



# Worcester Public Schools

## Hybrid Learning Plan

Guidelines & Protocols for: **SULLIVAN MIDDLE SCHOOL**

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### SULLIVAN MIDDLE SCHOOL

146 APRICOT STREET  
WORCESTER, MA

508-799-3350



PRINCIPAL:  
SHANNON CONLEY

ASSISTANT PRINCIPALS:  
KENDRA COX  
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Dear Caregivers,

In this document you will find information regarding SULLIVAN MIDDLE SCHOOL'S plan for the opening of the school for full time five day a week in person teaching and learning.

Our goal is to ensure the physical and emotional safety of our students and staff so that we all may benefit from the in-person experience that we have missed this year. In order to ensure the physical and emotional safety of our students and staff, we wish to introduce protocols, procedures and plans that if followed, will allow us to have a successful opening and rewarding conclusion to what has been a challenging year.

This guide is based upon the most recent information and guidance from the district. While it attempts to be comprehensive in its approach, it is subject to change. We ask that you check back regularly for updates.

Should you have any questions about this document or school procedures, do not hesitate to contact me

Sincerely,

Shannon Conley  
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 on 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:

- weekly student SEL and academic needs survey
- specialized and individualized SEL support
- structured schedules with time for check-ins and small group supports
- continuing with daily lunch bunch groups
- access to SEL staff as needed

## 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 students

## Transparent Communication

We are committed to providing timely information to caregivers 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 caregivers 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 request for all staff and students
- Masks will be expected to be worn at all times, except during mask breaks or when eating
- 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 movement throughout the building
- Students and staff will be trained in proper hand washing technique
- 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

### **School 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 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

# Teaching Model

## Simultaneous In-person/Remote Model

In this model classroom teachers will teach students who have opted for in person and 100% remote learning at the same time.

To facilitate instruction:

- Teachers will develop daily instruction for all students
- All students will start the day/each class simultaneously in synchronous instruction
- Both in person and remote students will participate simultaneously in synchronous instruction with their teachers daily 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

# School Schedule

## Sullivan Middle School Schedule

| Red Cluster       |             |  | Gold Cluster      |             |
|-------------------|-------------|--|-------------------|-------------|
| Homeroom/Period 1 | 8:47-9:40   |  | Homeroom/Period 1 | 8:47-9:40   |
| Period 2          | 9:43-10:30  |  | Period 2          | 9:43-10:30  |
| Lunch             | 10:30-11:00 |  | Period 3          | 10:33-11:20 |
| Period 3          | 11:00-11:47 |  | Period 4          | 11:23-12:10 |
| Period 4          | 11:50-12:37 |  | Lunch             | 12:10-12:40 |
| Period 5          | 12:40-1:27  |  | Period 5          | 12:40-1:27  |
| Period 6          | 1:30-2:17   |  | Period 6          | 1:30-2:17   |
| Period 7          | 2:20-3:07   |  | Period 7          | 2:20-3:07   |
|                   |             |  |                   |             |
| Blue Cluster      |             |  | GSA/Dep heads     |             |
|                   |             |  |                   |             |
| Homeroom/Period 1 | 8:47-9:40   |  | Homeroom/Period 1 | 8:47-9:40   |
| Period 2          | 9:43-10:30  |  | Period 2          | 9:43-10:30  |
| Period 3          | 10:33-11:20 |  | Period 3          | 10:33-11:20 |
| Lunch             | 11:20-11:50 |  | Period 4          | 11:23-12:10 |
| Period 4          | 11:50-12:37 |  | Period 5          | 12:13-1:00  |
| Period 5          | 12:40-1:27  |  | Lunch             | 1:00-1:30   |
| Period 6          | 1:30-2:17   |  | Period 6          | 1:30-2:17   |
| Period 7          | 2:20-3:07   |  | Period 7          | 2:20-3:07   |
|                   |             |  |                   |             |

## Classroom Setup

### District Guidelines

- Desks and tables will be three feet apart and will face the same way
- Unused furniture has been removed to allow for more space
- Students will have seating assignments for contract tracing (if the need arises)
- Signage of protocols will be posted

### School Guidelines



## School Supplies

### District Guidelines

- Each student will have their own school supplies
- Personal belongings will be separated and not shared with others
- For materials that have to be shared there will be a cleaning protocol for disinfecting between use
- 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 their fully charged district issued device to school each day
- Students should not bring their hotspot into school
- Students who use a personal device in school do so at their own risk

### School Guidelines

- All student belongings will be brought to their classrooms
- Students are to bring the supplies they will need to school
- Students will be required to bring their chargers, earbuds, and their fully charged district issued device to school each day. If students choose to bring their own device, the school and school district will not be held responsible.

- Backpacks and coats will be placed on the back of their chairs
- Students will not share belongings or touch others' belongings

## 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 overcrowding
- When students, transition staff will monitor to ensure six feet distancing

### School Guidelines

- Travel in the hallways will occur both ways, in opposite directions. Students will walk on the right-hand-side, single file, throughout the hallways at all times
- Some staircases will be for two-way traffic. Others will be used for one-way traffic. Students will walk single file on the right at all times
- Line spacing will be monitored by faculty and staff to ensure safe distances while walking in the hallways
- Class transitions will take place through the interconnecting classroom doors whenever possible
- Students will bring all of their belongings with them to each classroom
- Routines, practice and reminders for procedures will occur during the first few weeks of school to assist students with understanding these newly implemented procedures

## Transportation

### District Guidelines

- Students must maintain six feet distance while waiting for 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 their assigned seats for the duration of their ride to and from school

# 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 their classrooms when entering the building

## School Guidelines

- The building will *not* be open for students who are dropped off prior to the start of the day
- The building will open promptly at 8:37 am for students

## *Arriving by Bus*

- Students will be required to wear masks on the bus at all times
- Students on busses will be dismissed in a staggered approach to allow for safe social distancing and will access the building using the appropriate grade level entrance

## *Arriving by Parent/Guardian drop off (8:37-8:47am)*

- Please enter at the Lower entrance to Sullivan Middle in the back of the school
- Parents/Guardians are asked to exercise caution when operating their motor vehicles on school property
- Parents/Guardians will stay to the right, drive around the cul-de-sac and let their student(s) out at the appointed drop off location outside the gym entrance
- Students will exit the vehicle, wearing a mask, from the passenger side door and will enter using the appropriate entrance
- No students will be allowed to enter the building until 8:37 a.m. and should not be dropped off any earlier than that time





### *Walkers*

- Please enter at the lower entrance to Sullivan Middle at the back of the school (near the gym)
- Students will need to practice safe distancing by staying the six feet from their fellow walkers and wearing masks
- Students will be allowed into the school in a staggered format with those students arriving by parent drop off at the back of the school.



### *When Entering the School*

- Students will report directly to their **first class of the day** Students will sanitize/wash their hands upon entering the classroom
- Students will log into their homerooms on their Chromebooks when they arrive at their first period classrooms

## Late Arrival to School (after 8:47am)

- Students will enter via the MAIN entrance - they will need to be buzzed in through the main office



## 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

#### *Dismissal by Bus*

- Students will stay in their last period classrooms until their bus arrives and they are called for dismissal
- We will dismiss buses in a staggered pattern to reduce the number of students leaving the school at one time
- Students will exit out of the main entrance and exit 7 of the building
- Students will load their bus maintaining social distance
- Students will go to load the back of bus first



#### *Dismissal by small bus transportation*

- Small bus transportation students will be called to the Nurse's exit (2) and line up in that hallway on their assigned, socially distanced spot (this will be clearly labeled for them)
- We will dismiss buses in a staggered pattern to reduce the number of students leaving the school at one time
- Students will load their bus maintaining 6 feet of distance
- Students will go to their assigned bus seats (back of bus loads first)



#### *Dismissal by pick up*

- Please enter to pick up at the Lower entrance to Sullivan Middle in the back of the school

- Parents/Guardians are asked to exercise caution when operating their motor vehicles on school property
- Parents/Guardians will stay to the right and follow the traffic pattern around the cul-de-sac forming a line of vehicles that starts at the entrance at Apricot street (first car in should be on the right at the entrance, at the red gate, looking at Apricot Street). Please see the visual.
- Parent Pick up students will be called immediately after walkers dismiss



#### *Dismissal for Walkers*

- Walkers must leave the school premises immediately upon dismissal promptly at 3:07. They will exit out exits 5 and 6 which are on the *backside* of the building at the *lower driveway entrance*
- Parent pick up students will exit out exits 5 and 6 and proceed directly to their pick up vehicles

## Late Arrival and Early Dismissal

#### *Late Arrival*

- The school considers all students who enter the building (other than bus students) after 8:47 a.m. are tardy
- Drop off takes place at the main entrance after 9am
- Students will “Sign In” in the main lobby and immediately report to class

#### *Early Dismissal*

- If a child is to be picked up prior to the end of the day, parents or guardians are asked to provide a written (email) notice ahead of time to the main office or to call the main office directly with an estimated time for dismissal
- Upon arrival, parents or guardians should use the intercom located at the main entrance to the school and notify the main office so that the child may be called down for dismissal

- Parents or guardians will wait outside at the front entrance for the student. A staff member will escort the student to the door. Masks will be required to be worn for the parent/guardian, student and the staff member escorting the student

## Breakfast and Lunch

### District Guidelines

- All water bubblers and fountains will be unable to be used
- 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 will be “grab and go”
- Breakfast will be eaten in the first period class during the first ten minutes of arrival/homeroom
- The cafeteria, the small cafeteria, the War Room, one-half of the school gymnasium, and library can be used to accommodate student lunch periods
- Special education program students will have lunches in their classrooms
- For dining purposes, students will have individually-assigned seats during their lunch period
- Students will keep their assigned seating for the remainder of the school year
- Lunches will be “grab and go”
- If your student brings home lunch it should be kept in their backpack until lunch time begins
- No take out ordering to school such as Uber Eats is allowed

## 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

- Students will have two masks with them each day
- Mask breaks will occur throughout the day
- Breaks will occur when students can be at least six feet apart and ideally outside, in a common area, or with the windows open or in a well ventilated area

# Hand Washing

## District Guidelines

- Students and staff will be required to wash their hands frequently
- Hand washing with soap and warm water for 20 seconds is the recommendation
- Hand sanitizer will be available in every school

## School Guidelines

- Students and employees will be expected to wash with soap and water or sanitize hands frequently throughout the day, including, but not limited to:
  - Entering the building
  - After using the restroom
  - Before and after eating

# 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
- Signage will be posted to remind students to wash their hands
- Soap dispensers will be filled on a regular basis

## School Guidelines

- All Bathrooms will be open
- Only one stall in each bathroom (handicap stall) will be available to use
- All bathrooms will be gender neutral
- One student will be allowed into a bathroom at a time
- Students are only to use the bathrooms their team is assigned to use
- Use of bathroom will be monitored through a google sheet in which the teachers will be able to view live to see if the bathroom is available for use
- Students who have 504 accommodations for bathroom use will be able to access the main lobby bathrooms at any time
- After using the restroom, students will wash their hands, dry with paper towels, and promptly return to class
- Upon entering the classroom students will use hand sanitizer

# 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 teachers' lunch rooms)
- Teachers and staff will take breaks and eat in designated areas of the building as decided by the principal or supervisor
- Staff meetings will be held virtually
- Professional development will be held virtually

## Visitor Access to the Building

### District Guidelines

- Visitors should call ahead and arrange a time to come into the building
- Visitors will be required to sign in with their name, purpose, and phone number
- Visitors must wear masks at all times
- Visitors must maintain six feet social distance upon entering the school
- Only one visitor at a time will be allowed in the office
- Staff will assist visitors in their needs
- There will be no visitors volunteering in classrooms

### School Guidelines

- Student dismissals by parents for non-Covid related events will occur outside the main office entrance
- Please provide as much notice as possible of the anticipated dismissal
- We will use the phone number on record to verify the dismissal
- On the day and time of the dismissal, please ring the doorbell at the front of the building and be ready to let the office staff know who you are there to dismiss and have a photo ID ready to confirm your identity

*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

## 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

## 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**

- When a student is in need of the nurse they will notify their teacher
- The teacher will contact the nurse's office
- The nurse will then inform the teacher if/when they are able to accommodate the student and to which room they will be brought
- Students will be accompanied by a teacher, administrator or other staff member when going to the nurse or Covid Medical Waiting Room

## **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
- Please do not send your student to school if s/he is showing Covid symptoms

## **Protocols for Potential School Closures**

### **District Guidelines**

In the event of multiple cases of Covid-19 in the school or building, we will:

- consult with Worcester Regional Dept. Public Health Department

- review of the specific COVID-19 public health metrics for the city of Worcester
- determine if it is necessary to shut down a classroom, wing, or entire building for a short time by consulting with necessary stakeholders and WPS administration for a final decision
- inform the community
- communicate building reopening plan

## District Contacts

Superintendent: Maureen Binienda- 508-799-3117

Deputy Superintendent: Sue O'Neil-508-799-3644

School Safety Director, Covid-19 District Coordinator: Rob Pezzella-508-799-3472

Chief Financial and Operations Officer: Brian Allen-508-799-3401

Elementary Schools Managers: Marie Morse, Ellen Kelley-508-799-3264

Secondary School Manager: Tim Sippel-508-799-3264

## Resources

- Planning for these guidelines were created in collaboration with the Parabola Project:  
<http://parabolaproject.org>

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- [DESE Guidance on Remote Learning for English Learners](#) (Released April 24, 2020)
- [Initial Fall School Reopening Guidance](#) (Released June 25, 2020)
- Guidance on Fall 2020 [Special Education Services](#) (Released July 9, 2020)
- Fall Reopening - - [FAQs](#) (Released July 10, 2020)
- [Fall Reopening Facilities and Operations Guidance](#) (Released July 22, 2020)
- [Fall Reopening Transportation Guidance](#) (Released July 22, 2020)
- [Fall Remote Learning Guidance](#) (Released July 24, 2020)
- [Guidance for Courses with Additional Safety Requirements](#) (Released July 24, 2020)