



**Intellectus Preparatory Charter School District Wide School Safety Plan**

**PROJECT SAVE**

(Safe Schools Against Violence in Education)

Intellectus Preparatory Charter School

DISTRICT – WIDE

**SCHOOL SAFETY PLAN**

Commissioner's Regulation 155.17

Updated August 2022

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## Intellectus Preparatory Charter School District Wide School Safety Plan

### **Introduction**

Violent incidents and emergencies within school districts are critical issues that must be addressed in an efficient manner, consistent with public policy. Each district is mandated to develop a district wide school safety plan designed to mitigate the effects of emergencies and violent incidents. The district-wide school safety plan will facilitate the coordination between the district, local and state resources in the event there is an emergency that must be managed. As Intellectus Preparatory Charter School is regarded as its own district, this plan has taken into consideration aspects of the Mount Vernon City School District SAVE plan, but does not assume applicability and inclusion of the MVCSD plan in its entirety. There is a plethora of risk, for which, the district must develop countermeasures. The State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law in a response to these risks. The SAVE Law utilizes Emergency Management and Incident Command Structure principals as a guide for the district and individual schools.

The Intellectus Preparatory Charter School (IPCS) District is encouraged by the SAVE Legislation and is participating in the process.



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### **Section I: General Considerations and Planning Guidelines**

#### **A. Purpose**

Pursuant to SAVE Law – Safe Schools Against Violence in Education – (Commissioner of Education Regulation 155.17), IPCS has developed their District-wide School Safety Plan. A District-wide School Safety Team was assembled by the Superintendent of the IPCS District and tasked with the creation, review, and revision of the district-wide School Safety Plan. The district wide plan was initially created August 2022.

#### **B. Identification of School Teams**

The IPCS District-Wide Safety Team is composed of:

- Board of Trustees Member
- Superintendent
- Teacher Representative
- Administrator
- Parent/Teacher Organizations
- School Safety Personnel

The Chief Emergency Officer for the IPCS District is the District Superintendent, **Kenyah Miller**. In compliance with Commissioner of Education Regulation, Section 155.17 (c)(13),

#### **C. Concept of Operations**

1. The district-Wide School Safety Plan shall work in conjunction with individual Building-Level Emergency Response Plans for the school building. This District-Wide School Safety Plan will be the guiding document for the development of Building Level Safety Plans.
2. New York State Education Guidance Document was utilized to develop the district-Wide School Safety Plan.
3. The School Emergency Response Team will be the respondents in the onset of an emergency or violent incident.
4. Once it has been determined that activation of the School Emergency Response Team is necessary, the Superintendent of Schools or his/her designee will be notified, as well all necessary emergency personnel.



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5. Through the appropriate channels, emergency response should be supplemented by County and State resources, including investigatory and recovery phases of the incident.



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### **D. Plan Review and Public Comment**

- This plan was created in August 2022.
- The district-wide and building-level plan shall be adopted by the School Board in 2022 after a public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Trustees.
  - Full copies of the district-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.
- The district-wide School Safety Team review and revise the plan periodically, throughout the year. The required annual review occurred in August of each year. Local police and State Police will be supplied, within 30 days, with updates of the building-level Emergency Response Plans.
- Although, guided by the publicly accessible District-Wide School Safety Plan, pursuant to Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a, the building-Level Safety Plans are deemed security sensitive information, they shall be confidential, and shall not be subject to disclosure.



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### **Section II: Risk Reduction/Prevention and Intervention Strategies**

#### **A. Prevention/Intervention Strategies**

##### **Program Initiatives**

- Mental Health Counseling for All
  - Character Education Program
  - Agency consultation provided in schools
  - Dignity for All Students Act policy
  - Code of Conduct policy
  - Non-violent conflict resolution training programs.
  - Peer mediation programs.
  - Extended day and other school safety programs.
  - Youth-run programs.
  - Mentors for students concerned with bullying/violence.
  - Emergency Exercise Planning and Training
  - The Fire Department conducts annual training in all school buildings.
1. As a function of the school guidance office, information will be available to parents/guardians on how to identify potentially violent behaviors.
  2. Teachers or administrators are to contact appropriate school personnel, if they feel a student needs help, to determine the next steps.
  3. Violence prevention education will be given to those deemed necessary.
  4. Under the principal of constant improvement, IPCS will continue to identify new programs that will be key in the prevention and intervention of violence in schools.
  5. Directed by IPCS's Code of Conduct, the IPCS District referral process shall be utilized for the reporting of potentially violent incidents.
  6. Each student will have the ability to share information, confidentially, with a school counselor.



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### Training, Drills, and Exercises

Three levels of annual multi-hazard school training will be considered in this plan for the upcoming school year:

- A minimum of eight evacuation and four lockdown drills to be held through the year.
- Mandatory awareness training, taken by the designated staff, conducted either by the IPCS District staff and/or an approved vendor.
- Awareness training, for students, of emergency response procedures conducted by building staff (i.e., fire drills, lockdown drills)
- Lockout and Lockdown drills are conducted throughout the school year, also, an early release drill is done at least once a year.
- After each lockdown drill, we have an after-action meeting to discuss the successes and challenges of the drill.

### Implementation of School Security Safety Response

Guided by the Dignity for All Students Act, the IPCS District will promote a culture of respect for the students. Ensuring that we abide by those principals, school staff is trained to be vigilant pertaining to threats against students and staff (i.e., bullying, violent behavior, etc.).

### Security Devices

- Photo ID cards are issued to staff and tags to visitors, plus a sign in and sign out log. Visitors are required to wear a “Visitor” tag.
- Swipe card system used for all staff.
- All outside doors remain locked but will be accessible as an exit.
- Buzzer system with camera at each main entrance.
- The School District has had a technical threat vulnerability assessment conducted in conjunction with our Building-Level Emergency Response Team.
- Visitor badge/sign-in procedures – we utilize a visitor pass badge system. Upon entry into the building the visitor must show photo identification; then receives a visitor badge and is escorted to the main office and is accompanied to their destination. Anyone in the building without a badge would be immediately questioned by building staff and the Security Supervisor would be informed.
- Video surveillance – closed-circuit TV security.



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- NYS certified security guard(s).
- A designated School District Security Director.
- On-going security audits.
- Random searches may be considered if deemed necessary.
- We will employ any other methods deemed necessary and constantly review our current practices.

### **Vital Educational Agency Information**

Each Building-Level Safety Plan will include the following information:

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials

The building-Level School Safety Team will ensure that this information is regularly reviewed and updated.

### **B. Early Detection of Potentially Violent Behavior**

1. Being aware of early warning signs will help to mitigate violence and self-harm. There are emotional and behavioral signals, that can identify a troubled student, when viewed in the proper context. Staff is trained to identify these signals. While these signs do not definitively mean that a student needs help, a multitude of signs should increase concern. Early warning signs include, but not limited to:
  - Depressed mood or chronic crying
  - Decline in school performance
  - Verbal expressions about one's own death
  - Giving away important personal possessions
  - Use of alcohol or drugs
  - Sudden lifting of severe depression
  - Recent withdrawal from therapy or psychological counseling
  - Purchase of knives, guns, or ropes
  - Verbal or written communications which appear to be saying "good-bye"
  - Feelings of guilt
  - Violent, aggressive behavior
  - Exaggerated mood swings
  - Running away





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- Talking about revenge or getting even with parents
- Confusion and despair resulting from sudden death or suicide of a peer
- Any sudden obvious changes in behavior



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- Eating disorders - changes in eating habits
  - Sleeping disorders - insomnia or excessive sleeping
  - Low energy level, constant fatigue
  - Decreased productivity or effectiveness
  - Pessimism about the future or brooding about the past
  - Loss of interest in formerly pleasurable activity
  - Inability to show pleasure
  - Reactions that seem inappropriate to the situation
  - Statements of inadequacy or low self-esteem
  - Social withdrawal - pulls away from friends
  - Irritability or excessive anger (which may be directed towards parents, caretakers, or siblings), rebelliousness, and belligerence
  - Neglect of personal appearance
  - Physical complaints
  - Preoccupation with illness, death, or catastrophic events
  - Decreased attention, concentration, or ability to think clearly
2. Teachers or administrators are to contact appropriate school personnel, if they feel a student needs help, to determine the next steps.
  3. In conjunction with the designated committee, the Superintendent of Schools will set specific times for the building principal(s), to organize activities of particular concern as needed.

### **C. Hazard Identification**

The IPCS District will use of a Threat, Vulnerability, Risk Assessment to establish the procedures in the building-Level Safety Plans for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department, and law enforcement agencies.



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### **Section III: Response**

#### **A. Notification and Activation**

Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident.

- The person in charge will identify themselves as the Incident Commander and will decide if the level of the incident classifies it as a “violent incident” (consistent with the definition of such an incident as defined in the district’s Code of Conduct). If appropriate, the Incident Commander will call 911.
- In an immediate violent emergency, school staff should call 911 first and then notify the Incident Commander.

Procedures to contact parents, guardians, or persons in parental relation to the students in the event of a violent incident or an early dismissal

- Parents/Guardians will be contacted via telephone, email, text message, and school website by the school district. Notification may also be provided on our facility’s social media platforms. In some cases, the public/parents may also be notified via media outlets.

#### **B. Situational Responses**

##### **Response Protocols**

The district uses emergency information folders in each room for important directional information when a response action is needed. The building-Level Safety Plans include identification of specific procedures for each action depending upon the emergency.

We have incorporated response protocols defined by the state education department. It establishes definitions of lockout, lockdown, sheltering, hold-in-place, and evacuation. Our responses are based upon these guidelines and are included in the Building Level School Safety Plan.

##### **Responses to Acts of Violence: Implied or Direct Threats/Acts of Violence**

The IPCS District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community, as well as the range of disciplinary action to be used when responding to threats or acts of violence.



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### **Bomb Threats**

Procedures and Guidelines are included in the building-Level School Safety Plans for the IPCS District. We use the NYS Police guidelines to bomb threats as protocol.

### **Hostage Taking**

Procedures and Guidelines are included in the building-Level School Safety Plans for the IPCS District.

### **Intrusions**

Procedures and Guidelines are included in the building-Level School Safety Plans for IPCS.

### **Kidnapping**

Procedures and Guidelines are included in the building-Level School Safety Plans for IPCS.

### **Pandemic**

Procedures and Guidelines are included in the building-Level School Safety Plans for IPCS. Also see Pandemic Response in Appendix 6.

### **Arrangements for Obtaining Emergency Assistance from Local Government**

Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are included in the Building Level Response Plan for the IPCS District.

- The person in charge will identify themselves as the Incident Commander and will decide if the level of the incident classifies it as a “violent incident” (consistent with the definition of such an incident as defined in the district’s Code of Conduct). If appropriate, the Incident Commander will call 911.
- In an immediate violent emergency, school staff should call 911 first and then notify the Incident Commander.



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**Arrangements for Obtaining Advice and Assistance from Local Government Officials**

Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law.

- The person in charge will identify themselves as the Incident Commander and will decide if the level of the incident classifies it as a “violent incident” (consistent with the definition of such an incident as defined in the district’s Code of Conduct). If appropriate, the Incident Commander will call 911.
- In an immediate violent emergency, school staff should call 911 first and then notify the Incident Commander.

**The IPCS District Resources Available for Use in an Emergency**

Building Resources	Kitchen and serving areas
Personnel Resources	Staff with CPR/FA training
Other Resources	AEDs, Portable Fire Extinguishers, First Aid Kits

**Agencies authorized to Request Use of Resources:**

<b>Agency</b>
County Emergency Management Office
NYS Police
Mount Vernon Police Department
American Red Cross
Local Fire Dept.’s
City Government

**Protective Action Options School Cancellation**

Superintendent of Schools or designee will announce the closing of school. Communication will be sent to all officials needed to proceed with the cancellation.



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### ***Early Dismissal***

#### 1) Preliminary Procedures

- a) An annual request is made of parents of students to notify the school district where their child should go if they are not home during school hours.

### **Evacuation (before, during and after school hours)**

Procedures and guidelines are included in the building-level school safety plans for the IPCS District for an evacuation.

### **Sheltering Sites (internal and external)**

Procedures and guidelines are included in the building-level school safety plans for the IPCS District for sheltering sites.

## **Section IV: Recovery**

### **Support for the IPCS District**

All the IPCS District's manpower and resources will be available if it should endure an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recovery will be a district goal.

Besides building security and restoration, the strategies will also include damage assessment, relocation, and continuation of the educational process. A post-incident response critique, the notes from the incident command team and lessons learned will be assessed. Plans to mitigate the likelihood of occurrence or impact, if the incident does occur again, will be reviewed. If possible, efforts will be made to improve the IPCS District facilities resulting in them being more resistant to suffering similar or worse damage.

### **Disaster Mental Health Services**

The IPCS District understands how an emergency can have a major effect on the wellbeing of students, staff, and community at large. The IPCS District will coordinate resources with City Mental Health Services and the Post-Incident Crisis Response Team.



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**APPENDICES**

**Appendix 1: Listing of all school buildings covered by the district-wide school safety plan**

<i>Building</i>
IPCS District
175-177 Gramatan Avenue
Mount Vernon, NY 10550



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### **Appendix 2: Policies and procedures for working with the Media**

#### **Information**

- Media interaction may be handled by: **Superintendent or Designee**
- A law enforcement / emergency response agency PIO; or
- Jointly, by both PIO's listed above

#### **Public Information Officer Information**

- Incident Commander and PIO functions may be handled by two different persons.
- the IPCS District PIO may work under, over or in cooperation with law enforcement and emergency response agency PIO's.
- The PIO should set forth clear media guidelines and communicate these guidelines to the media in writing.
- The PIO should use a press release template for both a news conference script and/or a written press release.
- The PIO should receive information and forms from the Incident Commander and other key function personnel on a regular basis throughout the emergency event.

#### **Student/Parent/Guardian Information**

- Students, parents, and guardians should be mindful of the situation during an emergency event when approached by the media for an interview. Safety and security issues may be comprised

Students should not communicate with the media via cell phone or other type of communication when on campus during any type of emergency.

### **Appendix 3: Student Release in an Emergency**

Students will be released only to parents and persons identified on IPCS Emergency Card. They may be asked to provide proof of identification upon arrival for the school to release the student(s). During an extreme emergency, students will be released at designated reunion location(s). Parents should be patient and understanding with the student release process.





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### **Appendix 4: Emergency Contact information form**

Located within each Main Office

### **Appendix 5:**

Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel, and visitors to the school:

- Corporal Punishment
- Alcohol and Other Substances
- Child Abuse and Maltreatment
- Drug Free Workplace
- Firearms in School
- Policy for Maintenance of Public Order on School Property
- Code of Conduct
- Sexual Harassment
- Student Management Policy
- Title IX/504/Civil Right



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### **Appendix 6: Pandemic Response**

In accordance with state Education Law, the IPCS District has developed a pandemic response plan in the event a public health emergency involving a communicable disease is declared.

The IPCS District will work closely with the county health departments in the City of Mount Vernon to determine the need for activation of this plan.

It is possible that the IPCS District programs and our component school districts may need to alternate between in-person and remote learning during a pandemic based on recommendations and guidance from our partnering agencies and state stay-at-home orders. The level of infection, the spread of virus and response to the disease in our community will be at the forefront of our decisions regarding the safe operation of school programs.

The IPCS District has developed a plan for communicating all necessary information to district staff, students, parents/guardians, visitors and education partners and vendors. The district will use its existing communication channels – including *the IPCS website, emails, mass notification system alerts, signage, training opportunities* and other means to support the dissemination of consistent messaging regarding new protocols and procedures, expectations, requirements, and options related to school operations throughout a pandemic.

### **Health & Safety HEALTH CHECKS**

As appropriate, the IPCS District will develop resources to educate parents/guardians and staff members regarding the signs of communicable illness and will require daily health screenings for anyone entering a program location, if appropriate.

Prior to entering any IPCS District location, individuals must complete a medical screening process. the IPCS District will utilize a web-based school health management system for screening all staff and students to the greatest extent possible as required by New York State guidelines.

The following requirements will also be in place:

- For staff or students who do not have internet access, in-person screening protocols will be followed.
- Visitors, contractors, and vendors will be screened prior to entering the building using a paper questionnaire.



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- Staff will be required to monitor their own temperatures prior to their arrival and throughout the day. Anyone whose symptoms response changes from a “No” to “Yes” during the day, must contact their supervisor immediately and await further instruction.

### **COVID-19 PROCEDURES (IF REQUIRED AT ANY POINT)**

#### **SOCIAL DISTANCING, FACE COVERINGS & PPE**

##### **Social distancing**

The IPCS District has developed protocols for maintaining social distancing of all students, faculty, and staff when on school facilities, grounds, and transportation.

To ensure compliance with physical distancing mandates, when appropriate, the IPCS District will do the following:

- The IPCS District programs will require that all students, staff, and visitors maintain an appropriate social distance as recommended by health officials whenever possible on school facilities, grounds, and transportation.
- Measurements of classrooms will be taken and desks, tables, etc. will be arranged to provide proper distancing.
- Bi-directional traffic in hallways and other common areas will be limited, and the direction of foot traffic will be designated by floor markings.
- Indoor and outdoor areas of school buildings will be repurposed as needed; with consideration given to the safety of students/staff with allergies, asthma, etc. When necessary, classes with limited space will utilize other available rooms in the building and additional staff will be utilized and lessons will be live streamed into additional rooms.
- During student crisis intervention that prevents social distancing, PPE will be used to the greatest extent possible. Student safety will be paramount when intervention is needed.
- Post social distancing markers using tape or signs.
- Tightly confined spaces (i.e., elevators) will be occupied by only one individual at a time.
- Limit in-person gatherings as much as possible and use tele- or videoconferencing when possible. Essential in-person gatherings will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

##### **Face coverings**

The IPCS District will follow any guidance from local health officials regarding the requirement of



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face coverings.



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Because students and staff may need to be prepared to wear a face covering if another person unexpectedly cannot socially distance, they will be required to wear a face covering in all common areas (e.g., entrances and exits) and when traveling around the school.

Face coverings will be provided to students and staff, if needed, at no cost.

Individuals may remove face coverings during meals, instruction, and for short breaks, if possible, so long as they maintain appropriate social distance.

Staff, students, and visitors are allowed to wear their own acceptable face covering if they choose.

Those with healthcare provider documentation stating they are not medically able to tolerate face covering will not be required to do so but, alternative options will be provided (i.e., face shield and/or plastic (polycarbonate) separator). Any special circumstances concerning masks should be documented in the students' IEP, if applicable.

The IPCS District will post signs throughout the buildings and will instruct students, parents/guardians and staff, contractors, and vendors on:

- The proper way to wear face coverings
- Washing hands before putting on and after removing their face covering
- Proper respiratory hygiene
- Proper way to discard disposable face coverings

Face coverings should not be placed on:

- Children younger than 2 years old
- Students where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance

### Supplies

The IPCS District has a plan in place for obtaining and maintaining adequate supplies of cloth face coverings for school staff, students who forget their masks and PPE for use by school health professionals.



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### INFECTION CONTROL STRATEGIES

The IPCS District will utilize several different infection control strategies, including time management, plastic (polycarbonate) separators and alcohol-based hand rub dispensers and staggered arrival and dismissal times.

These strategies will support appropriate social distancing whenever possible:

- Time Management: School leaders should manage time and schedules to reduce student use of the corridors. The traditional practice of changing classes between periods results in congested hallways and creates challenges to precludes social distancing.
- Leave Doors Open: To reduce the spread of the virus from touching door levers and knobs, doors may be fixed in the open position. This will only be permitted at doors without door closers and doors which are not fire rated.
- Plastic (Polycarbonate) Separators: The use of light-transmitting plastics is recommended in locations where social distance or mask requirements cannot be complied with or easily regulated. These may be added to places such as reception desks, in between sinks in bathrooms and used in classrooms or spaces that social distancing is not possible. Reception areas will also have impermeable dividers installed.
- the IPCS District will make every effort to increase ventilation with outdoor air to the greatest extent possible (such as opening windows and doors) while maintaining health and safety protocols, particularly for younger students.
- Alcohol-based Hand Rub Dispensers: Alcohol-based Hand-Rub Dispensers will be installed in locations throughout the IPCS District locations at entrances and where hand washing is not readily available in accordance with FCNYS 2020 Section 5705.
- Points of Congestion: Social distancing should be maintained in areas that may become congested such as entry doors at arrival and dismissal times. Social distancing and face coverings will be always required at these spots. Staggering arrival and dismissal times will be used when appropriate to help with these congested areas.

### MANAGEMENT OF ILL PERSONS, CONTACT TRACING AND MONITORING

The IPCS District requires students, faculty, or staff members who develop symptoms during the school day to report to the nurse's office. If a nurse is not available, ill students and staff will be sent home to follow up with their health professional. If several students are waiting to see the school nurse, students the recommended social distance. The IPCS District will designate areas to separate individuals with symptoms from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries, provide medications or nursing treatments, and the other area will be used for assessing and caring for ill students and staff. Both areas will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene



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supplies.



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PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspected or confirmed case, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If a N-95 respirator is not available, a surgical face mask and face shield will be used. School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

Disposable items will be used as much as possible (e.g., disposable pillow protectors, disposable thermometers, disposable thermometer sheaths or probes, disposable otoscope specula).

### **Contact Tracing**

When applicable, the IPCS District will notify the state and local health department immediately upon being informed of any positive diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

To assist the local health department with contact, the IPCS District has developed a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program through a web-based program.

The IPCS District will assist with contact tracing by:

- Keeping accurate attendance records of students and staff members using the Frontline absence reporting system for employees and School Tool for students.
- Ensuring student schedules are up to date.
- Keeping a log of any visitor, which includes date and time, and where in the school they visited.
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program.

If a case is discovered in the school, in consultation with the local health department, the IPCS District will do the following:

- School administrators will collaborate and coordinate with local health officials to make school closure and large event cancellation decisions.
- Schools may be closed for physical attendance of students, if necessary, based on public health guidance and in coordination with the local DOH.





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- Follow established program plans for continuity of education, medical and social services, and meal programs and establish alternate mechanisms for these to continue.
- Schools might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures:
  - Closing off areas used by ill person(s) and locking off area(s), signage can also be used to ensure no one enters the area. If possible, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait if possible.  
Do not use the area(s) until cleaning and disinfection has taken place.
  - Opening outside doors and windows to increase air circulation in the area.
  - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill person(s), focusing especially on frequently touched surfaces.
  - Communicating as soon as possible with staff, parents, and students.

DOH guidance/procedures for when someone tests positive:

- Schools should ensure that people with COVID-19 isolate from others until able to leave school and not attend school until they have completed isolation.
- If a student or staff member is suspected of or has tested positive for COVID-19 and are waiting to go home, they should wear a well-fitting mask and distance from others and students should be supervised by an adult.
- Once isolation has ended, people should wear a well-fitting mask or respirator around others through day 10. While testing is not generally required to determine the end of isolation or mask use following COVID-19 infection, schools have the discretion to impose screening requirements to prevent the possibility of asymptomatic people re-entering the school environment. CDC guidance indicates that people can use the test-based strategy outlined in the isolation guidance to potentially shorten the duration of post-isolation mask use. If using the test-based strategy, people should continue to wear a well-fitting mask or respirator in school and community settings until testing criteria have been met.
- Students and staff who test positive for COVID-19 should isolate for 5 days at home. For those with symptoms Day 1 is the first full day after symptom onset (Day 0 is the day of symptom onset). For those that had no symptoms Day 0 is the day they were tested (not the day you received your positive test result) and Day 1 is the first full day following the day they were tested—if someone develops symptoms within the 10 days of testing the clock restarts at day 0 on the day of symptom onset.
- Those with symptoms may resume attending school after the 5 days if:
  - They are fever free without fever reducing medicine for 24 hours and their symptoms are improving; and



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- They wear a mask through day 10 (day 1 is the first full day following the day they received positive test result regardless of symptom onset).

Note: After having ended isolation, if COVID-19 symptoms recur or worsen, restart isolation at day 0. Day 0 of isolation is the day of symptom onset. Staff and student's parents/guardians should be advised to talk to a healthcare provider about their symptoms or when to end isolation.

- Confidentiality must be maintained as required by federal and state laws and regulations. School staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

### **If Students or Staff become Ill with Symptoms of communicable disease at school**

The IPCS District requires students or staff with signs of illness, and/or a positive response to the questionnaire to be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. Students will be supervised in the isolation area while awaiting transport home and will maintain the appropriate social distance.

Students will be escorted from the isolation area to their parent/guardian. Students or staff will be referred to a healthcare provider and provided resources regarding testing.



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### Return to School after Illness

The IPCS 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 can return to the in-person learning environment at school. This protocol includes:

- Documentation from a health care provider following evaluation
- Negative diagnostic test result
- Symptom resolution, or release from isolation

The IPCS District will refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for faculty and staff seeking to return to work after a suspected or confirmed case or after the faculty or staff member had close or proximate contact with a positive person.

### Testing

The determination on whether a test needs to be conducted will be determined by an individual's healthcare provider or the local department of health.

If a large-scale testing will need to be conducted at the school, the district administration will work with the following providers:

- City of Mount Vernon Public Health Director
- Westchester County Public Health Director
- IPCS District nurse

### HEALTH HYGIENE

IPCS programs will emphasize healthy hygiene practices for students and staff by providing initial and refresher education in hand and respiratory hygiene, along with providing adequate supplies and time for frequent hand hygiene. Signs will be posted throughout our facilities (e.g., entrances, restrooms, cafeterias, classrooms, administrative offices, auditoriums, custodial staff



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areas) and regular messaging will be shared with the school community. Signage will be used to remind individuals to:

- Stay home if they feel sick.
- Cover their nose and mouth with an acceptable face covering when unable to maintain social distance from others or in accordance with any stricter policy implemented by the school.
- Properly store and, when necessary, discard PPE.
- Adhere to social distancing instructions.
- Report symptoms.
- Follow hand hygiene, and cleaning and disinfection guidelines. ● Follow respiratory hygiene and cough etiquette.

Protocols will also be communicated to parents/guardians via IPCS website and other tools to observe for signs of illness in their child that require staying home from school.

### Hand Hygiene

Students and staff must carry out the following hand hygiene practices:

- Wash hands routinely with soap (any kind) and water for at least 20 seconds.
- Dry hands completely after washing. Use paper towels to dry hands if available instead of a hand dryer if they are available.
- If soap and water are not available, use an alcohol-based hand sanitizer that is at least 60% alcohol. Hand sanitizer should be rubbed on the hands until it is completely absorbed. DO NOT dry hands if sanitizer is used.

Hand washing should occur:

- Before and after eating (e.g., snacks and lunch).
- After going to the restroom or after assisting a student with toileting.
- After using a tissue.
- Before and after using shared materials.
- Before and after putting on or taking off face masks.
- After coming in from the outdoors. ● Anytime hands are visibly soiled.

The IPCS District programs will provide and maintain hand hygiene stations, as follows:

- For handwashing: soap, running warm 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. Hand sanitizing stations will be



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available in common areas, classrooms, near entrances and exits and other locations.

- Accommodations for students who cannot use hand sanitizer will be made.



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### Respiratory Hygiene

As recommended, students and staff must carry out the following respiratory hygiene practices.

- Cover a cough or sneeze using a tissue. If a tissue is used, it should be thrown away immediately.
- If you don't have a tissue when sneezing or coughing, sneeze into your elbow.
- Wash your hands after sneezing or coughing.
- Face coverings are protective. Wearing a face covering will keep the respiratory droplets and aerosols from being widely dispersed into the air.

### CLEANING AND DISINFECTING

The IPCS District will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH.

Examples of facility types where cleaning and disinfection frequency will be distinguished include:

- Bathrooms
- Athletic training rooms, locker rooms
- Health offices, isolation rooms
- Administrative offices (main office, reception area)
- Frequently touched surfaces in common areas (door handles, elevator buttons, copy machine keypads, etc.)
- Breakrooms
- Cafeterias/Kitchens
- Computer labs
- Science labs
- Classrooms
- Maintenance offices and work areas
- Libraries
- Large meeting areas (auditoriums, gymnasiums, music rooms)
- Playgrounds (cleaning only)
- Outdoor seating areas (plastic or metal)

Students, faculty, and staff will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.



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Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between everyone's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

IPCS will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.

### **VULNERABLE POPULATIONS/ACCOMMODATIONS**

We recognize that some students and staff members are at an increased risk for developing communicable diseases, live with a person who is at an increased risk, or simply do not feel comfortable returning to an in-person educational environment. It is our goal that these individuals can safely participate in educational activities.

In consultation with home districts, student population reviews will be conducted to identify any students that would fall into a vulnerable population who are at increased risk. Special circumstances will be discussed, and accommodations will be established on a case-by-case basis.

Identified students will be offered alternate approaches, such as alternative schedules or hybrids of in-person and remote learning.

Additional PPE will be provided to individuals with underlying health conditions

Accommodations for students and staff in vulnerable populations or who live with persons in a vulnerable population will be addressed individually and will be determined on a case-by-case basis. Staff members who are concerned about returning to campus must contact Human Resources.

### **VISITORS ON CAMPUS**

Only essential visitors, approved by the IPCS District, will be allowed on school campuses. Essential visitors to facilities, when applicable, will be required to wear face coverings and will be restricted in their access to our school buildings. If applicable by New York State requirements, essential visitors will be required to complete health screening protocols prior to entering the building.

Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child.



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### **SCHOOL SAFETY DRILLS**

IPCS District programs will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. Embedded programs will participate in home school drills as required. Drills will be conducted in a manner that maintains social distancing at exits and gathering points outside the building, while still preparing students to respond in emergencies.

### **ESSENTIAL EMPLOYEES**

In the event of a government ordered shutdown we are required to have a plan for future shutdowns that may occur. As part of that plan, we are required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Below is a list of employees essential for the IPCS District:

- Superintendent
- Facility Director
- Custodians/Cleaners
- IT Personnel
- Principals/Coordinators of IPCS District programs
- Special Education Director and Coordinators
- Food Service Workers
- Nurses
- Instructional Staff
- Support Staff

### **NON-ESSENTIAL EMPLOYEES**

Employees deemed non-essential and will telecommute will be provided with the necessary technology (laptop, software, cellphone, etc.) to be able to complete their work responsibilities.