

Public Employer Health Emergency Plan for the Onteora School District

Date of approved plan: _____

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of labor unions of the Ontario Central School District, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of the Ontario Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: _____

By: Victoria McLaren

Signature: _____

Title: Superintendent

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the Ontario Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of all of our students, teachers, staff and contractors, and their families, is of utmost importance to the District.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Superintendent of Schools of the Onteora Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools.

Upon the determination of implementing this plan, all teachers, staff and contractors of the Onteora Central School District may be notified by phone, email, or any other means determined to be necessary, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Parents, students, and other community members will be notified of pertinent operational changes by way of email notifications, social media messaging, and local news outlets, amongst others. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent or their designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of the Onteora Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary. Updates of this plan will be published on the District Website and posted conspicuously in all school buildings.

Upon resolution of the public health emergency, the Superintendent of Schools of the Onteora Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Onteora Central School District is committed to ensuring that essential functions will be continued in the event of a school closure even under the most challenging circumstances.

Essential functions are those functions that require staff to remain in the building and enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Onteora Central School District

The Onteora Central School District has identified as critical only those priority functions that are required or are necessary to provide vital services within its buildings. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others

- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions that are required to be maintained within the school buildings to be successful, with priority 4 identifying functions that are essential, but least among them to be maintained successfully within the school buildings.

The mission essential functions for the Onteora Central School District have been identified as:

| Essential Function | Description | Priority |
|---|---|----------|
| District Office | Oversight and management of the functions performed by employees in the superintendent's office, the assistant superintendent's office, the business office, and the human resources office to ensure that regular business operations and services continue as necessary and/or mandated. | 1 |
| Building/District Administrators | To ensure critical day-to-day operations are met, including support for remote instruction | 1 |
| Information Technology/Continuity of Operations and Instruction | Provides hardware and software for staff and students to facilitate continued education in remote learning environments necessary for continuity of instruction and education. Also responsible for troubleshooting technical issues that may arise during the distance learning process, the offering of best practices in communication to ensure that students are able to access curricular materials, and for helping staff members disseminate information related to both academic and social-emotional education. | 1 |
| Buildings and Grounds/Maintenance | Continues to upkeep the campus during remote work and learning and ensures that all buildings and grounds are properly maintained, regularly cleaned, and disinfected as necessary to ensure the safety of school community members. | 1 |
| Health Office/Health Services | Upon consultation with the district's Medical Director and the County Department of Health, school nurses may be responsible for assessing ill staff and students, providing consultation to the district office, following up with healthcare providers, and providing assistance with contact tracing efforts as necessary. | 1 |
| Food Service | Ensure that food can be provided to students | 1 |
| Transportation | To ensure that meals may be delivered to students | 1 |
| School Building Main Office Staff | Oversight of mail, phones, sign-in procedures, and building utilization and operations. | 2 |
| Instructional Staff | These individuals are responsible to provide instruction and support to our students and staff. | 3 |
| Other Instructional/Non-instructional Staff | They assist with the supervision and instruction of students. | 3 |

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

| Essential Function | Essential Positions/Titles | Justification for Each |
|---|--|---|
| District Office | Superintendent of Schools | Responsible for making day-to-day decisions about educational programs, budget/spending, staff, and facilities |
| | Assistant Superintendent for Instruction and Curriculum | Responsible for assisting the Superintendent in the administration of educational programming and the development of goals to foster school improvement |
| | Assistant Superintendent for Business | Responsible for assisting the Superintendent in the administration of business affairs in such a way to provide the best services with the financial resources available |
| | Treasurer, Payroll Clerk, Account Clerk, Program Planning Secretaries, Sup't Secretary, Admin Assistant and general office staff | As needed for the processing of Accounts Payable, Accounts Receivable, Payroll, Tax Collection, Registration of Students, and general office work that requires interaction with the public via the phone or potentially in-person |
| Building/District Administrators | Building Principals Director of PPS Ass't Director of PPS | Responsible for overseeing the day-to-day functioning of the school community and supporting the academic success of students, promoting a positive school climate, and assisting educators. |
| Information Technology/Continuity of Operations and Instruction | IT Director | Responsible for overseeing the local area network and the subsequent ongoing maintenance of this network for the district. Oversees the district's internet access, phone systems, and cell phone plans |
| | IT Network Support Specialists | Responsible for providing support to teachers and students in regards to computer hardware and software. Will respond to "help desk" and troubleshooting concerns. |
| Buildings and Grounds/Maintenance | Director of Facilities Ass't Director of Facilities Facilities Secretary | Responsible for overseeing and providing direction to the B&G department and employees to ensure a safe working environment. Tracking work flow. |
| | Custodians Custodial Workers Building Mechanics Groundskeeper | Responsible for routine cleaning, disinfecting, and maintenance tasks. Responsible for performing a wide variety of tasks related to the maintenance and upkeep of campus grounds, parking lots, and fields. |
| Health Office/Health Services | School Nurses School Medical Director Nurse Secretary | Assists building and district administrators by communicating with the local health department for guidance, may act as the liaison to the school physician, and is responsible assessing ill students and staff and assisting in contact tracing efforts |

| | | |
|-----------------------|------------------------------------|--|
| Food Service | Food Service Manager | Responsible for overseeing the preparation of meals and coordinating with the Transportation Director to ensure that meals are distributed. |
| | Food Service Staff | Responsible for the preparation of and making of meals for students. |
| Transportation | Transportation Director/Dispatcher | Responsible for the safety and efficient operation and maintenance of the transportation department. Coordinates with the Food Service Manager on meal deliveries. |
| | Bus Drivers/Monitors | Needed for distribution of food, instructional materials and technology to families in the District |
| | Bus Mechanics | Responsible for maintenance of District transportation and facilities vehicles needed for delivery and travel |
| Building Office Staff | Typist/Senior Typists | Responsible for answering phones, providing support to building administrators, responding to emails, greeting visitors, assisting in building sign-in procedures, accepting deliveries, and helping disseminate mail. |

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that staff have access to voicemail from an outside phone lines

Remote work protocols shall be developed and facilitated through coordination with district administrators, building administrators, and the IT department to ensure that all needs are met and that safety, security, and functionality are at the forefront of any and all discussions.

Approval and Assignment of Remote Work

The Superintendent or designee, in consultation with the Assistant Superintendent for Business and other administrators and/or supervisors as needed, will review requests for remote work and corresponding work assignments to aid in the decision making process. Final decisions will be communicated to the Assistant Superintendent for Business and building/department administrators for dissemination to their respective staff.

The Assistant Superintendent for Business will notify payroll of such decisions to ensure employee time and attendance is tracked accurately.

Equipping Staff and Students for Remote Learning

The school district shall work with the Director of Technology to support non-essential employees and students during an extended school closure. In order to support this, students K-12 and instructional faculty and staff shall be provided with Chromebooks/laptops, as possible, to ease the transition to remote learning/working. Non-instructional staff who work remotely will have access to Chromebooks/laptops based on their individual needs for them to effectively perform their job duties remotely. In addition, the IT Department has established protocols for the repair of Chromebooks/laptops, as well as protocols for assisting in the procurement of internet access at an individual's home, if they do not have internet. The IT Department will also be responsible for assisting essential individuals with VPN or other secure network drives as is deemed necessary and for providing access to software and databases that are deemed necessary for somebody to perform their duty.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, individual building principals and department supervisors will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure and review it with Central Administration. Regardless of changes in start and end times of shifts, the Ontario Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Identification of Positions with Staggered Work Hours and Approval Process

District buildings and grounds staff may be assigned to staggered shifts to ensure coverage before, during, and after core business hours. Nurses and other building positions may also be realigned to ensure greater coverage during the day and to line up with the needs of our population.

The approval and assignment of changed work hours must be reviewed by the district's Building Administrator or Supervisor. Factors such as staffing levels, the ability to provide physical distancing, and ways to improve efficiency and/or effectiveness will be considered in the decision making process.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed, can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are

including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

To meet these requirements, the District has purchased both cloth and disposable masks to supply students and staff as needed. In addition, a stock of face shields, gloves and disposable gowns are on hand in the District supply area in the basement of the HS. The Stores Clerk will be responsible for the monitoring of PPE, which will be ongoing, to ensure a sufficient supply is available when needed and that the supply has not been damaged or deteriorated. The District is part of a CoSer through Ulster BOCES for the purchase of PPE products as well as purchasing products from other vendors that have supplied the District with PPE products. All PPE will be stored at a location that is easily accessible to distribute to all buildings should the need arise in the Central storage area located in the basement of the HS.

Identification of Personal Protective Equipment Based on Job Duties

Each building shall be provided with a supply of disposable masks and hand sanitizer for use by students, employees, contractors, and/or visitors, as necessary. The Stores Clerk shall be responsible for monitoring and replenishing those supplies as necessary. Individuals with a medical necessity and an approved reasonable accommodation will be provided N-95 respirators as necessary.

Given the nature of their work, buildings and grounds staff and health office staff will be supplied daily access to disposable masks, disposable gloves, face shields, and gowns as necessary. Individuals who have a job position that requires the wearing of an N-95 respirator shall be entered into a respiratory protection program, fit tested, medically cleared, and provided N-95 respirators as required.

Procurement of Personal Protective Equipment

The Stores Clerk shall track PPE inventory for the District in the form of an inventory report /spreadsheet that will be submitted to the Assistant Superintendent for Business for review each month. When inventory gets low (i.e., having less than two pieces of PPE for each essential employee for at least a six-month period), the Stores Clerk will contact one or more of the vendors on the District-approved supplier's list to procure the necessary PPE. The district maintains a supplier list with backup suppliers listed in an effort to mitigate any supply chain disruption. For unforeseen disruptions or shortages, the district shall work with the Ulster County Department

of Health for assistance. Personal protective equipment shall be stored within the buildings where they can be tracked and accessed in the event of an emergency, and maintained in a way that prevents degradation.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. When or if a staff member is exposed, we will follow applicable Ulster County Department of Health, New York State Department of Health, and CDC guidelines as is required and best practices.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

In the event a staff member is working remotely and contracts a communicable disease, the District will be notified by the local Department of Health. Additionally, contact tracing may occur to assist the Department of Health with tracking of the disease.

Staff are eligible to use sick leave accruals in the event of testing, treatment, isolation, or quarantine. All health information privacy requirements will be followed and no protocols shall violate any existing federal, state, or local laws.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Students will not partake in any cleaning and/or disinfecting. Present guidance for routine cleaning during a public health emergency includes:

Daily

1. Throughout the day the following must occur
 - a. Day custodians all must have a spray bottle to utilize for the following tasks throughout the day:
 - i. All door handles cleaned
 - ii. Wipe down railings where applicable
 - iii. Wipe down tabletops where applicable
 - iv. Light switches cleaned
 - v. All exterior doors cleaned (both inside and outside)
 - vi. Cafeteria doors cleaned
 - vii. Cafeteria tables/desks to be cleaned after each service
 - viii. Gymnasium doors cleaned
 - ix. Clean high touch glass areas
 - x. Bathrooms cleaned each hour
 - b. Night Custodians
 - i. All desktops, countertops and tables are to be cleaned daily with the following procedures:
 1. Use soap and water first
 2. Then use disinfectant solution

- ii. Light switches in each room/area (gymnasium, etc...) are cleaned
 - iii. Phones and keyboards wiped down
 - iv. All door handles are cleaned
 - v. All faucets and sinks are cleaned
 - vi. All uninvent tops cleaned daily
 - vii. All bathrooms are cleaned
 - 1. Toilets
 - 2. Sinks
 - 3. Door handles in stalls
 - 4. Door handles entering and exiting the bathrooms
 - viii. All exterior doors are cleaned
 - ix. Clean high touch glass areas
 - x. Nursing offices deep cleaned nightly
 - xi. Offices desktops cleaned nightly
1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected according to a preset schedule that emphasizes their cleaning and disinfection.
 - b. Buildings and grounds staff, with possible assistance from others, will be responsible for cleaning and disinfecting common areas, based on the requirements of each individual situation and influenced by factors such as frequency of use, the specifics of the communicable disease, and recommendations from local, state, and federal authorities.
 2. Staff tasked with cleaning and disinfecting areas will be issued and asked to wear PPE appropriate to the task.
 3. Soiled surfaces will be cleaned prior to being disinfected.
 4. Surfaces will be disinfected with products that meet EPA and safety criteria for use against the virus in question and which are appropriate for that surface.
 5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

[Cleaning procedures for areas after probable or confirmed positive case](#)

1. Close off areas used by the individual who is suspected or confirmed to have the disease
2. If possible, open outside doors and windows to increase air circulation in the area
3. If feasible, wait 24 hours before cleaning and disinfecting all affected areas
 - a. Follow cleaning guidance document (based on CDC guidelines) to clean and disinfect all areas of potential exposure
4. Once affected area(s) have been cleaned and disinfected, the area(s) may be reopened for use

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits. This information may be used by the Onteora Central School District to support contact tracing within the organization and may be shared with local public health officials.

To that end, employees and contractors performing essential functions will have their hours and work locations, including off-site visits, documented for the purpose of contact tracing in a manner designated by the District. Where applicable, employees will utilize their fobs for entrance and/or sign in and out of each building, which will document their presence.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Onteora Central School District's essential operations. If such a need arises, the school district shall work with local and state authorities to help identify and arrange for housing needs.