



# Roadmap to Readiness

Update  
October 2020



**MILWAUKEE  
PUBLIC SCHOOLS**

Milwaukee Public Schools | 5225 W. Vliet Street | Milwaukee, WI 53208  
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## Introduction


Over the last several months, the world has had to alter work and life routines in reaction to the spreading of a novel coronavirus that causes the coronavirus disease 2019 (COVID-19). Milwaukee Public Schools (MPS) has put in great effort to ensure Milwaukee children maintain access to high quality learning during this time.

The Roadmap to Readiness was created to help guide MPS in its efforts during the COVID-19 pandemic. The Roadmap to Readiness was presented to the Milwaukee Board of School Directors on July 16, 2020, with the recommendation that the district utilize

a phased reopening process based on health and safety data. To date, MPS has been in Phase 1 of the reopening process where all students engage in fully virtual learning.

Since the July presentation of the Roadmap to Readiness, the six work groups have continued to meet and bring forward plans and ideas for how to safely move forward to Phase 2. The decision to move to Phase 2 relies on all available guidance from the

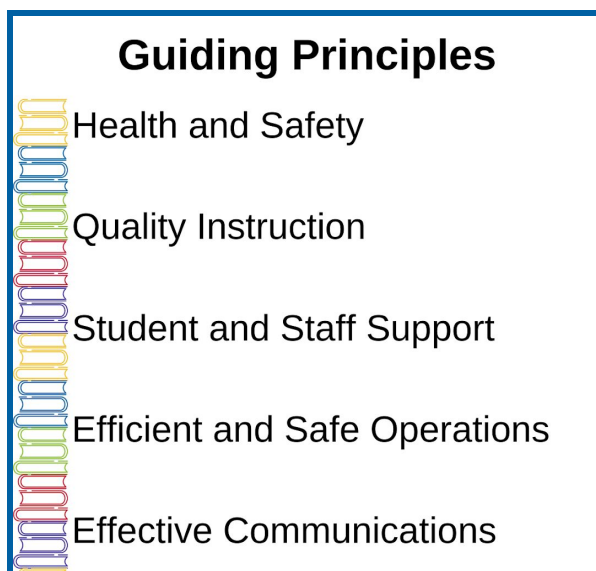
### MPS Standard of Care

- 
- Build positive relationships with students and families.
  - Know what each student needs in each content area.
  - Conduct formative assessments regularly.
  - Differentiate instruction for students.
  - Instruct students at or above grade level.
  - Utilize scaffolding for students above and below grade level.
  - Design instruction using the content standards.
  - Use district adopted/endorsed materials during instruction.
  - Center learning around student interests, voice and choice.
  - Design learning experiences for students that are inquiry-based.

Centers for Disease Control and Prevention (CDC) and state and local health officials. The following report will serve as a clear and concise tool that identifies academic expectations and safety measures for all stakeholders. MPS will use our Standard of Care to guide our work throughout Phase 2.

## When to Move to Phase 2

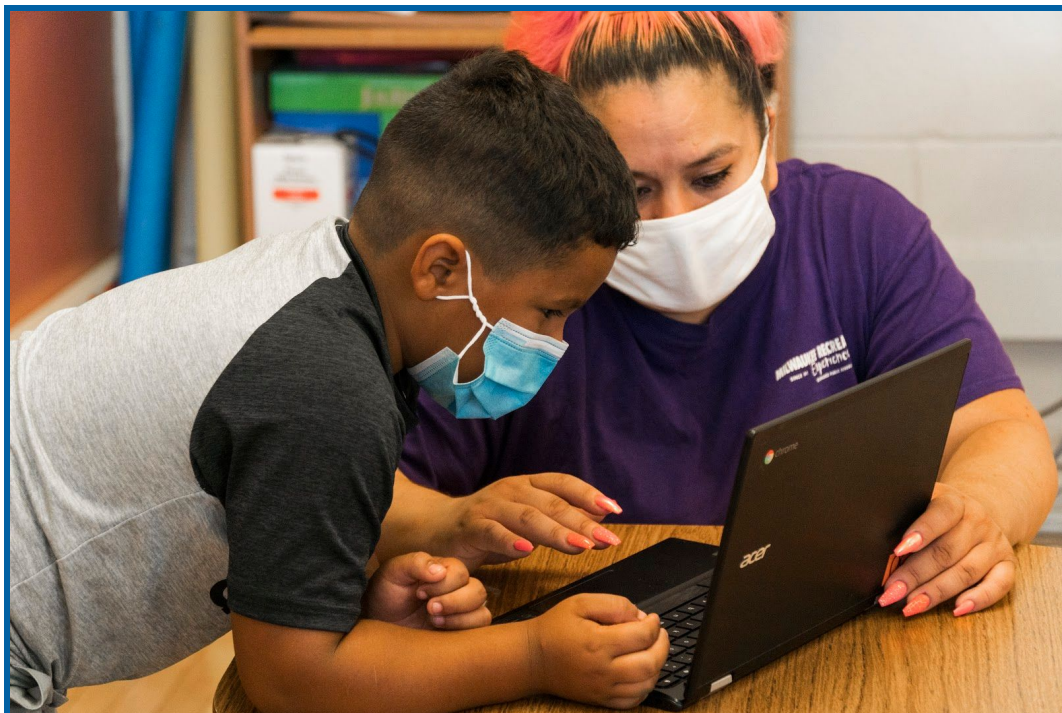
Milwaukee Public Schools will base the decision to move to Phase 2 on the gating criteria discussed below. Gating criteria are the conditions under which an organization can move forward in the reopening process using standard data points. The Milwaukee Health Department (MHD) monitors coronavirus transmission within the city and has developed key indicators to help assess general community transmission of the virus.



Milwaukee Public Schools has been working with the MHD to determine the criteria that should be met in order to move into Phase 2. While there has been an increase in COVID-19 cases in the city of Milwaukee and in the state of Wisconsin, the MHD has not noted any significant increased risk of transmission within the city's schools that have implemented and follow a proper mitigation plan. As discussed below, MPS has put in place appropriate measures to help reduce the spread of coronavirus, including a

face mask requirement, physical distancing throughout the school and on school buses, enhanced cleaning, and other safety measures. Milwaukee Public Schools is confident that it has a solid mitigation plan to allow for moving to Phase 2, but MPS will also use key indicators to support the decision to move to Phase 2. The district will use the Testing indicator, which measures the percentage of positive cases in the city over a five-day period, and the Cases indicator, which measures the trend in the positivity rate in the city over a 14-day period.

Milwaukee Public Schools plans to discuss a particular start date for Phase 2 with the Milwaukee Board of School Directors. If a particular date is set, the decision to move to Phase 2 will be based on both the Testing indicator and Cases indicator not being in the red category a month before the start date, and both indicators being out of the red category two weeks prior to the start date. This should allow MPS to communicate the decision to move to Phase 2 to families and staff in advance to allow them to make adequate preparations for beginning Phase 2.



## Phase 2: Hybrid Learning

Milwaukee Public Schools is committed to ensuring that all students receive a quality education. Given the physical distancing guidance, a requirement in the City of Milwaukee for slowing the spread of the virus, MPS will



need to implement physical distancing practices for face-to-face instruction. One of the most important measures to consider is the ability to reduce class size to minimize the risks to the health and safety of students and staff.
















### **Blended Learning with an All-Virtual Option**

Students will be grouped into three cohorts: Cohort A, Cohort B, and Cohort C. Cohorts A and B will engage in a blended learning model, with students attending school in person for two days a week and engaging in virtual learning for the other three days a week. Cohort C is for those families who would prefer their child continue entirely virtual learning.

**Cohort A:** Cohort A students will attend school in person Mondays and Tuesdays. These students will engage in virtual learning Wednesdays, Thursdays, and Fridays.

**Cohort B:** Cohort B students will engage in virtual learning Mondays, Tuesdays, and Wednesdays. These students will attend school in person Thursdays and Fridays.

**Cohort C:** Cohort C students will engage in virtual learning Monday through Friday.

	Monday	Tuesday	Wednesday	Thursday	Friday
Cohort A	On-Site In-Person Learning 	On-Site In-Person Learning 	At-Home Remote Learning 	At-Home Remote Learning 	At-Home Remote Learning 
Cohort B	At-Home Remote Learning 	At-Home Remote Learning 	At-Home Remote Learning 	On-Site In-Person Learning 	On-Site In-Person Learning 
Cohort C (Full Virtual)	At-Home Remote Learning 	At-Home Remote Learning 	At-Home Remote Learning 	At-Home Remote Learning 	At-Home Remote Learning 

*Students will receive live instruction from their educators.*

*Students can learn on their own and at their own pace.*

Milwaukee Public Schools will maximize synchronous (live) instruction students receive from their educators. Classes will use a camera to stream the in-person instruction to the students engaged in remote learning at home. Under this plan, all three cohorts will receive live instruction Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays will

not have in-person learning to allow for deep cleaning of the school building before the transition of cohorts; students will engage in asynchronous (at their own pace) learning activities on Wednesdays.

### **Selection of Learning Model**

Milwaukee Public Schools will ask our families to select either the blended learning model (Cohorts A and B) or the virtual learning model (Cohort C). Once a family has selected a model, students will remain within their cohort for the entire semester. This is done according to CDC guidelines in order to minimize the risk of introducing the virus to each group.

In certain instances, a student may be permitted to move from a blended learning model to a virtual learning model during the semester. For example, this may be necessary when a student has tested positive for COVID-19. However, due to the need to adhere to strict physical distancing requirements, students may not move from a virtual learning model to a blended learning model during the semester.

## **Before Coming to School**

### **Stay Home if You Are Sick**

We can reduce the spread of coronavirus if we all do our part. Families and staff should check themselves for symptoms of COVID-19 outlined below. Any student or staff member who is exhibiting symptoms of COVID-19 should stay home and is encouraged to contact their healthcare provider to determine if testing for COVID-19 is appropriate.



A parent or guardian should contact the school to inform them that the student will be staying home sick. The school will arrange for the student to engage in virtual learning while the student is home.

### Symptoms of COVID-19

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*Per the CDC, this list does not include all possible symptoms.*



## New Protocols for the School Day

The Phase 2 plan includes measures to maintain the health and safety of students and staff, such as face mask requirements, enhanced hygiene practices, and physical distancing on buses, in classrooms, and during



transition times of the school day. The focus has been on implementation of recommendations in all levels of schools in the district. Because no building is the same, MPS has utilized the knowledge of our building leaders, educators, administrators, parents, and students to successfully implement the recommendations.

### **Face Masks**

All students and staff will be required to wear face masks while on the school bus, in the school building, and on school property, except while eating, drinking, or engaging in vigorous activity. Only those with a documented medical condition will be exempt from the mask requirement.

- Face masks must cover both the mouth and nose.
- Staff and students are expected to bring face masks from home.
- Students will be provided with at least one reusable cloth face mask at the start of Phase 2.

- Schools will have disposable face masks available for students and staff in case a face mask is lost or damaged.
- Schools will teach the proper wearing and caring for the face masks and will reinforce the expectations on a regular basis.

### **Hygiene Practices**

Good hygiene practices are important to help reduce the spread of germs and viruses, including coronavirus. Schools will ensure that there are adequate supplies of soap, hand sanitizer, toweling, wipes, and tissues. Schools will also teach students good hygiene practices.

Schools will create a schedule for routine hand washing times, including arrival, dismissal, meal times, and after using the restroom. Signage will be posted throughout the school regarding good hygiene practices.

### **Enhanced Cleaning**

In addition to good hygiene, diligent cleaning practices are also important since the coronavirus can remain on surfaces for a number of hours. Additional personnel will be dedicated to sanitizing commonly touched surfaces



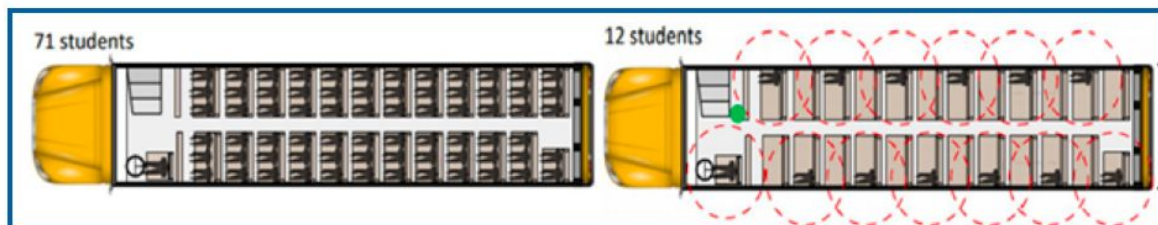
throughout the day with an emphasis being placed on main entrances, corridors,

restrooms, counters, tables, desks, chairs, door handles, and other commonly touched surfaces.

- Restrooms will be well-stocked with hand soap and towels. These supplies will be checked on a regular basis, along with the cleanliness of the restrooms, and will be validated with formal checklists at every restroom entrance for further verification.
- Cleaning stations with multiple spray bottles of disinfectant along with paper towels will be readily accessible for school-based staff to use as deemed necessary.
- Drinking fountains will be closed down with appropriate signage to avoid the spread of germs and viruses. A limited number of drinking fountains will be designated for use with drinking cups or bottles.
- Ventilation systems will be supplying the maximum amount of fresh outside air to all spaces in the building.

## Transportation

Milwaukee Public Schools will provide student transportation services during Phase 2, though there will be some changes to how that bus service will look for students.



*Example of what bus seating may look like with physical distancing.*

- Bus pickup days will be according to cohorts. Bus service will be available Monday and Tuesday for Cohort A students only and will be available Thursday and Friday for Cohort B students only.
- Students must wear face masks while boarding and riding the bus.
- Seating on the bus will allow for physical distancing. Students may only sit in designated seats.

### **Entrances and Common Areas**

Schools will ensure physical distancing in school buildings to the greatest extent possible by designating entrances and exits, one-way stairwells, hallway traffic flow, bathroom capacity limits, and so on.



Schools will ensure adequate

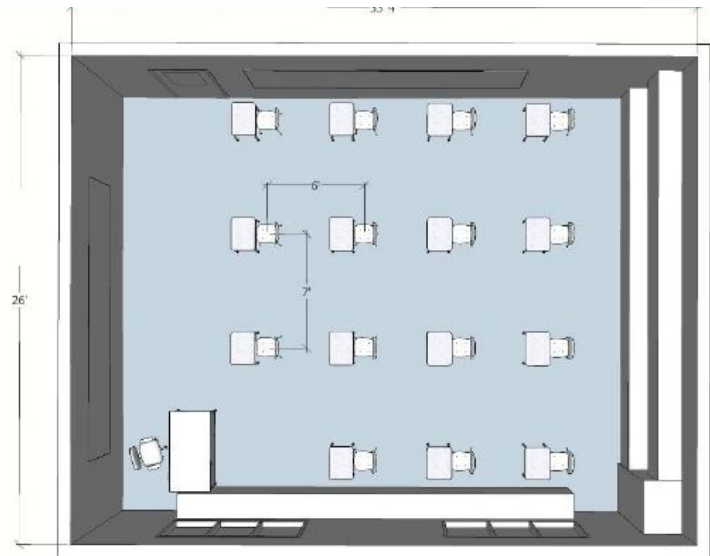
signage is posted to identify these designations and to promote physical distancing.

### **Classroom Layouts**

Classroom set ups will have students all seated facing the same direction with six feet distance between individuals.

- Students will sit at designated locations. Extra furniture will be taped off in classrooms and identified as not to be used.
- There will be markings around classrooms to indicate shared areas.

- Classroom staff will identify an adequate arrangement to facilitate effective instruction while maintaining physical distancing.
- Adequate cleaning supplies will be available for staff and student use.
- Classroom cleaning protocol will be determined by the school leader and building engineer.



*Example of what a classroom may look like with physical distancing.*

## **Nutrition**

Milwaukee Public Schools will continue to provide school meals for all students during Phase 2, but the typical process of meals in the cafeteria has been adjusted to allow for physical distancing.

- Students that are in the building will be served meals at school. Students who are virtual will pick up meals from a Stop, Grab, and Go location.
- Schools will implement the most effective and safe process of feeding students at the particular school, which may include meals being served only in the classrooms or a mixed use of cafeteria and classroom use.
- The district will procure adequate materials to transport meals to classrooms following the MPS Department of Nutrition Services guidelines (carts, trays, lids, etc.).
- Schools will provide adequate garbage bags and cans in classrooms.

- Staff and students will do partial cleaning of classrooms after lunch, and schools will do a full cleaning after school.

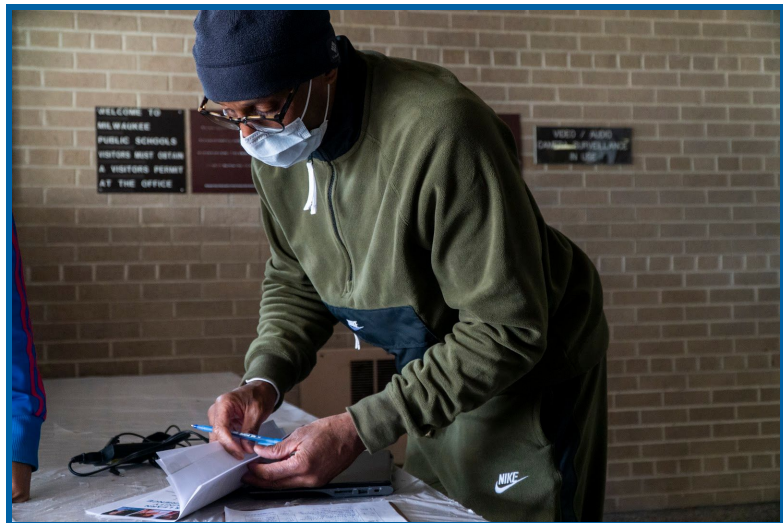
## Technology

Technology remains a critical component in Phase 2. All students will need appropriate technology to engage in virtual learning. Technology will also continue to be an integral part of the classroom.

- Schools will determine the technology needs in the classrooms and for virtual learning to ensure technology needs are met.
- All classroom technology will be cleaned prior to being placed in classrooms. Schools will follow district guidelines for sanitation of technology.

## Visitors and Gatherings

Because the risk of spreading germs or viruses increases as more people enter our schools, MPS will only allow students and designated staff into school buildings; no visitors will be allowed into our school buildings. There will also be no assemblies, trips, or large group gatherings of staff or students.



## After School Programs, Interscholastic Athletics/Academics, Clubs

Milwaukee Public Schools is fully committed to offering after-school programs, athletics, and clubs that allow for physical distancing and adherence to safety protocols. The MPS

Department of Recreation and Community Services has developed a *COVID-19 Game Plan* to be implemented within the district, and MPS has been working with MHD to ensure all program and athletics offerings meet MHD and CDC guidelines and are approved for operation.

- The district will communicate available offerings as they are approved for operation.
- The district will communicate guidelines and directives to students, staff, families, and community members.

## Managing COVID-19 in Schools

The principal or designated school leader will serve as the COVID-19 coordinator in each MPS school building. The COVID-19 coordinator will ensure that the proper procedures are followed to help avoid the spread of coronavirus.



### **Symptomatic Individuals**

Individuals who show symptoms of COVID-19 while at school will be screened by the school nurse (or district nurse via phone/virtual call) using a standard protocol including



a temperature screening and health assessment questionnaire. Individuals that do not clear the screening will be excluded from in-person school and in-person school activities. Individuals who have been excluded from in-person school may not return until cleared by their health care provider. Schools will ensure that excluded students may engage in virtual learning while they are home.

### **Positive Cases and Contact Tracing**

Any individual who tests positive for COVID-19 will be excluded from in-person school. One of the strategies that is used to slow the spread of COVID-19 when there is a positive case is confidential contact tracing. Milwaukee Public Schools and MHD have collaborated to provide a plan for contact tracing for the district once we move into Phase 2.

- Designated staff will conduct contact tracing for students and staff in the district who have tested positive or are close contacts for the virus. A member of the MPS nursing leadership team will serve as a mentor for the contact tracers regarding challenging cases.
- Contact tracers will receive training from MHD on contact tracing and be allowed access to the Wisconsin Electronic Disease Surveillance System (WEDSS) and the MHD database.
- Contact tracers will give isolation instructions to individuals who test positive for COVID-19 and will identify close contacts and give them quarantine instructions.
- Contact tracers will provide symptom monitoring and resources for students, families and staff. If close contacts develop symptoms, they will be referred for testing and further investigation.

Milwaukee Public Schools will only be responsible for tracing district students, staff, and household contacts for each positive case or close contact. The MHD will maintain case management services for follow-up on any other identified close contacts (outside of the household) as well as cases that may occur over the weekend.

Families and staff will receive notification letters informing them of positive COVID-19 cases and exposures in the school building. These letters will remain confidential and no names or identifying information will be shared.

All positive cases will not be allowed to return to district buildings until they have been released by the MHD. Those individuals that do not live in the City of Milwaukee will be contacted by their local health department. Schools will ensure that excluded students may engage in virtual learning while they are home.

### **Exclusion and Isolation Room**

Individuals who are to be excluded from school will be separated from others immediately and sent home as soon as possible. Individuals waiting for a ride to leave the building will be directed to an isolation room, supervised by a school staff person, until they have secured transportation.

Each COVID-19 coordinator has designated a space in the building to serve as the isolation room for symptomatic students and/or staff members. The isolation rooms are well ventilated, will follow physical distancing requirements, and will have additional barriers and personal protective equipment for designated staff working in the isolation room.

## Parent and Family Support

For Phase 1, MPS developed supports to assist parents and families with virtual learning. The district created a website for families, [mymps.org](http://mymps.org), with useful information and tutorials for using the virtual learning platforms; this website is also available through a School



Reopening link on the district website and each school's website. Families are encouraged to visit this website to explore the resources and support available to them.

The district is also developing a Phase 2 learning module for parents and students focused on what they can expect as students return to school. This short but informative video will outline new health and safety protocols and will help parents collaborate with the school to ensure their child is ready to safely attend school by providing clear directions and reminders for families.

Milwaukee Public Schools will continue to support parents and families with resources designed to help their children be successful during Phase 2. The district will ensure that school staff are also prepared to support parents and families. Milwaukee Public Schools will provide reminders to parents and families about what to do before school, on the school bus, during school, and at dismissal to remain safe

## Staff Readiness

Staff members have participated in professional learning opportunities on how to effectively use virtual learning platforms and provide high quality instruction in a virtual environment. Staff have expressed that as a result of participating in these learning



opportunities, they are better equipped with the skills, knowledge, and dispositions to effectively support students, families and each other as they provide engaging instruction that is not only focused on the academic success, but the social-emotional well-being of students in this new virtual environment.

Staff will continue to use these skills throughout Phase 2 as students continue to engage in virtual learning through the blended and fully virtual models. Milwaukee Public Schools will continue to provide quality professional learning opportunities that are aligned to the educational standards that are the focus in all phases of learning. Staff will also engage in professional learning for how to properly implement and follow the new health and safety protocols that will be used throughout Phase 2.