Dolgeville Central School District

Communicable Disease - Pandemic Plan

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 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.

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

  - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Herkimer County Department of Health

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

- The **Superintendent** - PIO 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 Principals, Business Official, Facility Director, Food Service Director, Transportation Coordinator, and Supervisor/Principal of Special Education 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 *CDC School District Pandemic Influenza Planning Checklist* was reviewed on **January 27, 2021** for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.

- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at [http://www.cdc.gov/flu/school/](http://www.cdc.gov/flu/school/).

- 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 Employee Worksheet

In the event of a government ordered shutdown, similar to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan, 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.

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).

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Justification</th>
<th>Work Shift</th>
<th>Protocol</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Assistants</td>
<td>General Clerical/Office Operations</td>
<td>Assist with misc. office operations (filing, communicating with staff and families, attendance, student records, etc.; monitoring communication via phone, email, and mailings)</td>
<td>Staggered days/shifts to meet CDC guidelines</td>
<td>Time Sheets</td>
</tr>
<tr>
<td>Transportation</td>
<td>Bus Drivers</td>
<td>Coordinate transportation of students, services, and resources. (food distribution, delivery of student materials, etc.)</td>
<td>Staggered days/shifts to meet CDC guidelines</td>
<td>Time Sheets</td>
</tr>
<tr>
<td>Food Service</td>
<td>Meal Prep for Students</td>
<td>Prepare and distribute food to designated locations as needed</td>
<td>Staggered days/shifts to meet CDC Guidelines as needed</td>
<td>Time Sheets</td>
</tr>
<tr>
<td>Technology</td>
<td>IT Director</td>
<td>Managing mobile devices and technology needs of the district</td>
<td>Staggered day/shifts to meet CDC guidelines</td>
<td>As Needed</td>
</tr>
<tr>
<td>Facilities</td>
<td>Maintenance, Groundskeeper, Cleaners</td>
<td>Messenger and mail services, upkeep of buildings and grounds</td>
<td>Staggered day/shifts to meet CDC guidelines</td>
<td>Time Sheets</td>
</tr>
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</tr>
</tbody>
</table>

(2) **Protocols Allowing Non-Essential Employees to Telecommute.**

**Ensure Digital Equity for Employees**

- **Mobile Device Assessments:**
  
  § Survey agency departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services.
  
  § Conduct a cost analysis of technology device needs.

- **Internet Access Assessments:**
  
  § Survey agency departmental staff to determine the availability of viable existing at-home Internet service.
  
  § Conduct a cost analysis of Internet access needs.

- **Providing Mobile Devices and Internet Access:**
  
  § To the extent practicable, decide upon, 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, decide upon, 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:**

- 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;

- 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 the Asset Tracking Management System 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.

o 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, Dolgeville Central School 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.

Limit restroom usage to specific work areas.

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 or have received guidance from the Herkimer County Department of Health, Dolgeville 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 and its alternative are listed in the building level safety plan and will be activated at the direction of the School District Incident Commander. 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.

- 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>Dolgeville Elementary School</td>
<td>Crystal Chrisman</td>
<td>315-429-3155 x1701</td>
</tr>
<tr>
<td>James A. Green Jr/Sr High School</td>
<td>Ruth Leavitt</td>
<td>315-429-3155 x2701</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, 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) Theodore Kawryga 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, including School Messenger, ParentSquare, the DCS website and Facebook page. Communication systems are utilized and regularly tested.

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, Director of Maintenance, Transportation Director, Building Principals, and Supervisor/Principal of Special Education. 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, and 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. We have defined the following job titles for having back-up responsibility in these areas. Recognizing the need for job cross training, we have trained individuals with the following job titles: District Treasurer and Accounts Payable Clerk. Recognizing the need for job cross training, we have trained individuals at all positions in the business office in all job competencies. We have also established the ability to maintain these essential functions off-site from remote locations as follows: Using VPS connections to access vital financial and other district systems. All functionality has been tested repeatedly since April 2019.
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. 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. Desktops will be misted with the provided disinfectant and left to dry. Training for teachers on this process is provided on Superintendent’s Conference Days as part of mandatory annual training. At no time will products not approved by the school district be utilized.

The Superintendent and Department Heads 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 the Superintendent, building administration, or office staff. Cross-training of staff to ensure essential functions are operational is reviewed and regularly implemented in each department. The Superintendent 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 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 and DCS Instructional Teams throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:

- Use of Google Classroom to provide opportunities for synchronous or asynchronous instructional opportunities, including live Google Meets, recorded instructional videos, daily lessons and assignments for self-directed or interactive learning.

- Communication modalities for student and parent engagement include: telephone, Postal Service mailings, email, text message, ParentSquare messages, School Messenger, as well as website and Facebook 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 have an adequate supply of coverings in case of replacement.
- Cloth 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.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks 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, KN95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals who 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. Parents will also be encouraged to provide face coverings for students; however, face coverings will be provided for any student who cannot provide their own.

**PPE Supply Management**

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

<table>
<thead>
<tr>
<th>Disposable Face Covering Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group</strong></td>
</tr>
<tr>
<td>Students</td>
</tr>
<tr>
<td>Teachers/Staff</td>
</tr>
<tr>
<td>Nurse/Health Staff</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>10</td>
<td>120</td>
<td>10 per week per Staff</td>
</tr>
<tr>
<td>Disposable Gowns</td>
<td>10</td>
<td>120</td>
<td>10 per week per Staff</td>
</tr>
<tr>
<td>Eye Protection</td>
<td>2</td>
<td>n/a</td>
<td>2 Re-usable per Staff</td>
</tr>
<tr>
<td>Face Shields</td>
<td>2</td>
<td>n/a</td>
<td>2 Re-usable per Staff</td>
</tr>
<tr>
<td>Waste Disposal Medium</td>
<td>1</td>
<td>n/a</td>
<td>1 Unit per Staff Total</td>
</tr>
<tr>
<td>KN-95 Respirators*</td>
<td>10</td>
<td>120</td>
<td>10 per week per Staff</td>
</tr>
</tbody>
</table>

*Note: KN-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.

**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 Herkimer 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 Superintendent will meet with staff to review essential functions and responsibilities of back-up personnel. The Superintendent 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 in consultation with Herkimer County Department of Public Health, the school district will notify the NYS Education Department and District Superintendent at HFM BOCES.

(5) Preventing Spread, Contact Tracing and Disinfection
Instructional programs must be prepared for COVID-19 outbreaks in their local communities and for individual exposure events that 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:
Confirmed COVID-19 Case Requirements & Protocols

Instructional programs must be prepared for COVID-19 outbreaks in their local communities and for individual exposure events that 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 NYSDCH 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.

- Refer to DOH’s Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure for information on “close and proximate” contacts.

- 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 CDC 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 days since the individual first had symptoms;

- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and

- It has been at least three 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. Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings.

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 10 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**

- Instructional staff will call the office secretary when they are absent due to illness. Substitutes will be provided as necessary and as requested.
• The instructional departments will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.
• The instructional departments will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

Employee Assistance Program (EAP)

• The Superintendent 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

• The Superintendent and Department Heads will continue to handle medical and COVID-19 accommodations.

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 school district will assist with contact tracing by keeping accurate attendance records of students, staff and visitors. 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, child-care, 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 door knobs/handles
- Dust- and wet-mopping 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:

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 mask. 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 as approved by Central Administration.

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

Upon request, Facilities Services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:
- 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
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Related Services Spaces.
- Shared computer or piano keyboards and mice.
- Shared desktops.
- 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 by Central Administration.
- Herkimer and Oneida BOCES 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 process for collecting trash during breakfast and lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.
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 debrief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Facility Director, and Curriculum Supervisor will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
APPENDIX

School District Pandemic Influenza Planning Checklist

Flowcharts for COVID-19 Decision Making
SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST

Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

1. Planning and Coordination:

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- Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.

- Identify all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.

- As part of the district’s crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food service directors, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.

- Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district’s established ICS and the local/state health department’s and state education department’s ICS.

- Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.

- Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community’s pandemic plan as well as the state department of education’s plan.

- Test the linkages between the district’s Incident Command System and the local/state health department’s and state education department’s Incident Command System.

- Contribute to the local health department’s operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA’s healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.

- Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.

- Participate in exercises of the community’s pandemic plan.

- Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.
1. Planning and Coordination (cont.):

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- Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
- Implement an exercise/drill to test your pandemic plan and revise it periodically.
- Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

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- Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
- Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
- Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

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- Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g., promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
- Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
- Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
- Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
- Establish policies for transporting ill students.
- Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemic/flu/plan).

4. Communications Planning:

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- Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
- Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
- Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.
### 4. Communications Planning (cont.):

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- Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
- Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
- Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
- Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
- Disseminate information about the LEA’s pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
- Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
- Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.
NYSDOH COVID-19 In-Person Decision Making Flowchart for Student Attendance

Can My Child Go To School Today?

- In the past 10 days, has your child been tested for the virus that causes COVID-19, also known as SARS-CoV-2?
  - Yes: Your child cannot go to school today. They must stay in isolation (at home and away from others) until the test results are back and are negative or if positive, the local health department has released your child from isolation.
  - No: In the last 14 days, has your child: • Traveled internationally to a CDC level 2 or 3 COVID-19 related travel health notice country; or • Traveled to a state or territory on the NYS Travel Advisory List; or • Been designated a contact of a person who tested positive for COVID-19 by a local health department?
    - Yes: Your child cannot go to school today. They must stay at home until your local health department releases your child from quarantine, at least 14 days. A negative diagnostic COVID-19 test does not change the 14-day quarantine requirement.
    - No: Does your child currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?
      - Yes: Your child cannot go to school today. Your child should be assessed by their pediatric healthcare provider (HCP). Call your child's HCP before going to the office or clinic to tell them about your child's COVID-19 symptoms. If your child does not have a HCP, call your local health department.
      - No: Your child CAN go to school today. Make sure they wear a face covering or face mask, practice social distancing, and wash their hands!

SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:
- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

Report absences, symptoms, and positive COVID-19 test results to your child's school.
**NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work**

### Can I Go to Work at the School Today?

**In the past 10 days,** have you been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

**YES**

- **In the last 14 days,** have you:
  - Traveled internationally to a CDC level 2 or 3 COVID-19 related travel health notice country; or
  - Traveled to a state or territory on the NYS Travel Advisory List; or
  - Been designated a contact of a person who tested positive for COVID-19 by a local health department?

**NO**

**Was the test result positive OR are you still waiting for the result?**

**YES**

- You cannot go to work at the school today. If you have had any of these exposures, you must stay at home until your local health department releases you from quarantine. At least 14 days from the date of your last exposure. A negative diagnostic COVID-19 test does not change the 14-day quarantine requirement. School staff are not essential workers and must quarantine.

**NO**

- **If you have had any of these symptoms,** you cannot go to work at the school today. If you have had any of these symptoms, you must stay at home until your local health department releases you from quarantine. At least 14 days from the date of your last exposure. A negative diagnostic COVID-19 test does not change the 14-day quarantine requirement. School staff are not essential workers and must quarantine.

- **If you currently have (or have had in the last 10 days) one or more of these new or worsening symptoms,** you cannot go to work at the school today. If you have had any of these symptoms, you must stay at home until your local health department releases you from quarantine. At least 14 days from the date of your last exposure. A negative diagnostic COVID-19 test does not change the 14-day quarantine requirement. School staff are not essential workers and must quarantine.

- **Do you currently have (or have had in the last 10 days) one or more of these new or worsening symptoms?**
  - A temperature greater than or equal to 100.0°F (37.8°C)
  - Feel feverish or have chills
  - Cough
  - Loss of taste or smell
  - Fatigue/feeling of tiredness
  - Sore throat
  - Shortness of breath or trouble breathing
  - Nausea, vomiting, diarrhea
  - Muscle pain or body aches
  - Headaches
  - Nasal congestion/runny nose

**YES**

- You cannot go to work at the school today. You should be assessed by your health care provider (HCP). Call your HCP before going to any in-person visits to tell them about your COVID-19 symptoms. If you do not have a health care provider, call your local health department.

- You can go to work at the school today. Make sure you wear a face covering or face mask, practice social distancing, and wash your hands frequently.

**NO**

- **Report absences, symptoms, and positive COVID-19 test results to your school.**

### SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- Trouble breathing or are breathing very quickly
- Change in skin color - becoming pale, patchy and/or blue
- Are too sick to drink fluids
- Racing heart or chest pain
- Severe abdominal pain, diarrhea or vomiting
- Decreased urinal output
- Lethargy, irritability, or confusion

**September 2020 | B-1**
COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms

**HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)**

If the HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (e.g., laboratory-confirmed influenza, strep/throat), AND COVID-19 is not suspected, then a note signed by their HCP explaining the alternate diagnosis is required before the student/staff will be allowed to return to school. They may return to school according to the usual guidelines for that diagnosis. Note: a signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, oral swab, or nasal swab, as ordered by the health care provider and/or laboratory specifications. If there is a high suspicion of COVID-19 based on symptoms or circumstances, the HCP or public health should consider following up a negative antigen test with a molecular test which is more sensitive, particularly when there are important clinical or public health implications. Serology/antibody testing cannot be used to rule in or out acute COVID-19.

September 2020 | C-2

COVID-19 exclusion protocol for contacts of symptomatic students and staff

Symptomatic student/staff must be evaluated by a healthcare provider (HCP) within 48 hours of symptom onset.

- Evaluation occurs within 48 hours
- Does NOT occur within 48 hours

**HCP gives alternate diagnosis**
- COVID-19 diagnostic test NOT done (for example, guardian refuses)
- No exclusions required

**COVID-19 diagnostic test performed**
- Positive result
- Negative result
- No result within 48 hours

- **If HCP evaluation is completed and/or final results received after 48 hours**
  - Follow algorithm on the left based upon HCP evaluation outcome or test result
  - Follow protocols on the following page to assist the LHD with a full case investigation and contact tracing
  - No exclusions required

After 48 hours, deem the symptomatic student/staff positive:
- Ensure the symptomatic student/staff remains in isolation at home
- Follow protocols for positive students/staff on page C-2
- Notify and begin communicating with the local health department (LHD)

September 2020 | C-3
**COVID-19 School and Local Health Department Coordination for Contact Tracing**

**Notify the local health department (LHD):**
- Immediately upon learning of a positive case
- 48 hours after symptom onset in a staff member or student if no HCP evaluation or test result has been received. The LHD will collaborate with the school for contact tracing and to identify contacts.

**Provide the LHD with contact information of school personnel who will assist in the LHD’s contact investigation. Include the names and phone numbers of at least two points of contact, as appropriate, such as:**
- School Principal
- Administrative Support Person
- Principal Designee

**Begin to identify contacts of the case to provide to the LHD.**

**Provide the LHD with a list of people who are possible contacts of the case including:**
- Contact’s full name
- Parent(s)/Guardian(s) full name(s)
- Phone number(s)
- Home address
- Nature of contact (e.g., persons in same classroom, bus, etc.)
- Student, teacher, or type of staff member

Contacts will include students/staff who had exposure to the individual suspected or confirmed to have COVID-19 beginning two days before their symptom onset (or if the case was asymptomatic, two days before the date they were tested) until the case is excluded from the school and in isolation. Schools and LHDs should work together to ensure any before, after, or other daycare; transportation; extracurricular; and other non-school setting contacts are identified and notified of their exposure risk.

**Move forward with preestablished communication plan in consultation with LHD (e.g., notifying the school community of confirmed case(s), as appropriate).**

**The LHD will determine which students/staff should be quarantined and excluded from school in addition to any other close contacts, such as social or household contacts. Contacts will be quarantined and excluded from school for 14 days from the date of last exposure to the case, advised to monitor for symptoms, and recommended to get a diagnostic COVID-19 test at least 3 days after their last date of exposure. The local health department will initiate isolation and quarantine orders.**

**When to welcome back affected students/staff:**

The LHD will determine when students and staff are released from isolation or quarantine and can return to school. The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

September 2020  |  C4