

## District Plan – Protocols for a Public Health Emergency

This past Labor Day, Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The new legislation will constitute New York State Labor Law [Section 27-c](#), and serves as a response to the effects of the sudden onset of the COVID-19 pandemic this past Spring. In addition to 27-C, the following section was added to [2801-a of the Education Law](#) that will require additions to the District Plan.

**2801-a (m)** - protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions of **section twenty-seven-c of the labor law**.

Please be aware that Governor Cuomo extended the original deadline (30 days after the passage of the law) to allow companies and districts time to work out all of the logistics with unions etc. The [NYS website states](#), "such a plan must be finalized and published by April 1, 2021".

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

Essential Position or Title	Title	Description
<b>Information Technology</b>	Technology Coordinator and Support Staff	This group is needed to maintain the internet capability including remote learning and working from home.
<b>Custodial and Maintenance</b>	Facilities Director, Custodians, Maintenance Mechanics, Grounds	This group is needed to maintain the cleanliness and continued functioning of the building & grounds.
<b>District Administration &amp; Clerical Support</b>	Superintendent, Director of Curriculum and Instruction, School Business Administrator, Clerical Support	Required to ensure continuity of the response efforts.

<b>Building Administration &amp; Clerical Support</b>	Building Administrators, Clerical Support	Required to ensure continuity of the response efforts.
<b>Faculty and Staff</b>	Teacher, Teacher Assistants, Related Service Providers, Instructional Support Staff, Teacher Aides and Monitors- (case specific-may or may not be deemed essential)	Required to ensure continuity of instruction. In order to meet a student's needs including but not limited to IDEA and/or Section 504 regulation (FAPE), teachers/related service providers.
<b>Security</b>	School Resource Officer District and Building Level Administrators	To ensure the safety/security of the campuses.
<b>Transportation</b>	Director of Transportation, Drivers, Support Staff, Mechanics	To transport food to students who receive home meals and/or to transport students in the event they are attending in person instruction.
<b>Food Service</b>	Food Service Director, Food Service Workers	To prepare and distribute meals to students.
<b>Health Services</b>	Contractual Director of Health Services and nursing staff as deemed necessary.	To assist with testing requirements, reporting and contract tracing.
<b>Business Operations</b>	Accounting, Payroll, Accounts Payroll, Purchasing, School Business Administrator	Where necessary to ensure the continued operation of the District.

The district will review the list of essential workers based on the ongoing pandemic situation presented. In the event of a need for a reduction in force and/or compliance with State and Steuben County Department of Health guidelines, nonessential workers will be identified in accordance with situational need.

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

To enable all non-essential employees and contractors to telecommute, District staff will be guided by The Continuity of Instruction Plan and the District Reentry Plan contained within the District Wide Safety Plans. The district will follow a contingency plan in a similar format as the district had during the pandemic shut down in March 2020.

Teachers will continue to have access to devices and various digital platforms included but not limited programs noted in **Appendix A** (Additional programs will be vetted for 2d compliance through the district protocol established by the Technology committee). Teacher and staff may communicate via other approved modes of communication.

**Requirement: c. A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding related to transportation.**

The district will conduct transportation activities that are consistent with the Department of Health and NYSED School Reopening guidelines. In order to maintain social distancing, district buses will operate at reduced capacity, and students and the driver will need to utilize Personal Protective Equipment and take the following additional measures:

1. Class schedules may be adjusted to reduce capacity through creating of cohorts.
2. In-person days may be staggered by cohort groups.
3. Students may walk or drive a personal vehicle to campus as approved by the building level principal.
4. Staff may be required to arrive on campus prior to students in a staggered work shift or staggered assigned day of work.
5. Employees may be permitted to work remotely.
6. Contractors may not be permitted on campus during school hours.
7. Visitors may not be permitted on campus during school hours.
8. Access to all buildings may be limited.
9. Athletics and extra-curricular activities may be limited.

With respect to managing transportation services provided to the district, the following measures will be taken:

1. Seats will be occupied by one student per seat with the exemption of family seating.
2. When boarding, children will occupy seats from back to front, where feasible. Students shall be loaded in sequential route order. When going to school, the first student on the bus will sit in the back. When going home from school, the last student off the bus sits in the back.
3. Dismissal times will be staggered to best suit building needs and to promote social distancing.
4. Arrival and departure activities shall be supervised to ensure social distancing. Stagger arrival times of both buses and parent transportation to reduce density.
5. The district will add or modify bus routes to reduce load levels on buses.
6. Whenever possible, a single driver will be assigned to the same bus and routes.

**Requirement: d. A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.**

1. The Addison Central School District will maintain an inventory of PPE in accordance with the following NYS Education Department guideline, and continually restock the same as needed.
2. Storage of personal protective equipment will be on campus and comply with the manufacturer's storage recommendations for each item.
3. PPE equipment will be readily available, as needed.

**Requirement: e. A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or**

**quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.**

In the event an employee, student or contractor is exposed to a known case of a communicable disease that is subject to a public health emergency, exhibits symptoms of such disease, or tests positive for such disease, the District will respond as per the State Department of Health and Steuben County Department of Health Guidelines.

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

1. All entrances will be locked and monitored by staff and the school resource officer.
2. All employees will use their access cards or sign in as applicable for entrance which documents their arrival on premises.
3. Schedules for all employees will maintained by the direct supervisor.
4. Payroll, attendance, and/or time cards will further document an employee's presence on campus.
5. Contractors will sign in with the security guards/greeters, and their presence registered in the visitor log book or visitor management system.
6. Non-essential visitors will not be allowed on site however exceptions will be made on a case by case basis.

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

1. The district will provide resources as requested to employees on an as needed basis.

## Appendix A

### ACSD Program Resource

Elementary School (K-5)	Middle School (6-8)	High School (9-12)
<ul style="list-style-type: none"> <li>• Schoology</li> <li>• Office 365 (All Apps)</li> <li>• Schooltool</li> <li>• Accelerated Reader</li> <li>• Bankaroo</li> <li>• Brain Pop</li> <li>• Brain Pop Jr.</li> <li>• code.org</li> <li>• Common Sense Media</li> <li>• Discovery Ed Streaming</li> <li>• FOSS Web</li> <li>• Freckle</li> <li>• GimKit</li> <li>• Go Noodle</li> <li>• Kahoot</li> <li>• Khan Academy</li> <li>• Learning.com</li> <li>• Library Databases</li> <li>• Moby Max</li> <li>• Movie Maker</li> <li>• Padlet</li> <li>• Quizlet</li> <li>• YouTube Videos</li> <li>• Zearn</li> <li>• Zoom</li> </ul>	<ul style="list-style-type: none"> <li>• Schoology</li> <li>• Office 365 (All Apps)</li> <li>• Schooltool</li> <li>• Accelerated Reader</li> <li>• Brain Pop</li> <li>• Castle Learning</li> <li>• Common Sense Media</li> <li>• code.org</li> <li>• Discovery Ed Streaming</li> <li>• Discovery Ed Tech Books</li> <li>• FOSS Web</li> <li>• GimKit</li> <li>• Go Noodle</li> <li>• IXL</li> <li>• Kahoot</li> <li>• Khan Academy</li> <li>• Learning.com</li> <li>• Library Databases</li> <li>• Moby Max</li> <li>• Movie Maker</li> <li>• Padlet</li> <li>• Quizlet</li> <li>• YouTube Videos</li> <li>• Zoom</li> </ul>	<ul style="list-style-type: none"> <li>• Schoology</li> <li>• Office 365 (All Apps)</li> <li>• Schooltool</li> <li>• Accelerated Reader</li> <li>• Brain Pop</li> <li>• Castle Learning</li> <li>• Common Sense Media</li> <li>• code.org</li> <li>• Discovery Ed Streaming</li> <li>• FOSS Web</li> <li>• GimKit</li> <li>• Go Noodle</li> <li>• Kahoot</li> <li>• Khan Academy</li> <li>• Library Databases</li> <li>• Moby Max</li> <li>• Movie Maker</li> <li>• Padlet</li> <li>• Quizlet</li> <li>• YouTube Videos</li> <li>• Zoom</li> </ul>

