

2021

# Public Employer Emergency Health Plan



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

Central Square Central School District  
BOE Approved March 8, 2021

## 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 m 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 the Central Square Central School District's Administrators Association (CSAA), the Central Square Non-Instructional Supervisors Association (CSNISA), the Central Square Teachers Association (CSTA), and the Central Square District Safety Committee, 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.

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 m 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.

# Planning Committee

Name	District Role
Thomas Colabufo	Superintendent
Connie Galvan	Assistant Superintendent for Instruction and Personnel
Iraina Gerchman	Executive Director for Planning, Development & Technology
Brent Bowden	Principal
Paul Brissette	Director Facilities
John Pierce	Transportation Supervisor
Maureen Phippen Ladd	School Business Manager
Joanne Brandt	Secretary to SBM
Lynn Dowler	Teacher, CSTA President
Janice Mullin	Teacher, CSTA Member
Jen Crandall	Teacher, CSTA Member
Jen Stalsonberg	Teacher, CSTA Member

February 24, 2021

District Safety Committee Review

## Table of Contents

Promulgation .....	1
Planning Committee .....	2
Purpose, Scope, Situation Overview, and Assumptions.....	4
Purpose.....	4
Scope .....	4
Situation Overview .....	4
Planning Assumptions .....	4
Concept of Operations .....	5
Mission Essential Functions.....	5
Essential Positions .....	7
Reducing Risk Through Remote Work and Staggered Shifts .....	7
Remote Work Protocols .....	8
Staggered Shifts.....	8
Personal Protective Equipment.....	9
Staff Exposures, Cleaning, and Disinfection .....	10
Staff Exposures .....	10
Cleaning and Disinfecting .....	11
Employee Leave.....	12
Documentation of Work Hours and Locations .....	12
Housing for Essential Employees.....	12

# 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 Central Square 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.

## Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible.
- If you are feeling ill or have a fever, notify your supervisor immediately and go home.
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately.
- Clean and disinfect workstations.
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

## 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 our employees and contractors, and their families, is of utmost importance
- 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 the Central Square 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.

Upon the determination of implementing this plan, all employees and contractors of the Central Square School District shall be notified by text alert, email and web posting, with details provided as possible and necessary, with additional information and updates provided on a regular basis. All stakeholders (faculty, staff, parents and students) will be notified of pertinent operational changes by text alert, email and web posting. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of the Central Square 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.

Upon resolution of the public health emergency, the Superintendent of the Central Square 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 Central Square School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that 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 Central Square School District

The Central Square School District has identified as critical only those priority functions that are required or are necessary to provide vital services. 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, with priority 4 identifying functions that are essential, but least among them.

The following are the mission essential functions for the Central Square School District that will take place even if we suspend all other activities:

Essential Function	Description	Priority
Communications	The Superintendent will lead all communications with all stakeholders to keep them informed on a weekly / bi-weekly basis.	1
Health & Safety	The district will review and consider the number of staff and students allowed to work in person safely. The following factors will be considered – CDC and DOH guidance, social distancing, personal protective equipment, safe transportation, hygiene practices, cleaning and disinfectant supplies, building safety and security, etc.	1
Teaching and Learning	The district will provide all students with a challenging educational program (in-person or virtual)	1
Child Nutrition	The district will ensure students receive a proper nutrition program, whether learning in-person or virtually.	1
Social Emotional Well-Being	The district will prioritize social emotional well-being for students and staff in order to create the mental, social and emotional space for academic learning to occur.	1
Business Office / Payroll	The district will continue to run payroll for faculty and staff as well as maintain business operations.	1
Transportation	The district will utilize transportation to deliver food to families in need as long as they can do it safely.	2
Human Resources	The district will continue to operate its human resources department so that it can fill any faculty and staff positions that need to be filled.	2
Technology	The district will provide hardware and software for students and staff so that they may work in-person or virtually to provide a challenging educational program.	2
Athletics and Extracurricular	All athletics and extracurricular activities will be reviewed and implemented as long as they can be conducted in a safe manner and environment. These may be conducted in-person or virtually.	4

## 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.

The following are the essential positions that must be staffed on-site for us to effectively operate even if we suspend all other activities:

Essential Function	Essential Positions/Titles	Justification for Each
Health & Safety	<ul style="list-style-type: none"> <li>• Operations &amp; Maintenance</li> </ul>	<ul style="list-style-type: none"> <li>• District buildings will need to be thoroughly cleaned and sanitized.</li> <li>• District properties will need to be maintained.</li> </ul>
Day-to-Day Operations	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Clerical</li> </ul>	<ul style="list-style-type: none"> <li>• The district will staff offices on an as needed basis to ensure the district and buildings are running properly.</li> <li>• At times, these employees may also work remotely.</li> </ul>
Business Office	<ul style="list-style-type: none"> <li>• School Business Manager</li> <li>• Treasurer</li> <li>• Payroll Clerk</li> <li>• Purchasing</li> <li>• AP Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• The district will need to continue to run payroll for faculty and staff as well as maintain business operations.</li> </ul>
Child Nutrition	<ul style="list-style-type: none"> <li>• Food Service Director</li> <li>• Assistant Director</li> <li>• Food Service Workers</li> <li>• Transportation Department</li> </ul>	<ul style="list-style-type: none"> <li>• The district will continue to provide a proper nutrition program to our students, whether learning in-person or virtually.</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Executive Director for Planning, Development &amp; Technology</li> <li>• Network Administrator</li> <li>• Computer Specialists</li> <li>• SYSOPS</li> </ul>	<ul style="list-style-type: none"> <li>• The IT Executive Director establishes all priorities for IT tasks and organizes staff.</li> <li>• IT staff members will provide support in distributing and setting up hardware and software, network management, and help desk support.</li> <li>• At times, these employees may also work remotely.</li> </ul>
Medical Distribution	<ul style="list-style-type: none"> <li>• School Nurses (RNs)</li> </ul>	<ul style="list-style-type: none"> <li>• As needed to distribute prescriptions and / or supplies to families</li> </ul>

## 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 and on public transportation.



## 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:

Group A	Building Level Faculty and Staff – teachers, teaching assistants, OT/PT, counselors, psychologists, etc.
Group B	Food Service Workers
Group C	Transportation Department
Group D	Clerical
Group E	Administration
Group F	Operations & Maintenance

2. Approval and assignment of remote work –
  - a. The Superintendent will approve faculty and staff to work remotely.
  - b. Faculty and staff may be required to work a select number of days or hours in-district based upon need.
  - c. Hours per week for remote work will be determined based on need for in-person / remote work.
3. Staff will be equipped with the following for remote work, which may include, but not be limited to the following:
  - a. Internet capable laptop and/or Chromebook
  - 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 phone lines may need to be forwarded to off-site staff

*Questions or concerns regarding technology, connectivity, etc., needed for remote work should be sent to the [“Help Desk Portal”](#).*

## 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, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Central Square 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

Operations & Maintenance	O & M workers will work 2 <sup>nd</sup> shift if / when it is necessary to reduce staffing numbers working 1 <sup>st</sup> shift.
Office Staff	The district will staff offices on an as needed basis to ensure the district and buildings are running properly.
Food Service Department	Food Service Department will work as needed to ensure students receive a proper nutrition program, whether learning in-person or virtually.
Transportation Department	The Transportation Department will work as needed to ensure food is delivered to students if we are learning virtually.

2. Approval and assignment of changed work hours
  - a. The Supervisor will approve the departments identified above to work staggered hours.

## 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
  - a. The district will review and follow OSHA guidance and CDC recommendations regarding providing PPE. At the time this plan was written, PPE will be provided as follows:

Nurses & Staff with health conditions	Face masks, eye protection, face shields, disposable gloves, disposable gowns
All other faculty and staff	Face masks
Contractor	Face masks
Students	Face masks

2. Procurement of PPE
  - a. As specified in the amended law, the district will be prepared 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. The district will mitigate supply chain disruptions to meet this requirement.
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE will be stored in a manner which will prevent degradation. Supplies will flow through the Operations and Maintenance Department.
  - b. Employees and contractors will have immediate access to PPE in the event of an emergency.
  - c. The supply of PPE will be monitored and distributed by our Director of Facilities to ensure integrity and to track usage rates.
  - d. Additional PPE will be ordered when supplies decrease and/or supply chains
4. The district will strive to maintain the following amounts (2-month supply) of PPE on hand at all times for its 3,600 students and 700 faculty and staff members:

Face Masks	43,000
Disposable Gloves	10,000
Medical Gowns	300
Eye Protection	20
Face Shields	50
Hand Sanitizer	400 bottles
Wipes	400 packets

5. The district will work with the following suppliers to maintain our PPE:

Hill & Markes Wholesale Dist.	1997 State Hwy 5S Amsterdam, NY 12010	1-800-836-4455
Cintas Corp.	6800 Cintas Blvd. Cincinnati, OH 45263	315-447-2472
W W Grainger Inc.	6285 E Molloy Rd. E. Syracuse, NY 13057	1-866-299-8744

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a ‘close contact’ with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the amount of time recommended by the CDC or local/state health department’s guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are symptom free.
    - b. The direct supervisor will work with the assistant superintendent to ensure these protocols are followed.
    - c. See the section titled *Documentation of Work Hours and Locations* for additional information on contact tracing.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.

4. The Central Square School District will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
  5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications and provide a negative COVID-19 test result. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  6. The superintendent or their designee must be informed in these circumstances and is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on *Cleaning and Disinfection* for additional information on that subject.
  3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, the superintendent or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item a., above, as applicable, for all potentially exposed personnel.
  4. The superintendent or their designee must be informed in these circumstances and is responsible for ensuring these protocols are followed.

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.

### Cleaning and Disinfecting

To ensure employees comply with hygiene and cleaning requirements, Central Square Central School District will do the following:

1. Adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs onsite that document date, time, and scope of cleaning.
2. The Director of Facilities will maintain the log and house it in his office.
3. Provide and maintain hand hygiene stations for personnel, including hand washing with soap, water, and paper towels, or an alcohol-based hand sanitizer.

4. Post signs on how to stop the spread of COVID-19, proper hand washing technique, promote everyday protective measures, and the proper wearing of a face covering.
5. Conduct regular cleaning and disinfection daily or more frequently as needed, along with frequent cleaning and disinfection of shared objects and surfaces, as well as high transit areas, such as restrooms and common areas.

## Employee Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Central Square School District is committed to reducing the burden on our employees and contractors.

Provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

## 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, off-site visits. This information may be used by the Central Square School District to support contact tracing within the organization and may be shared with local public health officials.

Electronic/paper screening forms are completed by each employee prior to building entrance. Responses are sent directly to department supervisors for immediate review. Logs are kept in the digital cloud for future reference and contact tracing should it be necessary. Paper forms are kept in the department supervisor's office in a binder system.

## 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 Central Square School District's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Central Square School District will coordinate with Oswego County Emergency Management.