

# **Cardinal McCloskey Community Charter School**

## **Reopening Plan 2022-2023**

### **SUNY and DOH**

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

*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. A pandemic is defined as "an outbreak of a disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population."

#### **Introduction**

All pandemic/epidemic plans should be tailored to the actual circumstances. The purpose of this plan is to provide an overall protocol by which the CMCCS organization can respond to and mitigate the impact of such 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, are contingent upon the circumstances at the time of the event. 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, social emotional 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 years by Covid-19. During this tumultuous time, our organization was required to pivot its standard operations to be sure 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 learn, grow and create with support from trauma informed staff.
- ✓ Continue to add value to our community at all-times even during this unprecedented event that kept so many people separated.

The proceeding document offers a view of Cardinal McCloskey Community Charter Schools Plan for a 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 safety.

### **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 a return to fully in person instruction for students and staff while safeguarding against potential health issues, such as COVID-19, through detailed strategies such as increased hygiene, deep disinfecting of schools and monitoring employees and students for outbreaks.

Although Health Screening Upon Entry is no longer required, we continue to ask staff, parents and security to be mindful of the following symptoms and to follow guidelines as provided by the CDC and DOH and Department of Education.

- Shortness of breath or difficulty breathing
- A fever of 100.1 or higher or feeling feverish
- A sore throat
- Chills
- Loss of smell or taste
- Muscle or body aches
- Unusual fatigue
- Nausea/vomiting/diarrhea
- Coughing

Cardinal McCloskey Community Charter School uses the following guidelines to ensure the safety of staff and students while in our facility:

- All new staff are required to be vaccinated and provide proof upon the request of CMCCS or provide proof of exemption. It is at the school's discretion to accept exemptions.
- Current staff members are encouraged to keep up to date with vaccinations.
- Arrival and dismissal are outside, from the gym or from a classroom; and we use two main entrances daily.
- During breakfast and snack the students eat in their classrooms. This eliminates the need to have too many students in the cafeteria at the same time.
- While in the building visitors will have face masks and hand sanitizer available.

**To ensure employees comply with protective equipment requirements, CMCCS agrees to do the following:**

- At all times CMCCS has available acceptable face covering and hand sanitizer for all employees, students and visitors. Including an ample supply of replacements in the event that a mask is damaged or soiled.

- Face coverings will be replaced after use or when damaged or soiled, they may not be shared, and should be discarded.
- 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 cleaned each night.

**B. To ensure employees comply with hygiene and cleaning requirements, CMCCS agrees to:**

- 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.
- The Director of Operations will maintain the Log in his/her office. We will 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.
- Staff and students are encouraged to wash and/or sanitize their hands regularly- before and after meals and snacks, etc.
- CMCCS contracted with a cleaning company and the entire building is sanitized each night.
- Our daytime maintenance crew cleans throughout the day with products that are effective against COVID 19.

**C. To ensure the business and its employees comply with communication requirements, CMCCS agrees to:**

- Post signage throughout the site to remind personnel to adhere to proper hygiene, 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.
- If a worker tests positive, staff and families are advised and provided with testing kits.

**In the case of an employee being exposed to COVID-19:**

- The employee will be asked to follow the CDC’s Exposure Guidance.
- The employee will be asked to wear a well-fitting mask for a full 10 days and get tested at least 5 days after close contact or sooner if symptoms arise.

**In the case of an employee testing positive or becoming symptomatic for COVID-19:**

- 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.
- The employee will be asked to follow the CDC’s Isolation Guidance.

**Pandemic Planning Assumptions**

The New York State Department of Health has provided Interim Guidance for Classroom Instruction in P-12 Schools During the 2022-2023 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

Mary Anne DeVivio – Director of Curriculum & Instruction

Grace Bendick – Director of Special Student Services

Christian Adamkiewicz-Director of Operations

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 have masks available at all times.
- 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.

- **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
- 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 three 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.
- 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: measures will be guided by recommendations from the CDC and DOH. These may include:**

- 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.

### 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 procedures will be made with the close monitoring of the CDC, WHO, Health Department and the state and local governments.
- Staff and families will be provided with the latest information and links:
  - World Health Organization
  - The Center for Disease Control (CDC)
  - Email updates related to the evolving situation with New York State guidance
- CMCCS will encourage proper mitigation by functioning as if there is always a possibility of an outbreak. We will encourage proper hygiene and monitoring of staff and students as well as using the following principles even in the absence of an outbreak.
  - 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

CMCCS will carefully monitor health organizations for current best practices concerning health protocols and safety measures.

#### **Employee Health Screening and Monitoring: CMCCS will:**

- 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: CMCCS will**

- Have plans in place for managing staff and student absences.
- Consider capacity issues due to staff changes.
- Review operations on a continual basis to 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 will be conducted for 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;
- 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.*** CMCCS will send 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.***

CMCCS will:

- Implement a formal worker and workplace protection strategy with metrics for assessing worker conformance and workplace cleanliness.
- Ensure that 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 and recommended protection measures.
  - 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.

## **ESSENTIAL FUNCTIONS:**

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 McCloskey Community Charter School Essential Functions are placed here.

Essential Functions

- Safety of students and staff
- Providing an educational opportunity
- Emotional and social support to student staff and community
- Community partner for leading our facility to the community. e.g. a testing site, food distribution

## **ORDERS OF SUCCESSION**

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.

The Cardinal McCloskey Community Charter School Orders of Succession

1. Jennifer Fedele-Principal
2. Christian Adamkiewicz-Director of Operations
3. Mary Anne DeVivio-Director of Curriculum and Instruction
4. James McCarthy-Board Chair

## **DELEGATIONS OF AUTHORITY**

At the height of a pandemic wave, absenteeism may be 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.

5. Jennifer Fedele-Principal
6. Christian Adamkiewicz-Director of Operations
7. Mary Anne DeVivio-Director of Curriculum and Instruction
8. James McCarthy-Board Chair

## **CONTINUITY FACILITIES**

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' nonessential activities to reduce the spread of the pandemic.

## **CONTINUITY COMMUNICATIONS**

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.

## **ESSENTIAL RECORDS MANAGEMENT**

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

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

**HUMAN RESOURCES**

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.

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.

## **TEST, TRAINING AND EXERCISES**

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

### **Drills**

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.

### **Movement on School Grounds**

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.

## **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
- Mary Anne DeVivio, Director of Curriculum and Instruction
- James McCarthy, 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.
- CMCCS will ask to 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.