



**WTA 2020-2021**  
**School Safety and Return Plan**

*(Revised September 4, 2020)*

**ARRIVAL TO SCHOOL**

- Students are prohibited from entering the building each morning until 7:15. All students must wear a mask/face-covering and enter through their assigned doorway where they will meet their shop teachers and then proceed with them directly to their shops. Hand sanitizer dispensers will be available at every entrance. All students will be required to wash their hands or sanitize upon entering their shops.

**UPPER CAMPUS**

<i>Business Technology</i>	<i>Upper Campus - Right Side Entrance (Facing Building)</i>
<i>Allied Health</i>	<i>Upper Campus - Left Side Entrance (Facing Building)</i>
<i>Electrical Wiring</i>	<i>Upper Campus - Outside Entrance - Electrical Wiring Shop</i>
<i>Aviation Technology</i>	<i>Upper Campus - Outside Entrance - Aviation Shop</i>

**LOWER CAMPUS**

<ul style="list-style-type: none"><li>• <i>Automotive Technology</i></li><li>• <i>Collision Technology</i></li></ul>	<i>Lower Campus - Main Office Entrance</i>
<ul style="list-style-type: none"><li>• <i>Culinary Arts</i></li><li>• <i>Graphic Communications</i></li></ul>	<i>Lower Campus - Gymnasium Entrance</i>
<ul style="list-style-type: none"><li>• <i>Construction Technology</i></li><li>• <i>Horticulture Technology</i></li><li>• <i>Information Technology</i></li><li>• <i>Manufacturing Technology</i></li></ul>	<i>Lower Campus - Construction Entrance</i>

**DISMISSAL FROM SCHOOL**

- Students will be dismissed each day by announcement and will be expected to use their assigned doorways to exit the building. Bus students will be dismissed first. Walkers and drivers will be dismissed once all the buses have departed.
- Prior to dismissal, all students must remain in the shop at the appropriate social distance. Students are prohibited from lining up and/or entering the hallway until dismissed by announcement.

**BUS SAFETY**

- ALL students who ride a Westfield Public Schools Bus must wear a mask/face-covering and keep it in place for the duration of the bus ride.
- Riders will have assigned seats which will be spaced according to social distancing protocols.
- Cameras will monitor student behavior to ensure all students remain safe.
- Buses will be wiped down between runs and disinfected at the end of each school day

**BATHROOM PROTOCOL**

- All shops will have designated bathrooms for their use.
- All students must sign out of their shops before using their designated bathroom.
- Only one student will be allowed out of any shop at one time.
- If a designated restroom is occupied, students must wait outside of it at an appropriate social distance. They should NOT travel to a different bathroom.

***UPPER CAMPUS***

<i>Business Technology</i>	<i>2nd Floor Faculty Bathroom</i>
<i>Allied Health</i>	<i>2nd Floor Faculty Bathroom</i>
<i>Electrical Wiring</i>	<i>2nd Floor Faculty Bathroom</i>
<i>Aviation Technology</i>	<i>2nd Floor Faculty Bathroom</i>

***LOWER CAMPUS***

<ul style="list-style-type: none"> <li>● <i>Collision Technology</i></li> <li>● <i>Automotive Technology</i></li> </ul>	<i>Main Office Corridor Restrooms</i>
<ul style="list-style-type: none"> <li>● <i>Culinary Arts</i></li> <li>● <i>Graphic Arts</i></li> </ul>	<i>Gymnasium Foyer Restrooms</i>
<ul style="list-style-type: none"> <li>● <i>Construction Technology</i></li> </ul>	<i>Graphic Arts Corridor Gender Neutral Restroom</i>
<ul style="list-style-type: none"> <li>● <i>Information Technology</i></li> <li>● <i>Horticulture Technology</i></li> <li>● <i>Manufacturing Technology</i></li> </ul>	<i>Information Technology Corridor Restrooms</i>

**STUDENT MOVEMENT DURING THE SCHOOL DAY**

- Pursuant to Massachusetts Department of Elementary and Secondary Education Guidelines, student movement in the school building must be strictly limited so as to prevent students from gathering in an unsafe manner. Therefore, until further notice,
  - Except for outside work, lunch, mask breaks, bathroom use or emergency situations, students must remain in their shops from the time of their arrival until the time of their dismissal.
  - Under normal circumstances no more than one student should be out of any shop at any given time, including running errands for teachers.
  - Except for emergencies, students should not be sent to the Student Services Office unless they have a previously scheduled appointment with their counselors, for which the counselors have provided a pass. As necessary, students may schedule appointments in advance with their counselors via email. In cases of emergency, one of the program instructors will call Student Services to inform them that a student is on the way.

- Except for medical emergencies, students should not be sent to the Health Services Office unless an instructor has previously notified the nurse, or student and nurse have a previously scheduled appointment for which the nurse has provided a pass.

**BREAKFAST AND LUNCH**

- “Grab and go” breakfast will be available for students each day in the shops and will be delivered prior to the start of the school day.
- Until further notice, the lunch schedule will include four (4) rotations to facilitate compliance with the mandatory social distancing protocols:

<i>1st Lunch</i>	<i>10:30-10:55</i>	<ul style="list-style-type: none"> <li>● <i>Manufacturing (1)</i></li> <li>● <i>Horticulture (2)</i></li> <li>● <i>Information Technology (3)</i></li> </ul>
<i>2nd Lunch</i>	<i>11:05 - 11:30</i>	<ul style="list-style-type: none"> <li>● <i>Construction Technology (1)</i></li> <li>● <i>Graphics (2)</i></li> <li>● <i>Culinary Arts (3)</i></li> </ul>
<i>3rd Lunch</i>	<i>11:40 - 12:05</i>	<ul style="list-style-type: none"> <li>● <i>Auto Technology (2)</i></li> <li>● <i>Collision Technology (3)</i></li> <li>● <i>Allied Health (1)</i></li> </ul>
<i>4th Lunch</i>	<i>12:15 - 12:40</i>	<ul style="list-style-type: none"> <li>● <i>Business Technology (1)</i></li> <li>● <i>Electrical Wiring (2)</i></li> <li>● <i>Aviation Technology (3)</i></li> </ul>

**LUNCH/CAFETERIA PROTOCOLS**

- One teacher from each program will escort the students to the cafeteria according to the order indicated in the rotation grid above at two to three minute intervals.
- All students must keep their masks/face-coverings in place and maintain a safe social distance on their way to the cafeteria.
- Students must line up in their designated lunch line and stand on designated floor markings (“X’s”) as they move through the lines.
- Students may remove their masks/face-coverings once they are seated.
- While seated and eating lunch, students must maintain a social distance of six (6) feet).
- Students must replace their masks/face-coverings before leaving their tables to return to shop.
- Students will leave their lunch trays and trash at their tables. The custodians will collect them after students are dismissed from the cafeteria.
- Students will be dismissed by shop at the end of each lunch rotation and accompanied back to their shops by an administrator.

- All students must wash their hands or use hand sanitizer upon returning to their shops.

### **HANDWASHING AND HAND SANITIZING**

- The careful washing of hands removes pathogens from the surface of the hands. While handwashing with soap and water is the best option, alcohol-based hand sanitizer (at least 60 percent ethanol or at least 70 percent isopropyl) may be utilized when hand washing facilities are not available.
- Handwashing and/or hand sanitizing stations are available throughout common areas of the building as well as in each shop to accommodate and encourage frequent hand washing and sanitizing.

### **MASKS/FACE-COVERINGS**

- Per guidance from the Center for Disease Control, the Massachusetts Department of Public Health, and the Massachusetts Department of Elementary and Secondary Education, masks/face-coverings provide the single most effective means for containing the spread of COVID-19.
- All students and staff must wear masks/coverings at all times while on school grounds, in school buses, and at school events, except during designated mask breaks and during designated lunch rotations.
- Exceptions to mask/face-covering requirements will be made for students with **documented** medical conditions, disability impacts, or other health and/or safety factors.
- Refusal to wear a mask/face-covering and/or to wear the mask/face-covering correctly for undocumented non-medical reasons will result in disciplinary consequences in conformity with the WTA Student Handbook and may result in removal from the shop.
- To properly protect the wearer and others, a mask/face-covering must
  - *Cover both nose and mouth and fit snugly against the skin;*
  - *If fabric, be washed daily; if disposable, be replaced daily;*
  - *Be put on and removed using the ear loops, without touching the front of the mask/face-covering;*
  - *Should not have a one way valve that allows unfiltered exhaled air;*
  - *Be brought to school each day (n.b. disposable masks will be available to students who need them for any emergency situation).*

### **MASK BREAKS**

- Students must be provided mask breaks at regular intervals throughout the school day.
- To the extent possible, mask breaks must be taken outside.
  - An entire shop is required to take its breaks at the same time, unless some portion of the shop is engaged in off campus-work.
  - The total number of mask breaks is left to the discretion of the CTE Department Chairs for their respective programs and must reflect the students' current work conditions and environment. Administration expects a minimum of two (2) mask breaks per shop per day.
  - Mask breaks should not exceed five (5) minutes in duration.

## **SOCIAL DISTANCING**

- Pursuant to return-to-school guidance from the Massachusetts Department of Elementary and Secondary Education, the medically-advised minimum distance allowed in the classroom setting is three (3) feet from seat edge to seat edge.
- Six (6) feet of physical distance is required when people are not wearing masks (e.g. meals or mask breaks).

## **WATER FOUNTAINS**

- All water ***fountains*** will be prohibited for student and staff use. However, bottle refilling stations will remain available for use.
- Students may bring their own water bottles to school.

## **COVID-19 ISOLATION AREA**

- This area is located apart from the Nurse's Office and will be used for students who may be presenting COVID-19 symptoms and awaiting pickup by parents/guardians. Here at WTA, the former Staff Dining Room adjacent to the Main Cafeteria will serve as the designated COVID-19 Isolation Area.

## **VISITORS TO THE BUILDING**

- Until further notice, all families and visitors are prohibited from entering the building except for extraordinary circumstances which must be approved in advance by the Building Administration.
- Except for emergencies, a note is absolutely required for any student dismissal during the school day. Parents/guardians must wait outside for their students to be released by the Main Office.
- All IEP, 504, and Family/Teacher and Family/Administration meetings will be held virtually via Google Meet unless special accommodations are requested of and approved by the building administration.
- CTE Programs who serve customers from the community must provide their services on an "appointment basis" (or, in the case of Culinary Arts, "take out", "grab and go", and "curbside delivery") until further notice so as to limit exposure and better ensure the safety of students and staff.

## **AFTERSCHOOL CLUBS AND ACTIVITIES, SPORTS, ASSEMBLIES, AND FIELD TRIPS**

- Until further notice, ALL students are required to exit the building and leave the property at the end of the school day. This is to allow the custodial staff to clean and disinfect the entire building each day without obstruction or interruption.
- Until further notice, all after school clubs, organizations, and activities must meet virtually, with members accessing their respective meetings from a location outside of the school building and off school property.
- MIAA-sanctioned sports will be offered on a limited basis at least for the fall and winter. Students who are interested, have questions, and/or require additional information should contact Mrs. Karen Gomez at [k.gomez@schoolsofwestfield.org](mailto:k.gomez@schoolsofwestfield.org).
- Until further notice, all field trips and assemblies are prohibited.

## **CO-OP, INTERNSHIPS, AND SHADOWS**

- As it was prior to the March 2020 closure of school, Co-Op will be available for eligible Grade 12 Students. Please see Mr. Ollari or Mr. Taloumis if you have questions or require paperwork or additional information.
- Until further notice, Grade 11 Students are prohibited from participating in Co-Op by the Return-to School Guidelines.
- Until further notice, all unpaid internships are prohibited.
- Requests for shadows will be considered on a case-by-case basis and in consultation with the Building Administration and the Department Chair of the requested CTE Program.

# Appendix A

## WPS Parent/Guardian Guidance for Return to School after COVID-19 Like Symptoms

Westfield Public Schools, 2020-2021 School Year

1. If your student has COVID-19-like symptoms, they may return to school after:

- They have **tested negative** for COVID-19 **with documentation**
  - Have improvement in symptoms
- AND**
- Are Fever\* free (less than 100.0) for at least 24 hours prior to their return to school **without** the use of fever reducing medication.

2. If your student presents COVID-19-like symptoms and chooses **not to be tested**, they may return to school:

- **10 days** from the start of symptoms
  - Have improvement in symptoms
- AND**
- Are Fever\* free (less than 100.0) for at least 24 hours prior to their return to school **without** the use of fever reducing medication.

3. If a provider makes an alternative diagnosis for the COVID-19-like symptoms (ie: influenza, strep, etc.), the student may return to school:

- Based on the recommendations for that alternative diagnosis by their provider and **with written documentation**.

*\*Definition of COVID-19 related fever--Over this past summer, the Centers for Disease Control and Prevention (CDC) threshold for a COVID-19 related fever has been updated from greater than 100.4°F to greater than 100.0°F. As a result, fever as a COVID-19 symptom will be defined as 100.0°F or higher.*



## **Possible COVID-19 Symptoms**

- Fever (100.0 F or higher), chills, or shaking chills
- Persistent cough (not due to other known causes, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache, *when in combination with other symptoms*
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, *when in combination with other symptoms*
- Nasal congestion or runny nose (not due to other known causes such as allergies) *when in combination with other symptoms*