

[2801-a \(m\) District Safety Plan - Protocols for a Public Health Emergency](#)

Pursuant to the legislative amendments to New York Education Law 2801-a, the district wide school safety team should develop amendments to the school safety plan in accordance with the requirements below.

Section 2801-a (6) requires that the district-wide safety plan and any amendments be available for public comment at least thirty (30) days prior to its adoption, and may be adopted by the school board (or governing body) only after at least one (1) public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Further, a copy of the plan and any amendments to the plan must be filed with the Commissioner of Education no later than thirty (30) days after adoption.

Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations, in the event of a declared public health emergency, involving a communicable disease. The new legislation will constitute New York State Labor Law [Section 27-C](#), and serves as a response to the effects of the sudden onset of the COVID-19 pandemic this past spring. In addition to 27-C, the following section was added to [2801-A](#) of the Education Law that will require additions to the district plan. 2801-a (m) - protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions of section 27c of the labor law.

Governor Cuomo extended the original deadline (30 days after the passage of the law) to allow companies and districts time to work out all of the logistics with unions. The [NYS Website states](#), plans need to be finalized by *April 1, 2021*.

1. **Requirement:** A list and description of positions and titles considered essential, in the event of a state-ordered reduction of in-person workforce, and a justification of such consideration for each position and title included:

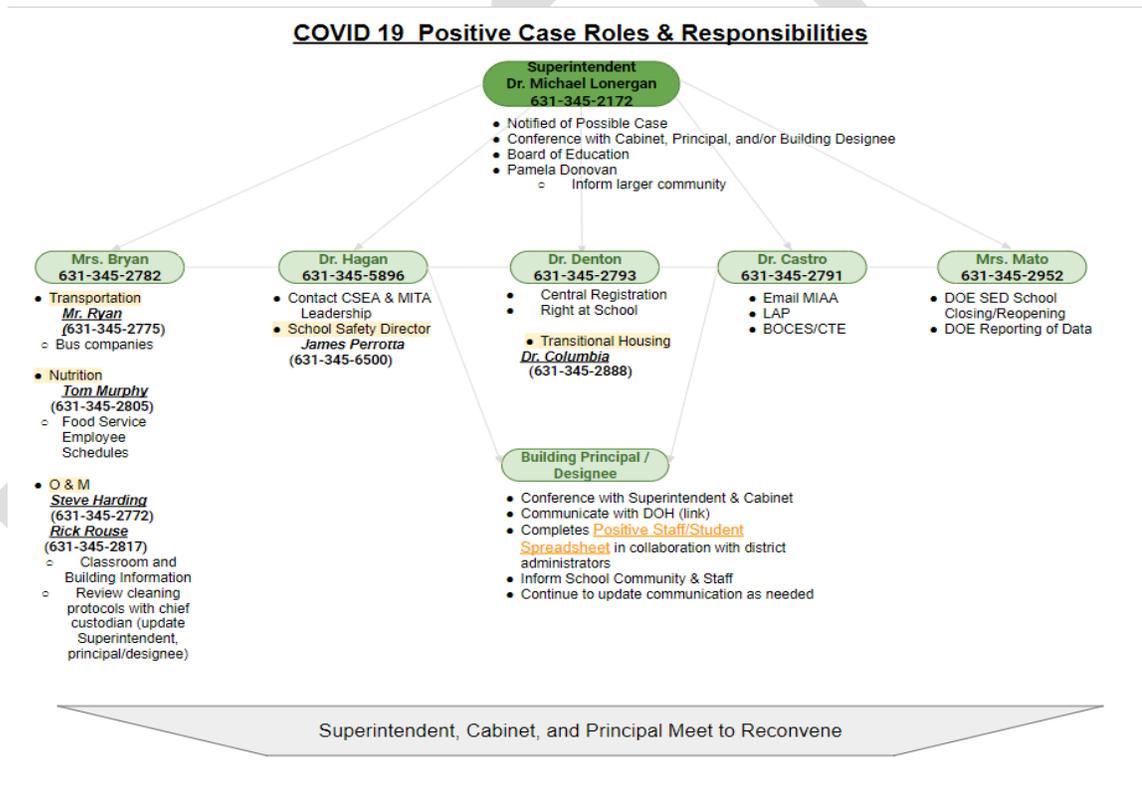
<u>ESSENTIAL PERSONNEL</u>	<u>JUSTIFICATION OF NECESSITY</u>
Superintendent of Schools	Incident commander. Liaison to DOH and dissemination of information.
Assistant Superintendent for Human Resources	Provides clarification to staff regarding CBA info: i.e. hazard pay, use of time.
Assistant Superintendent for District Operations	Responsible for approving essential items, i.e. payroll, procurement of emergency supplies.
Assistant Superintendent for Instruction and Learning	Responsible for the distance learning process.
Assistant Superintendent for Pupil Personnel and Community Services	Responsible for overseeing the reopening task force and assists with providing information to the staff and public.

Assistant to the Superintendent for Administration	Liaison to the Incident Commander.
Director of School Safety	Responsible for access to schools for staff and emergency personnel. Maintains physical security of schools, oversees alarm, access control and CCTV systems.
Director of Facilities	Responsible for all personnel assigned to disinfect the buildings and maintenance of the schools/offices. Distribution of PPE to essential staff.
Assistant Plant Facilities Administrator	Liaison to Director of Facilities, acts in his capacity, in his absence.
School Lunch Manager	Responsible for ensuring that food is prepared and distributed daily to the community.
Director of Information Management, Technicians and Support Staff	Responsible for IT computer infrastructure.
School Safety Personnel	Responsible for manning the command center and alarm response. Mobile patrol district-wide. Provides access to essential employees. Physical security of buildings/grounds.
Custodial Personnel	Disinfects and cleans all schools, following a closure. Sanitizes areas that essential staff utilize. Replenishes PPE and supplies for essential workers and at entry points.
Child Nutrition Staff	Serves food to the public.
Principals/Directors/Coordinators/Clerical and Support Staff	Ensures continuation of instruction and communication with students and their families. Coordinates services i.e. mental health, liaison with town/state agencies for acquiring PPE supplies. Provides communication to the community (i.e. website, social media, school messenger).
Faculty & Staff (Teacher/Related Service Providers)	Should it become necessary to meet a student's needs under IDEA and/or Section 504 regulation (FAPE), teachers/related service providers may be deemed essential on an as needed basis.
Director of Transportation, Support Staff & Transportation Contractor	Potential may arise to transport technological devices, food, etc. to students.
Director of Mental Health Services/Student Attendance and Staff as deemed necessary	To assist with testing requirements, reporting, and contact tracing, mental health services.

Accounting, Payroll, Accounts Payable, Purchasing	Where necessary, to ensure the continued operation of the district.
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2. **Requirement:** A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace:

Non-essential employees and contractors will be directed by their respective supervisor as delineated in the flowchart below:



The sign-out process for issuing technology to students and staff will be as follows:

Administration and faculty have already been issued Chromebooks to use for district needs. The IT department will evaluate, on a case-by-case basis, the individual needs, along with every request relating to distributing devices and downloading software technology.

Requests to have phone calls forwarded to personal phone lines will be made to the respective supervisor, and, if approved, the Operations and Maintenance department will work to fulfill such request.

The following programs may need to be used by essential and non-essential staff, and are not limited to the following:

● Email	● Envision
● ClassLink	● Learning A-Z
● Edmentum	● Kami
● Screencastify	● Jamboard
● Discovery ED	● I-Ready
● Google Classroom Suite	● Edpuzzle
● Seesaw	● Powerschool
● Class Dojo	● Frontline
● School Dude	● Genetec

3. **Requirement:** A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites:

In the event of a state-ordered reduction in workforce, those employees deemed essential i.e. custodial, security, contractors, will be strategically deployed in a fashion so that they are working within the guidance provided by the Department of Health such as maintaining safe distances from one another.

During the pandemic of 2020, school safety employees were directed to report to work at separate locations, so social distancing could be maximized. Additionally, PPE was distributed in a manner that ensured all personnel had access to it immediately upon entering a building or a district vehicle. Whenever possible, school safety personnel were also assigned to separate vehicles, two-way radios were not shared by one another and a satellite command center was activated. Depending on the nature of the Public Health Emergency, these measures proved effective, and will be reactivated.

The district will conduct transportation activities that are consistent with the Department of Health and NYSED School Reopening Guidelines. The driver will need to utilize Personal Protective Equipment and take the following additional measures:

- In-person days may be staggered by cohort groups.
- Staff and students may walk or drive a personal vehicle to campus.
- Employees may be permitted to work remotely.
- Contractors may not be permitted on campus during school hours.
- Visitors may not be permitted on campus during school hours.

With respect to managing transportation services provided to the district, in addition to the wearing of facial coverings, the following measures will be taken:

- Buses will stagger seating. One child sits along the window; the next row the child sits along the aisle.
 - Siblings to sit together. Seat behind the driver will be left empty where practicable.
 - Buses will load back to front when applicable (K-students and special circumstances notwithstanding).
 - Arrival and departure activities shall be supervised to ensure social distancing.
 - Whenever possible, a single driver will be assigned to the same bus and routes.
 - Bus windows and roof hatches will be kept open to allow for ventilation.
 - Buses will be disinfected at the end of every run and deep cleaned periodically.
4. **Requirement:** A description of the protocol the employer will implement, in order to procure the appropriate Personal Protective Equipment (PPE) for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment, to prevent degradation and permit immediate access, in the event of an emergency declaration.

This information shall serve as a plan for ongoing procurement, storage, dissemination and maintenance of Personal Protective Equipment (PPE). The district will endeavor to provide at minimum two pieces of PPE (cloth/ disposable mask, gloves, hand sanitizer, disinfectant) for each essential worker. The Director of Mental Health and Student Attendance will serve as the liaison for the district to obtain, disseminate and maintain all PPE.

The ongoing procurement of said PPE will be in line with the district's purchasing routes. Transfer of funds for PPE purchase will take place by department. Purchase orders will be submitted to the business office in a timely manner and as often as PPE becomes available for purchase. The Director of Mental Health and Student Attendance and the Director of Operations and Maintenance will decide on proper storage areas within the district, based on availability, and also ensure that compliance with manufacturer's storage recommendations are adhered to. Ongoing inventory will be maintained by the Office of Mental Health and Student Attendance.

5. **Requirement:** A description of the protocol, in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public

health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace.

Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor, known or suspected to be infected with the communicable disease, as well as, any common surface area and shared equipment such employee or contractor may have touched, and the employer policy on available leave, in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy:

When individuals enter a room for a period of 10 minutes or longer, they will be required to sign in. In the event that an individual is exposed to a known case of the communicable disease, exhibits symptoms, or tests positive, the individual will be directed to quarantine. The area the individual came into contact with will be closed, contact tracing will be implemented, notification to those impacted will be made, and a thorough sanitization of the contaminated areas will take place.

The district will adhere to all federal, state and local laws regarding available leave, in the event that an employee needs to receive testing, treatment, isolation or quarantine.

Please click the following link for more information: [Plan for Contact Tracing](#)

6. **Requirement:** A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors, in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis:

The district utilizes a variety of methods listed below for time and attendance tracking:

-Employees who possess Memorandums of Agreements (MOA's) must access the School Front database and electronically acknowledge their health status before reporting to work. Individuals in this classification who do not report to work must notify their supervisor, and their absence will be recorded in the Human Resource time and attendance system.

-Employees in the Middle Island Administrators Association (MIAA) must access the School Front database and electronically acknowledge their health status before reporting to work. Any MIAA employee who will not be reporting to work will contact their supervisor, and the absence will be recorded in the Human Resource time and attendance system

-Employees in the Middle Island Teacher Association (MITA) must access the School Front database and electronically acknowledge their health status before reporting to work. Any MITA employee who will not be reporting to work will be logged in the Absence Management System.

- Employees in the Civil Service Employee Association (CSEA) must access the School Front database and electronically acknowledge their health status before reporting to work. Upon arrival to work, CSEA employees use a biometric system to clock in and out. Any CSEA employee who will not be reporting to work must contact their supervisor and their absence will be logged in the Human Resource time and attendance system.

-Any contractor assigned to work in the district, must first be cleared to work in a specific location by the Director of Facilities, and once approved, the Director of Facilities will mandate that project managers maintain documentation with dates and specific hours that each employee worked on a site.

-In the event that an essential employee is scheduled for an off-site visit (out of the district), the employee must get prior approval from their direct supervisor, so that in the event of an exposure, contact tracing can be implemented.

Please click the following link for more information: [Plan for Testing](#)

- All employees will use their access cards, or sign-in, as applicable for entrance which documents their arrival on premises. Card access systems may be shut off and exterior gates locked to non-essential employees during a building closure.
- Payroll, attendance, and/or time cards/biometric systems will further document an employee's presence on campus.
- Contractors will sign in with the school safety department.
- Non-essential visitors will not be allowed on site, however, exceptions may be made on a case by case basis.

7. **Requirement:** A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace:

The District will provide a list of available housing. The employee will be directed to work with the Human Resource and Business Office to the extent possible.