

# LIC/LISMA – Long Island COVID -19 Plan

## Phase 1: When the risk of transmission in the region is low

We're closely monitoring the updates around the coronavirus (COVID-19) outbreak. Although for the time being our region is mildly affected, we want to act fast and ensure we're taking all the precautionary measures to avoid any risks.

This is why we'd like you all to pay extra attention and implement the following guidelines:

### Sick leave:

- If you're feeling sick, leave the office immediately and stay at home until you're completely asymptomatic. Common COVID-19 symptoms are coughing, difficulty breathing and fever, but we ask you to use your sick leave even if you have the slightest symptoms in order to prevent potential infection in the workplace.
- If you are diagnosed with COVID-19, use your sick leave as usual. You can refer to our sick leave policy [insert link] for more details on the process. You can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

### Travel policy:

- As of today, all business trips to high-risk areas are canceled. (You can consult the [WHO Coronavirus disease \(COVID-19\) travel advice](#) for more details.) If you had a trip planned to those areas (e.g. for training or to attend a conference), we will try to rearrange that when we have official assurance that it's safe to travel.
- If you have traveled to any of the high-risk areas (or if you're currently there), please contact the school as soon as possible. We might ask you

to work from home for 14 days until you're fully asymptomatic and avoid all in-person contact with colleagues in the meantime.

- The above applies even if you didn't travel, but you live with someone who did travel to a high-risk area recently (e.g. a spouse, family member or a child).

Please don't hesitate to reach out if you have any doubts about which areas are considered high-risk. Also, as guidelines on international travel guidance are regularly updated, be mindful of any upcoming trips you've booked, including those in areas that are currently low or moderate risk.

### **Work from home:**

- If you're caring for a family member who's been diagnosed with COVID-19, but can work, you can request to work from home. Talk to a member of the Administrative team to see if this is possible, based on current projects and needs.

### **Hygiene:**

We're already cautious when it comes to office hygiene, but in times like these, we ask you to ensure you follow these official guidelines:

- Wash your hands regularly throughout the day for at least 20 seconds at a time.
- Use hand sanitizers with at least 60% alcohol – we've equipped the school so you can find one anywhere.
- Avoid touching your face – especially eyes, nose, and mouth – with your hands.
- Cover your mouth with your elbow when you cough or sneeze.
- Open the windows regularly to ensure regular fresh air flow.

Your health is our top priority, so we will keep an eye on any developments around the coronavirus outbreak and will let you know if there are any extra precautionary measures, we all need to apply.

## **When the risk of transmission in the region is moderate**

At this point, it's time to start implementing stricter measures, such as restricting visitors to the school.

### **Visitors policy:**

- Effective immediately, we're restricting visits from external partners, customers, candidates and any other guests in our offices. Please cancel any meetings you've already planned and speak with a member of the Administration to get support on how to run these meetings virtually if possible.
- We are canceling any scheduled events that would take place in the school. Don't make plans to host other events until further notice.

### **Work from home:**

We're expanding our work from home policy, so talk to a member of the Administration about the option to work from home in cases where:

- You commute using public transit.
- You have a medical background such that COVID-19 could put your health at risk.
- You live with elderly/children/people with chronic diseases/etc.

In the following days, we will provide you with technical guidelines, along with some productivity tips, to help you work from home effectively.

For those of you who still work from the school, be extra cautious with hygiene and try to avoid overcrowding meeting rooms. In case you have the slightest symptoms (e.g. cough) but can work, don't risk staying at school. Talk with a member of the Administration immediately.

These all might sound like inconveniences, but they're preventive measures we need to take in order to protect our health, and also not infect our loved ones or fellow citizens. We're also doubling down on our efforts to keep the school sanitized.

We will be monitoring the COVID-19 outbreak and will let you know as we have new guidance from the local authorities.

### **Phase 3: When the risk of transmission in the region is moderate-high**

As we monitor the situation and follow the guidance of local authorities and the World Health Organization, we have decided to make work from home mandatory.

A member of the Administration on how to work remotely effectively and what tools to use in order to keep being productive.

At this point, we can't tell for how long we'll have to work remotely but rest assured we'll do anything we can to help you adjust to this new virtual work environment. This is a measure we need to take to protect our health but also minimize the risk of further spreading the virus.

We are always available to discuss any questions or concerns you may have. If you're unsure about something, simply ask and we'll find a way to make it work for everyone.

### **For Administrative Staff**

Many employees will have questions around the preventive measures. Assure everyone that the school is taking preventive measures against the COVID-19 outbreak which means that we all need to adopt some new work habits. We rely on the Administrative Staff help employees adjust as smoothly as possible.

As we're currently operating under some uncertain conditions, and we're not in a position to predict how things will turn around in the next few weeks or even months, let's all work together to ensure the school's wellbeing.

Here are a few tips to keep in mind:

- **COVID-19 symptoms:** If any employee has even the slightest symptoms (e.g. cough, fever, difficulty breathing) ask them to go home. Be discreet; we don't want to make anyone feel uncomfortable. This is a pandemic outbreak; it's not anyone's fault if they get infected, but we do need to minimize the risk.
- **Remote work:** As we're transitioning to a virtual work environment, make sure everyone is adequately equipped. Support them on tools you might start using, set some ground rules to enhance your communication (e.g. have video calls with the camera on) and be empathetic as some employees might struggle with finding a quiet space at home (particularly if they don't live alone).
- **Mental health:** It's natural that some employees might become stressed over this situation. Be there for them and let them know that we'll all get through this tough time together. Try to avoid negative words that imply emergency and danger and opt for a more empathetic, calm tone.
- We do take and will continue to take precautionary measures so that we can keep working with a lower risk factor, but we realize that health is the top priority at this point. Be mindful of the inevitable changes in operating procedures and use this time to re-evaluate how we can collaborate and how we can adapt to new working styles.

## **Maintaining Healthy Environments**

The school will be implementing several strategies to maintain healthy environments.

- **Cleaning and Disinfection**
  - Clean and disinfect frequently touched surfaces (e.g., equipment, door handles, sink handles, water coolers) within the school at least daily or between use as much as possible. Use of shared objects (e.g., gym or should be limited when possible, or cleaned between use.

- Develop a schedule for increased, routine cleaning and disinfection.
- Ensure safe and correct use and storage of cleaning products.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent inhaling toxic fumes.
- **Shared Objects**
  - Discourage sharing of items that are difficult to clean or disinfect.
  - Keep each belonging separated from others.
  - Avoid sharing electronic devices, books, and or learning aids.
- **Ventilation**
  - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors.
- **Modified Layouts**
  - Space seating/desks at least 6 feet apart when feasible.
  - Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- **Physical Barriers and Guides**
  - Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines.
- **Communal Spaces**
  - Close communal use shared spaces if possible; otherwise, stagger use and clean and disinfect between use.
  - Add physical barriers, such as plastic flexible screens when they cannot be at least 6 feet apart.
- **Protections for Staff and Students at Higher Risk for Severe Illness from COVID-19**

- Offer options for staff at higher risk for severe illness that limit their exposure risk (telework, modified job responsibilities).
  - Offer options for students at higher risk of severe illness that limit their exposure risk (e.g., virtual learning opportunities).
  - Consistent with applicable law, put in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions.
- **Regulatory Awareness**
    - Be aware of local or state regulatory agency policies related to group gatherings to determine if events can be held.
- **Gatherings, Visitors, and Field Trips**
    - Pursue virtual group events, gatherings, or meetings, if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to the extent possible.
    - Limit any nonessential visitors, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- **Identifying Small Groups and Keeping Them Together (Cohorting)**
    - Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
    - Limit mixing between groups if possible.
- **Staggered Scheduling**
    - Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible.
    - When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet) between employees and others, especially if social distancing is recommended by state and local health authorities.

- **Designated COVID-19 Point of Contact**
  - Designate a staff person to be responsible for responding to COVID-19 concerns. All school staff and families should know who this person is and how to contact them.
  
- **Communication Systems**
  - Put systems in place for:
    - Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19[external icon](#) **Preparing for When Someone Gets Sick section below**) and other applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA).
    - Notifying staff, families of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
  
- **Leave (Time Off) Policies and Excused Absence Policies**
  - Implement flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed, or caring for someone who is sick.
  - Develop policies for return-to-school after COVID-19 illness. CDC's criteria to discontinue home isolation and quarantine can inform these policies.
  
- **Back-Up Staffing Plan**
  - Monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff.
  
- **Staff Training**
  - Train staff on all safety protocols.
  - Conduct training virtually or ensure that social distancing is maintained during training.



- **Recognize Signs and Symptoms**
  - If feasible, conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and students.
  - Health checks should be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. School administrators may use examples of screening methods in CDC's supplemental Guidance for Child Care Programs that Remain Open as a guide for screening children and CDC's General Business FAQs for screening staff.
  
- **Support Coping and Resilience**
  - Encourage employees and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
  - Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.
  - Encourage employees and students to talk with people they trust about their concerns and how they are feeling.

## **Preparing for When Someone Gets Sick**

- **Advise Staff and Families of Sick Students of Home Isolation Criteria**
  - Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation.
  
- **Isolate and Transport Those Who are Sick**
  - Make sure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials (e.g., the designated COVID-19 point of contact) if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
  - Immediately separate staff and students with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.

- Work with school administrators to identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms.
- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility. If you are calling an ambulance or bringing someone to the hospital, try to call first to alert them that the person may have COVID-19.
- **Clean and Disinfect**
  - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
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- **Notify Health Officials and Close Contacts**
  - In accordance with state and local laws and regulations, school administrators should notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA)[external icon](#).
  - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

## **A Message to Our Students, Faculty, and Staff**

We are very happy to announce that we're officially reopening next week!

We are proud of the steps that we have taken to ensure the safety and health of our students, faculty, and staff. These measures include:

### **INFECTION CONTROL**

- The Main School Entrance (located on Willis Avenue) will be the only entrance that will be used. This entrance is wheelchair accessible. (Our parking lot will remain open, but there will be no access through the parking lot door.)

- All students, faculty, and staff will be tested for temperature daily and must be under 99.1°F.
- Any person who is noted by staff to exhibit flu-like symptoms (i.e. fever, cough, or shortness of breath) will be instructed to leave the facility and seek care if needed.
- **No visitors will be permitted** to visit or accompany students, except for in certain situations. We would appreciate it if parents waited in their cars.
- Waiting areas and other communal seating areas are closed for the time being.
- Individuals who are immunocompromised or at high risk for COVID-19 will be provided with the option to receive instruction remotely.
- We are working to make all of our programs available with livestream or virtual options so you can learn in the comfort of your own home. Please ask for more information about all of our virtual or contact-less services.

## PHYSICAL DISTANCING

- Social distancing will be enforced in all classrooms, studios, and public areas throughout the school.
- Desks and student seating areas throughout the facility will be kept 6 feet apart where feasible.
- Transparent shields have been installed where social distancing is not an option, i.e. front desk.
- Signs and tape marks (colored tape on the floor) are placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- We have adopted alternating class days and staggered schedules to reduce crowding at facility and classroom entryways.
- We will be enforcing strict capacity limits to ensure compliance with social distancing guidelines provided by the CDC.

## FACE MASKS

- Face masks are required to enter our school and to participate in any of our off-campus programs. Our team will all be wearing a mask. We would appreciate it if you also followed this protective measure.

## CLEANING AND DISINFECTION

- Staff and faculty clean and disinfect classrooms, studios, and common areas after each usage.
- Staff disinfect high-touch areas like desktops, light switches, doorknobs, etc. periodically throughout the day.
- Our certified cleaning service provides top-to-bottom cleaning of the facility at least daily.
- When an individual is suspected or confirmed to have COVID-19, staff are required to close off areas visited by the ill person, open outside doors and windows, and use ventilating fans to increase circulation in the area, and wait 24 hours or as long as practical (during which time the facility will not be open to students or staff), and then conduct cleaning and disinfection as directed by the CDC's Cleaning and Disinfection for Community Facilities guidelines.

## HAND HYGIENE

- We are maintaining adequate equipment and supplies for staff and students to wash and sanitize hands periodically.
- Stations with hand sanitizer with 60% or more alcohol content have been placed at the building entry point and throughout the facility.

## EDUCATION AND TRAINING

- Staff members will be available to provide training and education to all students and faculty regarding COVID-19, including topics such as sanitation, hand hygiene, and social distancing practices and protocols as a condition for resuming in-person instruction.
- Signs and reminders have been placed at entrances and other strategic areas throughout the facility to provide instruction on hand hygiene, COVID-19 symptoms, and social distancing practices and protocols.

## VENTILATION

- Facility ventilation systems (building heating, ventilation, and air conditioning (HVAC system) have been checked to ensure that they are operating properly.
- All filters in the HVAC system have been replaced.
- In an effort to increase natural ventilation, we will be opening windows if possible and safe to do so, to increase outdoor air dilution of indoor air when environmental conditions and building requirements allow.
- We have installed portable high-efficiency particulate air (HEPA) & ultraviolet light (UVC) fan/filtration systems throughout the building to help enhance air cleaning.

## COLLABORATION WITH HEALTH OFFICIALS

- We plan to collaborate with local and state officials, including local health departments and local office of emergency management to share reopening plans and revise those plans as necessary.
- We plan to maintain a daily log of all students, faculty, staff, and visitors to facilitate contact tracing and the reporting of any instances of COVID-19 to local health officials.

We hope that our students, faculty, staff, and their loved ones remain safe and we are excited for this new beginning. If you have any questions, give us a call at (516) 625-3455.

Best regards,  
Long Island Conservatory/LISMA

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