



THE ACADEMY CHARTER SCHOOL DISTRICT-WIDE SAFETY PLAN 2023-2024

The Academy Charter School
117 North Franklin Street, Hempstead, NY 11550

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**THE ACADEMY CHARTER SCHOOL
District-wide Safety Plan
Academic Year 2023-2024**

**SECTION I: DISTRICT SAFETY PLAN OVERVIEW/GENERAL CONSIDERATIONS AND PLANNING
GUIDELINES**

Purpose

The Academy Charter School was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Academy Charter School Board of Trustees, the Director of Security of the Academy Charter School education corporation has appointed a school-wide School Safety team and charged it with the development and maintenance of the school-wide Safety Plan.

Plan Review and Public Comment

Pursuant to Commissioner’s Regulations, Section 155.17 (e) (3), a summary of the plan was made for public comments 30 days prior to its adaptation and public participation of the entire school community. The plan was also formerly adopted by The Academy Board of Trustees after at least one public hearing that provides for the participation of personnel, parents, students, and other interested parties.

The Academy Charter School is committed to promoting a safe and healthy learning environment where students are secured in their pursuit of educational success. The education corporation, like all other districts, is at risk of acts of violence, emergencies, and natural and man-made disasters. To address these threats, the education corporation has developed procedures in the safety plan. The plan is also designed to ensure that the school community is aware of resources for addressing prevention, partnership, early warning signs, and procedures for helping children respond to a violent episode in our school. This School Safety Plan is a comprehensive effort that addresses prevention, intervention, response, and recovery with respect to a variety of emergencies and incidents that could occur in and around our schools.

As required by law, the Plan will be filed with the Commissioner of Education on and will be reviewed periodically by the School-Wide Safety Team. The annual review will be completed on or before July 1 of each school year.

A copy of the School Safety Plan is available to review upon request at the Main Office of the Academy Charter School. The Plan will be supplied to the local and state police within 30 days of adoption.

Identification of Teams

The Academy Charter School has appointed a District-wide School Safety Team consisting of, but not limited to representatives of the administrators, teachers, parent organizations, school safety personnel, and other school personnel. The members of the team and their positions or affiliations are as follows:

Name	Position or Affiliation
Wayne Haughton	Director of Development
Nicholas Stapleton	Chief Academic Officer
Sandrea O'Neil	Legal Counsel and Human Capital Director
Alwayne Burke	Chief Financial Officer
Alexis Williams	Assistant Principal
Heather Graham	Principal
Tameka Pierre-Louis	Principal
Travis Holloway	Principal
Quentin Dupree	Principal
Stephine Douglas	Principal
Alyssa Workman	Principal
Kerry Jourdain	Principal
Donna Douglas	Senior Operations Manager
Alex Mingo Jr	Operations Manager
Paula Morris	Director of Arts and Instructional Technology
Ryan Curtis	Assistant Chief Technology & Innovation Officer
Jacqueline Jones-Ford	Director of Security
Owen Buckley	Director of Facilities
Joyce Dawkins	Teacher
Alecia Sortie	Teacher
Valerie Jacobs	Parent
Kayon Maraj	Family Outreach Counselor

Responsibilities of the School Safety Committees

The committee will act as a Threat Assessment Team with the responsibility to assess the vulnerability of each school to violence and recommend to the Principal/School Board preventative actions that are necessary. The committee will meet monthly, and the minutes of each meeting will be disseminated to each school for review and follow up. An agenda will be established prior to each meeting. The committee will maintain responsibility for auditing the Safety Plan of each school site to determine its effectiveness and vulnerability. Primary responsibilities will include:

1. Recommending training programs for students and staff in violence prevention.
2. Dissemination of information regarding early detection of potentially violent behavior.

3. Developing response plans to acts of violence.
4. Communicating the Plan to students and staff.
5. Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (SSEC; OSHA 200 Logs; Incident

Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.)

6. Making recommendations necessary for change.
7. Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-wide Safety Team Sub-Committee or Building Level Team.
8. Recommending improved security measures based on school building inspection results.
9. Conducting annual school building survey of students and staff to identify the potential for violent incidents.
10. Reviewing survey results and recommending actions that are necessary.
11. Set policies for building entry and exit during pandemic.

Concept of Operations

The Charter School-wide School Safety Plan is directly linked to the School Emergency Response Plan. Protocols reflected in the Charter School-wide School Safety Plan will guide the development and implementation of the School Emergency Response Plan.

The methodology used to develop the charter school-wide plan, involved the formation of the school safety plan development team. Team members used the sample plan in the "Guidance Document for School Safety Plans" for the plan's structure then developed the key elements of the plan based upon the involvement of the community and student behavioral and community crime-incidence data.

In the event of an emergency or violent incident, the initial response to all emergencies at the charter school will be by the principal, who will activate the School Emergency Response Team. Upon the activation of the Charter School Emergency Response Team, the Principal or her/his designee will notify, when appropriate, local emergency officials. City, County and State resources providers may be called to provide additional services.

SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION

Prevention/Intervention Strategies

Program Initiatives in the School include:

1. Character Education Program & Curriculum – *Cloud9World* daily instruction for students in the elementary schools; a weekly period using the *Overcoming Obstacles* curriculum in the middle school; and two (2) periods of House meeting per week at the high school. Moreover, *Responsive Classroom* and Positive Behavior Intervention System (PBIS)
2. Classroom Meetings
3. Antiviolence School Improvement Program
4. Gang Resistance Education and Training (GREAT program)
5. National Boy & Girl Scouts
6. Mentoring Program for socially at-risk students
7. SAGA (School Administrators Gang Awareness- Nassau County Police Department)
8. Conflict Resolution/Peer Mediation
9. Anti-bullying Program
10. Special guest presentations- (Special Assemblies & Classroom Presentations)
11. SSEC Report will be used to target specific intervention resulting from student behavior.

- ï Each school will coordinate all training activities for students and staff for prevention intervention strategies.
- ï Teachers will conduct daily character meetings which agenda will include school safety.
- ï The school will develop a system for reporting potentially violent incidents by students and staff.
- ï The school discipline code requires that all disruptive behavior be reported to the principal, who will work in tandem with the various community agencies and law enforcement in reporting and investigating incidents. Additionally, the School will complete and maintain SSEC reports as needed as per SAVE after an incident occurs.

Training Drills and Exercises

Multi-Hazard Training - In accordance with Section 1.55.17(e)(1) (xiv), the Academy Charter School will provide multi-hazard school training for instructional and non-instructional staff members and students through full-scale drills, tabletop exercises and staff development programs. Such training will include review of the building crisis packet, available in each room at the beginning of the school year and/or at the time of hire by all instructional and non-instructional staff, including substitute teachers. In addition, violence prevention and crisis intervention training will be provided to the instructional and non-instructional staff as part of the school's professional development plan program. Additional training may be required via workshops that provide instruction in relevant

disciplines, such as proper restraint techniques and the de-escalation of violent incidents.

Increase of student awareness and preparedness will occur through the implementation of activities during Fire Prevention Week in the fall. Moreover, all students at each site will participate in at least one general assembly presentation conducted by the fire department.

Review and Conduct of Drills

The emergency response procedures will be conducted through annual drills and exercises in each school building. At a minimum, the following methods may be used:

- ï Fire Drills
- ï Early Go-home Drill
- ï Sheltering, Evacuation, Lock-down Drills
- ï Tabletop exercises
- ï Emergency Response Team exercises
- ï Building pre-clearance searches
- ï Pandemic information sessions for students, staff, and parents

The school recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. Local agencies including will be invited to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office.

Purpose

- ï The purpose of fire drills is to instruct and train students and staff in emergency evacuation procedures so that they will leave the school building in the shortest time possible and without panic in the event of an actual emergency.

Frequency and Monitoring

- ï AS REQUIRED BY STATE LAW, THE PRINCIPAL SHALL HOLD FIRE DRILLS NO LESS THAN TWELVE TIMES IN EACH SCHOOL YEAR, TEN OF WHICH SHALL BE HELD PRIOR TO DECEMBER FIRST. Neglect by a Principal, or other person in charge, to comply with the above requirements is a misdemeanor punishable by a fine and/or imprisonment.
- ï In buildings with fire escapes, at least four of the drills shall include the use of such escapes. In buildings in which summer school is conducted, at least two additional drills shall be conducted, one of which shall be held the first week of summer school.
- ï A record and evaluation of each fire drill will be maintained in the Director of Security office.

Guidelines

- ï All students and staff in the school must obey fire drill signals and regulations.
- ï Equal emphasis will be placed on evacuating the school in a quick and orderly fashion. No running or horseplay will be tolerated.
- ï Fire drills will be conducted under varying circumstances at varying hours and at unannounced times to stimulate actual emergency conditions. (For example, one exit should be blocked by closing off the exit area during the fire drill).
- ï Ringing the fire bell is the usual signal for a drill. However, staff and students should be aware of alternate procedures in case of malfunctioning of the bell system. Alternate signals, such as classroom bells, public address announcements, hand bells or messengers, will be used.
- ï Instructions involving fire drills and evacuation paths to be used will be posted in every classroom, gymnasium/ auditorium, and cafeteria.
- ï Details of the school's fire drill plan will include the current number of students in holding rooms. Holding rooms are designated areas where physically handicapped students and staff wait for the fire department. The fire department will provide means of egress as necessary. Holding rooms must be left unlocked during occupancy.
- ï Teachers shall bring with them their attendance record information to ensure the safe evacuation of all students.

Fire Drill Procedures

- ï All floors will have two Designated Fire Wardens to direct students. Warden will be posted at each stairwell door. When everyone has exited the building, it will be the Warden's responsibility to conduct a sweep of the floor to ensure that everyone has exited.
- ï At the first tone of the alarm the children will be instructed to stand and line-up.
- ï Upon exiting the classroom, each teacher will be responsible for taking with him/her the folder containing that day's attendance sheet and student contact list.
- ï The classrooms closest to the front exit doors will exit first.
- ï The security personnel will ensure that all students and teachers are assembly in the agreed location.
- ï Once the fire drill has been completed everyone will be instructed to reenter the building in the same orderly manner.

Fire Safety Protocols

All students and staff must be evacuated when the alarm is sounded.

Teachers and all other school staff will receive an orientation session concerning fire safety. Items to be covered at the meeting should include, but need not be limited to, the following:

- ï Staff should familiarize themselves and be aware of methods of transmitting an alarm, including telephones, fire alarm boxes in the school building, and street fire alarm boxes. Pull lever stations for the interior alarms that are at various locations in the

school building (generally near stairs or exits); these interior alarms do not transmit a signal to the Fire Department.

- ï Staff will be informed of the location and proper use of fire extinguishers and other firefighting apparatus. The principal must be certain that all school personnel know the location of the fire alarm signal boxes located in the school and know how to operate them.
- ï Staff will be informed of regulations regarding flammable materials. Stage settings, decorations, use of electrical equipment, chemical substance in laboratories, and other potential fire hazards.
- ï All school staff and students should be completely familiar with fire exit drills and evacuation plans.
- ï Building inspections shall be conducted daily by the Director of Security and the Director of Facilities, with particular attention given to the presence of fire hazards, proper equipment, access to fire doors, and visibility of signs.
- ï All exit doors must be able to be readily opened from the inside whenever the building is occupied. The chaining or padlocking of fire doors is a punishable violation of the administrative and fire safety codes.
- ï Signs prohibiting use of elevators during fire drills and emergencies shall be posted near elevators and shall provide information regarding stairway exits.

Implementation of School Security

Each site is staffed with security personnel who are responsible for checking and approving the entry of all visitors to the facility, patrol the building, and monitor the security cameras. The security officers will receive the required training under the New York State Security Guard Act, which requires specific training, fingerprinting, and background checks. Security Guards are required to receive 8 hours of pre-assignment and 16-hours of in-service training, plus 8 hours of refresher training. The security guard will receive professional development every school year. Additional training in de-escalation, multi-hazard procedures and incident command system as provided by FEMA online will be provided to all members of the School Safety Team.

Visitor Pass Sign-In and Sign-out (Raptor) System

- ï Upon entry into each building the visitor must show photo identification, a pass in the form of a visitor's badge is issued, and the visitor is escorted to the Main Office.
- ï At the Main Office the visitor will be met by the appropriate individual and accompanied to their destination.
- ï At the conclusion of their business all visitors must be escorted to the security desk, where they will sign out before leaving.
- ï Ongoing log will be filed.

Surveillance

Each site is equipped with 24 hours Video surveillance of the school's property is maintained and is monitored by the security guard and administrative team. Daily, hall patrols will be conducted by security and administrative staff (deans). The director of security will conduct unannounced security audits on an ongoing basis.

Vital Education Agency Information

In accordance with Section 155.17(e)(l)(xx), the Academy Charter School collects and maintains vital educational information, including student enrollment, grade span, number of staff, room use including classroom schedules and assignment.

Early Detection of Potentially Violent Behavior

Training of Staff and Students

The Academy Charter School Safety Team will make recommendations for appropriate annual training for staff and students in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies, and consultants. Training for students and staff will be conducted annually and include:

- ï An explanation of what constitutes school violence, workplace violence, and a description of the school's Code of Conduct.
- ï A description of the School Safety Plan.
- ï Information on how to report incidents of violence including threats and verbal abuse.
- ï How to recognize and respond to school security hazards.
- ï Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- ï How to summon assistance in the event of an emergency.
- ï Special procedures of bomb threats, hostage-taking, intrusions, and kidnapping.
- ï Post-incident procedures including medical follow-up and the availability of counseling and referral.
- ï Staff training in AED, CPR, and fire safety.
- ï Gang awareness programs with parental involvement.
- ï School social worker outreach
- ï Anger Management programs
- ï Cyber Safety and Awareness
- ï Mailings on violence prevention and early recognition
- ï Newsletters
- ï Conflict Resolution Programs
- ï The Academy Charter School website
- ï PTO Meeting

- ï School Messenger-Automatic Notification System, ClassDojo and Remind

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level School Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but may not be limited to all playground areas, properties adjacent to schools, off-site athletic fields, buses, and off-site field trips. Specifically defined areas of current concern include:

- ï Parking lot traffic to prevent congestion during student and staff arrival and dismissal
- ï Visitors adhering to building entry protocol

SECTION III: EMERGENCY RESPONSE PROCEDURES

Protocols for each site can be found in the Emergency Response Plan located in the principal's office. The principal's Office will be used to coordinate information regarding any emergency. This is necessary to facilitate the flow of information and the decisions making process by the appropriate school officials and public authorities. A secondary location should also be determined in the event the principal's office has become unusable (i.e.: principal's Office may be locked or blocked, a hostage situation may be centered in the principal's office; fire in or near the principal's office, etc.). The secondary location should have telephone communication and be accessible by designated personnel.

Notification and Activation (Internal and External Communication)

Quick and accurate contact with the appropriate law enforcement agencies is essential in the event of a violent incident. The school will build relationships and continue to reach out to these agencies and encourage their participation in school safety related issues.

All staff and students will be encouraged to report potentially violent incidents as follows:

- Students will report verbally in person, by telephone calls or in writing to any adult in the building who will then report to the principal or designee.
- Staff will report verbally or in writing to the principal or designee.
- Anonymous report will be encouraged.

The principal or designee will be responsible for receiving and responding to all incident reports including anonymous reports and immediately call the 911 system. Information on the reporting process for students and staff will be provided as part of the response, violence prevention training program. Each incident will be reported and evaluated for response by the School Safety Team. Relationships have been established with the Police Department and the Fire Department and there will be continuous outreach to these agencies. The education corporation recognizes that many different types of emergency situations may arise resulting in specific responses.

Internal Communication

The school will utilize the internal intercom system, the phone system, and two-way radios to notify internal staff of a disaster or act of violence. The staff will be informed of what actions will be taken.

Parent Notification

In the event of a violent incident or an early dismissal, parents will be notified via text by utilizing the Cell Trust automated notification system, ClassDojo/Seesaw or Remind, and by phone tree utilizing the emergency contact cards.

Reporting

Once an incident has been reported, and depending on its severity, the Principal or Designee will assume responsibility as the Incident Commander.

- ï Contact the School security supervisor or designee
- ï Depending on the severity of the incident contact the Police Department.
- ï Secure the area where the disturbance has occurred.
- ï Ensure the physical safety/medical management for students/staff remaining in the area as soon as possible.
- ï Ensure that while responding to the incident, the remainder of students remains appropriately supervised and secure
- ï Quickly assess the area of the incident to determine damage because of the incident and if it is safe to remain. If necessary, evacuate or shelter as per the Emergency Response Plans.
- ï Provide incident debriefing to students/staff as needed. Notify parents.

Situational Responses

The appropriate responses include the use of sheltering, lock-down, evacuation or early dismissal procedures. Incidents reports and accidents report of every occurrence will be documented including any contact for medical treatment and engagement of law enforcement.

Multi-hazard response - In accordance with Section 155.17(e)(l)(xiv) and (xv), the Academy Charter School District-Wide Safety Plan includes the school's multi-hazard response plans, which are divided into five categories: Responses to (1) Civil Disturbances, (2) Environmental Problems, (3) Fire and Explosion, (4) Systems Failures, and (5) Medical Emergencies.

Emergency Response Plan development was guided by four principles: (a) holding action designed to contain the situation, (b) keeping children and staff isolated from the situation, (c) communication with the proper authorities; and finally, (4) restoring normal activities.

Responses to Civil Disturbances

The school administration and security team will make the appropriate decisions necessary to secure students and staff. When it becomes necessary, the following responses will be utilized: shelter, lock down, evacuation, parent pick up. The emergency response team at each site will make the determination until the authorities arrive. This includes incidents related to bomb threats, kidnapping, hostage taking, and intruder. 911 will be contacted as the first line of protocol and the Emergency Response team will implement an action plan until law the local authorities and medical teams arrive on the scene of the incident. Parents will be contacted and informed via text messaging, phone call, and local media.

Bomb Threats

The school administrators have knowledge of the Bomb Threat Standards and will utilize the *FBI Bomb Call Checklist* in deciding of the exact nature of the situation. The following procedures will be followed in the event of a bomb threat:

- ï Actions such as searches, evacuation, sheltering and early release will be considered.
- ï Parents will be contacted via text messaging and phone calls.
- ï Call 911 immediately.

Hostage Taking

The following procedures will be used in the event of a hostage situation:

- ï The first person aware of the situation will immediately notify the principal's office and Security Supervisor.
- ï 911 contacted immediately.
- ï The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- ï The school principal or designee will turn over the authority to the police upon their arrival at the scene and assist as requested.
- ï Parents will be contacted via text messaging and phone calls.

Intrusions

The following procedures will be implemented in the event of an intrusion:

- ï The first person, other than the principal, becoming aware of an intruder or suspicious person will immediately notify the principal's office.
- ï Security will approach the intruder to determine the nature of their visit and ask for identification.
- ï Security will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. Security will ensure that the individual(s) has/have exited the building and property. The staff will be alerted to prevent unauthorized re-entry.
- ï If the individual(s) refuse to leave, inform them that they are in violation of the law and that the Nassau County Police Department will be notified. Security will dial 911 immediately.
- ï If the situation escalates, an alert will be issued, and the PA system will be utilized to initiate a lockdown.
- ï Facility will be evacuated as necessary.
- ï Parents will be notified via text message, phone call and letter in the event of a lockdown.

Kidnapping

The following procedures will be used in the event of a kidnapping:

Kidnapping during School Hours if Student Attendance IS Recorded

- ï During school hours, when a student has already been documented as present, the first person aware of a kidnapping or missing student will immediately notify Security and the principal's office who will obtain the student's information. School building staff and Security will search the building and utilize the PA system.
- ï Notify the parent/guardian if the student(s) is/are not found after school search.
- ï Contact 911 immediately.
- ï The school principal will turn over the investigation to the police upon arrival and assist as requested.

- No information is to be released to the media.
- Parents will be notified immediately when the child is located.
- Parents will be contacted via text messages and phone calls.

Responses to Environmental Problems

An emergency caused by a naturally occurring or man-made environmental problem requires an appropriate response by school officials. The following specific situations or occurrences are addressed in this section: air pollution drought, earthquake, flood, oil gasoline spill, snowstorm, hurricane, thunderstorm, tornado, toxic spills, and water contamination.

The guiding principles for response are protection of life first, then the preservation of property, including restoration to normal activities. The fire department, local police, State Emergency Management Office, Federal Emergency Management Office and/or environmental specialists will communicate, evaluate, and make the necessary arrangements with the principal or his/her designee, the Chief Executive Officer, and the Director of Facilities, for control, clean up, remediation, and disposal of any materials, if needed.

Responses to Fire and Explosion

A fire or explosion in a building, or even a false alarm, will interrupt and disrupt school building activities. The effects may be minor, as in the case of a false alarm, but could be significant, as in the case of a fire or explosion. Emergency guidelines, ranging from minor to major occurrences, are included in this section: false fire alarm, fire, explosion. In each case, the guiding principles for emergency planning are protection of life first, then preservation of property, including restoration of normal activities

Responses to Systems Failure

The failure of a building's structural or mechanical system will interrupt and disrupt normal building activities. A failure or malfunction may be minor, temporary in nature, and readily or easily corrected, or may be major, create emergency conditions, and involve extensive or extended corrective work. Emergency guidelines, ranging from minor to major occurrences, are included in this section for the following facility failures: electrical failure, energy loss or loss of heat, roofing system failure (leak) sewage system failure, water system failure gas leak, and structural failure. The guiding principles for emergency planning are the protection of life first, then the preservation of property, including restoration to normal activities.

Responses to Medical Emergency

A medical emergency is the result of a minor or major illness or injury to an individual(s) and can be of such severity as to be life threatening or merely cause the victim discomfort or pain.

Emergency guidelines are included in this section for the following:

- Allergic Reaction
- Animal Bite
- Bleeding
- Blow to the Head
- Broken Bones
- Bumps
- Choking
- Diabetic Shock
- Drowning
- Electric Shock
- Shock Epidemic
- Epileptic Convulsions
- Food Poisoning
- Head Lice
- Heart Attack
- Respiratory Arrest
- School Bus Accident and/or Fire Shock
- Chemical/Toxic Exposure

The guiding principles are to provide appropriate emergency care until competent medical or parental care is secured. Emergency care is not authorized beyond the treatment that will protect the life and comfort of the victim until authorized medical treatment is available or, in the case of a student, until the child is placed under the care of a parent or legal guardian. An effective medical emergency program should be based on medically and educationally sound procedures. Some of the components of such a program are:

1. Signed instructions for emergencies from parents, and /or legal guardians should be available, including name and date of birth of the child; name, address and telephone number where one or both parents may be reached at home and at work; name, address, and telephone number of another person who has agreed to care for the child if the parent or guardian cannot be reached; name, address, and telephone number of the family physician, a list of medical problems, allergies, and daily medication needs, and any special condition which should require special handling. This information is requested of parents on the student emergency card.
2. The principal will ensure that all school personnel and students are informed of the location of the school nurse. The telephone numbers of specific emergency services and individuals will be posted conspicuously near each telephone. These may include school physician, fire department, police, hospital,

ambulance, poison control center, etc.

3. A list will be maintained by the principal of all students and staff having special medical problems such as hypersensitivity to allergens, diabetes, epilepsy, allergy to bee stings, etc.
4. Written instructions in first aid procedures will be available to all school personnel. Each teacher should have a copy in his or her room for reference. Copies will be posted in the health office, food services area, maintenance department and administrative office.

Responses to Implied or Direct Threats of Violence

Implied or Direct Threats

In accordance with Section 155.17(e)(l)(iii), the Academy Charter School District-wide Safety Plan includes policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. The Academy Charter School maintains a high standard of behavior from its students, faculty, and staff as well as visitors to the school facility and grounds.

In the event of an implied or direct threat of violence, the following protocol will be implemented:

1. The threat will be reported to the principal or his designee, either directly or through a member of the school staff.
2. The principal or his designee will immediately investigate the report of an implied or direct threat. Such investigation will involve interviewing witnesses to the threat, including students and/or staff, as appropriate to the nature of the threat.
3. The principal will use the information collected during the initial investigation to decide as to the threat's degree of severity. Input from school-based mental health professionals, as well as the prior behavior of the individual implying or issuing the threat, will be considered in making this determination.
4. If the threat's degree of severity is determined to be minor, the individual implying or issuing the threat will be provided with a warning. If the individual is a student, his/her parent or guardian will be contacted by the principal or his/her designee and will document the incident in a letter to the parent or guardian.
5. If the threat's degree of severity is determined to be major, the local law enforcement agency will be notified and asked for their assistance in completing the investigation and addressing the implied or direct threat. The student will be suspended from school for a period consistent with
6. The Code of Conduct, parent contact and written documentation will be implemented as a minor threat.

Responses to Acts of Violence

In accordance with Section 155.17(e)(l)(iv), the Academy Charter School has developed the following protocol in the event of an act of violence. It will be implemented through a four-step sequence:

Step 1 - The act of violence will be reported immediately to the principal or his/her designee.

Step 2 - The Principal or his designee will respond immediately to the act of violence, depending upon the nature of the violent act, in a manner that attempts to ensure the safety of all students and adults in the building. Based upon the available information, this may include reporting to the location of the violent act and addressing the violent act, implementing efforts to isolate the individual, if possible, as appropriate. It may also involve initiating the procedures for a building lockdown or "shelter in place" procedure and contacting area police agencies to request their assistance.

Step 3 - Once the area has been secured either by school or police personnel, depending upon the violent incident, the police personnel and/or the Principal or his designee will immediately investigate the act of violence. For the Principal or his designee, such investigation will involve interviewing witnesses to the act of violence, including students and/or staff, as appropriate to the nature of the violent incident.

Step 4 - If the individuals involved are students, their parents or guardians will be contacted by the principal or his designee and will document the incident in a letter to the parent or guardian. The students will be suspended from school for a period consistent with the school's Code of Conduct. In consultation with area police agencies, legal action against the individuals committing the act of violence may be pursued, depending upon the nature of the incident.

Evacuation Procedures / Am sheltering Sites (internal and external)

Each school building has a cafeteria and gymnasium that could be used for sheltering purposes. Food would have to be brought in from other sources for a prolonged

period. Moreover, there is telephone communication throughout each building. The school office has hand-held radio communication.

In the case of a national emergency or severe weather conditions, or other type of emergency requiring persons to stay in the building, the principal shall initiate the necessary actions upon notification that his school is threatened. Students, faculty, and other employees at the school will go immediately to their designated stations previously assigned. During certain conditions, the nature of the emergency may demand that students and staff be evacuated from the facility. They will then be moved to and housed in another alternate location.

The Executive Director or Chief Academic Officer will notify the area media to inform the parents of the evacuation, of the site location for student transportation or pick up, and of the timetable for dismissal. Upon arrival at the alternate site, students will be directed to a specific location. Each teacher will take attendance and forward the record to the principal or his designee. If conditions permit, the students will be returned to the school for a normal dismissal.

The Chief Academic Officer will deploy resources, facilities, and vehicles to be allocated and used in the event of an emergency.

Students will be transported and housed as follows:

- ï The Elementary School located at 117 N. Franklin St. will be evacuated to Calvary Tabernacle located at 78 Franklin St., or Academy Charter High School located at 127 N. Franklin St.
- ï Middle School located at 159 N. Franklin St will be evacuated to Calvary Tabernacle located at 78 N. Franklin St.; or the Academy Charter High School located at 127 N. Franklin St.
- ï High School located at 127 N. Franklin St will be evacuated to Academy Charter Middle School located at 159 N. Franklin Ave, the elementary school located at 117 N. Franklin Street, or to Calvary Tabernacle located at 78 N. Franklin St.
- ï Academy Charter School Uniondale located at 100 Charles Lindbergh Blvd will be evacuated to the Cradle of Aviation Museum located at 1 Davis Ave, Garden City (516) 572-4111
- ï Academy Charter School Wyandanch located at 244-248 Long Island Avenue, Wyandanch NY, 11798 will be evacuated to The Family Life Center located at 20 Andrews Avenue, Wyandanch NY, 11798.

The following is the procedure to be implemented:

1. The Executive Director, the Chief Academic Officer, Principal, or her/his designee will make the decision to evacuate.
2. The local police and fire departments will be notified
3. The principal will notify the appropriate official(s) at the off-campus alternative

- site(s).
4. Teachers will assemble students at the designated assembly site outside the evacuated school building.
 5. Parents will be contacted via text messaging and phone calls.
 6. Teachers/staff will be dispatched to the alternative site(s) to prepare receiving areas.
 7. Teachers will walk students to the designated alternative site, take attendance, and report attendance to the principal and his designee.
 8. The Executive Director or chief Academic Officer will notify the media.

Dismissal from an Alternate Site

If parents arrive to pick up their children, they will give the name and grade of their child to the staff member assigned to monitor the entrance of the alternate site location and then be directed to the correct area for pick up. Buses will arrive at the alternate site location to transport children to their after-school destinations on a schedule to be determined by the situation requiring the evacuation. If the crisis persists past 2 P.M., children will have to wait for the normal dismissal schedule to be transported from the alternate site location. At the alternate site location, the principal or his designee will be inspected to ensure all children have evacuated. Upon final building inspection, school personnel will be released by the principal or his designee on a need basis.

School Cancellation and Early Dismissal Plan

In accordance with Section 155.17 (e)(l)(ii), the education corporation established responses for emergencies, including the cancellation of classes, early dismissal, evacuation, and sheltering.

Cancellation of Classes and Notification of "Remote School"

If severe blizzard, heavy snowstorm, ice conditions or flooding occur during the night which make driving hazardous, and such conditions are known by 6 AM, a "Remote School" announcement will be made via text alerts and calls to the parents. The principal, in consultation with the Executive Director and Chief Academic Officer, shall make the decision and inform the media – News 12 Long Island.

Dismissal during School Day

If, during the school day, weather or another situation threatens and/or develops that would jeopardize the health and safety of the school children, the school may be closed earlier than the usual dismissal time. In that event, the parents and the bus company will be notified. Either parents or buses will transport the children to their after-school destinations in the usual afternoon dismissal order. Parents will then expect their children to arrive home before the regular arrival time.

SECTION IV: RECOVERY

Responses for different types of crises should be planned and reviewed, updated, and practiced periodically. The extent of, and need for, disaster or emergency recovery depends in large part upon the nature of the incident. The Academy Charter School Board of Trustees and the centralized executive management administration will provide the necessary resources to ensure as smooth a transition back to normal operations as possible following an emergency or violent incident.

District Support for Buildings

The central office administration will support the Emergency Response Team in emergencies or disasters by providing physical resources, human resources, and logistical assistance to each school site in the network. The education corporation will also aid the team by interfacing with relevant regulatory agencies and the media.

Investigation:

After the incident has occurred the School Safety Team will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The Team conducting the investigation will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.
- Consider changes in controls, policy, and procedures.

Follow-up:

The education corporation recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation:

The School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes

in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage and private consultants as necessary.

Procedures to coordinate resource use - In accordance with Section 155.17(e)(l)(x) the Academy Charter School has prepared a listing of all resources available to the school in the Emergency Response Plan. This includes the emergency equipment available such as batteries, food supplies, water, fire extinguishers, etc. Emergencies requiring transportation, the school will contact both the school's district and bus companies.

In the event of an emergency, phone numbers are listed for the emergency first responders (911). In addition, in the event of an emergency, the principal has been authorized to afford maximum protection that is reasonably attainable for all students, staff and facilities. This includes the development and implementation of an emergency plan for the protection of all students, faculty and all buildings and grounds and the physical assets of the school.

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school may need to obtain assistance from local government agencies. During an emergency, the Incident Commander will contact 911 to obtain emergency services. Other agencies may be contacted to obtain assistance include the Red Cross, Fire Department, Nassau County Office of Emergency Management, Nassau County Department of Mental Health, Nassau BOCES District Superintendent, private industry groups and religious organizations, amongst others. For specific assistance beyond the scope of the school's resources, the Nassau County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are delineated below:

Emergency Agencies & Services

Arrangements for obtaining assistance- In accordance with Section 155.17(e)(l)(vii), it has been determined that for **ALL EMERGENCIES**, dial **911**. This includes police, fire, and ambulance. The principal, or his designee will be the individual responsible for initiating contact.

Advice and assistance- In accordance with Section 155(e) (1) (viii), the principal will begin by contacting the Nassau County and the Village of Hempstead agencies including Fire and Police departments. The principal will also contact other available resource persons as needed by reached by Emergency Numbers, which are:

Chemtech	800	262-8200
National Response Ctr. Oil & Toxic Chemical Spill	800	424-8802
National Pesticide Service Center	800	858-7378
American Red Cross	800	564-0277
Poison Control Center	800	336-6997
Domestic Violence Child Abuse Hotline	800	942-6906
Suicide Hotline (Adolescent)	800	621-4000
Teen Hotline Help Line	800	767-6336
Department of Environmental Conservation	800	457-7362
Gas Odors	800	942-8274

General Numbers

All Emergencies	911
Village of Hempstead Police Department	(516)483-6200
Nassau County Police	(516) 573-8800
Village of Hempstead Fire Department	(516) 478-6357
Uniondale Fire Department	(516) 742-3300

Nassau County Fire Department	(516) 572-1000
Nassau County Emergency Management	(516) 572-0636
Nassau County Public Health	(516) 227-9691
Nassau County Department of Mental Health	(516) 571-3355
Hazardous Material Control	(516) 572-1000
Poison Control	(516) 542-2323
Crisis Intervention for Children	(516) 489-0100 Ext.
Nassau County Youth Board	(516) 227-7134
Department of Children's Services	(516) 571-3355
Red Cross	(631) 728-5808
News 12 Long Island	(516) 393-1200

Nearest Hospitals to Academy Charter School

Name	Address	Telephone No.
Hospital 1: Mercy Hospital	1000 North Village Avenue Rockville Centre, NY 11571- 9024	(516) 705-2525
Hospital 2: Winthrop Hospital	259 First Street Mineola, NY 11501	(516) 663-0333
Hospital 3: Nassau County Medical Center (NUMC)	2201 Hempstead Tpke East Meadow, NY 11501	(516) 572-0123

Nearest Hospitals to Academy Charter School 2

Name	Address	Telephone No.
Hospital 1: Winthrop Pediatric Associates	1476 Deer Park Avenue, North Babylon, NY 11703	(631) 462-1184
Hospital 2: Good Samaritan Hospital	1000 Montauk Hwy, West Islip, NY 11795	(631) 376-3000

Local Utilities

NAME	UTILITY TYPE	PHONE
LIPA	Gas Company	(516) 573-7000
LILCO	Electrical Power Company	(516) 573-7920

Long Island American Water	Water Company	(516) 573-5050
Wave2Wave	Telephone Company	(201) 968-9797

Additional Services

NAME	ADDRESS	PHONE
Child Protective Services	60 Charles Lindbergh Blvd. Uniondale, NY 11553	(800) 342-3720
Medical Services	Winthrop University Hospital	(516) 663-2650

Regional Poison Control Center	259 First Street Mineola NY, 11501	
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Local News Agencies

AGENCY	ADDRESS	PHONE
Newsday, LI	235 PINELAWN ROAD MELVILLE, NY 11747	(631) 843-2700
1010 WINS (RADIO)	888 SEVENTH AVENUE NEW YORK, NY 10106	(212) 397-1010

Disaster Mental Health Services

Following a serious act of violence or other disaster in the school, employees, counselors, students, police and other emergency respondents, witnesses, and the family of these individuals often suffer from stress-related ailments such as insomnia, depression, anger, headaches, and ulcers. These conditions translate into higher rates of absenteeism and turnover, as well as reduced school and job performance. Much of this suffering and loss can be reduced if the affected individuals receive debriefings from experienced counselors 24 to 72 hours after the traumatic incident.

The education corporation, under the direction of the Director of Development and the Chief Academic Officer, will facilitate the coordination of disaster mental health resources by interfacing with the State Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross. The school will also contract with private agencies to offer more onsite individualized services to affected students and families.

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020, as amended by Chapter 30 of the Laws of 2021 that requires public employers, including public school districts, to adopt a continuation of operations plan in the event that the governor declares a state disaster emergency involving a communicable disease. The legislation (S.8617-B/ A.10832) amends subdivision 2 of [section 2801-a of New York Education Law](#) to require that District Safety Plans include protocols for responding to a state disaster emergency involving a communicable disease that are “substantially consistent” with the provisions of section 27-c of the Labor Law. As a result of this change, the Board of Regents adopted amendments to Commissioner’s Regulation §155.17 in April 2021, that were that were made permanent at the July 2021 meeting of the Board of Regents.¹

Pursuant to the amendments to New York Education Law §2801-a and Commissioner’s Regulation §155.17, the district-wide school safety team should incorporate required continuation of operations components in the District-wide School Safety Plan. Amendments to the District-wide School Safety Plan must be made available for public comment at least thirty (30) days prior to adoption and may be adopted by the school board (or governing body) only after at least one (1) public hearing that provides for the participation of school personnel, parents, students, and any other interested parties.

a.) A list and description of the types of positions considered essential in the event of a state-ordered reduction of in-person workforce as a result of a state disaster emergencies involving public health. Such designation may be changed at any time at the sole discretion of the employer.

Consider whether cafeteria, transportation and/or other staff may be necessary for meal preparation and delivery to homes; check-ins with students and technology delivery systems; staff providing mental health or technology services; business staff for continued operations, and other staff providing services to students.

<u>Essential Position Type</u>
Executive Team
Shared Service Operations Team
Shared Service Instructional Team
All Custodial and Maintenance Team
School Security Team
Cafeteria Staff
Technology Team
Health Response Coordinator
All School Based Administrators, Principals, Assistant Principals, Directors and Coordinators
All Guidance Counselors and Social Workers

b.) A description of protocols the employer will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and may include devices.

Telecommuting Protocol: Technology

It must be noted that both students and faculty across the Academy Charter Schools have been equipped with modern laptops or tablet computers that will continue to serve us throughout the year. If the need to pivot to either online or hybrid models of teaching and learning arise in the near or distant future, all stakeholders will be able to do so equitably as we have also provided T-9 hotspots, where the need exists, that students who are at risks have been using to access 20 GB of internet service monthly from anywhere.

It must be further stated that all classrooms in each district are equipped with large room view video conferencing technology systems that facilitate access to instruction that is delivered from within a building to remote locations. We also have on hand individual licenses for Zoom and teams that faculty and staff have been using to facilitate virtual classes and/or meetings. Additionally, teachers have access to a plethora of web-based software tools that they continue to use to facilitate the teaching and learning process daily. They also have licenses for separate technologies that support communication with all stakeholders, e.g., students, parents, etc.

Therefore, in the event of a public emergency such as a pandemic that requires faculty and staff to work from home, all TACS (The Academy Charter School) employees and student will be able to instantly revert to asynchronous operations and functions. In the case of Faculty, teaching and learning services will pivot online as follows: All T/L services will be offered using our online facilities the Virtual Learning Environment, Academy Charter Schools VLE or Seesaw will be used to support asynchronous interactions with students, academic content, and instruction. Our video conferencing tools Microsoft 365 Teams, and our Zoom will be used to facilitate synchronous interactions throughout the school day. In the case of hybrid teaching and learning scenarios the polycom system in each classroom will be used to facilitate learners joining face-to-face classes from any remote location.

In the case of staff, all members have access to either an internet or cellular voice number that can be used from any location to communicate and complete job functions. They also have laptops and other mobile devices as well as access to our computer network that will allow them to work efficiently from home or other locations. Where required T-9 hotspot have also been issued to staff members to facilitate remote work.

c.) A description of how the employer will, to the extent possible, stagger work shifts of essential employees to reduce overcrowding on public transportation systems and at worksites.

Work shift Modification(s)

In the event that a state disaster emergency is declared involving a communicable disease, our students will transition to a remote learning environment. As such, the school facility will remain largely vacant therefore minimizing the need for full in-person attendance for Operations and other employees deemed essential. The building occupancy will be limited to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.

The protocol of the Academy Charter school has been to stagger the shifts of employees wherein they are not working 5 days per week. The employees are given the opportunity to work alternating shifts whereby some employees work a Monday/Wednesday schedule while others work Tuesday/Thursday. The team supervisor will draft a schedule to allow for equity across the board to enable all employees to have a fair schedule. This alternate workday schedule will ensure that the public transportation systems and worksites are not overcrowded. Administrative staff have individual, socially distanced offices that allow them to work without the worksite being overcrowded. In addition, during a declared state of emergency, administrative staff have been able to work a hybrid schedule to alleviate the overcrowding on public transportation.

Employees who are in person will stagger lunch breaks and will alternate restroom breaks to avoid overcrowding in the lunch and restrooms.

Employees will also have limited travel within the building and visitors will be significantly reduced or eliminated.

d.) A description of the protocol the employer will implement, in order to procure the appropriate Personal Protective Equipment (PPE) for essential employees, based upon the various tasks and needs of such employees in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift. Such description shall also include a plan for storage of such equipment, to prevent degradation and permit immediate access, in the event of an emergency declaration.

Personal Protective Equipment (PPE) Protocol

Obtaining and Storing Personal Protective Equipment (PPE) PPE & Face Covering Availability:

The school will provide employees with an acceptable face covering at no cost to the employee and have an adequate supply of coverings in case of replacement. Face coverings are meant to protect other people in case the wearer is unknowingly infected. Procurement, other than some very basic preliminary purchases, will be done on a consolidated basis to ensure that the school is getting the most for its PPE dollars. We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Some staff including front line workers such as nurses, custodians, front office, and security personnel will be provided specialized PPE such as N95s, face shields, gowns, gloves, etc. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work in partnership with the local health authorities to provide this capability. Parents will also be encouraged to provide face covering for students. Moreover, face covering will be provided for any student

that cannot provide their own.

Our centralized purchasing system overseen by the business department will be responsible for ordering all supplies.

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Nassau County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated. Moreover, the shared service team and the executive team will be informed that the response effort has been enacted. These individuals will meet to discuss and plan the response, review responsibilities, and communication procedures.

The Chief Financial Officer, and Director of Operations will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.

Plan for Storage/Access

The Director of Facilities will meet with the school level administrative and custodial staff and monitor, maintain, and secure essential supplies. Some materials including face coverings for staff and students will be available as requested in the spaces including the nurse's office, front office, and principal's office. Additional inventory of supplies will be secured in the nurses' storage space. All sanitizing and cleaning supplies will be secured in the locked custodial storage spaces. Sanitizing procedures will be reviewed with teachers.

e.) A description of the protocol, in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Include actions to be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment, and employer policy on available leave to receive testing, treatment, isolation, or quarantine.

Consider disinfection protocols, substitute workers, testing and tracing.

Employee Exposure Protocol

The Health Response Coordinator centralizes all case information for Academy students and staff and stays in communication with school health offices, Directors of Operations, Human Capital, and Academic Leadership. All personal information is kept confidential during case investigation.

The coordinator further uses technology, the **MyMedBot** App to view daily student and staff health screenings in real time. When an individual notes risk such as symptoms or recent contact with a positive individual, the response team consisting of the Coordinator and an Assistant will follow-up with the staff member or student's caregiver.

The Academy has a designated Health Response Coordinator trained in public health prevention and response. The coordinator is in charge of health surveillance of daily health screening Apps, performs case investigation and contact tracing, communicates with the Department of Health on recommendations to reduce community spread as needed, centralizes all case information with confidentiality, and notifies Academy staff and Academy families upon an exposure. The coordinator is the intermediary of Safety Operations and local, state, and federal Compliance. The coordinator updates Executive Leadership with the current state of Academy operations daily. The coordinator further communicates with the LSL lab when referring at-risk persons for onsite Rapid testing and assists coordination of onsite testing and vaccination programs.

After a student or staff member reports a positive COVID test to the health office, health screening App, or administrative office, the Health Coordinator performs a case investigation and contact tracing of close contacts. Upon conclusion of case investigation, the coordinator prepares community letters notifying community persons of an exposure. Human Capital will release staff notices to people working in that building. The individual school administrative office will post family notices on *Class DOJO*, *Remind*, School Messenger for students of that particular classroom. If students are individually designated as close contacts, the coordinator will further call the homes to request a rapid testing series of at least two tests within 5 days of contact. We will continue to follow the guidance from the New York State Department of Health (NYSDOH), New York State Education Department (NYSED), and the Governor's Office. In an abundance of caution to ensure safety, we may include partial or whole school closures, and transition to partial or full remote instruction throughout the school year. Thus, the school year calendar may be amended, as necessary.

Disinfection Protocol

Hygiene, Cleaning & Disinfection:

The Academy custodial team will be on an expanded cleaning and disinfecting

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
3. When EPA-approved disinfectants are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that may be very dangerous to breathe in. Bleach solutions will be effective for disinfection up to 24 hours. Keep all disinfectants out of the reach of children.

Items will be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, will be removed or stored to reduce the challenges with cleaning and disinfecting them.

Frequently touched surfaces and objects that will need routine disinfection following reopening are:

Countertops Handles Tables

Desks Keyboards Toilets

Doorknobs Light Switches Touch Screens

Faucets and Sinks Phones Desk Partitions

The appropriate PPE will be worn for the chemicals being used for routine cleaning and disinfecting. Following the directions on the disinfectant label for additional PPE needs. In specific instances, personnel with specialized training and equipment will be brought in as required to apply certain disinfectants such as fumigants or fogs.

Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, will be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. See examples below:

Desks, Worktables, and Computer Keyboards – Shared

Products: An all-purpose cleaning product and a high-quality microfiber cloth. Keyboard covers are more easily cleaned than the keys.

Recommended cleaning schedule: Clean daily after each Cohort.

During outbreak of gastrointestinal illnesses or flu: Clean in between uses or after each group session.

Desks, Worktables, and Computer Keyboards – Not Shared Products: An all-purpose cleaning product and a microfiber cloth. Recommended cleaning schedule: Clean daily or as needed.

Cafeteria Tables and Floors

Products: A cleaning detergent that removes dirt and allergenic protein matter, and high-quality microfiber cloths/mops. Sponges are not recommended due to their potential to spread contamination).

Recommended cleaning schedule: Clean after each use, before the next group arrives.

Other Surfaces Touched by a Variety of Hands (phones, light fixtures, stair railings, doorknobs and push bars, elevator buttons, water fountains, etc.)

Products: An all-purpose cleaning product and a high-quality microfiber cloth. Recommended cleaning schedule: clean hourly/daily.

During outbreak of gastrointestinal illnesses or flu: clean touch points in between classes or periodic events.

Floors in Classrooms and Hallways

Products: A neutral floor-cleaning product specific to flooring material that removes dirt year-round (and salt in the wintertime), and a microfiber mop.

Recommended cleaning schedule: Clean daily.

Elementary School cleaning and sanitization

Based on the Cohorts developed for alternate days classrooms will be cleaned and sanitized after each group leaves. All furniture, computers, and any surface will be sanitized cleaning with a cloth and then the use of a sprayer/fogger machine to ensure surface is reached. Bathrooms will be on an hourly cleaning schedule, and all regularly touched surfaces.

Employer Policy on Available Leave to Receive Testing, Treatment, Isolation, or Quarantine

The Academy Charter School will adhere to any and all applicable statutes, ordinances and regulations as it pertains to any state declared emergency involving a communicable disease. Notwithstanding any law or regulation to the contrary, the Academy will allow employees to use any available Paid Time Off to receive Testing, Treatment, Isolation or Quarantine if they have been exposed to or contracted a communicable disease during a state declared emergency. If the employee has no available Paid Time Off, the employee will be allowed unpaid leave to receive Testing, Treatment, Isolation or Quarantine. Based on the employees' particular circumstance, they may be eligible to apply for FMLA, PFL and any other leave authorized by the federal, state and local government as a result of the state declared emergency. The Human Capital Department will monitor the changing landscape to determine what leave, if any, the employee is eligible to receive.

f.) A protocol for documenting hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees, to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.

Consider daily symptom checks, absences, and supervisor notification.

Hours and Work Locations Protocol

The Academy utilizes Paylocity as its HRIS to manage time and attendance. The *Paylocity* platform has an electronic time and labor management system which allows the employee to use various methods to clock in. Employees have access to an onsite kiosk, mobile punch using their cell phones and are able to punch in via a tablet/desktop from any location as long as they have been authorized. Employees who punch in via the kiosk are easily located by the location of the kiosk used to punch. The system requires employees using the mobile punch feature to be located within a Geofence in order to successfully punch in. Moreover, when remote punching is activated, the *Paylocity* system can identify the location from which the employee executed their clock in/out. Supervisors have access to the punches of their employees at all times. All employees have a schedule set up as part of the time and labor management and the system displays a missed punch if the employee did not punch in according to their schedule, if there was no pre-approved time off. The system keeps a running record of the number of hours each employee works daily.

In addition, all employees possess an employee ID which they must use to gain entrance to the building. We use Checkmate to maintain our electronic key accesses. This key access easily identifies who gains access to the buildings at what times. Therefore, we are able to identify the population of exposed persons in a relatively short period of time.

Moreover, the Academy uses the medical App, **MyMedBot**, to allow employees to report symptoms daily. The Health Coordinator, conducts a systematic check daily and follows up on any individual who reports symptoms.

Absent employees are also provided with an absence line to call in to notify the school of their absence.

g.) A protocol for how the public employer will work with such employer's locality to identify sites for emergency

housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

Emergency Housing Protocol

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. However, we have canvassed local/hotels/motels so we may prepare for an unanticipated need and should be able to access the following if necessary:

1. Long Island Marriott Uniondale (516-794-3800)
2. Garden City Hotel (516-747-3000)
3. Residence Inn Garden City (516-742-2500)
4. La Quinta (516-705-9000)
5. Hyatt Place (516-222-6277)
6. Hampton Inn (516)227-2720)
7. Hilton Garden Inn Westbury (516-683-8200)
8. Courtyard by Marriott Westbury (516-542-1001)
9. Holiday Inn Westbury (516-997-5000)
10. Red Roof Plus Garden City (516-794-2555)

Nassau County School Districts have also established school building shelter sites across the County in cooperation with the Nassau County Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, school districts will work closely with the Office of Emergency Management to determine housing options.

g.) Other requirements determined by the department of health such as contact tracing or testing, social distancing, hand hygiene and disinfectant, or mask wearing.

Department of Health Requirements

Social Distancing practices will be employed if the CDC and Department of Health provide guidance and recommendation.

Pods or enclaves of students will be implemented as per the CDC and NYSDOH guidelines and recommendations. Students will remain in the same groups to minimize the risk to themselves and staff. Teachers will move to deliver instruction to pods as needed.

Improved ventilation practices such as opened windows, and room air filters will be implemented.

Date draft was presented to employee representative(s): N/A

Date finalized: N/A

Location of publication: www.academycharterschool.org

Definitions included in the legislation are provided below.

Essential worker: *is required to be physically present at a work site to perform his or her job. **Such designation may be changed at any time at the sole discretion of the employer.***

Non-essential worker: *is not required to be physically present at a work site to perform his or her job. **Such designation may be changed at any time in the sole discretion of the employer.***

Personal protective equipment: *all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.*

Communicable disease: *an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual [or via an animal, vector or the inanimate environment to a susceptible animal or human host].*

Retaliatory action: *the discharge, suspension, demotion, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.*

