

Cold Spring Harbor School District

Continuity of Operations/Pandemic Plan

Appendix A

Pandemic Planning

A. Pandemic Planning

The Cold Spring Harbor School District's Pandemic Plan addresses the four phases of emergency management (Prevention/Mitigation; Preparedness; Response; Recovery) and is built upon components already existing in the District-Wide School Safety Plan, the Building-Level Emergency Response Plans, and the 2020-2021 School Reopening Plan. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested and evaluated routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan. The building level plans include detailed implementation protocols, which will be enforced by the Building-Level Emergency Response Team.

During the pandemic, the District will provide data to local and state health departments. The District will coordinate with the local and state-level pandemic plans and participate in any exercises of the pandemic plan as requested. The District will provide resources to the local and state health departments and work to address provisions of psychosocial support services for the staff, students, and their families during and after the pandemic. To support the local communities, available resources, e.g., food distribution, will be provided as needed whenever possible. Variables can be unique to every situation, so refer to the School Reopening Plan located on the District's website for additional information: www.csh.k12.ny.us.

B. Prevention/Mitigation

The District will work closely with the local departments of health to determine the need for plan activation. The following procedures will be followed by school nurses for reporting communicable disease, including influenza, and communicating with the health department:

- The school administrators and nurses will monitor attendance of students and staff and work with the Suffolk County Department of Health Services/Nassau County



Health Department should there be clusters of illness/absences associated with symptoms or confirmed cases of influenza or COVID-19.

- After-hours urgent public health issues can be reported to:
 - (631) 852-4820 – Suffolk
 - (516) 742-6154 - Nassau
- The Suffolk County/Nassau County Departments of Health will monitor county-wide cases of influenza and inform school districts as to appropriate actions.
- School nurses will help coordinate the pandemic planning and response effort. These individuals will work closely with the District-wide School Safety Team, which has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district physician and nurses will be vital members of the Safety Team.
- The Superintendent of Schools, Assistant Superintendent for Business, Director of Facilities, Assistant Superintendent for Curriculum and Instruction, and Assistant Superintendent Counseling, Student Services & HR, are vital to the planning effort. Because of the potential importance of technology, the Executive Director of Instructional and Administrative Technology has been added to the District-wide School Safety Team. Other non-traditional individuals may also be required to be part of the Safety Team.
- The District-wide School Safety Team will review and assess any obstacles to the implementation of the Plan. The **CDC School District Pandemic Influenza Planning Checklist** will be reviewed annually to assist with addressing critical Plan components related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication with staff and families.
- The school district will emphasize handwashing and cough/sneezing etiquette using educational campaigns including staff training administered by Eastern Suffolk BOCES, District-made videos, curriculum for students and signage posted throughout the District. The District will educate and provide information to parents, staff, and students about how to make an informed decision when determining whether to stay home when ill. The District's website, e-mail blast, social media postings, and direct mailings may be used to communicate for this purpose.
- Prevention strategies will be implemented as needed such as daily health screening forms, walkthrough temperature detectors, secondary scanning using hand-held temperature scanner, student and staff desk shields/sneeze guards, daily intensive



sanitizing, the wearing of masks by all people in the school buildings and on school buses, social distancing protocols reinforced with signage, and assessing air quality.

- All outside contractors must provide the District with their COVID-19 plan, which will be reviewed by the Director of Facilities prior to start of project. The District must be informed how many workers will be on-site and the hours they will be working. All workers will be required to wear Personal Protection Equipment, have their temperature checked, and complete a daily health screening form.

C. Preparedness

- The Suffolk County/Nassau Departments of Health, Suffolk County Police Department (2nd Precinct), Nassau County Police Department, Oyster Bay Cove Police Department, Lloyd Harbor Police Department, and the relevant departments of mental health will collaborate to assure complementary efforts.
- The District-wide Command Center will be at the Administrative Offices located in **The Ralph Whitney Community Center/Administrative Offices** with the alternate at **Cold Spring Harbor Jr/Sr High School** and will be activated at the direction of the School District Incident Commander. The District-wide Incident Command Structure is as follows:

Person/ Title- Responsibilities/ Contact Phone Number

Jill Gierasch	Superintendent of Schools - Primary Incident Coordinator	631-367-5931
Christine Costa	Deputy Superintendent - Backup Incident Coordinator	631-367-5934
Genevieve LaGattuta	Asst. Supt. for Curriculum and Instruction - Planning	631-367-5912
Mona Hecht	Asst. Supt. Counseling, Student Services & HR - Planning and Intel	631-367-5933
Joseph Monastero	Exec. Director Tech - Technology Planning	631-367-6968
Anthony Clements	Director of Facilities - Facilities Planning	631-367-5938
Gerri Tiger	Coordinator of Food Services Planning	631-367-6970

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and local command systems.

- Communication will be vital throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. A school district Public Information Officer (PIO) (**Superintendent**) has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with the information technology staff to assure proper function of all communication systems. They will



test our emergency communication systems on an ongoing basis. Communication methods may include school postings, general mailings, emails, special presentations (social media), phones, cell phones, School Messenger mass notification system, text messages, public address system, local news outlets, District website, social media accounts, etc.

- Continuity of operations and business office functions could be severely impacted by a loss of staff. As such, the Assistant Superintendent for Business will develop a plan that will include procedures for maintaining essential functions and services. This will include cross-training and/or the development of manuals for the following responsibilities:
 - Benefits
 - Facilities oversight and maintenance
 - Instructional Technology/Network Infrastructure
 - Payroll
 - Purchasing
 - School Safety and Security
 - Transportation
- During the pandemic, personnel will be deemed essential depending on the tasks required to maintain normal district-wide operations. All bargaining units and non-contractual employees are subject to being identified as essential. Tasks could include, but are not limited to, educating students, providing meals to the community, the cleaning/disinfecting of all facilities, all business office functions, all clerical functions, technology support, providing physical and mental health services, and building level administrative support. Central office administration will evaluate what tasks are needed to be performed and will assign “essential” personnel accordingly.
- Recognizing the need for essential individuals to communicate frequently, there are multiple systems available for use. Primary communication will be through the District’s Cisco phone system followed by, cell phones, e-mail, text messages, and the School Messenger mass notification system.
- Recognizing that some essential workers will need the ability to work remotely if in a quarantine situation, the District has provided devices and remote access capability to all staff that can perform some of their job responsibilities remotely. Office phone lines will be transferred to personal cell phones as practical or applicable.
- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The



Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, walkthrough temperature detectors, handheld temperature scanners, security, etc.) along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems.

- Principals will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented. The principals will provide cross-training of staff to ensure essential functions can be performed. This could require the emergency use of personnel in non-traditional functions and changes in the normal workday such as alternate or reduced work hours, working from home, etc.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. The District will work closely with the New York State Education Department on this potential result throughout the crisis period. See Appendix C, the District's reopening plan.

D. Response

- The Incident Commander will determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Suffolk County/Nassau County Departments of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.
- The entire Incident Command Structure at both the District and Building levels will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO (Public Information Office) will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Assistant Superintendent for Business will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Assistant Superintendent for Business will monitor utilization of supplies, equipment, contracts, and provided services and adjust, as necessary.



- Each District building has been provided with Personal Protection Equipment to distribute to all staff and students. Stock is maintained at a 6-month level and excess inventory is stored at the high school building. The oversight of the inventory is performed by the Director of Facilities. The Head and Chief Custodian of each building will monitor their inventory and contact the Facilities Office if restocking is required.
- The Director of Facilities will meet with staff and monitor ability to maintain essential functions. The Director of Facilities will review essential building function procedures with the Principal and command chain. The Director of Facilities will work closely with the Assistant Superintendent for Business or designee to implement different phases of the Plan, as necessary.
- Assistant Superintendents will review all essential tasks that need to be performed and establish staggered works shifts to maximize social distancing and reduced contact with others.
- The Huntington Hilton, located at 598 Broadhollow Rd, Melville, NY 11747, will house essential workers should this be required to contain the spread of a communicable disease.
- The Assistant Superintendents will meet with staff to review essential functions and responsibilities of back-up personnel. The Assistant Superintendent for Counseling, Student Services & HR will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures. During COVID-19 specifically, the District will adhere to all federal and state laws, regulations, and orders, which pertain to COVID-19 and leave requirements (Family First Coronavirus Response Act and New York State COVID-19 Mandatory and Precautionary Quarantine). The Office of Human Resources will work in conjunction with building-level administrators to determine which attendance days should be coded COVID and what documentation is required.
- Based on recommendations from local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.

E. Recovery

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. The District will work toward a smooth transition from the existing learning methods to normal processes. All described communication methods and the PIO will be utilized to keep the school community aware of the transition process.



- The District will work closely with NYSED to revise or amend the school calendar as deemed appropriate.
- The Director of Facilities or their designee will evaluate all building operations for normal function and re-implement appropriate maintenance & cleaning procedures.
- The District will follow all necessary protocols required if an employee is exposed to a known case of the disease, exhibits symptoms of the disease, or test positive to prevent the spread of the disease. This includes performing contact tracing, notifying the Department of Health, and performing a deep sanitation of all spaces the employee inhabited.
- All employees and contractors will continue to complete a daily health screening form. This will assist with knowing who is in attendance and who is quarantining.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect any necessary changes. Information from the PIO, the Assistant Superintendent for Business, Human Resource Office, Facilities Department, and the Office of Curriculum and Instruction will be vital to this effort.
- Curriculum activities that may address the crisis will be developed and implemented.

