

Valley Stream UFSD Thirteen Pandemic Planning

Dr. Constance Evelyn

District Pandemic Plan

Our District-Wide School Pandemic Plan addresses the four phases of Emergency Management.

1. Prevention/Mitigation
2. Preparedness
3. Response
4. Recovery

Prevention/Mitigation

- **Five Essential Elements**

- Collaboration with Local, State, and Federal Entities
- Coordination of Local Level Teams (i.e., Superintendent and Executive Team/Principals/Technology and Facilities Directors, District Physician and school nurses, District Safety Team)
- District Safety Team Review and Assessment of Pandemic Plan re: Planning & Coordination, Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication
- Emphasis on Prevention (e.g., handwashing/sneezing etiquette, etc.)

Preparedness District Command Center

Name/Role	Contact
Constance D. Evelyn/Superintendent	(516) 568-6100
Gerard Antoine/Asst. Superintendent Business & Human Resources	(516) 568-6110
Lisa Sells-Asch/Asst. Superintendent for Special Services	(516) 568-6260
Judith LaRocca/Asst. Superintendent for Curriculum/Instr.	(516) 568-6147
Andrea DiMango/Director of Technology	(516) 568-6289
Bryan Bortzfield/Director of Facilities	(516) 568-6287

Preparedness Communication Systems

Communication Systems will be paramount throughout a pandemic outbreak.

1. Identify Critical Stakeholder Groups – Parents, students, staff, vendor partners, broader school community
2. Methods of Communication – Website, Zoom, Special Presentations, phones, cell phones, email, one-call, PR Firm, social/public media.
3. Public Information Officer (PIO) – Superintendent (PIO) will work closely with Technology Director to assure proper/redundancy in communication systems.

Preparedness District Operations

- **Decision Making Authority** – C. Evelyn, Superintendent, G. Antoine, Asst. Superintendent for Business and Human Resources, J. LaRocca, Asst. Superintendent for Curriculum & Instruction, L. Sells-Asch, Asst. Superintendent for Student Services
- **Overall Function & Operations** – G. Antoine will establish preservation of essential functions from offsite from remote locations including purchasing, payroll, facilities operations (e.g., HVAC, security/alarm, maintenance systems).
- **Human Resources (HR)** – **G. Antoine** will monitor absenteeism and assure appropriate delegation of authority/cross training.
- **Crisis Response/Policy Changes** – L. Sells-Asch in partnership with G. Antoine will be liaison to Board to initiate policy changes that may become necessary regarding HR.

Preparedness

Continuity of Instruction

Continuity of Instruction will need to be considered in the event of significant absences or school closure.

- Asst. Superintendent for Curriculum & Instruction, J. LaRocca has developed plan in concert with VSTA Union Leadership and District Counsel.
- Plan includes hard copy of self-directed lessons focused on skill-building and content at every grade level, use of online instruction and resources (e.g. Schoology) , communication modalities for assignment postings and follow-up, website postings, automatic notification systems.

Response

- The District-Wide School Safety Team will 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.
- Command Structure at both District and Building Levels will be informed that the response effort has been enacted.
- The Superintendent (PIO) will work closely with A. DiMango, Technology Director to retest all communication systems. This will ensure effective collaboration with our partners to send messages consistent with public health authorities. The District-Wide School Safety Team and Building –Level Emergency Response Teams will assist in this effort.
- Based on recommendations from Local and State Authorities, schools may be closed. Our plan for continuity of instruction will be implemented as previously described.

Response

- The District-Wide School Safety Team will 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.
- Command Structure at both District and Building Levels will be informed that the response effort has been enacted.
- The Asst. Superintendent for Business and Human Resources, G. Antoine will meet with staff to review essential functions and responsibilities of back-up personnel. Ability of off-site communications will be tested.
- The Facilities Director, Bryan Bortzfield will meet with staff and monitor the ability to maintain essential function. This includes reviewing essential building function procedures with the Principal(s) and command chain. The Facilities Director will continue communicating sanitizing procedures with staff and work closely with G. Antoine or designee to implement different phases of the Plan as necessary.
- The Superintendent (PIO) will work closely with A. DiMango, Technology Director to retest all communication systems. This will ensure effective collaboration with our partners to send messages consistent with public health authorities. The District-Wide School Safety Team and Building –Level Emergency Response Teams will assist in this effort.
- Based on recommendations from Local and State Authorities, schools may be closed. Our plan for continuity of instruction will be implemented as previously described.

Recovery

Reestablishing the normal school curriculum is essential to the recovery process and should occur as soon as possible.

- Superintendent (PIO) will coordinate use of all described communication methods to keep the school community aware of the transition process.
- District will work closely with NYS Education Department to revise or amend the school calendar as deemed appropriate.
- District Administration will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.

Recovery

Reestablishing the normal school curriculum is essential to the recovery process and should occur as soon as possible.

- Each Building-Level Post-Incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations as appropriate.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned.
- Curriculum activities that may address the crisis will be developed and implemented.