

CONTINUATION OF OPERATIONS

The Renaissance Charter School has developed a continuation of operations plan in the event of a public health emergency involving communicable disease.

ESSENTIAL POSITIONS AND TITLES

In the event of a public health emergency that results in the governor-ordered, temporary closure of NYC Schools, all non-essential personnel of The Renaissance Charter School (TRCS) shall continue to work remotely. This includes all members of the School Management Team, teaching staff, and school-aides.

Essential personnel are defined as personnel who are required to be physically on-site in order to perform their jobs. This includes our kitchen and custodial staff. The kitchen staff will be required on-site in order to prepare “Grab and Go” meals for our students. The custodial staff are not TRCS employees and will follow the guidelines of the NYC Department of Education.

Required Position	Name	Agency	Contact Information
School Food – Kitchen Staff	Dawn LeDu	TRCS	(718) 440-9904
	Adriana Alba		(347) 965-2346
	Silvia Caraballo		(929) 444-2365
	Alex Gray		(917) 454-4412
School Safety	Munir Farhad Hossain	NYCPD - Queens North Command	(718) 730-8515
Custodial Engineer	Peter Rubino	NYC DOE	(646) 327-6270

TRCS will continue to take into consideration the guidance from the NYC Department of Education and the NYC Department of Health as to access to our physical building. For example, if TRCS is located within a geographic zone that has allowed access to public schools, and/or in-person learning with social distancing and PPE protection, the TRCS Board of Trustees and School Management Team will abide by our posted Re-Opening Plan Metrics, and will determine which staff members will be allowed access and which staff members will be working remotely.

TELECOMMUTING PROTOCOLS

TRCS will support non-essential employees’ tele-commuting by facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or desk-top computers, to all employees working from home.

An attempt will be made, when employees are allowed back to work, to stagger work shifts, to the extent practicable for the successful running of our school, in order to reduce overcrowding on public transportation, and to ensure proper social-distancing in the school building.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

As soon as the public health emergency is announced, TRCS will inventory any stored PPE, and procure enough PPE for essential employees, and consultants when necessary, based upon tasks and needs, sufficient to provide at least two pieces of each type of PPE to each essential employee during any given work shift over at least six months.

PPE will be stored in the basement storage closets at TRCS when it is deemed safe by NYS DOH and NYC DOH to discontinue the daily use of the equipment. Personnel named below will be apprised of the location of the stored equipment:

Required Position	Name	Agency	Contact Information
Principal	Stacey Gauthier	TRCS	(917) 930-6701
	Daniel Fanelli		(203) 247-5815
	Victor Motta		(917) 865-6703
Custodial Engineer	Peter Rubino	NYC DOE	(646) 327-6270
	Rahim Hill		(718) 926-7211
	Reggie Ward		(347) 702-1587

PPE will be made accessible to all essential and non-essential personnel that are authorized to work from the building, and TRCS will follow the guidance of the CDC and the NYC and NYS DOH regarding what PPE to issue to in-building employees, and training will be given to all employees on how it should be used.

PREVENTING THE SPREAD OF DISEASE

TRCS has developed protocols in the event an employee, contractor or student is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols are in line with all existing federal, state, or local law, regarding sick leave or health information privacy, as outlined in our TRCS Employee Policy Handbook.

The guidance from state and local Department of Health are constantly updated in response to a pandemic. Our authorizing agencies include Department of Health links and resources on their websites. TRCS will update our protocols and plans when relevant and applicable, referencing guidance from

- NYSED, by referring to the NYSED Health and Safety links at <http://www.nysed.gov/reopening-schools/health-and-safety>;
- NYC DOE, by referring to the NYC DOE Health and Safety links for all DOE buildings at <https://www.schools.nyc.gov/school-year-20-21/return-to-school-2020/health-and-safety>; and

- NYC Department of Early Childhood Education, by referring to the NYC DECE Health and Safety links regarding our Pre-Kindergarten program at <https://infohub.nyced.org/working-with-the-doe/covid-19-resources/bridge-to-school-plan-and-health-and-safety-resources>.

TRCS emphasizes four key safety measures for students and staff:

- Maintaining a distance of at least 6 feet from other adults, and from students when feasible;
- Washing and sanitizing hands regularly;
- Wearing a face covering; and
- Staying home when sick or after being in close contact with a person with a serious illness, or exposure to the illness creating the current pandemic.

Physical distancing guidelines and mandatory use of face coverings will be enforced for all individuals while on school property. [A face covering](#) is any well-secured cloth or disposable mask that covers a person's nose and mouth. A face covering with an exhalation valve or vent cannot be used on school property as exhalation valves allow unfiltered exhaled air to escape to others. Face shields are not appropriate substitutes for face coverings.

In addition, we will follow all guidelines regarding testing for disease in and outside of school, and contact tracing and reporting of active cases, as outlined by the NYC Department of Health. TRCS will agree to

- Student and Staff [Daily Health Screenings](#) before entering the building;
- Random testing for infectious disease as mandated by NYC DOH and NYC DOE;
- Contact tracing and current quarantine guidelines in coordination with the NYC DOH, as outlined in the [PK-12 COVID-19 Toolkit](#), or other updated document; and
- Managing student drop-off and pick-up outside the school building to minimize external visitors. We may mandate that no non-essential personnel enter the building, according to guidance from the NYC DOE and NYC DOH.

Instituting Hybrid Learning to Facilitate Social Distancing:

TRCS' Board of Trustees will determine the safety and efficacy of opening the school building in relation to the metrics stated in the "[TRCS Continuity Plan](#)" developed during the COVID-19 pandemic. Remote synchronous and asynchronous learning, will be available to all students, following the NYS executive orders regarding education during a pandemic. When and if hybrid learning (remote and in-person learning) is deemed safe, we will follow these and other protocols as they are developed by the NYC DOE, NYSED, and the state and local health departments.

At TRCS, to facilitate social distancing, no more than 15 students can be taught in a classroom at any given time. To minimize contacts, students will be separated into 'cohorts', with each cohort remaining together all day. Students in each grade cohort will generally be split into two

groups in separate classrooms. With 22 classrooms available to support on-site learning, the number of students who can be provided in-person learning is roughly 318 students. In the event that TRCS' classroom availability is insufficient to accommodate all of the students who request in-person instruction and/or TRCS does not have a sufficient number of in-school instructional staff, the number of students who can participate in in-person learning will be reduced.

TRCS, in coordination with the NYC DOE, will implement enhanced cleaning and disinfection of surfaces to ensure the health and safety of staff and students, including:

- Providing adequate cleaning and disinfection supplies or plan to procure those supplies.
- Requiring deep cleanings to be completed on a nightly basis, including with the use of electrostatic sprayers.
- Improving HVAC systems to ensure proper ventilation.
- Setting-up enhanced cleaning in classrooms, bathrooms, and for high touch areas such as doorknobs and shared equipment such as laptops.
- Providing teachers with cleaning supplies for classrooms.

TRCS will redesign building movement protocols to keep people in cohorts and allow for physical distancing consistently. TRCS will, to the extent feasible:

- Redesign movement protocols within a building to minimize congestion;
- Designate one-way direction stairwells and single file routes;
- Address elevator usage policies; and
- Require students to stay on campus during lunch periods

Signage may be provided to support appropriate movement protocols.

Using Staff to Maintain a Healthy Environment

With health and safety as a priority, it will be important to have staff dedicated to carry out enhanced health operations. TRCS will use the Building Response Team structure to develop a school-based pandemic-related team; and will deploy adequate staff to support daily enhanced health protocols.

In the Event of a Known Case:

If a student or teacher is feeling sick, they are required to stay home and, if their symptoms are consistent with the pandemic-related illness, are asked to get tested. If a student begins experiencing symptoms in school, they will be isolated and monitored by a dedicated staff member until they are picked up by their family. Staff members who become symptomatic at school are asked to immediately leave the building.

Whether symptoms begin at home or in school, there will be a clear flow of information to facilitate fast action and prevent spread. A positive confirmed case will trigger an investigation by NYC Test + Trace and DOHMH to determine close contacts within the school. Schools will communicate to all families and students at school once a case is laboratory confirmed.

- Custodial staff will immediately and thoroughly disinfect the work area, common area surface and shared equipment; and
- The NYC Situation Room will be immediately notified.
- All personnel and families of students who were in direct contact with the infected person will be immediately contacted, under the guidance of the NYC DOH Situation Room, or other agency department activated as the official Contact Tracing department.

In the event that there is a laboratory- confirmed case in a school, all students and teachers in that class are assumed close contacts and will be instructed to self-quarantine for the amount of time designated at the time, by the NYS and NYC DOH.

Additionally, the DOHMH and Test + Trace Corps will begin an investigation into the risk of exposure to the school community and work with TRCS to issue clear guidance and decisions for next steps based on the outcome.

TRCS will document precise hours and work locations, including off-site visits, for essential employees and contractors. The dedicated health-aide will proceed with the investigation, with the support and aid of the Principal and Building Response Team.

TRCS will follow NYS Executive orders, and/or relevant and applicable agreements between the UFT, DC37 and CSA Collective Bargaining Agreements pertaining to available leave for mandatory testing, treatment, isolation and quarantine.