

Cardinal McCloskey Community Charter School
Reopening Plan 2020-2021
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, 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 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 plan 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 your student / Do you 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
- Does anyone in your household have any of the previously stated symptoms?
- Has your student/ or have you 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 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 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 6 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 use tele- or 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 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

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

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

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?

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.

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.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

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?

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?

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?*

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.

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 Department of Health within the guidelines from DOH.

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 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

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?

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

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?

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 Director of Operations will follow DOH, DOE and CDC guidelines with regards to notifications.

Pandemic Planning Assumptions

As we prepare for operation during and after COVID-19 closures, these are some checklist guidelines we will adhere to in order to protect our school community and the community at large.

Governor Cuomo has detailed his reopening plan for New York schools. For Governor Cuomo complete plan click [HERE](#)

Key take away from Governor Cuomo's plan

- ❖ This plan is region based.
- ❖ For schools to safely reopen: schools in regions in Phase IV, can reopen if the daily infection rate remains below 5% using a 14-Day average.
- ❖ Schools will close if regional infection rate rises over 9% after August 1

Pandemic Responses

Pandemic Coordinator and Pandemic Response Team

Edrick Browne- Director of Operation Pandemic Coordinator

Jennifer Fedele – Principal CMCCS, team member

Mark Schultz- Principal Aquinas High School, team member

Henry Triana –Assistant Principal of Aquinas High School, team member

Cardinal McCloskey Community Charter School Models for Operation

These models are reopening on a continuum that varies from standard operation to remaining at home with an additional hybrid model. The brief descriptions of these concepts are:

1-Remote Learning Model

- CMCCS remains closed
- Children will continue with the virtual learning plan that was in place prior to summer vacation

2-Hybrid Learning Model

- In person learning on alternate days: half the school on **A** schedule and half on **B**

schedule with Fridays for Virtual Learning for **A and B**

More details listed on page 11 of this document.

3-Standard Operations Model

- If the data and health experts support this model, then we will go back to a direct instruction, Sanctuary approach model with all safety measures considered. The Virtual portal will remain in effect allowing parents that are not comfortable with in person instruction to provide their child with access to education.
- With safety as our paramount concern, if needed, we will suspend our mission's essential in person instruction functions for a period of time until employees are able to resume their normal duties. Cardinal McCloskey Community Charter School is ready to operate within the three proposed models based on NYSED requirements.

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 establish continuity activation triggers to address the unique nature of the pandemic threat. The Pandemic Influenza 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. The full CDC check list can be seen [HERE](#)

The Hybrid model has the most intricacies and considerations.

Hybrid Model

To be in compliance with the CDC this model requires additional social distancing in classrooms and

overall school building to function safely. In addition, a combination of stay at home and in person

models are blended together.

When we are in person, the follow safety measures will be met as well as any additional modifications

that are recommended by recognized safety experts and deemed appropriate for our Model by CMCCS leadership.

The Virtual portal will remain in effect allowing parents that are not comfortable with in-person instruction to provide their child with access to education. We will offer our families this option to mitigate trauma.

- ✓ Visitors and parents are not permitted in the building until our region is back in Phase 1 (under special circumstance a parent or visitor may be allowed, but adhering to the following items)
- ✓ Everyone will be required to stay 6-10 feet apart wearing a mask on school grounds during pick up and drop off
- ✓ Different entrances for drop off and pick up
- ✓ Temperature check before anyone can enter the building. Any temperature over 101.0, the individual is not permitted to be with the other students and will be in a hold room until their parent can retrieve them.
- ✓ No student backpacks -This will limit surfaces to spread the virus
- ✓ Staggered drop off and pick up

Tentative drop off and pick up schedule

| | | |
|--------------|------------------|----------------|
| Kindergarten | Arrive @ 7:45am | Pick up@ 3:15 |
| First grade | Arrive @ 8:00 am | Pick up @ 3:30 |
| Second grade | Arrive @ 8:15am | Pick up @ 3:45 |

Families with children in multiply grades will pick the latest time for drop off to drop off all children and earliest pick up time.

Pick up times Kindergarten possible early pick up

- ✓ All persons inside of the building including staff and students must wear masks to limit the spread.
- ✓ Disinfecting: all touch points will be cleaned multiply time throughout the day and after school. There will be a schedule for cleaning that maintenance must abide by.
- ✓ Breakfast, Lunch and snack will be in the classroom.
- ✓ Recess and Gym will be suspended.
- ✓ Stairways will be one directional.
- ✓ 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.
- ✓ 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. To limit spread, this room will be in compliance with the necessary square footage for infectious patients detailed by the CDC.
- ✓ 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.
- ✓ Touchless water fountains are being installed.
- ✓ All rooms will be set up with appropriate perimeter around each child as detailed by the CDC- all nonessential items will be removed from classrooms.
- ✓ 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
- ✓ Children will stay with their cohorts throughout the day. This grouping of students that are on the same floor or area of the school who use the same water fountains and bathrooms will limit unnecessary exposure and create PODS. For example, first floor is POD one and Second floor is POD 2. There will be limited interactions with students outside of your PODs and teachers will limit their exposure to students and staff outside their PODs.

Students within these PODs will be on an A and B schedule as classes will be broken into A and B groups. If there are 24 students in a class, 12 students will attend on A days and the remaining student will attend school on the B schedule. These cohorts will always stay and function together.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|----------------|------------------|-----------------|---------------|
| A | B | A | B | Virtual A/B |

Standard Operations

If the data and health experts support this model, then we will go back to a direct instruction, Sanctuary model with all safety and hygiene measures detailed within the hybrid model as the new normal.

General Considerations for Reopening

- Review and comply with [CDC](#) and [OSHA](#) guidance.
- Check local and state guidelines.
- Verify that your workplace is in a community that no longer requires significant mitigation.
- Inform and seek authorization for your plan from our 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 returning to school building? | yes | no |
| If your child could attend school virtually, would you select that option? | 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? | yes | no |
| | | |
| Additional notes: <hr/> | | |
| | | |

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've experienced symptoms or have been exposed to others who have tested positive, should stay home for 7 to 10 days beginning when symptoms first appeared.

Implement Exposure-reducing Measures

- ☐ Encourage employees to work from home to help improve social distancing when they are experiencing symptoms.
- ☐ Continue improving virtual learning platform even when we are utilizing in person instruction to ensure continuity of learning is not compromised in the event we must go to a Hybrid model or full virtual model.
- ☐ Consider staggered work shifts, downsizing operations, and pivoting to remote learning when needed.
- ☐ **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 and wearing a face covering.
- ☐ 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.
- ☐ Provide protection for those who interact with the general public (e.g., install temporary barriers to prevent respiratory transmission, install barriers to physically require social distancing, provide masks and gloves).
- ☐ Clean high-touch surfaces such as doorknobs and hand railing multiply time 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, state and local governments.

- ✓ Providing staff and families with the latest informational material and links:

World Health Organizations click [HERE](#)

The Center of Disease Control CDC click [HERE](#)

Get email updates on the evolving COVID-19 situation from New York State click [HERE](#)

- ✓ Encourage proper pre-pandemic mitigation by functioning as if there is always a possibility of an outbreak. 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 for which operational model to implement such as a standard operations model or hybrid model.

Employee Health Screening and Monitoring

- Require employees and students experiencing COVID-19 symptoms ([CDC guidance](#)) to leave school, promptly and seek testing.
- 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.
- Train those who will be testing on all steps of the process, including how to sanitize the tools used. Create appropriate forms to record information.
- Put procedures in place if an employee fails a health screening, such as a temperature reading.
- Have a hold room for students that fail 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;*
- ❑ *Careful monitoring of the CDC and the establish hygiene practice in operations at all items regardless of operations model in effect.*
- ❑ *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.*

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 polices 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.

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, substituting teleconferences for face-to-face meetings, staggering breaks, posting infection control guidelines); establishing flexible work hours or worksite, (e.g., Zoom calls, Google Meet); promoting social distancing to maintain 6-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.

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.*
 - ❑ *Monitor and periodically test protection methods.*
 - ❑ *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

Given the expected duration and potential multiple waves of pandemic outbreaks, organizations must review 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

B. 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

- Jennifer Fedele, Principal
- Edrick Browne, Director of Operations
- Allyn Thompson, Director of Curriculum and Instruction
- George Grace, Board Chair

C. DELEGATIONS OF AUTHORITY

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.

The Cardinal McCloskey Community Charter School Delegations of Authority

- Jennifer Fedele, Principal
- Edrick Browne, Director of Operations
- Allyn Thompson, Director of Curriculum and Instruction
- George Grace, Board Chair

D. 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 non-essential activities to reduce the spread of the pandemic.

E. 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.

F. 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 | Google Drive |
| Student/Family call log | Google Drive |
| All Student data | Jupiter Ed., School Mint ,ATS, Google Drive |
| Documenting medical updates(temperature and absents related to Covid-19) | Google Drive |
| Virtual learning platform | Google Drive |
| Human Resources | Independent contractor |
| Accounting | Independent contractor |
| Insurance | Independent broker |
| E rate | Independent consultant |
| Technology | Independent consultant |

G.

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.

Human Resources

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.

H. 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 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 drill 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.

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.

- Edrick Browne, Director of Operations
- Jennifer Fedele, Principal
- Allyn Thompson, Director of Curriculum and Instruction
- George Grace, Board Chair

J. 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 to 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 they can be viewed on our website [HERE](#).

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 organizations 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.

2c. Containment

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. The full CDC check list can be seen [HERE](#)

2d. Closure

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

DEFINITION OF SURVEILLANCE LEVELS

Standard Surveillance

No Influenza-like activity reported in the community (flu season)

- Monitor daily attendance for increased reports of absence due to Influenza-like illness.

- Do not report absences to the Health Department unless greater than 10%.

Heightened Surveillance

Influenza-like activity reported in the community (less than 10% school absenteeism due to Influenza-like illness)

- Monitor daily attendance for Influenza-like illness/absences.
 - Begin morning “COVID-19 like check” first hour of school – screen those who report positive for symptoms.
- Log absences due to Influenza-like illness.

Intensive Surveillance

High number of COVID-19 illness reported in the community (10% or greater school absenteeism due to Influenza-like illness)

- Monitor daily attendance and log absences on log sheet.
- Continue morning “Influenza-like check”.
- Send daily absence report to the Health Department.
- **Begin preparation for potential school closure.**

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