

John V. Lindsay Wildcat Academy Charter School

Coronavirus Preparedness Information

The health and safety of JVL Wildcat students and staff is a priority. Please be assured we are continuing routine cleaning protocols with disinfectant cleaning products and are cleaning and disinfecting frequently touched surface areas twice daily. We have adequate supplies of hygiene and disinfectant and cleaning materials within our buildings. Leadership is closely monitoring the situation around the novel coronavirus as it evolves in New York City and will communicate new information as it is received.

Current action:

- We are currently compiling and updating contact lists of staff, students and parents/guardians. This will insure a means of continued communication on updates and outreach to students.
- We are building capacity for remote learning. Teachers will post a minimum of two weeks of assignments on Jupiter or Schoology. This will enable students to learn remotely. Teachers should provide their work email to students.
- Individuals with demonstrated need will have remote access software installed onto their laptops. IT will provide instructions.
- Exercise hand hygiene and respiratory hygiene.
 - Hand hygiene:
 - Regular hand washing with soap and water for at least 20 seconds should be done:
 - Before eating;
 - After sneezing, coughing, or nose blowing;
 - After using the restroom;
 - Before handling food;
 - After touching or cleaning surfaces that may be contaminated; and
 - After using shared equipment like computer keyboards and mice.
 - Respiratory hygiene:
 - Covering coughs and sneezes with tissues or the corner of elbow; and
 - Disposing of soiled tissues immediately after use

Q&A:

How am I notified?

- NYC DOH or NYC DOE mandates it via televised or radio broadcast.
- The school is closed when school leadership broadcasts via School Messenger with news of any school closing.

Do I report to work?

- All staff will report to work Monday, March 16 and Tuesday, March 17.
- After March 17
 - The office will be open March 24 and March 31.
 - Identified essential staff will report to work on Tuesdays provided your local community or school grounds are not in a containment area.
 - UFT members will stay home.

Will I get paid?

- Yes. Employees will receive their full bi-weekly salary.

I do not have an unlimited cellular service plan. Will I be reimbursed for making calls from home?

- You will be reimbursed for the excess over your contracted monthly bill. Please submit prior three months of your cellular statement to show evidence of prior usage.

What do the students do?

- Students will remain home.
- Students will access school assignments online.
- Internship is suspended so students are not to report to their worksites. Internship portfolio assignments will be posted. Ms. Rosario and the Internship team will contact students.
- Internship Training Institute (ITI) students will be contacted by Ms. Beach and Mr. McFarlane with assignments and instructions.

When do I return to work?

- April 20, 2020

Operational strategies:

- The Principal and Bronx Assistant Principal will assign a caseload of students to designated staff (Dr. Peters, case managers, and other support staff). Designated case managers will report to work on Tuesday.
- Designated staff assigned a caseload will call students and parents from home to check on progress and provide supportive services. Designated staff will meet onsite to compare notes and follow up with calls to students and/or parents.
- Internship staff will call students and follow up with students on their progress with portfolio assignments
- Designated fiscal staff will report to work each Tuesday during the closure.
- Compliance and IT staff have assigned tasks and may see CEO or CFOO for additional instruction.

- IEP meetings will continue as scheduled. Ms. Robinson and Ms. LaRosa will coordinate support and efforts.
- Check email and voice and respond to inquiries.
 - To check your work email:
 - Type mail.jvlwildcat.org into a browser's address bar
 - Click on #1 for JVL Email
 - To check your work phone's voicemail:
 - Dial your external phone number
 - Example: 646-993-1xxx
 - After you hear the ring tone, press *
 - Enter your voice mail pin

For information and updates:

- NYC DOE's [InfoHub Coronavirus Communications](#);
- NYC DOE's [Coronavirus Updates](#);
- NYC DOH's main [Coronavirus Page](#);
- [Coronavirus FAQ](#);
- [General Fact Sheet](#) on COVID-19, available in multiple languages at nyc.gov/coronavirus under "Additional Resources."; and
- CDC's main [coronavirus information page](#)