Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a. The Plan must include the following at a minimum:

1) A list and description of positions and titles considered essential with justification for that determination.

2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.

3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual’s work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.

6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.

7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.
Appendix B - Communicable Disease - Pandemic Plan

Our District-Wide School Safety Plan (DWSSP) is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team. Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a. The Plan addresses the required components in the sections as noted below:

Prevention/Mitigation

(1) A list and description of positions and titles considered essential with justification for that determination.

(2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.

(3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

Protection/Preparedness

(4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with two (2) pieces of each PPE device needed for each work shift for at least six (6) months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
Response

(5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual’s work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.

(6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.

(7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Prevention/Mitigation:

We will work closely with the Oneida County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:

- Report suspected and confirmed cases of illness to the Oneida County Department of Health

- The Oneida County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.

- The Superintendent of Schools will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district Technology Director will also be an important Team member. The Human Resources Director, Business Official, Facility Director, Food Service Director, Transportation Coordinator, Public Information Officer and Curriculum Director will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.

- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The plan has considered issues related to Planning and
Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.

- The district/BOCES will emphasize hand-washing and cough/sneezing etiquette through educational campaigns that will include NYS DOH and CDC Materials.

- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

(1) Essential Positions/Titles

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are now 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. The following information is addressed in the table below:

1. **Title** – a list of positions/titles considered essential (could not work remotely) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

The worksheet below has been completed by each department which includes Central Administration, Facilities Services, Transportation, Food Service, Communications, Technology, Instructional Programs, Athletics, Special Education, Messenger/Mail Services, and Security.
<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Justification</th>
<th>Work Shift</th>
<th>Protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administrator</td>
<td>Responsible for financial operations of the district</td>
<td>Will need to be onsite at times to ensure continuity of financial processes (A/P, P/R) as well as for budget planning and procurement needs.</td>
<td>Would work daily per a schedule with other business office personnel to avoid/minimize shared time onsite.</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
</tr>
<tr>
<td>PR Clerk</td>
<td>Responsible for payroll and benefit processing</td>
<td>Needed to retrieve physical records (timesheets, etc.) to complete tasks.</td>
<td>Would work daily per a schedule with other business office personnel to avoid/minimize shared time onsite.</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
</tr>
<tr>
<td>AP Clerk</td>
<td>Responsible for processing vendor payments</td>
<td>Needed to open mail and collect information necessary to process vendor payments.</td>
<td>Would work daily per a schedule with other business office personnel to avoid/minimize shared time onsite.</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
</tr>
<tr>
<td>Position</td>
<td>Responsibilities</td>
<td>Frequency</td>
<td>Time Tracking</td>
<td></td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-----------</td>
<td>---------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Director of Facilities</td>
<td>Responsible for physical plant. Needed to ensure mechanical systems are working and coordinate schedules for maintenance/custodial staff and contractors.</td>
<td>Daily</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
<td></td>
</tr>
<tr>
<td>Custodians</td>
<td>Building level and grounds department. Provide routine maintenance and cleaning of buildings and grounds</td>
<td>As needed</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
<td></td>
</tr>
<tr>
<td>Transportation Director</td>
<td>Responsible for transportation services for the District. Needed to coordinate transportation needs to include potential delivery of meals and instructional supplies</td>
<td>Daily</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
<td></td>
</tr>
<tr>
<td>Bus Dispatcher</td>
<td>Assist with transportation services and coordination. Support any transportation related needs</td>
<td>As needed</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
<td></td>
</tr>
<tr>
<td>Bus Mechanics</td>
<td>Maintain scheduled maintenance of fleet. Remain current with Dept. of Transportation inspection schedules</td>
<td>Daily</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
<td></td>
</tr>
<tr>
<td>Role</td>
<td>Main Responsibilities</td>
<td>Frequency</td>
<td>Time Documented</td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>--------------------</td>
<td>-----------------</td>
<td></td>
</tr>
<tr>
<td>Bus Drivers</td>
<td>Assist with transportation needs. Transportation of students to out of district placements as needed; meal deliveries…</td>
<td>As Needed at Discretion of Superintendent</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
<td></td>
</tr>
<tr>
<td>Nurses</td>
<td>Building level nurses. Monitor student illness reporting, address any medical issues/questions</td>
<td>As needed</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
<td></td>
</tr>
<tr>
<td>Food Service Staff</td>
<td>Responsible for preparation of meals for students. Needed for continuity of food services to students during remote instruction periods</td>
<td>Daily</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
<td></td>
</tr>
<tr>
<td>Building Principals</td>
<td>Responsible for supervision, management, and oversite for respective buildings. Needed onsite to ensure continuity of instruction, communication, supervision of staff within respective buildings both on and off site.</td>
<td>Would work normal daily schedule.</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
<td></td>
</tr>
<tr>
<td>Building Secretaries</td>
<td>Responsible for managing communications and correspondence for the building. Assist in obtaining substitute teachers, and other staff and community related needs that requires an onsite presence.</td>
<td>Would work normal daily schedule.</td>
<td>Daily logs of time onsite will be maintained with time in and out documented.</td>
<td></td>
</tr>
<tr>
<td>Committee on Special Education Chairperson</td>
<td>Supervise continuity of learning and services for special needs students</td>
<td>Oversee special education staff to ensure IEP’s are being met to the greatest extent possible</td>
<td>As needed</td>
<td>Daily logs of time onsite will be maintained with time in and out documented</td>
</tr>
<tr>
<td>Superintendent of Schools</td>
<td>Responsible for supervision, oversight, and management of the District</td>
<td>Needed onsite to maintain continuity of programs and services related to the overall operations of the school district.</td>
<td>Would work as per normal daily schedule</td>
<td>Daily logs of time onsite will be maintained with time in and out documented</td>
</tr>
<tr>
<td>Secretary to the Superintendent</td>
<td>Responsible for managing communications and correspondence through the Superintendent’s office.</td>
<td>Also serves as the Board Clerk for the preparation of Board meeting materials, correspondence, and communications.</td>
<td>Daily</td>
<td>Daily logs of time onsite will be maintained with time in and out documented</td>
</tr>
</tbody>
</table>

(2) Protocols Allowing Non-Essential Employees to telecommute.

Ensure Digital Equity for Employees
  o Mobile Device Assessments:

§ The District will determine which staff will need to work from home and will survey staff to determine who will need devices at home to maintain operational functions as well as instructional services.

§ Financial requirements to provide devices to those in need will be analyzed and planned for.
Internet Access Assessments:

§ Survey of district staff to determine the availability of viable existing at-home Internet service

§ Conduct a cost analysis of Internet access needs and service.

Providing Mobile Devices and Internet Access:

§ To the extent practicable, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.

§ To the extent practicable and technically possible, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:

o To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;

o To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and

o Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

Mobile Devices Delivery:

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

o Communication (e-mail, phone, online conferencing, social media)

o Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)

o Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)

o Learning Materials and Content (digital content, online learning activities)

o Additional Technology Devices Assessments:
  § Identify students’ technology needs to include adaptive technologies

  § Use Asset Tracking Management procedures to check out all mobile devices

  § If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
Providing Multiple Ways for Students to Learn

§ Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet.

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, the district is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

Protection (Preparedness):

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Oneida County Department of Health, Police Department, Office of Emergency Management, Department of Mental Health and others to attend our District-Wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.
The District-Wide Command Center will be at Superintendent’s Office in the Elementary School with the alternate site at High School Conference Room and will be activated at the direction of the School District Incident Commander. We have established our District-Wide Incident Command Structure as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ronald Wheelock</td>
<td>Incident Commander</td>
<td>315.368.8047</td>
</tr>
<tr>
<td>Charlie Cowen</td>
<td>Incident Commander (Alt.)</td>
<td>315.794.4586</td>
</tr>
<tr>
<td>Vincent Martinelli - SPO</td>
<td>Safety Officer</td>
<td>315.269.7112</td>
</tr>
<tr>
<td>Oneida Co. Sheriffs</td>
<td>Safety Officer</td>
<td>315.271.9060</td>
</tr>
<tr>
<td>Kyle Kelsey - SPO</td>
<td>Safety Officer</td>
<td>315.271.9060</td>
</tr>
<tr>
<td>Oneida Co. Sheriff's</td>
<td>Safety Officer (/Alt.)</td>
<td>315.736.0141</td>
</tr>
<tr>
<td>Michael Colangelo</td>
<td>Liaison Officer</td>
<td>315.404.5911</td>
</tr>
<tr>
<td>Mark Putnam</td>
<td>Liaison Officer (Alt.)</td>
<td>315.725.9572</td>
</tr>
<tr>
<td>Peter Madden</td>
<td>Liaison Officer (Alt)</td>
<td>315.982.2198</td>
</tr>
<tr>
<td>Ronald Wheelock</td>
<td>Public Information Officer</td>
<td>315.368.8047</td>
</tr>
<tr>
<td>Charlie Cowen</td>
<td>Public Info. Officer (Alt.)</td>
<td>315.794.4586</td>
</tr>
<tr>
<td>Brian Read</td>
<td>Public Info. Officer (Alt)</td>
<td>315.868.6028</td>
</tr>
</tbody>
</table>

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Our central administrators and school building principals have completed both the IS 100 (Introduction to Incident Command) IS 362 (Multi-Hazard Emergency Planning for Schools) and IS 700 (National Incident Management System) training courses which are available online through the FEMA website. We are also recommending that all District-wide School Safety Team members, administrators, principals, nurses and others take the Johns Hopkins University COVID-19 Contact Tracing Course which is offered free-of-charge at https://www.coursera.org/learn/covid-19-contact-tracing.

The school district has designated a COVID-19 safety coordinator (administrator), for each of its schools, whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal.
or “new normal” levels. The coordinators shall be the main contact upon the identification of positive COVID-19 cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

<table>
<thead>
<tr>
<th>School/Program</th>
<th>COVID-19 Safety Coordinator/Administrator</th>
<th>Contact #</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>Brian Read, Principal</td>
<td>(315) 839-6315</td>
</tr>
<tr>
<td>Middle School</td>
<td>Peter Madden, Principal</td>
<td>(315) 839-6374</td>
</tr>
<tr>
<td>Elementary School</td>
<td>Mark Putnam, Principal</td>
<td>(315) 839-6327</td>
</tr>
<tr>
<td>Administration</td>
<td>Ron Wheelock, Superintendent</td>
<td>(315) 839-6311</td>
</tr>
</tbody>
</table>

Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; mass communication system, school postings; general mailings; e-mails; special presentations; phones and cell phones, texting; reverse 911 systems, and the public media. A school district Public Information Officer (PIO) Ronald Wheelock, Superintendent, has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. **Communication systems and notification methods available in the school district:**

- ParentSquare.
- School Website
- School Email
- Local News Media
Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:

- **Overall Operations** – we have defined the following decision-making authority for the district (Superintendent, Business Official, High School Principal, Middle School Principal, Elementary Principal, CSE Chairperson).
  Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones, e-mail, District automated phone notification system.

- The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. Payroll and purchasing functions are the responsibility of the Payroll Clerk and Account Clerk respectively. Should one of the individuals become unavailable to complete critical functions of their job responsibilities such as; processing of payroll, updates to employee benefit information or payments to vendors the Business Administrator could assume these duties. In addition, the Central Business Office at BOCES could be contracted with to assist with the completion of such functions. Financial system data is stored offsite and backed up by the Madison-Oneida Regional Information Center.

- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building functions and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desks will be misted with the provided disinfectant and left to dry. *At no time will products not approved by the school district be utilized.*

- Building Level Principals and Department Supervisors will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by building principals and supervisors. Building principals and supervisors will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or
reduced work hours, working from home, etc. Working with administration and local officials, the Superintendent of Schools will help to decide if schools need to be closed.

- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:
  
  o Hard copy, self-directed lessons
  
  o Use of mobile media storage devices for lessons (CDs, Jump Drives, Chromebooks)
  
  o On-line instruction; on-line resources; on-line textbooks, Google Classroom
  
  o Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

(4) Obtaining and Storing Personal Protective Equipment (PPE)

PPE & Face Covering Availability:

- The school district will provide employees with an acceptable face covering at no-cost to the employee and will have an adequate supply of coverings in case of replacement.
- Face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
- Cloth face coverings are not surgical masks, respirators, or Personal Protective Equipment (PPE).
- Information will be provided to staff and students on proper use, removal, washing and disposal of face coverings.
- Face coverings are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the district is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work in partnership with community partners to provide this capability. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.
PPE Supply Management:

- The Facilities Department is working with programs to determine the overall PPE needs of the district/BOCES. Centralized purchasing will be used when possible.

<table>
<thead>
<tr>
<th>Group</th>
<th>Quantity per 100 per Group</th>
<th>12 Week Supply 100% Attendance</th>
<th>12 Week Supply 50% Attendance</th>
<th>12 Week Supply 25% Attendance</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td>9400 Masks per Week</td>
<td>11,280</td>
<td>5640</td>
<td>2820</td>
<td>1 Disposable Mask per Week per Student (supplements parent provided)</td>
</tr>
<tr>
<td>Teachers/Staff</td>
<td>750</td>
<td>9000</td>
<td>4500</td>
<td>2250</td>
<td>5 Disposable Masks per Week per Teacher/Staff</td>
</tr>
<tr>
<td>Nurse/Health Staff</td>
<td>30</td>
<td>360</td>
<td>180</td>
<td>90</td>
<td>10 Disposable Masks per Week per School Nurse</td>
</tr>
</tbody>
</table>
## PPE for High Intensity Contact with Students

<table>
<thead>
<tr>
<th>Item</th>
<th>1 Week Supply for 1 Staff</th>
<th>12 Week Supply</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposable Nitrile Gloves</td>
<td>200</td>
<td>2400</td>
<td>10 per Week per Staff</td>
</tr>
<tr>
<td>Disposable Gowns</td>
<td>200</td>
<td>2400</td>
<td>10 per Week per Staff</td>
</tr>
<tr>
<td>Eye Protection</td>
<td>40</td>
<td>n/a</td>
<td>2 Re-usable per Staff</td>
</tr>
<tr>
<td>Face Shields</td>
<td>40</td>
<td>n/a</td>
<td>2 Re-usable per Staff</td>
</tr>
<tr>
<td>Waste Disposal Medium</td>
<td>20</td>
<td>n/a</td>
<td>1 Unit per Staff Total</td>
</tr>
<tr>
<td>N-95 Respirators*</td>
<td>200</td>
<td>2400</td>
<td>10 per Week per Staff</td>
</tr>
</tbody>
</table>

*Note: N-95 respirators are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or aerosol-generating procedure. Those employees required to
wear N-95 respirators will need to be fit tested and medically evaluated in order to determine if the employees are capable of wearing an N-95 respirator without impacting health.

Storage of PPE Supplies:

- PPE supplies will be stored in as needed quantities (enough to provide to staff in event of sudden emergency) in each buildings main office storage room.
- Bulk PPE supplies will be centrally stored in the high school central storage room (first floor business office wing).

Response:

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Oneida County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan’s activation and review responsibilities and communication procedures.
- The PIO will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-Wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- The Human Resources Director will meet with staff to review essential functions and responsibilities of back-up personnel. The Human Resources Director will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.

If the decision is made to close a school building the school district will notify the NYS Education Department and District Superintendent at Oneida-Herkimer-Madison BOCES.

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed COVID-19 Case Requirements & Protocols

Instructional programs must be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation:
CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Return to School After Illness:

Schools must follow local DOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten (10) days since the individual first had symptoms;
- It has been at least three (3) days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three (3) days since the individual’s symptoms improved, including cough and shortness of breath.
The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

Staff Absenteeism

- All staff will contact their supervisor when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- The building principals and supervisors will monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.

Employee Assistance Program (EAP)

- Central Administration and Building Principals will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

Medical Accommodations

- Central Administration and Building Principals will continue to handle medical and COVID-19 accommodations. Requests for COVID-19 accommodations should be sent to one’s immediate supervisor. The supervisor will then review the request with the Superintendent of Schools.

- Employee’s maybe eligible for applicable state and/or federal available leaves should they be required to stay home due to applicable testing, treatment, isolation, or quarantine as a result of potential exposure to a communicable disease.

New York State Contact Tracing Program

If a student or staff member tests positive for Coronavirus the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. The information below is provided by the New York State Contact Tracing Program:
New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, a nation-leading initiative to help slow the spread of COVID-19 and make it safer to begin to return to normal again.

Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

**If you get a call from “NYS Contact Tracing” (518-387-9993), PLEASE answer the phone.** Answering the phone will keep your loved ones and community safe.

**A contact tracer will:**

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a COVID Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, childcare, medical care or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you’ve been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way. This is how we stop the spread!

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will operate through the next flu season. It will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say “NYS Contact Tracing” (518-387-9993).

Please answer the phone so we can keep NY moving forward and stop the spread of COVID-19

**Facilities: Cleaning and Sanitizing**

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are
soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

**Routine cleaning of school settings includes:**

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/Handles
- Dust-mopping, wet-mopping and/or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

**Classroom/Therapy Rooms:**

The district will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

**Common Areas:**

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. If users cannot maintain six feet of distance, they shall wear a face covering. Signage has been posted in common areas to remind staff of health and safety etiquette.

**Disinfecting:**

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.

Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.

Regular cleaning and disinfection of restrooms will be performed.

Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.

Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff that is approved by the district/BOCES for use.

Additional paper towel dispensers may be installed in other designated spaces.

Upon request, Facilities Services will provide approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between uses as much as possible. Examples of high touch areas in schools may include, but are not limited to:

- Bus seats and handrails.
- Buttons on vending machines and elevators.
- Changing tables.
- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Handrails, ballet barres.
- Dance studio floors.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Shared computers, keyboards and mice.
- Shared telephones.

**Hand Sanitizing:**

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved for use from the district.
- The district ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

**Trash removal:**

- Trash will be removed daily.
- Garbage cans or the process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

**(6) Documenting Precise Hours/Work Locations of Essential Workers**

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis.

- Essential employees will need to record their movements during the workday to acknowledge where they have been and with whom they were in contact with in order to assist with contract tracing when applicable.

**(7) Emergency Housing for Essential Employees**

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. However, we have canvassed local hotels/motels so we may be prepared for an unanticipated need and should be able to access the following if necessary:

2. Holiday Inn Express & Suites Utica (315-724-2726)
3. Fairfield Inn & Suites Utica (315-798-9600)
4. Towne Place Suites by Marriott New Hartford (315-732-2500)

5. Wingate by Wyndham Rome (315-334-4244)

Sauquoit Valley has also established school building shelter sites in cooperation with the Red Cross which may be utilized in the event of any emergency situation. If deemed necessary, Sauquoit Valley will work closely with the Red Cross to determine housing options.

(8) Any Other Requirements as Determined by Department of Health:

- Contact tracing and testing protocols;
- Social distancing protocols;
- Mask wearing requirements and protocols;
- Hand hygiene protocols;
- Disinfecting and sanitizing protocols

(9) Recovery:

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.

- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.

- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.

- Each Building-Level Post- Incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.

- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, Facility Director, and other key team members will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.

- Curriculum activities that may address the crisis will be developed and implemented.