

Sullivan West Central School District

Public Health Emergency

Continuation of Operations Plan

This document is intended to be an Annex to the existing Sullivan West Central School District Level Emergency Plan

PURPOSE

This Public Health Emergency Annex exists as a continuation of operations plan in the event that the Governor declares a public health emergency involving communicable disease and has been adopted pursuant to the requirements of Labor Law Section 27-c and Education Law Section 2801-a. This document:

- Identifies the job titles and employees that are considered essential to operations
- Outlines the protocols the District will follow to enable all non-essential employees to work remotely
- Dictates how work shifts will be staggered to reduce the in-person workforce
- Describes how PPE will be procured and distributed
- Dictates the protocols to follow if disease is identified in the workplace
- Describes how work shifts and locations of essential employees and contractors will be documented
- Identifies local emergency housing for essential employees

SCOPE

This Annex encompasses the activities necessary to continue the operations of a school facility in the event that a public health emergency involving communicable disease is declared. In that event, the following steps and procedures will be enacted to protect students, staff and the larger community.

Identify Essential Employees

The following positions are considered essential to the District's ability to maintain core building maintenance and services provided by the District in the event of a declared public health emergency.

Title- positions and titles considered essential to perform on-site activities in the event of a declared public health emergency

Description- brief description of job functions

Justification- brief description of critical responsibilities that could not be provided remotely

Work shift- brief description of how shifts will be staggered to reduce density

Essential Employee determination			
Title	Description	Justification	Work Shift
Director of Facilities	Manage facilities and health & safety operations	Direct on-site activities	day
Maintenance Supervisor	Supervise maintenance and custodial personnel	Supervise facilities maintenance activities	day
Bldg. Maintenance worker	Facilities maintenance	On-site maintenance activities	day
Grounds Maintenance worker	Facilities maintenance	On-site maintenance activities	day
Maintenance helper	Facilities maintenance	On-site maintenance activities	day/night
Cleaner	Custodial	On-site cleaning and sanitation activities	day/night
Assistant Supt. for Admin. Svcs.	Safety, health, risk management, finances and human resources	Inspections, audits, manage finances and food services	day
Cook Manager	Conduct food service operations	Prepare and deliver student meals	day
Cook	Conduct food service operations	Prepare and deliver student meals	day
Food Service Helpers	Conduct food service operations	Prepare and deliver student meals	day
School Instr. Multimedia Technician	IT maintenance and operations	Repair and maintenance of systems	day
Nurses	Student care	On-site student care	day
Designated Administrators	Manage/attend to critical issues	On-campus if emergency warrants it	day/night
Designated Sullivan West Business Office & Central Office Staff	Payroll processing and check distribution - accounts payable (AP) check processing for necessary bills	On-site to review and process mail for payroll, accounts payable, human resources and the Board of Education for necessary mail distribution	day
Typists	School support	Receive completed school materials and schedule deliveries.	day
Teacher Aides	School support	School materials distribution and deliveries	day

Staff members designated to work on-site during the same shift may be assigned to physically distanced work areas. All other employees of the District will be required to work remotely

during any state ordered reduction in workforce. The following protocols will allow the District to assist its employees who are in need of additional technology or technological upgrades so that they may work remotely in the most efficient manner possible.

All other employees of the District will be required to telecommute. The District will assist any employee in need of additional technological upgrades in order to telecommute effectively. The following items and services are available to any District employee asked to telecommute.

Technology & Connectivity of Staff and Students

Sullivan West CSD currently provides the staff and students (those in-need) a district laptop (Dell 3190 2 in 1). The district offers cloud based learning management systems (LMS) that adhere to Education Law 2D section 121. K-2 students have paid accounts for the LMS, Seesaw. Grades 3-12 have Enterprise subscriptions to the LMS, Schoology. Additionally, all staff and students have Office 365 A1 Plus subscriptions which provide cloud based access to Microsoft Office Apps. As part of the subscription, Sullivan West students have individual cloud based email addresses. Enterprise subscriptions to iReady for diagnostic testing, and progress based curriculum planning are also provided, as well as paid subscriptions for teachers for Zoom accounts to conduct virtual meetings, and classes. Sullivan West provides Cisco Call Manager and Cisco Unity to provide extensions for every classroom and office, as well as personal voicemail that can be accessed via email as well as the physical phone. Both its student management and financial management systems (including banking) are web based products that can easily be accessed remotely.

Cohorts and Staggering Shifts

The District will, to the extent possible, stagger the scheduled work shifts of the essential employees and contractors, in order to reduce overcrowding on public transportation and at work sites.

It is vital to continue the operations of a school building. Essential staff will be scheduled to work in a way that they cannot spread disease to one another. In an effort to reduce the risk of disease transmission the District will maintain two shifts for the plant operations team at both the Elementary and High Schools. In addition, alternating and staggered schedules will be implemented. The first shift will vacate the building before the second shift arrives. There will be a 15 minute difference between the end of the first shift and start of the second shift. In each facility two areas will be designated for breaks. The supervisor will determine staggered meal and break schedules that allow two individuals to go on break at the same time, but in separate break rooms.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is necessary for some tasks performed by essential employees and contractors. The District will determine the appropriate PPE necessary for staff and contractors based on assigned tasks. The district will procure quantities sufficient to provide essential employees with at least two (2) pieces of each type of PPE for each essential employee and contractor requiring it, for each shift during a six month period. Staff that are issued PPE

will be trained on appropriate use, care and maintenance of their District issued PPE. Additional PPE is sourced and acquired through state contract, county health department, local vendors or the internet as needed.

The District has a Respirator Program in place. N95 masks may be issued to those essential staff members whose job roles may lead them to be exposed to sick individuals or bodily fluids. A supply of N95 masks has been secured. Designated employees who are to be issued N95 masks will first be medically cleared, fit tested and trained on its appropriate use and care.

Records and inventory shall be maintained to track the existing PPE supply and distribution to staff. PPE will be stored in a secure location readily available to essential personnel when needed. The Building & Grounds Maintenance Supervisor has access to the supply of PPE.

The District recognizes that the following job titles will require varying amounts and types of PPE:

- Operations and Maintenance – Staff will require access to safety goggles, cloth and/or paper face masks, face shields, vinyl/nitrile gloves, isolation gowns and shoe covers as needed during the course of each shift.
- Nurses – Nurses will have access to safety goggles, cloth and/or paper face masks, face shields, vinyl/nitrile gloves, isolation gowns, shoe covers and N95 masks as needed.
- Food Service – Staff will need access to cloth masks, face shields, and vinyl/nitrile gloves as needed.
- Teacher Aides and Assistants – Staff will have access to cloth face masks, face shields, vinyl/nitrile gloves, and isolation gowns as needed based on assigned tasks.
- Administration, Faculty and All Other – Staff will have access to cloth face masks, face shields, and vinyl/nitrile gloves as needed.

Response Actions

In the event that an employee or contractor is exposed to a known case of the illness, exhibits any symptoms of the illness or tests positive for a communicable disease, the District will enact the following protocols in an effort to prevent the spread or contraction of the illness in its facilities:

- Classroom staff members that become sick while at work are asked to notify their Administrator to arrange for class coverage, and then immediately leave the building by the nearest exit. Do not linger within the building and do not visit other staff members before departing. Schedule an appointment with your health care provider and follow NYSDOH Guidelines for when to return to work.
- If a student becomes ill during the course of the school day, staff members will call and alert the Nurse. Follow the Nurse's instructions regarding where to send the ill student. Ill students will report to the Nurse's office or isolation room, as directed by the Nurse.
- Once the ill student is safely with the Nurse, staff will call and notify their Administrator of the development, and ask to be relocated to a secondary room until such time as the primary room can be cleaned and disinfected.
- Administrator will assign the affected staff and students to a secondary room until the primary room can be cleaned and disinfected.

- Administrator will contact the District operations and maintenance staff to arrange for the area to be cleaned and disinfected following NYSDOH and CDC protocols.
- Once the students and staff are removed from the affected room they should not re-enter the room for **ANY** reason until it has been verified by their Administrator that it has been cleaned and disinfected by District operations and maintenance staff. Take any necessary personal items with you when you leave.
- After being notified of the existence of a room or area in need of being cleaned and disinfected, District operations and maintenance staff will open the windows of the affected room to increase ventilation, per CDC guidelines.
- After this, the room will be closed off and locked for up to 24 hours before cleaning and disinfecting takes place. In the event this scenario occurs on a Friday, the room may remain locked over the weekend. Again, **NO ONE** will be allowed entry, nor should they attempt to enter, for their own best interests.
- Once a sufficient amount of time has passed, per CDC and NYSDOH guidelines, District operations and maintenance staff will wear appropriate PPE and enter the room to clean and disinfect all affected areas.
- After the room has been properly cleaned and disinfected, the Building and Grounds Maintenance Supervisor will call and notify the Administrator who initiated the process and inform them that the room is ready to be re-occupied.
- Administrator will arrange for the staff and students to re-occupy their primary room. No special waiting time is required **after** cleaning and disinfection, per CDC and NYSDOH guidelines.
- After staff and students re-occupy their primary room, as a precaution, Administrator will make arrangements with operations and maintenance staff to clean and disinfect the secondary room that was temporarily used by the transplanted staff and students.
- Administrator will document all relevant information related to the above actions, including but not limited to, the number of ill students/staff, original area of illness, staff who perform the cleaning and disinfection, area remaining staff/students were relocated to, dates and times of everything, etc.

Record Keeping

The District will document the precise hours and work locations, including off-site visits, for all essential employees and contractors.

Staff will be required to complete a health questionnaire either online or upon arrival at a District facility each workday.

Essential contractors will sign in and out of a Visitor/Contractor Logbook each time they enter and leave a District facility. Contractors will be supervised to ensure they remain in their designated areas and follow infection control protocols. Visitor/Contractor logbooks are to be kept at the front entrance of each facility. Logbooks will be reviewed by the Facilities Director, Health & Safety Coordinator or Building Administrator weekly.

Attention paid to proper record keeping will assist the County Health Dept. in their contact tracing efforts, and allow the District to determine at a glance who may have been compromised by an exposure.

Emergency Housing for Essential Workers

In the event it becomes necessary, the District will work within its locality to source and secure emergency housing for essential workers, in order to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.

Options for essential employee emergency housing include the following:

- Resorts World Catskills – (833) 586-9358
- Days Inn by Wyndham Liberty – (845) 747-0062
- Villa Roma Resort- 1-800-533-6767