

**Cardinal McCloskey Community Charter School**  
**Reopening Plan 2021-2022**  
**SUNY and DOH**

**RESPONSE 2: REOPENING OPERATIONS, MONITORING, CONTAINMENT & CLOSURE**

2a. Reopening Operations

*This document will be placed on the school's website for public viewing. (this is a draft)*

**Definitions**

*Epidemic* is a term that is often broadly used to describe any problem that has grown out of control. An epidemic is defined as "an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population."

An epidemic is an event in which a disease is *actively* spreading. In contrast, the term *pandemic* relates to geographic spread and is used to describe a disease that affects a whole country or the entire world.

**Introduction**

All pandemic/epidemic plans need to be tailored to the actual circumstances. The purpose of this plan is to provide an overall protocol by which the CMCCS organization can respond and mitigate the impact of the occurrences. This guidance is the most equitable plan that attempts to address not only health and safety issues, but the continuing educational needs as well as psychological and emotional needs of our school children and staff. Specific interventions, regarding the provision of educational instruction should the schools have to close, have not been determined at this time. Those decisions will be based upon directions given and guidance offered by the Governor's office, Mayor's office, Centers for Disease Control and Prevention, the State of New York Department of Public Health, and World Health Organization.

**Our School's Mission and Vision**

***Charter School Mission***

The Mission of Cardinal McCloskey Community Charter School is to address the academic, socialemotional and developmental needs of its students in a safe, supportive and trauma-sensitive learning environment. Cardinal McCloskey Community Charter School is committed to serving at-risk students, including students in foster care and students receiving prevention services. Through a rigorous program of instruction utilizing a trauma-informed, Sanctuary approach and by providing a wide range of wrap around support service, Cardinal McCloskey Community Charter School will help each student become more resilient, independent and academically successful.

## ***Charter School Vision***

Our Vision is to create a school that empowers students to find and reach their unlimited potential in a safe and supportive environment using the Sanctuary model, where each student, the faculty and administration strive for excellence in all of our endeavors.

### **I. INTRODUCTION**

The world has been severely impacted in recent months due to Covid-19. During this tumultuous time, our organization had to pivot its standard operations to make certain to:

Continue to educate our students safely.

Provide social and emotional support effectively with our trauma informed approach.

Continue a dynamic academic environment where children feel empowered to grow with support regardless of educational model, virtual or in person instruction.

Continue to add value to our community at all-times even during this unprecedented event as the current Covid-19 situation.

The proceeding document offers a view of Cardinal McCloskey Community Charter Schools Pandemic COVID-19 continuity of operations in the event of a natural or man-made disaster. In such events, organizations must initiate a continuity plan to assist in the continuance of our essential functions. Continuing to perform essential functions and provide essential services is vital to an organization's ability to remain a viable entity during times of increased threats from all hazards, man-made or natural. Since the threat to an organization's continuity of operations is greatly impacted during a pandemic outbreak; it is imperative for Cardinal McCloskey Community Charter School to have a Pandemic Influenza Continuity of Operations plan in place to ensure it can carry out its essential functions and services. While Cardinal McCloskey Community Charter School may be forced to suspend some operations due to the severity of a pandemic outbreak, our Continuity of Operations Plan will guide our efforts to remain operational, as well as strengthen the ability to resume operations in safely.

### **II. PURPOSE**

Cardinal McCloskey Community Charter School continuity plan is a road map for navigation through this pandemic or any hazard. This will *serve as the plan for* maintaining essential functions and services during a pandemic or other hazard. This plan provides guidance that augments standing plans with additional instruction to supports Cardinal McCloskey Community Charter School's continuity plan and as it is activated when deemed safe and pragmatic. This will provide strategic planning required for a pandemic by addressing additional considerations,

challenges, and elements specific to the dynamic nature of a pandemic. This plan of guidance is fluid and subject to change and updates with best practices based on recommendations from experts and in conformance with the law. This does not replace nor supersede any current CDC guidelines or logic.

This plan supports essential functions that can be maintained safely during a pandemic outbreak such as COVID-19, through detailed strategies, such as social distancing, increased hygiene, deep disinfecting of schools, monitoring employees and students for outbreaks or partial/full relocation of the organization's essential functions.

### Health Screening at Entry

Check for signs of illness for all staff and students at entry every day. The following questions will be asked.

Does anyone in your household have any of the following

symptoms:  A cough

- Shortness of breath or difficulty breathing
- A fever of 100.1 or higher or feel feverish
- A sore throat
- Chills
- Loss of smell or taste
- Muscle or body aches
- Unusual fatigue
- Nausea/vomiting/diarrhea
- Has anyone in your household been exposed to anyone with the previously stated symptoms?

Cardinal McCloskey Community Charter School pandemic checklist will be completed for safe operations.

Our Checklist is based on New York State Guidelines

All items below, as provided by New York State guidelines, will be followed when applicable.

## **I. PEOPLE**

### **A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:**

Ensure 3 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 3 ft. apart from one another, personnel must wear acceptable face coverings.

Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

Post social distancing markers using tape or signs that denote 3 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)

Limit in-person gatherings as much as possible and video-conferencing whenever possible. Essential in person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.

Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

*List common situations that may not allow for 3ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

- Arrival and dismissal are outside and we use two main entrances daily.
- During breakfast and snack the students eat in their classrooms as they arrive. This gives us the ability to socially distance.
- For lunch and recess we now have six seating to provide maximum social distancing possible.

*How you will manage engagement with customers and visitors on these requirements (as applicable)*

- We currently do not have visitors in the school unless it is necessary. While in the building visitors will keep their face masks on.

## II. PLACES

### **A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:**

Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

*What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

- Weekly CMCCS will have a minimum of 100 adult masks and 500 student masks available.

Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

- CMCCS will use disposable masks and they will be replaced on a daily basis or if they are soiled.

*What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

- Throughout the building, each classroom and all common areas have a supply of masks, gloves and hand sanitizer at all times.
- CMCCS contracted with a cleaning company and the entire building is sanitized each night.

**B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:**

Adhere to hygiene and sanitation requirements from the **Centers for Disease Control and Prevention** (CDC) and **Department of Health** (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning.

*Who will be responsible for maintaining a cleaning log? Where will the log be kept?*

- The Director Of Operations will maintain the Log in his/her office.

Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

*Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*

- Throughout the building, each classroom and all common areas have a supply of masks, gloves and hand sanitizer at all times.
- CMCCS contracted with a cleaning company and the entire building is sanitized each night

Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

*What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using **products** identified as effective against COVID-19?*

- Our daytime maintenance crew cleans through out the day with products that are effective against COVID 19.
- An additional cleaning crew sanitized the entire building each night school is open.

**c. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:**

Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.

Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.

Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be

encouraged to provide contact information to be logged but are not mandated to do so.

- The Director of Operations along with the security team track each person that enters.

*Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*

If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

*If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?* The pandemic coordinator will notify the Situation Room at the Department of Health following guidelines set forth by the DOE.

**A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:**

Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 **symptoms** in past 5 days, (2) positive COVID-19 test in past 5 days

*What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained.* We have PPEs throughout the building. It is on site as it was previously purchased. CMCCS has a daily COVID screener prior to arriving at the work site. The results are sent to the Pandemic Coordinator.

*If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

- We have PPEs throughout the building that we purchased last year.

**B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:**

Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

*In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

- Onsite custodial staff will immediately clean the affected area. Cleaning products will include bleach, disinfecting wipes, disinfecting spray and other products that are effective against COVID 19.

*In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?* If an employee tests positive for COVID-19 we will interview them to ascertain any people they have come in contact with and any area in the building where they have been for the previous 24 hours. The Pandemic Coordinator will follow DOH, DOE and CDC guidelines with regards to notifications.

## **Pandemic Planning Assumptions**

The New York State Department of Health has provided Interim Guidance for Classroom Instruction in P-12 Schools During the 2021-2022 Academic Year.

### **Key takeaways from the plan are as follows:**

- The School will prioritize a return to in-person instruction and utilize multiple strategies to mitigate the spread of Covid-19.
- Key mitigation strategies will include the following:
  - Vaccination
  - Appropriate use of face masks
  - Physical distancing
  - Screening & testing
  - Ventilation and air filtration
  - Daily health screenings including temperature checks

## **Pandemic Response Team:**



Jennifer Fedele – Principal CMCCS, team member  
Allyn Thompson – Director of Curriculum & Instruction  
Grace Bendick – Director of Special Student Services  
Christian Adamkiewicz Director of School Culture

The primary goal for the school will be to provide all students with 100% fulltime in person instruction. However, with the inherent unknowns that the pandemic may present the school is prepared to make the necessary adjustments to provide a robust educational experience throughout the school year. With that in mind, the school is prepared for two primary forms of instruction, with a third that will be used in limited circumstances.

### **1. In-Person Instruction**

- Students will attend school in-person with instructional staff in the building as outlined in the school's charter.
- Staff & students will be required to wear masks at all times except when eating or drinking.
- The maximum available social distancing will be provided in each classroom without compromising students' ability to attend in-person instruction. To achieve this, all extraneous furniture will be removed from classrooms and all unnecessary instructional supplies will be stored in non-instructional rooms.
- Class schedules including breakfast, lunch & recess will be designed to minimize the number of students in common areas at any given time.

### **2. Remote Instruction**

- Remote Instruction will be provided for all students if the school is ordered to close in-person instruction by the Department of Health, the NYCDOE, or the NYSED. In addition, individual classes may conduct fully remote instruction if ordered by one of the above governmental agencies.
  - To support staff and students with remote instruction the following steps will be taken:
    - If permissible, teachers and instructional staff will provide instruction on Zoom from their classroom so they have full access to all resources necessary to present coherent and robust instruction. If this in-building instruction is not permissible, instructional staff will present instruction from their homes and will be provided with the technology and instructional supplies necessary to present students with an appropriate educational experience.
    - To support student learning from home, the school will provide a Chromebook to students in need of devices and if necessary support families who need assistance acquiring reliable WIFI service. To further support students and their families, hard copies of materials will be made available for pick up. In addition, students will have available to them asynchronous activities that they can complete

should there be an interruption to their synchronous instruction.

- **3-Hybrid Instruction**

- The school will provide Hybrid Instruction only under limited circumstances.
  - In the event that a class is required to quarantine and individual students are required to quarantine for periods longer than their classmates, those students will be eligible to participate when their class is livestreamed on zoom. This approach will only be utilized when there is no instructional staff available to provide fully remote instruction for students who are still in quarantine.
  - To support student learning from home, the school will provide a Chromebook to students in need of devices and if necessary support families who need assistance acquiring reliable WIFI service. To further support students and their families, hard copies of materials will be made available for pick up. In addition, students will have available to them asynchronous activities that they can complete should there be an interruption to their synchronous instruction.

- **Continuity Planning**

**This will illustrate activation scenarios and determining factors for when to operate in each scenario.**

Cardinal McCloskey Community Charter School will monitor the severity of the pandemic and work directly with the NYCDOHMH and the Situation Room to determine which instructional model will be utilized. This plan is to be read in conjunction with the Cardinal McCloskey Community Charter School student and employee handbooks as appropriate.

All aspects of this planning will be assessed and revised based on any developments in regards to the severity of the pandemic within the school and the larger community.

**Additional procedures that will be utilized to mitigate the spread of Covid-19 in the school building**

- All persons inside of the building including staff and students must wear masks to limit the spread.
- Masks must be worn by students at all times while riding on a school bus
- Visitors and parents will only be able to enter the building under specified circumstances
- Everyone will be required adhere to social distancing and wear a mask on school grounds during pick up and drop off
- Staff and students will be required to complete a daily health screening
- The school will participate in randomized testing of eligible students on a weekly basis as outlined by the NYCDOHMH

- All staff will be vaccinated unless granted a waiver
- Staff and students who are either exhibiting signs of Covid-19 or have a known exposure in the building will be provided an at home test that they will use in accordance with the directions provided with the test.
- Any school community member with new or worsening symptoms will be excluded from school regardless of vaccination status and either remain quarantined for a minimum of 10 days or provide a negative Covid test result.
- Different entrances will be utilized by grade level for drop off and pick up
- Temperature checks will be conducted before anyone can enter the building. Any temperature over 101.0, the individual will not be permitted to remain in the building and will wait in a separate room until their parent can retrieve them.
- Disinfecting: all touch points will be cleaned multiple times throughout the day and after school. There will be a schedule for cleaning that maintenance must abide by.
- Breakfast & Snack will be in the classroom
- Lunch will be in the cafeteria with a maximum of two classes at a time
- Recess will take place either on the rooftop play area or the gym. Each class will have a designated play area.
- All drills will be conducted with social distance in mind.
- Example lockdown drill will happen, but children will not huddle together. Fire drills will happen, keeping distance when exiting the building and reentering the building.
- Children must have and use their own learning items; *no sharing of anything.*
- Bathroom and water fountain usage will be one to two students at a time. Touchless water fountains will be utilized.
- Hold room for sick children- Any child with a temperature or feeling ill will be placed in the hold room until parents can get them.
- Signage will be placed throughout the building to encourage safe, proper hygiene.
- Hand sanitizing stations will be located throughout the building and usage will be encouraged. .
- Work closely with the school nurse to monitor any children who are potentially ill while documenting the staff and students who have temperatures or 101.1, days missed related to Covid -19, and medical follow-up visits in order to allow for the proper isolation from school population

## Standard Operations

If the data and health experts support this model, then we will continue in-school instruction, following the Sanctuary model with all safety and hygiene measures according to local, state and federal health agencies as the new normal.

### General Considerations for Reopening

Review and comply with CDC and OSHA guidance.

Check local and state guidelines.

Verify that our workplace is in a community that no longer requires significant mitigation.

Inform and seek authorization for our plan from the NY Department of Education and the Department of Health.

Survey families and staff to assess comfortability and concerns.

### CMCCS Sample survey

Do you feel comfortable sending your child to school under current health guidelines?	yes	no
Are you capable of administering an at-home test kit for your child?	yes	no
Do you have anyone living in your home that has compromised health?	yes	no
Are you able to get to the school building safely?	yes	no
Do you have Wi-Fi in case your child has to quarantine?	yes	no
Do you have a home computer in case your child has to quarantine?	yes	no
Additional notes:		

## **Protect Vulnerable or Ill Students and Employees**

Have consideration for employees and students' families to protect high-risk populations (e.g., older adults, those with underlying conditions resulting in immunocompromised, and pregnant women).

Explore and mitigate privacy issues related to health screenings: ADA/EEOC compliance.

Encourage workers to stay at home if they are feeling ill.

Encourage families to keep children home if they are feeling ill.

Employees and students who experience symptoms should stay home for five(5) days beginning when symptoms first appear.

Employees who have been exposed to others who have tested positive need not quarantine.

Students who have been exposed to others who have tested positive will quarantine for five(5) days and additionally use a take-home test kit to test on Day 1 and Day 5 of quarantine.

Employees or students who are experiencing Covid-like symptoms will be issued an at-home test kit and asked to stay home until symptoms subside.

## **Implement Exposure-reducing Measures**

Temperature check all students daily upon entry to the building.

Ensure all employees and students wear face masks upon entry to the building.

Provide hand sanitizer to all employees and students at multiple locations throughout the building allowing them to sanitize hands frequently throughout the day.

Provide home test kits to employees and students who are experiencing symptoms.

### **Prepare facilities for social distancing.**

Evaluate and restructure workplace layouts to improve social distancing.

Modify access to common areas such as elevators, cafeterias, break rooms, and gymnasium.

Increase cleaning protocols and frequency.

Use internal communications such as email, zoom meeting as well as physical signage that promotes hygiene practices, including regular hand washing.

Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

Discourage students from using other student's pencils, crayons, toys, books, or other items.

Clean high-touch surfaces such as doorknobs and hand railing multiple times throughout the day.

Train staff on safety measures.

## 2b. Monitoring

### III. CONCEPT OF OPERATIONS

**These are the overarching procedures to be considered for safe operations ensuring student, staff and community health. Cardinal McCloskey Community Charter School will be able to pivot and function as requested by NYSED.**

- All decisions for operational procedure will be made with the close monitoring of the CDC, WHO, Health Department, as well as State and local governments.
- Providing staff and families with the latest informational material and links:

World Health Organizations

The Center of Disease Control CDC

Get email updates on the evolving COVID-19 situation from New York State

- Encourage proper mitigation by functioning as if there is always a possibility of an outbreak. Encourage proper hygiene and monitoring of staff and students as well as using the following principles even when there is no outbreak:
  - Consistently practice social distancing
  - Cover coughs and sneezes
  - Maintain hand hygiene
  - Clean surfaces frequently
  - Monitor anyone who doesn't feel well and encourage their isolation from others until they feel better
- Careful monitoring of health organizations for current best practices concerning health protocols and safety measures.

### **Employee Health Screening and Monitoring**

Require employees and students experiencing COVID-19 symptoms ([CDC](#)

guidance) to leave school promptly and test on Day 1 at home and again on Day 5 using a school-issued home test kit.

Plan for testing before employees and students return to work and daily temperature readings.

Ensure testing compliance with the ADA: Any information gathered, including screening results, must remain protected under ADA confidentiality requirements. This information may not be stored with employee personnel files.

Put procedures in place if an employee fails a health screening, such as a temperature reading and/or home test kit.

Have a hold room for students that fail a health screening until they can be picked up with adequate distance of 20 feet per student and ventilation to limit viral load buildup in the space.

### **Monitoring Risk, Staff Absences**

Have plans in place for managing staff and student absences.

Consider capacity issues due to staff changes.

Constant review of operations and comply with CDC and OSHA guidance.

## **CONTINUITY PLANNING**

In accordance with Federal Continuity Directive 1, Federal Executive Branch Continuity Programs and Requirements, October 2012, Cardinal McCloskey Community Charter School continuity pandemic plans/guidance will address the following:

*Identification of appropriate mitigation and protective measures, to include measures necessary during a pandemic influenza. Masks are to be worn by everyone vaccinated or unvaccinated for everyone's safety. Unvaccinated employees must test weekly to avoid spreading COVID-19 in the event they are positive. Any employee or student that does not have a mask, a mask will be provided prior to entering the school building. Weekly random covid testing is being conducted to students with the parents consent to help stop the spread. A daily covid survey is submitted by operations staff to track any new positive cases. No outside visitors are allowed in the building to avoid the spread of COVID-19. Delivery services are announced via walkie talkie and maintenance staff bring in orders into the building as a health and safety precaution.*

*Careful monitoring of the CDC and DOH, and establishing hygiene practice in operations at all items regardless of operations model in effect. Maintenance workers are on site during school hours, and an additional cleaning company was*

*hired for after hour more in depth cleaning services. Restrooms are cleaned around the clock and soap is checked every hour to ensure proper hand washing hygiene for students and staff. Door knobs are wiped down around the clock as well by maintenance works. Work stations are sanitized everyday by employees prior to starting their shift as well as at the end of their shift. The night cleaning crew disinfects and deep cleans after to ensure a safe and clean environment.*

*An operational plan to provide and implement selected mitigation, prevention, protection, or control measures, to include those necessary during a pandemic; and For those essential functions that employees must conduct onsite, organizations must classify jobs by exposure risk level to pandemic influenza. Organizations must notify these employees that they are expected to work onsite during an influenza pandemic as long as they are vaccinated and not symptomatic. In the event they are symptomatic they are to quarantine for the required days as stated by CDC. Administration and operations staff are up to date with CDC and DOH guidelines and are routinely and effectively communicated with the school staff, students and parents.*

*All organization personnel are to be informed regarding protective actions and/or modifications related to this plan. This plan will be placed on the website with a link so modification can be made as needed. Messaging and risk communications during an emerging infectious disease or pandemic will be conducted by the Schools leadership team. Guidance and instructions on established infection control measures such as social distancing, personnel protective equipment and policies are required by all. Cardinal McCloskey community Charter school will provide PPE's to assist in limiting the spread of influenza at the primary and alternate worksite. Sanitizing wipes, individual hand sanitizers and disinfecting sprays are ordered by the operations team and distributed to each staff member to maintain a clean and safe environment. Touchless water fountains were installed for the safety of all staff and students by avoiding having to touch or place their mouths on the water fountain.*

Cardinal McCloskey Community Charter School, social distancing measures could take the form of: modifying the frequency and type of face-to-face employee encounters (e.g., discouraging hand-shaking, staggering breaks, posting infection control guidelines); establishing flexible work hours or worksite, (e.g., Zoom calls, Google Meet); Face to face meetings are conducted in a room with ample space and windows to provide ventilation. Zoom is used primarily for potential candidate interviews as no one is allowed in the school building. We are promoting social distancing to maintain 3-foot spatial separation between individuals; and implementing strategies that request and enable employees with influenza, Covid-19 or other infectious diseases to stay home at the first sign of symptoms.

## **Communication of Operational Procedures**



***We will function with one voice and one charge.*** By sending messages that communicate with our employees and families about our daily operations when there are changes to the current policies. Any school closures, quarantined classrooms or anyone that could potentially be affected or could benefit from any updates.

***We will include deliberate methods to measure, monitor, and adjust actions to changing conditions and improved protection strategies.***

*Implement a formal worker and workplace protection strategy with metrics for assessing worker conformance and workplace cleanliness. All school entrances are stocked with gloves, masks, and hand sanitizers to ensure the safety of everyone.*

*Monitor and periodically test protection methods. The maintenance team are around the clock checking stock of all PPE items in the building and when we are running low on anything they notify administration and the operations team to order as soon as possible.*

*Track and implement changes in approved or recommended protection measures.*

*Pre-position material and equipment onsite.*

*Ensure essential personnel are at the primary worksite.*

*Reaffirm that essential suppliers have their material and personnel on-hand and are able to respond and support as planned.*

*Coordinate with local public health and emergency response points of contact to ensure open, adequate communications.*

Component-specific risk assessments that identify actual control band designations for all personnel and/ or positions will be conducted initially and periodically thereafter for each participating organization by the director of operations office in coordination with a component POC. These assessments are kept as part of each component's specific action plan documentation.

D/As are encouraged to add their component specific plan and procedures on their selected mitigation, prevention, protection, or control measures, to include those necessary during a pandemic.

## **A. ESSENTIAL FUNCTIONS**

- B.** Given the expected duration and potential multiple waves of pandemic outbreaks, we have reviewed the process involved in carrying out essential functions and services in order to develop plans that mitigate the effects of the pandemic while simultaneously allowing the continuation of operations which support essential functions. Cardinal

McCloskey Community Charter School has identified essential functions and services needed to sustain its mission and operations during a pandemic. Cardinal

- C. McCloskey Community Charter School Essential Functions are placed here.
- D. Essential Functions
- E. - Safety of students and staff
- F. - Providing an educational opportunity
- G. - Emotional and social support to student staff and community
- H. - Community partner for leading our facility to the community. e.g. a testing site, food
- I. distribution
- J.

**K. B. ORDERS OF SUCCESSION**

L. Since a pandemic may affect regions of the United States differently in terms of timing, severity, and duration, Cardinal McCloskey Community Charter School has identified orders of succession that are at least three deep per position while considering dispersing successors to various geographically separated locations, as appropriate.

M. The Cardinal McCloskey Community Charter School Orders of Succession

N.

O. - Jennifer Fedele, Principal

P. - Director of Operations

Q. - Allyn Thompson, Director of Curriculum and Instruction

R. - Phyllis Thorne, Board Chair

S.

**T. C. DELEGATIONS OF AUTHORITY**

U. At the height of a pandemic wave, absenteeism maybe significant, as such, Cardinal McCloskey Community Charter School has established delegations of authority that are at least three deep to take into account the expected rate of absenteeism and regional nature of the outbreak to help assure continuity of operations over an extended time period. The Cardinal McCloskey Community Charter School Delegations of Authority for the senior leadership and ERG members (as appropriate) are placed here.

V.

W. The Cardinal McCloskey Community Charter School Delegations of Authority

- Jennifer Fedele, Principal

X. - Director of Operations

Y. - Allyn Thompson, Director of Curriculum and Instruction

Z. - Phyllis Thorne, Board Chair

**AA.D. CONTINUITY FACILITIES**

BB. The traditional use of continuity facilities to maintain essential functions and services may not be a viable option during a pandemic. Rather, safe work practices, which include social distancing and transmission interventions, reduce the likelihood of contacts with other people that could lead to disease transmission. Cardinal McCloskey

Community Charter School has developed preventative practices such as social distancing procedures, hygiene etiquette, and cancellation of organizations' non essential activities to reduce the spread of the pandemic.

**CC. E. CONTINUITY COMMUNICATIONS**

**DD.** Cardinal McCloskey Community Charter School has made our website the epicenter for all communication in conjunction with mass telephone calls, text messages and emails to all families and staff. We will augment our Continuity Communications by ensuring all students and staff have a laptop for communication and by assisting families and staff who are without Wi-Fi, so there is always a constant ability to communicate.

**EE. F. ESSENTIAL RECORDS MANAGEMENT**

**FF.** Cardinal McCloskey Community Charter School shall identify, protect, and ensure the ready availability of electronic and hardcopy documents, references, records, and

**GG.** information systems needed to support essential functions during a pandemic outbreak. We will stay in compliance with FERPA and all Federal and state privacy laws. Cardinal McCloskey Community Charter School has identified systems, databases, and files that are needed to ensure essential functions remain operational. The Cardinal McCloskey Community Charter School Essential Records plan for pandemic influenza is placed in the following locations:

Student Attendance	Google Workspace for Education, ATS and Alma
Student/Family call log	Google Workspace for Education and Spreadsheets Created by Members of the Administrative Team
All Student data	Alma, School Mint ,ATS, Google Workspace for Education, Alma, and Spreadsheets Created by Members of the Administrative Team.
Documenting medical updates( temperature and absents related to Covid-19)	Google Workspace for Education, ATS, and Alma
Virtual learning platform	Google Workspace for Education & Zoom
Human Resources	Independent contractor
Accounting	Independent contractor
Insurance	Independent broker

E rate	Independent consultant
Technology	Independent consultant

HH.

II.

JJ. G.

**KK. HUMAN RESOURCES**

LL. Although a pandemic outbreak may not directly affect the physical infrastructure of an organization, a pandemic will ultimately threaten all operations by its impact on an organization's structure.

**MM. Human Resources**

NN. The health threat to personnel is the primary threat to maintaining essential functions and services during a pandemic outbreak. Cardinal McCloskey Community Charter School has established plans to protect the entire employee population and their families, with additional guidance for key personnel, should a pandemic influenza outbreak occur. The Cardinal McCloskey Community Charter School Human Resource plan is placed here.

**OO. H. TEST, TRAINING AND EXERCISES**

PP. Testing, training, and exercising are essential to assessing, demonstrating, and improving an organization's ability to maintain its essential functions and services. The

QQ. organization conducts annual, monthly, and weekly tests, training, and exercises to ensure sustainable social distancing techniques, and to assess the impacts of reduced staff on the performance of essential functions. The organization conducts continuity exercises to examine the impacts of pandemic influenza on performing essential functions, and to familiarize personnel with their responsibilities. The organization has identified resources and trained continuity personnel, needed to perform essential functions. The Cardinal McCloskey Community Charter School continuity test, training and exercise plans are as follows:

**RR. Drills**

SS. All drills e.g. fire or lockdown, will function as with standard operation with the exception of social distance which will be a major added component. The safety team will monitor the drills for proper administration while also making certain proper distance is maintained.

**TT. Movement on School Grounds**

UU. Movement in the hallways and stairways will be monitored to ensure proper one directional movement, distance and bathroom and water fountain usage. For staff and students entering and exiting, proper social distancing and mask usage will be required for anyone on school grounds. Anyone not abiding by these guidelines will be asked to leave the premises and not return to the school.

VV.

## **I. DEVOLUTION OF CONTROL AND DIRECTION**

Devolution is the process of transferring operational control of one or more essential functions to a pre-determined responsible party or parties. Pandemic outbreaks will occur at different times, have variable durations, and may differ in the severity; therefore, full or partial devolution of essential functions may be necessary to continue essential functions and services. Cardinal McCloskey Community Charter School has established plans and procedures for devolution, which identifies how it will transfer operations, if pandemic influenza renders leadership and essential staff incapable or unavailable. The Cardinal McCloskey Community Charter School Devolution of Control and Direction plan for pandemic influenza will follow the following operational order. If any individual is unable to fulfill their duties, the subsequent member of the leadership team will be responsible for performing the operational duties.

- Jennifer Fedele, Principal
- Allyn Thompson, Director of Curriculum and Instruction
- Phyllis Thorne, Board Chair

## **B. RECONSTITUTION**

*Reconstitution is the process whereby an organization has regained the capability and physical resources necessary to return to normal (pre-disaster) operations. The objective during reconstitution is to effectively manage, control, and, with safety in mind, expedite the return to normal operations. The Cardinal McCloskey Community Charter School has developed reconstitution plans and procedures, in conjunction with local public health authorities, to ensure facilities/buildings are safe for return. The organization's reconstitution plan should consider the possibility that not all employees may be able to return to work at the time of reconstitution and that it may be necessary to hire temporary or permanent workers in order to complete the reconstitution process. The Cardinal McCloskey Community Charter School Reconstitution plan for a pandemic is the standard operations as detailed in our Family handbook, Employee handbook and Building safety plan. All except the employee handbook can be viewed on our website [HERE](#).*

### **Required Health Screenings:**

- Arriving students and staff will enter the school and staff will instruct them to maintain social distancing to promote safety.
  - Staff member(s) will check for masks and distribute masks as necessary.
  - Symptom checking will consist of a temperature screen. Hand sanitizer stations will be placed throughout the building.

### **Covid Testing:**

- Staff members who receive a formal written exemption because they are unable to be fully vaccinated against the COVID-19 virus due to medical or religious exemptions are required to submit a negative COVID-19 test to a member of the CMCCS administrative team twice a week.
- Currently CMCCS has become a part of the NYC DOE testing of students. On a weekly basis 20% of the on-site student population is randomly selected for COVID-19 testing via an external testing group.
- For students who need a medical exemption, due to a health condition that would make it unsafe to undergo testing (e.g., facial trauma, nasal surgery), families will be able to request a testing exemption.
- **Social distancing:**
- The CDC indicates social distancing is a simple, yet effective way to prevent potential infection in public space. The benefits of social distancing limits the use of common areas such as the cafeteria, offices, and playgrounds. To practice this measure, CMCCS will :
  - Ensure a minimum of 3 feet of distance between individuals in common spaces, consistent CDC guidance unless safety or core function/work requires a shorter distance and as a result, individuals will be placed in cohorts to prevent spread among themselves
  - Eliminate unnecessary contact such as handshakes or embraces
  - Avoid touching surfaces touched by others to the extent feasible ● Avoid contact with or proximity to anyone who appears to present symptoms of COVID-19, such as coughing or sneezing
  - Adhere to social distancing markers denoting 3 feet of space in all common spaces.
- **Cleaning:**
- CMCCS's cleaning staff will be responsible for daily intensive cleaning, paying particular consideration to high-touch areas including but not limited to doors handles, tables, countertops, light switches, phones, handrails, computers, etc. CMCCS will keep the regular cleaning staff on site and they will be tasked with the day to day cleaning responsibilities.

### *CONCLUSION*

Maintaining Cardinal McCloskey Community Charter School essential functions and services in the event of a pandemic requires additional considerations beyond traditional continuity planning. A pandemic outbreak threatens an organization's human resources by removing essential personnel from the workplace for extended periods of time and the stress of safety while performing those tasks. Accordingly, the Cardinal McCloskey Community Charter School continuity plan addresses the threat of a pandemic outbreak. Continuity Plans for maintaining essential *functions and services in a pandemic should* include implementing procedures such as social distancing, infection control, personal

hygiene, and cross-training (to ease personnel absenteeism in a critical skill set). Protecting the health and safety of all.

Everyone's health and safety must be the focused goal of the organization in order to enable the organization to continue to operate effectively and to perform essential functions and provide essential services during a pandemic outbreak. We will not waiver nor compromise safety for any reason.

## Containment Planning

**This will illustrate activation scenarios and determining factors for when to operate in each scenario.**

*Cardinal McCloskey Community Charter School will monitor the severity of the pandemic and establish continuity* activation triggers to address the unique nature of the pandemic threat. The Pandemic Continuity Plan will be implemented as needed to support the continued performance of essential school functions. This plan is to be read in conjunction with the **Cardinal McCloskey Community Charter School** student and employee handbooks as appropriate.

Utilizing the governor's phase of operations, CMCCS will roll out plans that factor in our local regions tolerance level and CMCCS's determination of CMCCS specific requirements for each model.

We are always in consideration of any emerging information.

## Rules for Each Model

To offer a safe learning environment, we comprised a checklist with CDC guidance.

## **SURVEILLANCE OF DATA TO DETERMINE SCHOOL CLOSURE**

During all stages of a Pandemic outbreak, it will be essential to monitor and document the number of students and faculty who are absent and meet the definition of an Influenza-like illness. Keeping track of these numbers will help health officials determine when and whether to close schools, whether the epidemic is increasing in scope and whether to declare an epidemic. We will use surveillance of our school community and community at large in conjunction with advisement from reputable recognized safety experts to determine school closure.

**Schools are provided with the following information to monitor the illness rate and potential epidemic:**

- Basic surveillance instructions and definitions of surveillance levels.

- Case definition to assist in determining whether the ill student and/or faculty is suffering from an Influenza-like illness.
- Reporting form(s) to submit to the North Central District Health Department.
- Sample Attendance Log to identify COVID-19-like related absences and document need to apply for an Average Daily Attendance Waiver

**In Case COVID-19 Spreads in Our Community:**

If there is community spread of COVID-19, CMCCS will work directly with local health department officials to complete contact tracing and inform those who have had close contact with a sick Scholar or staff member. The school will follow public health guidelines and recommendations to determine whether to close or cancel activities.

Once it has been determined that school closure is necessary we will begin to function on our remote virtual learning platform.