



WHS COVID PROTOCOLS HANDBOOK

Monday, April 26, 2021 - End of the Year

WHS COVID Protocols

SCHEDULE

The following, rotating, 7-day schedule will run Monday - Friday:

	Day 1	Day 2	Day 3	Day 4	Day 5*	Day 6	Day 7
8:30 - 9:22	A	B	D	B	E	G	F
9:30 - 10:22	B	D	G	A	F	D	E
10:30 - 11:22	D	A	F	E	G	F	B
11:30- 1:06 LUNCH	C	C	C	C	A	C	C
1:14 - 2:06	E	G	A	F	B	E	D
2:14 - 3:05	F	E	B	G	D	A	G

* Day 5 Bell Schedule:

	Day 5
8:30 - 9:14	E
9:22 - 9:52	Advisory
10:00 - 10:44	F
10:52 - 11:36	G
11:44- 1:20 LUNCH	A
1:28 - 2:12	B
2:20 - 3:05	D

MASKS

Students must wear masks that cover their mouth and nose. Masks must remain on at all times except for when a student is eating or drinking in the lunchroom or on a mask break. Mask breaks can be requested of a teacher, similar to bathroom breaks. Students should report to the open-air courtyard for mask breaks.

COHORTS

Students will be in two cohorts - full in-person 5 days/week, or fully remote. Students must stay in the learning model they've chosen for the remainder of the year. **In person students may NOT Zoom in to classes from home, unless they have an extended absence (greater than 3 days) due to COVID.** Families must contact the attendance office at 617-926-7760 to discuss their request to be placed on the temporarily remote list. These absences should be communicated to the attendance office via phone or email. Quarantine due to travel is not an approved reason for temporary remote learning.

MANDATORY COVID TESTING

Mandatory COVID testing will be weekly on Mondays in the lobby as students arrive at school from 7:30-8:30am. If a student is absent that day, they will test the following Monday.

STUDENT ARRIVAL

Students will be allowed to enter WHS starting at 7:50am through the front door.

- Students will sanitize their hands as they enter the building.
- Students will follow the social distancing policy (lines on the floor).
- Students that arrive before 8:15am must sit in the auditorium or in the cafeteria, maintaining social distancing at all times.
- Breakfast will be available in the cafeteria before school.
- At 8:15am students will proceed directly to their first-period classroom.
- **STUDENTS MAY NOT WANDER THE BUILDING.**

Students tardy to school (after 8:30am):

At 8:30am students must enter the building through the front door. Students will check-in with the 222 Administrative Assistant, then proceed to their first-period class.

CLASSROOM SPACE

Desks in the classroom are spaced 3ft apart. If there are too many students in the classroom, some students will be moved to the tri area based on a schedule made by the teacher.

LOCKERS

Students will NOT be allowed to use their lockers to help keep hallways clear for travel and so that students are not congregating around them.

WATER FOUNTAIN

Only the bottle refill option of the water fountains will be available. Students will NOT be allowed to drink directly from the fountain.

HALLWAYS & STAIRS

Most hallways are two-way traffic, but please pay attention to the arrows on the floor when traveling through the halls. Some hallways and stairs are designated for one way traffic. Yellow arrows will clearly delineate the direction of travel. **IN THE EVENT OF AN EMERGENCY, DISREGARD SIGNAGE AND USE STAIRS IN WHICHEVER DIRECTION ALLOWS YOU TO EXIT THE BUILDING QUICKLY AND SAFELY.**

TRANSITIONS BETWEEN PERIODS

Passing time has been expanded to eight minutes to accommodate a phased transition between periods. In order to reduce the number of students in the hall during transitions, there will be two waves of dismissals indicated by two different tones over the PA.

Half the classrooms in a hallway will be dismissed at the end of the period (1st Bell). A second bell will release the remainder of classrooms 4 minutes later. The 2nd bell will have a different sound than the first bell (regular bell to end period).

Here is the [list](#) of classrooms with 1st or 2nd bell designation.

Students may not enter their next classroom until all students have vacated and staff say it is safe to enter. Students should remain outside the classroom lined up 3ft apart using pre-positioned markers on the wall.

BATHROOMS

After a teacher has given permission to use the bathroom, students will have to sign out of the class using a QR code posted outside the classroom. Students will then have to sign into the bathroom using a separate QR code posted outside of the bathroom.

Only two students will be allowed in the bathroom at a time. Students should stand outside of the bathroom using the circles on the floor to socially distance themselves while waiting to enter the bathroom.

CELL PHONES

The cell phone holders will NOT be utilized while we are in hybrid mode. However, cell phones must be turned off, away, and out of sight during class unless allowed by the teacher for an academic purpose. Faculty or staff members still have the right to confiscate cell phones that are being used inappropriately or at inappropriate times.

LUNCH (C BLOCK & A BLOCK)

Lunch will meet during C block (Days 1,2,3,4,6,7) and A block (Day 5). Students are assigned to a lunch based on their C or A block class (a schedule of lunches will be posted in each classroom). There will not be staggered dismissal during lunch. During the lunch block, only one bell will sound to release students to and from lunch.

Lunch Tables:

Lunch seating has been expanded to the “TRI” area, part of the gym, and to the courtyard with an outdoor tent in order to properly space students while eating lunch. Students must sit one to a table.

END OF THE DAY DISMISSAL

All students will be dismissed from school at 3:05pm. Students must exit the building through the main entrance following social distancing guidelines.