

Adult Education Level Plan



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Wallingford Public Schools



Adult Education Reopening Plan Fall 2020

Registration and Placement

- Contactless registration by appointment only on site at kiosks in our lobby (maximum 3 people at time)
- Contactless registration will also be conducted via phone conversations and paper forms will be mailed, faxed, hand-delivered as needed.
- Student orientation packet to explain daily symptom checks they should perform before coming to school and the Covid guidelines in our classrooms (in multiple languages).
- Step-by-step guidelines (printed, online, posted in office, lobby, classrooms) for all students in all programs in English and translated into multiple languages to explain procedures for arriving at school, being in class, use of restrooms/water bottle filling station, use of masks/hand sanitizer and departure.
- Remote testing and/or contactless testing for placement (utilizing kiosks in our lobby or areas where social distancing guidelines can be maintained). Testing will be by appointment and limited to 5 people at a time onsite.

Arriving to Adult Education

- Daily sign-in upon arrival for all visitors to assist contact tracing if needed (with checkboxes for symptoms) available in multiple languages.
- One door designated entrance only and one designated exit only.
- Students arriving/departing for in-person placement testing will utilize a separate door to avoid having to walk through classrooms.

- A staff member will be stationed in the lobby (behind a desk with Plexiglas partition) to ensure students enter wearing a mask. Disposable masks and hand sanitizer will be available if a student needs them.

Arriving to Class and Classes during the Day

- Upon entering the building, all students and staff will wear masks. Signs will be posted on exterior doors.
- One door designated entrance only and one designated exit only.
- Students will go directly to their classrooms after arrival.
- Students will use right side of stairs, single file when going to and from the second or third floor.
- Students will remain in their assigned seats/classes for class period duration (with exceptions for use of restrooms).
- Students will be socially distanced as much as possible. Desks are set up to facilitate this in each classroom.
- Teachers will provide instruction in all Covid-19 guidelines with students during the first week of classes and review as needed.
- Teachers will utilize laptops with webcams and appropriate technology so that students who cannot attend in person can still participate in class (i.e. they are home sick, home with a sick family member, etc)
- Teachers will post all lessons and materials to Google Classroom daily so that in-person and distance learning students have access.
- Classrooms will be sanitized between classes as they are used by numerous students/teachers/programs.
- Desks/tables and chairs as well as keyboards and computers will be wiped down with disinfectant wipes.
- All programs ABE, ESL, CDP, NEDP and Citizenship classes will adopt a hybrid and blended learning model to keep our student population updated on the latest technology and apps necessary for their ongoing learning.

Facilities & Bathroom Use

- One person only in the bathroom stall. Directions for hand washing will be posted and students will follow the procedure indicated in the poster.
- Paper towels and trash cans will be available near bathroom doors.

- Students will use paper towels to cover door knobs, so that they can open and close doors safely, then discard the paper in the trash can.
- Soap and hand sanitizer will be available in all bathrooms.
- Cohorts will be encouraged to use the bathroom on their floor, whenever possible.
- Kitchen area is for staff use only.
- Students should only enter their designated classroom.
- No students or staff should congregate in the lobby or near the entrances/exits.

Dismissal

- Each class will be dismissed separately by the teacher. All students will exit the building immediately upon dismissal, using the designated exit door, unless it is an emergency.

Family and Student Engagement

- The collaboration between WEA teachers and classroom teachers at each elementary school will continue virtually to assist parents/students enrolled in our Family Literacy Program.
- Create and share a repository of documents to assist our students who are parents of school-aged children in navigating Google Classroom, Gmail, Screencastify, Google Meet, etc. This repository will also be shared with parents/guardians of our CDP students.
- An online orientation meeting for CDP students and their families will be conducted at the beginning of each term to outline program requirements as well as procedures for possible hybrid or distance learning.
- Outreach and collaboration will continue with agencies such as SCOW to support parents who are assisting their K-2 children with distance learning activities.
- The bilingual (English/Spanish) parent liaison will continue to be used for technology assistance and training. Staff will strive to expand the documents already created into other languages as needed (Turkish, Arabic, Mandarin, etc.) utilizing native speakers.
- The counselor is available for students of all programs to address their concerns.
- In addition, a Career Counselor is also available to help students with their career planning, soft skills training etc to prepare our students for the job market.
- We will use multiple communication methods (mail, e-mail, phone calls, text messages, social media and our website as a means of prioritizing and putting systems in place to communicate with students and families.
- The website will have a “COVID” landing page, with the latest school updates, listed by date.
- We will have one designated COVID-19 “Health and Safety Compliance Liaison,” who will answer questions regarding COVID-19.
- We will ensure that all signs and messages related to stopping the spread are accessible for students with disabilities and in languages appropriate for the school population.
- Educate staff, students and their families about when to stay home. Communicate this information with all stakeholders and send out regular reminders about symptoms consistent with COVID-19. Suggest that they use <https://howwefeel.org/> for Connecticut.
- We will define and discuss “blended learning,” and “remote learning,” with students and families, and be prepared to provide it immediately should schools shut down.

