



# Worcester Public Schools

## Hybrid Learning Plan

Guidelines & Protocols for: **Worcester East Middle School**

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### Worcester East Middle School

420 Grafton Street  
Worcester, MA 01604

508-799-3430



Principal: Kareem Tatum

Assistant Principals:

Carenza Jackson  
Fred King  
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Dear Families,

Welcome back! I hope that you and your family are well. We are very excited to get our students back into our building in the very near future. While our goal is to increase the academic and social/emotional development of our students, we want to make certain that we put the safety of our students, teachers, staff members, and families first at this time. This hybrid learning plan will provide you with a greater understanding of the ways in which our building will be managed during hybrid learning.

# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Guiding Principles</b>	<b>3</b>
<b>Student &amp; Staff Safety</b>	<b>4</b>
<b>Classroom Setup</b>	<b>4</b>
<b>School Supplies</b>	<b>5</b>
<b>Student Transitions</b>	<b>5</b>
<b>Arrival</b>	<b>6</b>
<b>Dismissal</b>	<b>7</b>
<b>Breakfast and Lunch</b>	<b>8</b>
<b>Hand Washing</b>	<b>9</b>
<b>Bathroom Procedures</b>	<b>10</b>
<b>School &amp; Systemwide Staff Protocols</b>	<b>10</b>
<b>Visitor Access to the Building</b>	<b>11</b>
<b>Air Quality and Cleaning Protocol</b>	<b>12</b>
<b>Transportation</b>	<b>13</b>
<b>Food Services for Families</b>	<b>13</b>
<b>Covid-19 Medical Waiting Room &amp; Nurse's Office</b>	<b>14</b>
<b>Students and Staff Exhibiting Symptoms</b>	<b>14</b>
<b>Protocols for Potential School Closures</b>	<b>15</b>
<b>District Contacts</b>	<b>16</b>
<b>Resources</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
- having continuous professional development integrating instructional technology
- providing modern research based learning platforms

## **Social Emotional Supports for Students**

We are mindful of the pandemic's impact on students and we are prioritizing student well-being through:

- biweekly student SEL and academic needs survey
- specialized and individualized SEL support
- structured schedules with time for check-ins and small group supports

## **Equitable Learning Opportunities for Students**

We will provide high quality learning for all students through:

- ensuring that Students with Disabilities receive appropriate support and instruction
- Ensuring that English Language Learners receive appropriate support and instruction
- continuing to implement culturally responsive, learner-centered practices in all lessons
- providing varied accommodations in order to make learning accessible for all learners

## **Transparent Communication**

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

- frequent updates to the website with translated information
- leveraging multiple ways to communicate with families including community forums, ConnectEd messages, text message, phone calls, social media and website updates

*WPS is working closely with the Parabola Project to offer guidance, tools, and strategies to understand and minimize risks while maximizing learning and wellness during COVID-19.*

*-Parabola Project*

## **Student & Staff Safety**

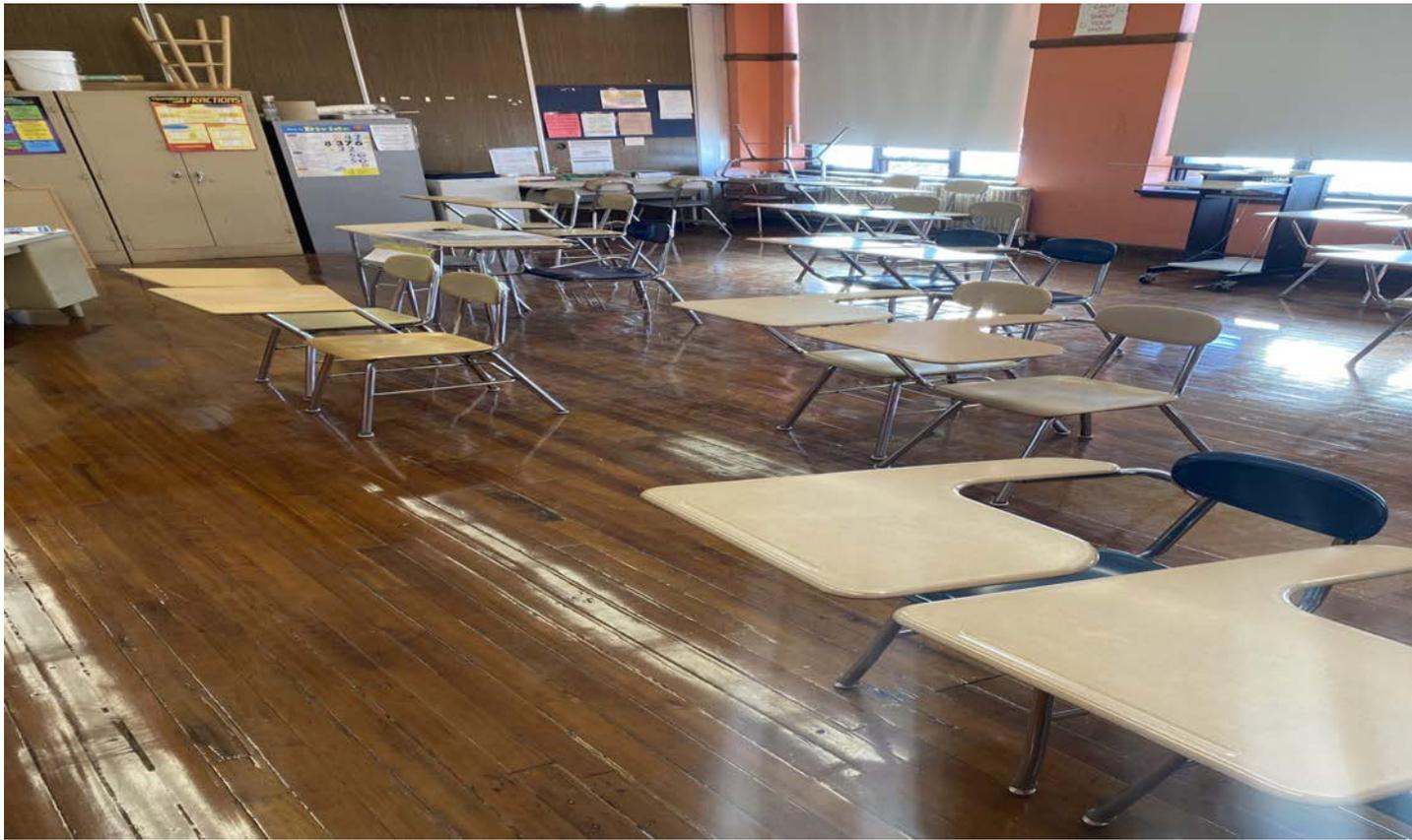
### **District and School Guidelines**

- 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 breakfast, lunch, and 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 and School 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 contact tracing if necessary
- Signage of protocols will be posted



## School Supplies

### District and School 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

## 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 three feet distancing.

## School Guidelines

- The proximity of our cluster classrooms provides us with the opportunity to use the adjoining doors between classes to transition when possible, which will limit the amount of students in the hallways.
- Our hallways will be configured in a manner that allows for transitions in both directions



## Arrival

### District Guidelines

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

### School Guidelines for student arrival

- The building will be open to all students who would like to eat breakfast at 7am.
- The building will open to all other students at 7:10 am.
- These students will enter through two doors on the Dorchester St. side of the building. The yellow stairwell is located at the corner of Dorchester St. and Grafton St. and the green stairwell (with the ramp) is located at the corner of Dorchester St. and Arthur St.
- To avoid having students congregate as they wait for the building to open, we will paint green and yellow dots 6ft apart around the perimeter of the building. As students wait to enter the building, they will be required to wait on a dot. The green dots will be for those clusters who enter the building using the green stairwell and the yellow dots will be for those students who will enter through the yellow stairwell.

- Administrators will be outside the building in the morning monitoring the students who walk to school and those that get dropped off at school.

- Adventurers-Yellow stairwell
- All-Stars-Yellow stairwell
- Explorers-Yellow stairwell
- Olympians-Yellow stairwell
- Voyagers-Yellow stairwell

- Challengers-Green stairwell
- Phoenix-Green stairwell
- Rising Stars-Green stairwell
- Scholars-Green stairwell
- Zenith-Green stairwell

#### Morning Homeroom

- Beginning on Monday May 3rd, in person and remote students will report to their period 1 class at 7:20 for morning announcements.

#### School Guidelines for staff arrival

- During morning arrival for staff members, we will also use two doors to enter the building. We will use the blue stairwell at the corner of Dorchester St. and Flower St. and the green stairwell at the corner of Dorchester St. and Arthur St.

## 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 will begin at 1:43 pm and will be staggered to ensure that a safe and efficient process exists for our school community.

#### Bus students

- Students who take the bus home each day will be dismissed first.
- Bus students will use the two doors (red and blue stairwells) on the Flower St. side of our building to access their buses.
- The arrival of the buses will be relayed to the main office and an announcement will be made for

students to transition to their bus. Staff members will be located in hallways and outside of the building to assist students as needed.

#### **Parent pick-up and Walkers**

- Parent pick-up students and walkers will be dismissed by floor immediately after our bus students have vacated the building.
- Parent pick-up students and walkers will exit the building each day using the yellow stairwell and the green stairwell, which are located on the Dorchester St. side of our building.
- Staff members will be located in the hallways and outside of our building to ensure that a smooth and orderly transition exists.

## **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**

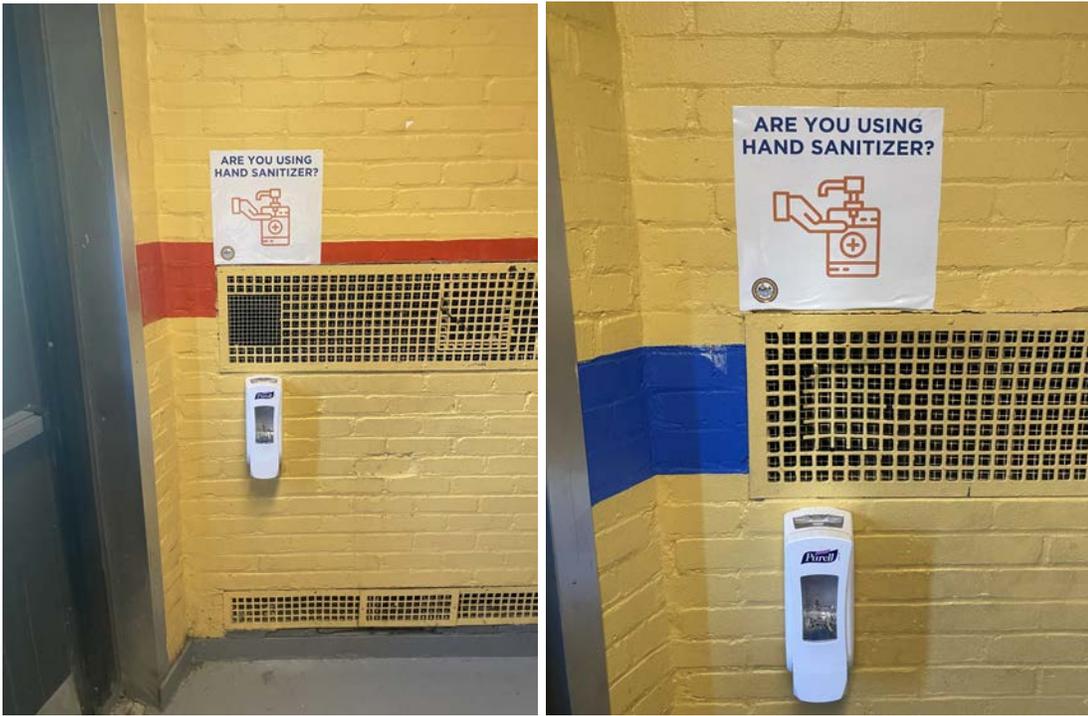
- Students will have the opportunity to eat breakfast at 7am in the cafeteria
- Students/Clusters will be assigned rooms in which they will eat lunch each day (cafeteria, library, second floor conference room)
- During breakfast and lunch students will be at least six feet away from each other.



## Hand Washing

### District and School 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 at every entrance and exit in our building



## 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

- Boys' and girls' bathrooms will be open on each floor throughout the school day.
- Teachers and staff members will have bathroom duties to ensure that students are abiding by social distancing policies when using the bathroom.
- All bathrooms (student, staff) will be cleaned at 9am and noon during the school day. In addition, they will be cleaned prior to the beginning of the next school day.

## School & Systemwide Staff Protocols

### District and School 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

### School Guidelines for parent/guardian arrival

- The main entrance will only be used for students who arrive late to school and for parents/guardians.
- As parents/guardians enter the building, they will be greeted and assisted by one of our administrative secretaries at a desk located in the foyer.
- Unless it is an emergency situation, we are requesting that parents/guardians call the school prior to coming to the building. In normal circumstances, we would want parents/guardians to freely visit the school, but during these times, we would like to limit the number of visits to our school as a means to ensure the safety and health of our school community.



*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 and School 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



- All offices, hallways, and classrooms will have ionization equipment to improve the air quality at WEMS.

## Transportation

### **District and School Guidelines**

- Students must maintain six feet distance while waiting and boarding the bus
- Students should face forward at all times and refrain from eating, singing, shouting, or sharing items while in transit
- Buses will be cleaned and disinfected between all runs
- Windows will stay open for the duration of the ride
- Students, drivers, and monitors must wear masks at all times
- Seating plans for all students will be made for each bus route in accordance with DESE Transportation Guidelines
- Students will be assigned seats and will be required to stay in them

## **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**

- **Food pick-up is available for our families (Monday-Thursday 3-6 pm, Friday 9am-1pm))**

## **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 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

### School Guidelines

The links below provided information about:

- Health screening

- School Nurse communication process
- Covid-19 Quick guide
- <https://docs.google.com/document/d/1M-BwVtrcD8pSOFLb8YIG-QWpJYeFSM670A5NDh42AwU/edit?usp=sharing>
- <https://docs.google.com/document/d/1ZyeBs3RqRrAe6jod89e2w1fENIfLBsSs1InEoxuOCKY/edit?usp=sharing>
- [https://docs.google.com/document/d/1SSXGXU4\\_vXEIkwt55uY7nAljVBYCbTiTgXe0QTFJAs/edit?usp=sharing](https://docs.google.com/document/d/1SSXGXU4_vXEIkwt55uY7nAljVBYCbTiTgXe0QTFJAs/edit?usp=sharing)

## 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)