



Worcester Public Schools

Hybrid Learning Plan

Guidelines & Protocols for:

Worcester Arts Magnet School



Worcester Arts Magnet School

315 Saint Nicholas Avenue
Worcester, MA 01606

508-799-3575

Principal: Mary Ellen Scanlon

Assistant Principal: Chris McSherry

Adjustment Counselor: Carmen Rivera-Martinez

Nurse: Liza Carrigan

Dear Families,

This Learning Plan provides you with Worcester Public School guidelines and protocols as well as information specific to Worcester Arts Magnet. The purpose of this plan is to ensure the physical and emotional safety of the WAMS community while providing our students with the best possible learning environment during this time. We are committed to providing support to our families as we work together to ensure success for our students. Please contact Mary Ellen Scanlon, Principal, with any questions or concerns at scanlonm@worcesterschools.net or 507-799-3575.

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Guiding Principles

Healthy Educational Environment

We will ensure that appropriate measures to protect the safety and health of our students and staff is a top priority by:

- providing clean and sanitized buildings
- investing in equipment to ensure air quality improvements and safety
- prioritizing COVID-19 mitigation training for staff and students and school routines have been designed to minimize risk

Robust Instructional Opportunities

We will provide high quality synchronous, asynchronous, and hybrid instruction to students during remote and hybrid learning time by:

- ensuring students have access to a district issued device and internet
- modifying curriculum programs to support multiple learning models
- having continuous professional development integrating instructional technology
- providing modern research based learning platforms

Social Emotional Supports for Students

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

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

Equitable Learning Opportunities for Students

We will provide high quality learning for all students through:

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

Transparent Communication

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

- frequent updates to the website with translated informa
- 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 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



Mask Wearing Sign on Door



Waiting Area Sign on Floor



Distance and Direction Sign on Floor

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

- Students will have a seating assignment.
- Desks are three feet apart.
- Unused desks are stored away if possible or marked as unavailable.



Primary Classrooms



Intermediate 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 have their own school supply bag or container with their name on it.
- Students will hang their backpacks on the back of their chairs. Snacks, lunch bags, and other personal items will remain in the backpack.



Individual Student Supply Bag



Individual Student Supply Bin

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

- Cones are in hallways as a reference for six feet of distance.
- Travel in the hallways will occur both ways, in opposite directions.
- Classes will walk on the right-hand-side, single file, throughout the hallways at all times.
- Line spacing will be monitored by faculty and staff to ensure safe distances while walking in the hallways.



Cones 6 Feet Apart Guide for Hallways



Direction Signs for Hallways



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

Arriving by Bus

Students arriving by bus will enter the building through the main entrance.

Students will transition directly to their classrooms.

Staff members will be on duty to monitor students in the hallway and ensure that students are following social distancing protocols and pacing during arrival.

Arriving by Car

Parents/Guardians will drop students off no earlier than 8:15 am.

Parents/Guardians will enter the driveway to the right of the school and drive around the back of the building for morning drop-off.

Parents/Guardians who are dropping off will remain in the drop-off line and proceed to the designated drop-off area.

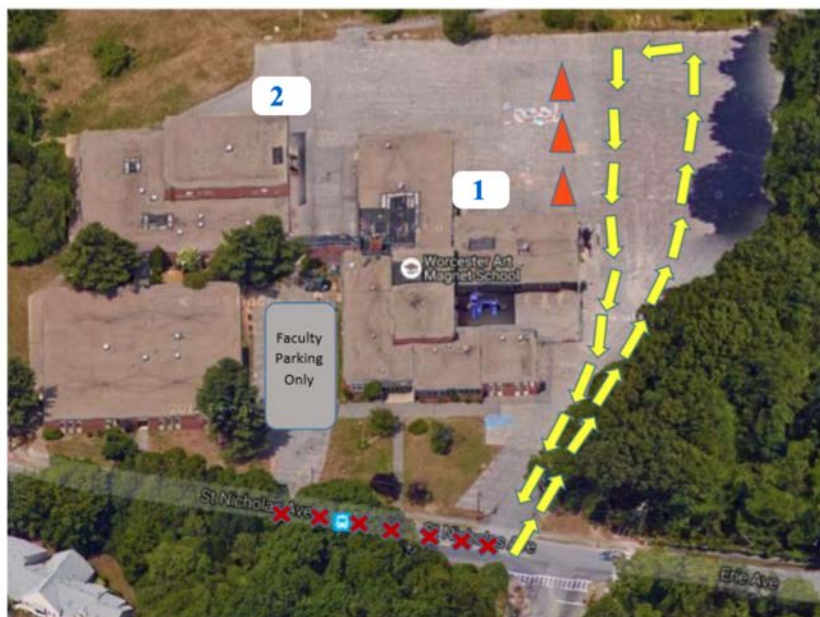
For safety, please stay in the drop-off line in the order you entered the driveway. Driving around the car in front of you will result in a dangerous situation for our students. Please be patient and allow for a safe and orderly drop-off.

Students will exit the vehicle, wearing a mask, from the passenger side door and will head into the building through the designated door.

PreK students will meet the teacher at the main entrance of the school.

Students in Grades K-2 will enter the door closest to the drop off line. *Door 1*

Students in Grades 3-6 will enter the door farthest away from the drop off line. *Door 2*



Arriving by Walking

Students arriving by walking will enter the building through the main entrance no earlier than 8:15 AM.

Students will transition directly to their classrooms.

Staff members will be on duty to monitor students in the hallway and ensure that students are following social distancing protocols and pacing during arrival.

Late Arrival

All students who enter the building after 8:35 a.m. are considered tardy.

If a student is tardy, a parent or guardian must walk the child to the front entrance to sign them in.

Parents or guardians will notify the main office of their arrival by ringing the bell.

A staff member will then meet the child and parent at the front entrance where they will be signed in.

Masks will be required to be worn for the parent/guardian, the student, and the staff member meeting the student.

The student will then receive a classroom late slip and proceed to class following established routines.

Early Dismissal

If a student is to be dismissed prior to the end of the day, parents/guardians are asked to provide a written notice to the main office or with an estimated time for dismissal. Please do not call the office for dismissal after 2:00.

Upon arrival, parents/guardians should use the doorbell 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 be met at the front entrance with the student and will be required to sign them out.

Masks will be required to be worn for the parent/guardian, student and the staff member escorting the student.

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

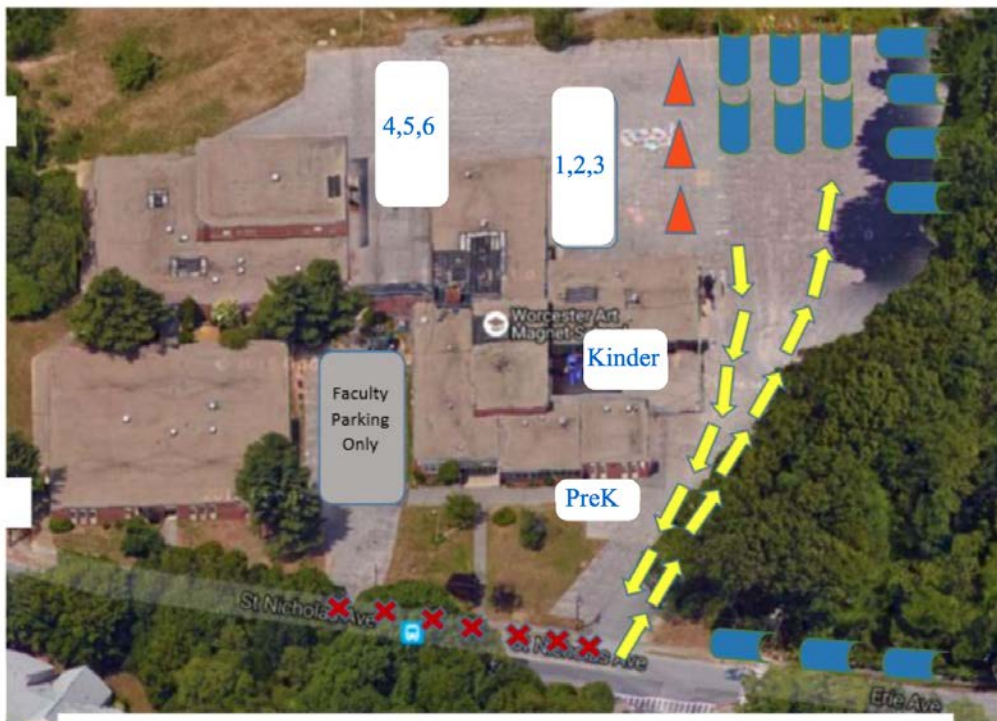
School Guidelines

Dismissal by Bus

- Students will remain in their classrooms and be called down for the buses over the intercom, practicing appropriate social distancing.
- Children and staff members will wear masks during bus dismissal.
- Students will exit through the main doors.
- Students will load their bus maintaining three feet of distance.
- Staff members will help load the bus.
- Staff members will be on duty to monitor students in the hallway and in the bus line to ensure that students are following social distancing protocols and pacing during dismissal.

Dismissal by Car

- Students that are picked up by a parent/guardian will be dismissed by the doors in the back of the building beginning at 2:30.
- Parents/guardians will park in the school lot and walk to the pick-up area.
- Parents/guardians and staff will maintain six feet of distance.
- Pre-K students will be near the front door.
- Kindergarten students will be in the Kindergarten playground area.
- Students in Grades 1-2 students will be in the back of the school as indicated on the map below.
- Students in grades 3-6 will be in the back of the school as indicated on the map below.
- Staff members will be on duty to monitor students in the hallways and pick-up areas to ensure that students are following social distancing protocols and pacing during dismissal.



Dismissal by Walking Line

- Students and staff members will wear masks during walking line dismissal.
- Walking line students will be called over the intercom to meet the walking line staff member in the main hallway.
- The Walking Lines will proceed out the main entrance.
- Staff members will be on duty to monitor students in the hallways to ensure that students are following social distancing protocols and pacing during dismissal

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

- Prior to eating lunch students will wash or sanitize their hands.
- Breakfast and lunch will be grab-and-go style, located near the classroom.
- Breakfast and lunch will be eaten in the classroom or outside, weather permitting.
- Students will sit at their assigned desks, which are 6 feet apart to eat breakfast and lunch.
- Staff will be on duty to remind students of health and safety precautions during breakfast and lunch.



Grab and Go Breakfast



Grab and Go Lunch

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

School Guidelines

- There will be a morning recess break and a recess break at lunchtime.
- At the end of recess when lining up by classes, students will stand in line maintaining social distance.
- Students will transition into the building one class at a time maintaining six feet of physical distancing.

Mask Breaks

District Guidelines

- There will be scheduled mask breaks for students
- The breaks will be based on the students' age and needs
- Mask breaks will be conducted outside whenever possible

School Guidelines

- Mask breaks will occur throughout the day at teacher's discretion.
- A mask break area will be established in each classroom.

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

- Each classroom and most common areas will have hand sanitizer stations available.
- Signage will be posted throughout the school reminding students and staff to hand wash and wear masks.

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

- Students will follow a sign-in and sign-out bathroom procedure within each classroom and only one student within the room will be allowed to go at a time unless the entire class is brought to the bathroom.
- Upon entering the bathroom, if the designated urinals and bathroom stalls are in use, students will exit the bathroom and wait patiently on a specified floor marking 6 ft apart in the hallway until a student exits the bathroom.
- After using the restroom students will wash their hands, dry with paper towels, and return to class.
- Upon entering the classroom students will sign back in and wash/sanitize their hands.



Waiting area for bathroom



Handwashing Signage



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

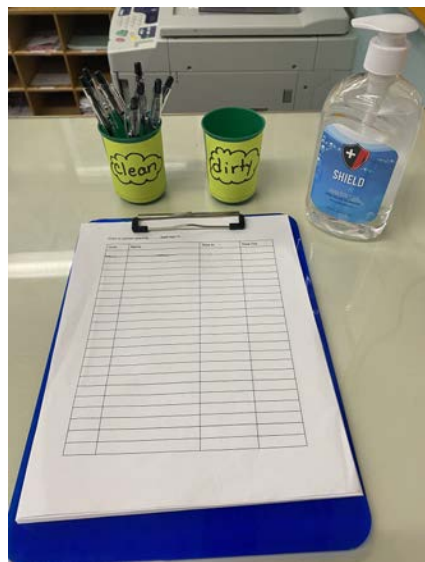
- All school-based and itinerant staff will be assigned a classroom or specialized workspace.
- All classroom and specialized workspaces will have hand sanitizing stations and PPE available.

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



Office Visitor Sign in and Sanitizer Station

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

School Guidelines



Needlepoint Bipolar Ionization Units Throughout Building

Transportation

District 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

School Guidelines

- Staff members will be on duty to monitor students as they exit and enter the bus to ensure that students are following social distancing protocols and pacing during arrival and dismissal.
- Students' attendance on the bus will be monitored daily.
- Students will stay in classrooms until the bus arrives for dismissal.

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

- Breakfast and Lunch are grab-and-go for all students.

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



Covid-19 Medical 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

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)