



Worcester Public Schools

Hybrid Learning Plan

Guidelines & Protocols for: **Clark Street Community School**

Clark Street Community School

280 Clark Street
Worcester, MA 01605

508-799-3545



Principal: Fjodor Dukaj

Assistant Principal: Abdi S. Lidonde

Academic Coach: Bethany Wharton

Adjustment Counselor: Sheila Sterlin

Nurse: Shelley Maroney-Striker

[Welcome Back Greetings from Clark St - Video \(click link\)](#)

Dear Clark St. Community School Families,

We are excited to welcome back our in-person students to 5 days per week on May 3rd, while we continue supporting the learning of students that will finish the year remotely.

Below, please find details on our protocols and procedures to ensure a safe teaching and learning experience for all. This Hybrid Learning Plan includes pictures and videos to provide a visual of some of our routines - please make sure to click the available links. If your child will attend school in person, our teachers will explicitly revisit our safety protocols and routines. On May 3rd ONLY, students attending learning remotely will engage with asynchronous tasks from 9:00-11:15AM so that teachers can focus on teaching safety measures to in-person students. Similarly, on May 3rd ONLY, remote students will work asynchronously from 2:00-2:25 so that in-person students practice our dismissal routine.

Thank you for your support and partnership as we work together to ensure a safe and successful return to 5-days per week in-person teaching and learning, and a continuation of high quality remote instruction for all of our students. Please call our Main Office, Monday-Friday, 8:30AM to 2:00PM with any questions you may have about hybrid teaching and learning.

Sincerely,
Fjodor Dukaj
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
- 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

Student & Staff Safety

District Guidelines

- Staff will receive comprehensive safety trainings including the viewing of a four part school safety reopening videos
- 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 every classroom and other key locations at all schools.

School Guidelines

- Student and Staff Hand Washing Requirements:

- Arrival to school
- Before eating and after
- Before putting on and taking off masks
- Before dismissal

Hand sanitizer containing at least 60% alcohol should be substituted when handwashing is not available.

- Face Masks:

- will be available daily for students that may need one
- Additional PPE and cleaning supplies will be available for teachers to use in their classrooms located in a bin: masks disinfectant wipes, gloves, hand sanitizer.



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

- Charging stations for each classroom (cord chargers will be labeled and color coordinated for each student)



Structure for Hybrid Instruction

Whole Group Instruction

All Students
<ul style="list-style-type: none"> • Students at home and in school engage synchronously on the same lesson. • The two groups interact with each other frequently.

Small Group Instruction

Students at Home	Students in School
Breakout Rooms	<ul style="list-style-type: none"> • Breakout Rooms • In person with teacher

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 a storage bin with their name and their materials and resources which are to be used only by the student. Each student will have Supplies:
 - Earbuds/Headphones for each student, Pencils, Crayons, Notebooks/journal, Books, Dry erase board/markers (home & school)



Student Transitions

District Guidelines

- Signage will be posted throughout the entire building to direct students' transition and maintain three feet distance.
- Hallways 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

- Students will walk along the right side of the hallway maintaining a three foot distance from each other, following the 4S line expectations.

- There will be marks along the floor for students to stand or sit, 3ft apart.
- Students will sanitize their hands before entering and leaving the classroom (wash if possible).

Arrival

District Guidelines

- Arrival will have staggered times to avoid large groups entering the building at the same time
- Social distancing of 3ft will be maintained while entering the building with staff monitoring

School Guidelines

- **Parent Drop Off Procedure:**
 - Students who are dropped off by their parents or guardian in the designated drop-off location will walk down the sidewalk towards the main entrance of the building keeping a 3ft distance from the next person. Students will enter the building through the doors labeled “Parent/Guardian Drop Off.”
- **Buses:**
 - Students who arrive by bus will exit the bus keeping a 3ft distance from one another and will enter the building through the main doors labeled “Bus Drop Off.”
- **Entering the Building & Waiting Area:**
 - **Pre-K:** When entering the building, students will be welcomed by our staff, sanitize their hands and will enter the cafeteria and wait till most students arrive then walk down to their room (breakfast will be delivered to their classrooms).
 - **Kindergarten:** When entering the building, students will be welcomed by our staff, sanitize their hands and walk in a 4S line, staying on the right side of the hall, and keeping a 3ft distance from one another directly to their classrooms and will sit in their assigned seat (breakfast will be delivered to their classrooms).
 - **Gr.1:** When entering the building, students will be welcomed by our staff and will sanitize their hands. Once sanitized, students will walk down the hallway in a 4S line towards their classroom, staying on the right side of the hall, and keeping a 3 ft distance from one another. Students will either sit or stand in their assigned area, right outside of their Grade 1 classroom, and will wait until 8:15 AM when their teacher will welcome them into the classroom (breakfast will be delivered to their classrooms).
 - **Gr.2-3:** When entering the building, students will be welcomed by our staff and will sanitize their hands. Once sanitized, students in grades 2 & 3 will pick up breakfast packets and will walk down the hallway in a 4S line towards their classroom, staying on the right side of the hall, and keeping a 3 ft distance from one another. Students will either sit or stand in their designated area, right outside of their classroom, and will wait until 8:15 AM when their teacher will welcome them into the classroom. Breakfast will be eaten in the classrooms.

- **Gr.4-6:** When entering the building students will be welcomed by our staff and will sanitize their hands. Once sanitized, students in grades 4-6 will pick up breakfast packets and will walk down the hallway in a 4S line towards their classroom, staying on the right side of the hall, and keeping a 6 ft distance from one another. Students will either sit or stand in their assigned area, right outside of their classroom, and will wait until 8:15 AM when their teacher will welcome them into the classroom. Breakfast will be eaten in the classrooms.
- **New Citizen Team:** When entering the building students will be welcomed by our staff and will sanitize their hands. Once sanitized, students will go to their assigned seats in the cafeteria and will wait until 8:10 AM when their Instructional Assistant will escort them to their classrooms. Students will have breakfast in their classroom.

See Videos Below for A Visual Representation:

- **Students being dropped off at school by parent/guardian:**
 - [Pre-K & 1-3 Parent/Guardian Drop Off \(click link\)](#)
 - [Kindergarten Parent/Guardian Drop Off \(click link\)](#)
 - [Grades 4-6 Parent/Guardian Drop Off \(click link\)](#)
- **Students taking the bus to school:**
 - [Pre-K & Grades 1-3 Bus Arrival \(click link\)](#)
 - [Kindergarten Bus Arrival \(click link\)](#)
 - [Grades 4-6 Bus Arrival \(click link\)](#)
 - [New Citizen Team Bus Arrival \(click link\)](#)

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 from bus stop should maintain social distancing and mask wearing

School Guidelines:

Staff on duty will take attendance for buses and parent pickup once they pick students up in the hallway after announcement is made to exit the classroom.

Parent/Guardian Pick up:

- Designated pick up area for parents/guardians to wait: Hard/black top right outside of the intermediate wing area (left side of the building when facing it)
- **Pre-K (At 2:20):** Preschool students will walk to the cafeteria at dismissal time. If a student(s) is a parent pick up, student(s) will be walked down to the parent pick up dismissal area by either their teacher or IA (Located at the end of the intermediate wing).

- **K-3:** Once announced over the intercom, students in the primary wing (K-3) will exit their classrooms and line up in the hallway 3ft apart, and will be escorted to the intermediate wing by a staff member and sit/stand in the labeled designated area.
- **Gr.4-6:** Once announced over the intercom, students in the intermediate wing will exit their classroom and sit in the designated area in the intermediate wing.
- Students will be dismissed to their families/guardians.
- Before exiting the building, students will:
 - Sanitize hands
 - Have on masks

Breakfast and Lunch

District Guidelines

- All water fountains will be shut off
- Food service will be providing water during the school day
- Breakfast will be eaten in classrooms
- Students will maintain six feet distancing while eating

School Guidelines

- **Breakfast:**
 - Students will sanitize their hands before taking breakfast as they walk into the building
 - Students will wash hands before and after eating.
 - Breakfast for Pre-K-Grade 1 will be delivered to their classrooms
 - Students in grades 2-6, NC will pick up their breakfast as they walk into the building
- **Lunch:**
 - **Pre-K-Grade 1** will have their packed lunch delivered to their classrooms.
 - **Gr. 3 & 6 and NC** will eat lunch in the cafeteria at their assigned spaces (2 students per table)
 - **Gr. 4** will eat lunch in their classrooms.
 - **Gr. 2 & 5** will eat lunch in the gym.
 - Keep masks on until students are at designated physically distant seats and ready to eat, and put masks back on immediately after completing a meal.
 - For students bringing meals from home, request that parents send food that is easy for students to open without needing assistance. Especially for younger students, encourage parents to practice opening food items at home with their student. If a student does need assistance, the assisting adult should wear a mask, keep as much distance as feasible, and wash their hands before and after opening the item.
 - [See video showing seat assignments for student lunch Gr.3,6, NC \(click link\)](#)

10:45-11:15 Lunch #1

- In cafeteria:
 - NC
 - Gr.6
- In Gym:
 - Gr.5

11:30-12:00 Lunch #2

- In cafeteria:
 - Gr.3
- In Gym:
 - Gr.2
- In Classroom:
 - Kindergarten
 - Gr.1
 - Gr.4

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

Recess:

- Outdoor:
 - There will be 2 recess breaks that will be 15 mins each, for a total of 30 minutes daily
 - Intermediate (4-6, NC) will exit out through the door at the end of the hallway and enter the building from the back door near the main office.
 - Primary (K-3) will exit out through the door at the end of the hallway and enter the building from the back door near the main office.
 - A key will be left in the back door for teachers and students to re-enter the building
 - Teachers will use their cell phones to call **508-753-5446** to communicate with the main office in case there is an emergency or if admin is needed for support.
- Indoor Recess:
 - Students will engage in fun activities at their designated space in the classroom

Teacher	Break 1	Break 2
K. Susan Williams	10:00	12:40 PM
K. Maria Parenteau	10:00 AM	12:40 PM
1. Cindy Brown	11:15	1:25
1. Morgan Mathieu	11:15	1:25

2. Tonida Zhobro	10:30	1:15
3. Lauren Rojee	10:30	1:15
3. Abby Soraci	10:30	1:15
4. Katie Hester	9:30	1:30
4. Kelley Sorrentino	9:30	1:30
5. Timmy Alzamora	10:25	1:30
5. Kate Nguyen	10:25	1:30
6. Carolyn McCarthy	9:45	M,T,TH,F:12:30 W: 1:30:00 AM
6. Thompson	9:45	M,T,TH,F:12:30 W: 1:30:00 AM
NC. Gates	11:15	
NC. Rogers	11:15	
PreK McSweeney	9:00	12:15

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

- Students will have a mask break when they are eating breakfast, lunch and during recess. In addition, mask breaks will occur inside the classroom, directed by the teacher one student at a time for a 1-2 minute break next to an open window. Teachers will follow the frequency of mask breaks guidelines below:
 - **PreK-2:** breaks will occur approximately every 60 minutes.
 - **Gr.3-6:** breaks will occur approximately every 90 minutes (2 blocks).

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 direct students to get up one by one and wash their hands, ensuring three-foot distancing is maintained.
- Consider how to stagger dismissal of students for hand-washing so large groups do not form at the sink. One option is dismissing by desk rows or tables.

Hand Washing Procedure:

1. Get soap
2. Wet your hands
3. Scrub your hands with soap and water for 20 seconds
4. Rinse hands with water
5. Dry your hands with paper towel

ARE YOU WASHING YOUR HANDS

1

Get soap



2

Wet hands
(20 seconds)



3

Scrub hands with soap and water



4

Rinse hands with water



5

Dry hands with clean cloth or
paper towel



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

- **Bathroom (Grades 4-6 and NC Team & PE)**
 - Students sign out electronically prior to using the bathroom through Clark St. Bathroom virtual log
 - Intermediate wing - No more than 4 students in the bathroom at one time - wait outside until one exits
 - Students will use the stalls that are open and not the ones that are locked or covered.
 - Students will wash their hands prior to leaving the bathroom

- Students will sanitize their hands once they enter the classroom
- Below is a visual of the bathrooms on the intermediate wing, following CDC guidelines:



- **Bathrooms (Grade K-3)**

- Students will sanitize their hands before entering the bathroom
- Teachers keep track of who uses the bathroom
- No more than 1 student per bathroom at one time - wait in the classroom, next to door leading to the foyer until the previous student exits
- Students will wash/sanitize their hands when they return to class

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

- Teachers/Staff will take breaks and eat in their classrooms, or at a designated location
- The staff refrigerator and microwave will be located in the cafeteria. Teachers should use sanitation wipes to disinfect doors after use.

- Teachers will use the restrooms located next to the main entrance of the building
- Use of copy machine: please use sanitation wipes to disinfect after use

Visitor Access to the Building

District & School 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

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

- Hand sanitizer parent Opt Out Forms will be provided to families upon request
- Each classroom will have sanitation materials that will be replenished if needed each day by the custodians.
- Students are not allowed to use cleaning products to disinfect classroom

Transportation

District & School 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

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

[Grab and Go Meals District Link \(Click Here\)](#)

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

Guidelines for Sending Students to the Health Office

Teachers please **call the main office if a student needs to be sent to the nurse.** The CNA, nurse or administrator will escort the child for further assessment.

Send to the Health Office/Needs to visit nurse's office *Do not send alone	Does Not Have to Come to the Health Office
<ul style="list-style-type: none">● Any student having an asthma attack, excessive coughing or difficulty breathing ***● Head trauma ***● Any diabetic student who is not feeling well, or acting like themselves***● Any eye trauma or evidence of eye discharge and redness● Lacerations that do not stop bleeding● Infected wounds (red, swelling, drainage)● Suspected child abuse● Medication (if daily med-no need to call first as these will be scheduled by the SN and shared	<ul style="list-style-type: none">● Student who has just arrived at school and "wants to go to the nurse" (allow them time to settle into class)● Minor cut, bruise, abrasion (give bandaid and have student wash)● Loose baby tooth (not bleeding)● For meals or clothes● To call their parents for non-specific complaints● For a safety pin● To sleep● To have a "time out" for emotional upset

<p>with teacher)</p> <ul style="list-style-type: none"> • Allergic reaction suspected *** • Large bruise • Earache in a child who appears uncomfortable • Nosebleed 	<ul style="list-style-type: none"> • “Stomach Ache” in a child who appears well (send to bathroom & send to SN if no improvement) • Blister on hands (give bandaid and have student wash) • Chapped lips/cold sores • Localized bug bites from home • Mild headache without other symptoms of illness
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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 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 nurse via email, 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)