exit and or entrance points to avoid students passing each other face to face and crowding.
- When students transition staff will monitor transition to ensure three feet distancing.

### School Guidelines

- Space markers will be placed on the floors throughout the building in an effort to maintain social distancing while transitions occur.
- Stair cases will be assigned for one way transitions.
- The front door will be used to enter the building during the school day for purposes of Recess, Gym Class, Mask Breaks, etc.
- The back door will be used to exit the building during the school day for purposes of Recess, Gym Class, Mask



Breaks, etc.



## 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

#### Arriving by Bus

- All students are required to wear a mask on the bus at all times.
- Students on busses will be dropped off, one bus at a time and will access the building using the bus entrance in the front of the building.
- A staff member will be stationed at the front entrance and students will join their class in lines in the front of the building or on bad weather days they will transition directly to their classrooms.

#### Arriving by Car - Drop off will begin at 8:15 am

- We welcome all students at 8:15. **PLEASE DO NOT DROP YOUR CHILD OFF AT SCHOOL AND LEAVE.** students should not be left unsupervised. Teachers are not on duty until 8:15.
- Parents who are dropping off will enter the active drop-off line on Midland Street and students will proceed to the designated student drop-off area at the designated entrance for your students grade level.
  - K and 1 students will enter the building through the front of the building.
  - Students in grades 2 and 3 will enter the building through the front of the building.
  - Students in grades 4 - 6 will enter the building through the back of the building.
- Students will exit the vehicle, wearing a mask, from the passenger side door and will proceed to the appropriate grade level lines where their teachers will be waiting and will enter the building at 8:20 am.
- On days where the weather is bad staff will be located outside the main office doors to ensure the transitioning inside the building is completed with appropriate distancing and minimal disruptions.
- Students will then transition directly to their classroom through their designated areas.
- Staff members will be on duty to monitor students in the hallway and ensure that students are following social distancing protocols upon entering the building. Classroom teachers will be in each room to welcome students and monitor social distancing and student transitions. Students are asked to sanitize their hands upon entering the classroom. Once hands have been sanitized, students can place their backpacks and belongings in their designated areas.
- School based procedures, pictures, videos

#### Walkers

All walkers will walk to the front of the school and come in through the gate and line up in their grade level lines, on bad weather days. **PLEASE DO NOT SEND YOUR CHILDREN TO SCHOOL BEFORE THE 8:15 WELCOME.**



## The school yard will remain closed until a staff member opens the gate

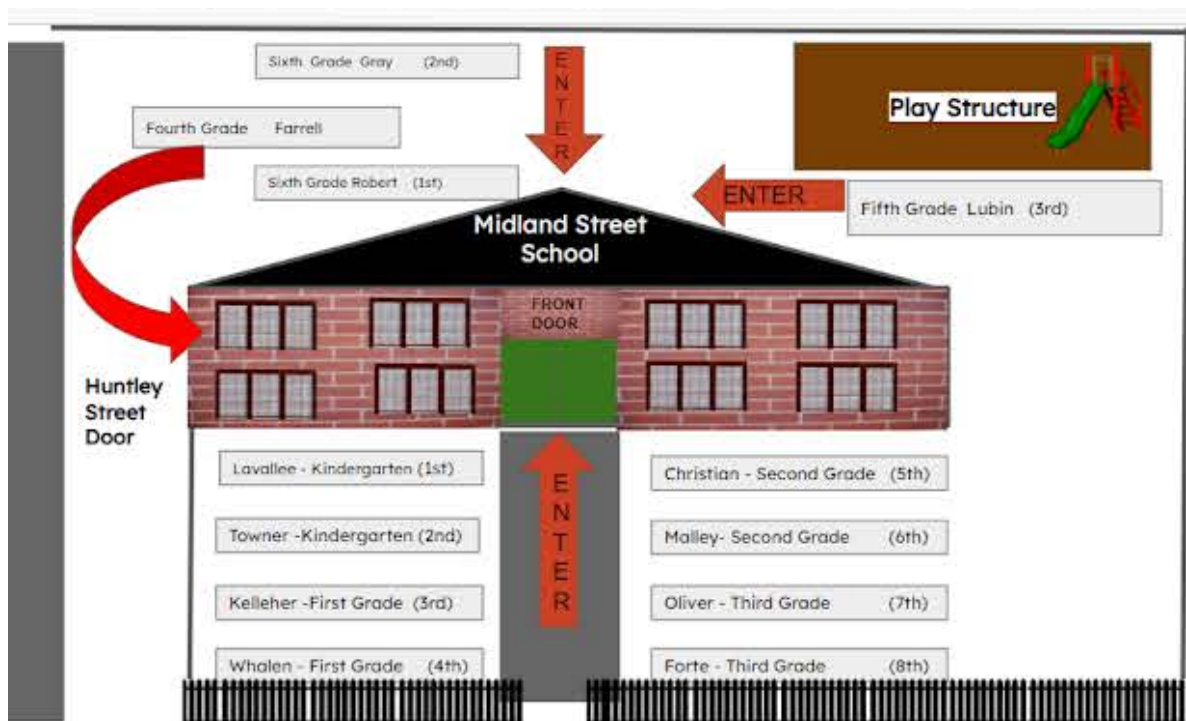
### Grades K-3 Front School Yard

- Grades K & 1 line up on the left side face building, will enter the building first (lines form parallel to building)
- Grades 2 & 3 line up on the right side facing building, grade 2 enters after first grade, then 2nd, and 3rd (lines form parallel to building)

### Grades 4-6 Back School Yard

- Grade 4 line up facing the building near 2nd grade fire escape, then enter the building using Huntley St. Door @ 8:20 am. with your teacher
- Grade 5 line up parallel to play space, enter the building using the back door with your teacher.
- Grade 6 line up next to basketball hoop with social distancing, Mrs. Robert's homeroom then Mrs. Gray's homeroom will enter the building after 5th grade with teacher

**Students must stay in their parent's car or stand with an adult outside of the school fence while social distancing. Students should not be entering the school yard before 8:15 am. Teachers/itinerants are on duty at 8:15 am. Mrs. Mallgren and Mrs. Pichette will be out in the front schoolyard. Mrs. Gray and Ms. Tuttle will monitor the back schoolyard. Students begin entering the building at 8:20 am.**



## Dismissal

**The order of Dismissal will be:**

**1- Midland Street Walkers**

**2- June St./Pleasant Street**

**3- Parent Pick up**

**Bus students will be called as they arrive.**

### **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:**

## **Dismissal by Bus**

- Bus lines will be formed maintaining appropriate social distancing.
- Busses will stop along the curb in front of the bus doors (located at the side of the school building) to load students.
- When a bus arrives, the number will be called and students will walk through the hallway and out the bus doors (located at the side of the building).
- Students will load their bus maintaining 3 feet of distance.
- Staff will be on duty to ensure social distancing.

## **Dismissal by Car**

- Students that are picked up by a parent or guardian will be dismissed through the grade level designated doors of the building while maintaining social distancing
- While waiting for parent pick up, students will maintain appropriate social distancing.
- Parents/guardians will form a line near the grade level designated student pick up area where they will pick up their child.
- Parents will hold a sign to identify their child's first and last name and grade to help expedite dismissal. This [Sign Template](#) has been shared for your convenience.
- Staff will call the names of the students and they will transition to meet their pick up person.
- Staff members will be on duty to monitor students in the hallway and ensure that students are following social distancing protocols and pacing during dismissal.

## **Walkers:**

Walking lines will line up in the school near the back door to exit with staff to the Pleasant Street/HuntleyStreet and Midland Street routes. Parents must meet their children along the walking lines at the corner of the streets, **NOT IN FRONT OF THE SCHOOL** where the dismissal by car will be taking place.

## **Parent Pick Ups:**

Parents must wait outside of the fence and children will be sent to parents once the teacher on duty notices the proper designated adult pick up.

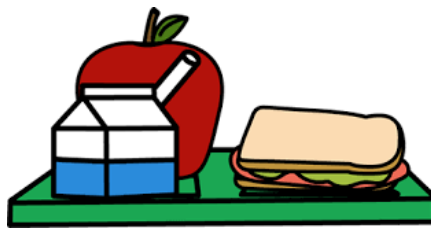
# Breakfast and Lunch

## **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**

- Students will have a grab and go breakfast and lunch at their assigned desks/which will be 6 feet apart from each other..



## 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

- There will be a 30 minute recess each day. Indoor recess will be in the classroom with all students in their space with a fun activity. Outside recess the students will be spread out and have recess during their designated recess blocks. Students will exit the building through the backdoor and enter the building through the front door.



## 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

- Classroom Teachers will schedule mask breaks into their daily schedules.
- A designated space will be set in each classroom for students to visit when needed and social distancing will be enforced during a student mask break.

- One student at a time will be given a mask break within the classroom setting.
- Mask breaks will be allowed on an as needed basis for students within the classroom settings near an open 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

- Teachers will be ensuring that students are sanitizing and washing their hands throughout the day.



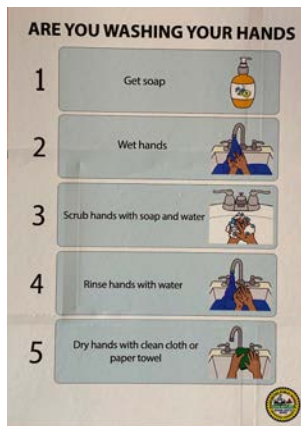
## Bathroom Procedures

### 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 three 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

- Teachers will be ensuring that students are sanitizing and washing their hands throughout the day.



## 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

- See district guidelines above

## 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 three 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

- Please call the school prior to visiting, to schedule appointments/meetings. If you need to pick up



your child we ask that you call us 20 minutes prior to the pick up time. We will have your child ready for you to get at the door.



*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*

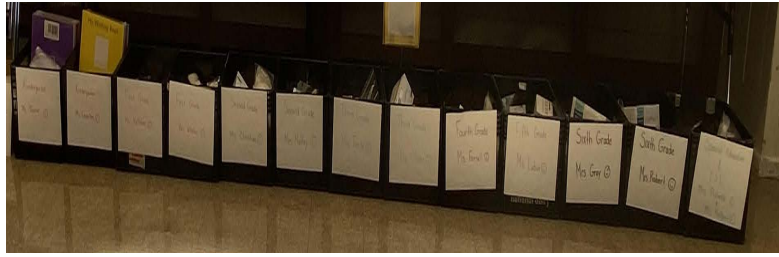
## Air Quality and Cleaning Protocol

### 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

- Cleanliness is our top priority to maintain safety therefore common areas will be sanitized and cleaned throughout the day.
- Each Classroom has been provided with district approved cleaning supplies.



## Transportation

### District Guidelines

- Students must maintain three 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

- If your child will be riding the school bus, please discuss with them the importance of staying in their assigned seats at all times.
- Please see the [arrival/dismissal](#) policy above.



## 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

- Students will be provided a grab and go breakfast and lunch daily.

## 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

There are now 2 assigned areas in the building: a nurse's office and a Covid office. If your child is brought to the Covid office, due to symptoms, you will be called to dismiss your child immediately and will be given information as to how to proceed. Please have a back up plan to be prepared as to who can come on a short notice to pick up your child if needed. Our school nurse is: Marta Hryniewich and can be reached at: **508-799-1139**.

Our Nurse, Mrs. Hryniewich

## 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 Covid-19 medical waiting room
- 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 contact tracing, 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)

### From the district:

[Mask Culture Tool: How do I develop mask wearing as a cultural norm in my classroom?](#)