



# Continuity of Operations

Presented 8/22/22 (Pandemic Planning)

Updated 2/13/23

Updated 8/14/2023

*It's a great day to be a*

*Bobcat*



# Guidance and Resources

What guidance does LCSD follow:

[CDC Guidance for Schools](#)

[Tompkins County Health Department/ NYS Health Department](#)

[NYS Education Department](#)

[NYS Office of the Governor](#)

[Cayuga Medical Center](#)



# Continuity Of Operations

***Overall District Operations:*** Have decision-making authority for the district. Make district policies and procedures to reflect crisis response including monitoring absenteeism and ensuring appropriate delegation of authority. Collaborating with bargaining units to develop the plan for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc.

## **Assigned this role and back-up positions**

- Superintendent
- Assistant Superintendent for Business



# Continuity Of Operations

## **Working /Learning Remotely**

The District will assess devices and technology needs of all non-essential employees and contractors in order to enable telecommuting. Options for assessing district needs include stakeholder meetings or surveys to ascertain:

- Who will need devices and/or peripherals at home,
- What programs will need to be added to these devices, and
- The availability of viable existing at-home Internet service.
- The information from these surveys will be used to determine what items need to be purchased, which programs need to be installed on devices and if appropriate Internet bandwidth can be provided to those in need.
- The District Technology Director, with the support of the technology team and associated staff, will be responsible for supporting remote work. Any requests for assistance with remote work needs would be remediated via the LCSD Staff Resources website and Tech Request System.



# Continuity Of Operations

***Continuity of Instruction:*** Will be implemented in the event of significant absences or school closure.

Alternate learning strategies will include:

- Hard copy, self-directed lessons
- Use of mobile media storage devices for lessons
- Use of electronic devices such as ChromeBooks
- Use of video conferencing
- Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

## **Assigned this role and back-up positions**

- Superintendent
- Director of Curriculum and Instruction
- Director of Informational and Instructional Technology
- Supervisor of Technology
- Data Coordinator



# Continuity Of Operations

***Business Office:*** Maintain overall function and facilities operation. Review essential functions and responsibilities of back-up personnel.

- Payroll
- Accounts Payable/Receivable-General Funds
- Accounts Payable/Receivable-Construction Funds

## **Assigned this role and back-up positions**

- Assistant Superintendent for Business
- Payroll Clerk
- District Clerk



# Continuity Of Operations

## ***Facilities: All aspects of facility maintenance.***

- Keep the Business Office informed of staffing issues and of the point at which buildings can no longer be maintained.
- Provided building administrators with procedures for maintaining essential building functions (e.g., HVAC system operation, alarms, security, etc.) along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems.
- Meet with staff and monitor their ability to maintain essential function

## **Assigned this role and back-up positions**

- Director of Facilities
- Head Custodian



# Continuity Of Operations

***Food Service:*** All aspects of food service providing meals for students.

**Assigned this role and back-up positions**

- Food Service Director
- Sr. Account Clerk

***Transportation:*** All aspects of student transportation as needed, as well as materials, supply, and food transportation.

**Assigned this role and back-up positions**

- Director of Transportation (or similar title)
- Head Bus Driver





# Continuity Of Operations

## **Staggered Shifts**

Depending on the exact nature of closure and Continuation of Operations is due to communicable disease and its impact, the district is prepared to use the strategies below to reduce traffic congestion and maintain social distancing:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by state or local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building and/or between buildings.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or workweeks.
- Implement a four-day workweek.
- Limit or eliminate visitors to the building.

The district may need to include additional strategies based on updated federal, state, and local guidance.



# Continuity Of Operations

## **Personal Protective Equipment (PPE) and Face Coverings**

- Depending on the exact nature of closure, the district will procure a six-month supply of face coverings and PPE required for essential work tasks. Disposable PPE will be provided in quantities of at least two pieces per workday.
- N-95: Nurses/Nurses' Aides, Cleaners/Custodians (based on disinfectants used)
- Face Shields: Nurses/Nurses' Aides, Special Education
- Gowns: Nurses/Nurses' Aides, Special Education
- Gloves: Nurses/Nurses' Aides, Special Education, Cleaners/Custodians, Maintenance/Mechanics



# Continuity Of Operations

## **Hand Hygiene**

Faculty, staff, and students will be trained on proper hand hygiene. Information will be provided to parents and/or legal guardians on ways to reinforce hand hygiene at home. The district will provide stations around the school buildings:

- For hand washing: soap, running water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

## **Cleaning/Disinfecting**

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including “Guidance for Cleaning and Disinfection – Public Spaces, Workplaces, Businesses, Schools and Homes” and other guidance, as applicable.



# Continuity Of Operations

## Returning after Illness

- The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for communicable disease symptoms can return to the in-person learning environment at school. This protocol includes:
  - Documentation from a health care provider following evaluation, if necessary
  - Symptom resolution
  - Mandates by NYSDOH or NYS or NYSED



# Continuity Of Operations

## **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 the normal process. Use the described communication methods to keep the school community aware of the transition process and work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate. In addition, the district will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.

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 debrief and determine lessons learned with input from all essential functions



# Continuity Of Operations

## **Communication: Guardian/Parent Contact**

Timely and accurate notification to guardians and the community at large can ensure the responsible dissemination of accurate information relative to any unplanned or unusual activity taking place in our schools. With the widespread use of cell phones and other electronic communication devices, it is likely that information about such an event will reach the community very quickly and will often be incomplete or inaccurate. For incidents involving individual or several students, the guardians of all students involved will be notified as soon as possible by the building administrator regarding the details of the incident. Whenever the safety of the general student population has been jeopardized or is in future jeopardy all guardians/ parents will be notified of the circumstances of the incident as soon as possible. This notification may be made utilizing SchoolTool or School Messenger mass communication system, through a building level contact email list or phone tree, or by a letter written by the affected building's principal and reviewed by the district administration. The letter will be electronically or hardcopy mailed or sent home as soon as possible following the incident or threat. The

Superintendent of Schools will serve as the primary emergency public information officer during most emergencies



NYSED did advised that districts have a contingency plan for remote learning if closure becomes necessary due to staff or student quarantines.

**LCSD will have a contingency plan for remote learning should the District be forced to close. The plan is called Continuity of Operations.**



## Technology, Food Service, Transportation, Childcare

- Students will receive an electronic device each school year (chrome books)
- Foodservice – Breakfast and Lunch is free for the 2023-2024 school year. We are requesting that you complete the free and reduced lunch eligibility forms if applicable.
- If your student rides the bus, all health and safety protocols, including assigned seats will be followed. Pending the need, we may encourage self-transportation if able.





# Childcare

Child care is offered in the morning and afterschool for Elementary Students and afterschool for Middle School Students.

Please contact Ron Frost at [rfrost@LCSD.k12.ny.us](mailto:rfrost@LCSD.k12.ny.us)



# Childcare

## Childcare Hours of Operation

**Lansing Elementary School** (located in the cafeteria)

Before School Program: 7:00 am - 9:00 am

After School Program: 3:15 pm - 5:30 pm

**Lansing Middle School** (located in the cafeteria)

After School Program: 2:30 pm - 5:30 pm



# Health Screeners

## Health Screening Process

The district may engage in temperature testing or request self-temperature testing if deemed necessary for the health and welfare of all.



# Athletics/ Extracurriculars

Athletic and extracurricular activities will be determined by the district Athletic Director and the District Superintendent.

Athletics: Katie Crandall

Extracurriculars: Chris Pettograsso



LCSD Fall 2021, As of this very moment!

**QUESTIONS**

We

our

STUDENTS

