

**Hinsdale 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 to reduce workplace 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.
- (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 Cattaraugus County Department of Health to determine the need for activation of our Plan. Suspected and confirmed cases of communicable disease will be reported to the **Cattaraugus County Department of Health:**

Phone: 716-373-8050
Weekend/After 5pm - Emergency ONLY: 800-251-2584

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

The COVID-19 Safety Coordinator in collaboration with the Chief Emergency Officer will implement our Pandemic planning and response effort. These individuals 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 Superintendent, Principal, Business Manager, Supervisor of Buildings and Grounds and Transportation, Cafeteria Manager, Technology Coordinator and School Nurse will be vital to the planning effort.

The District-Wide School Safety Team has reviewed and assessed any obstacles to implementation of the Plan and will review annually during their first meeting of each calendar year.

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/>.

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 and social media platforms for this purpose.

(1) Essential Positions/Titles

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the Spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are 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. The following information is addressed in **Appendix A: Essential Employee Worksheets, Page 9**.

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 be documented for essential employees and contractors (if utilized).

Worksheets were completed by; Buildings and Grounds, Transportation, Cafeteria and Technology.

(2) Protocols Allowing Non-Essential Employees to Work Remotely

Remote work must be approved by the non-essential employee's direct supervisor and will be based on the following:

- Employee is **ABLE** to work remotely based on the duties of their job
- The District **ALLOWS** the employee to work from home based on the duties of their job
- The employee is **PHYSICALLY** able

Ensure Digital Equity for Employees

Mobile Device Assessments:

- Survey departmental staff to ensure that all staff has a functional, school issued laptop that will assist in maintaining operational functions as well as instructional services

Internet Access Assessments:

- Survey departmental staff to determine the availability of viable existing at-home Internet service

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.

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, Hinsdale Central School is prepared to enact numerous strategies to maintain social distancing requirements and 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. **See Appendix A, Essential Employee Worksheets, Page 9 & 10.**

Protection (Preparedness):

Hinsdale Central School has designated a COVID-19 Safety Co- Coordinators 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. The 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.

COVID-19 Safety Coordinators:	Valerie Caskey	Contact No.: 716-557-2227 X405
	Larry Ljungberg	Contact No.: 716-557-2227 X402

The Administration Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Cattaraugus County Department of Health and School Physician. Based on recommendations from Local and State Authorities, schools may be closed. The “Hinsdale CSD Plan for Remote Learning (Continuity of Learning)” will be implemented in the event of significant absences or school closure. The “Hinsdale CSD Plan for Remote Learning (Continuity of

Learning)” can be found on the District’s website. If the decision is made to close the school building the Superintendent will notify the NYS Education Department.

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; global calling system messages, website posts, social media, email and phone calls.

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, Principal, Business Manager and Supervisors of Buildings and Grounds, Transportation and Food Services. 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 email, cell phones and video conferencing.

The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. While the Business Official will have back up responsibility in purchasing and the Superintendent’s Secretary will have back up responsibility for payroll duties, we have also established the ability to maintain these essential functions off-site through remote access of our nVision Accounting and Payroll System.

Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Supervisor of Buildings and Grounds will keep the Business Office informed of such status and of the point at which buildings can no longer be maintained. The Supervisor of Buildings and Grounds has provided school administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc) along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems.

The Superintendent’s Secretary, who is responsible for employee attendance, will be essential in monitoring absenteeism.

- Instructional staff will call into the Absence Management System (formerly known as AESOP) when they are absent due to illness. Substitutes will be provided as necessary and as requested.

(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.
- Information should be provided to staff and students on proper use of face coverings.
- We have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary.

PPE Supply Management:

- The School Nurse, Building and Ground Supervisor and Business Manager are responsible for determining the overall PPE needs of the district.
- PPE will be stored in the school’s general supply, maintenance closet, as well as the nurse’s office providing a secure and centralized location

- PPE Supplies are inventories on a weekly basis to ensure acceptable levels.
- When possible and as needed, BOCES bids will be used for the procurement of PPE

Disposable Face Covering Supplies			Additional Face Coverings-Washable		
Group	Quantity per Group		Group	Quantity per group	
Students(younger)	2,200		Younger student	2 per student(150 students) Approx. 300 total	
Older students/Teachers/ Staff/ Substitues	29,000		Older students/staff/ teachers	2 per person (approx. 450 individuals) Approx. 900 total	
Nurse/Health Staff	1 per day				

PPE for High Intensity Contact with Students 1 Isolation Room Monitor, 1 Health Screener – Additional PPE	
Item	Quantity
Disposable Nitrile Gloves-	10,000 large 10,0000 medium
Disposable face masks	30,200 adult and junior
Washable Face masks	1,200 2 per every student and employee
Face Shields	Total supply 200
N-95 Respirators	Total supply 500 200-large 200-medium 100-small

Additional Equipment	Quantity
Temporal No-touch Artery Scanner	8
Temperature Stations and Registration Stations	2
Acrylic barriers	Offices(nurse, district, principal's CSE, psychologist, counselors, speech therapy, OT, cafeteria. As needed in classrooms.
Water fountain locks	24

(5) Preventing Spread, Contact Tracing and Disinfection Confirmed COVID-19 Case Requirements & Protocols

Containment:

Staff with symptoms of COVID-19 will be assessed by the School Nurse in the Nurse's Office and sent home if illness is suspected. Per CDC guidelines, the district will close areas used by a sick person until proper ventilation, cleaning and disinfection has occurred. Once the area has been appropriately cleaned and disinfected it can be reopened for use. The school nurse will immediately consult with county health officials if COVID-19 is suspected.

Exposed/Infected Individuals

The school nurse will immediately consult with the School Physician and county health officials, as needed, and the COVID-19 Safety Coordinator if COVID-19 is suspected. Collaboratively, they will work together to limit viral spread, direct staff to contact a healthcare provider for appropriate testing and implement contract tracing in the event of a positive case.

Hinsdale Central School will follow CDC guidance for allowing a student or staff member to return to school after exposure/infection of individuals:

For the purpose of this Plan, an individual will be deemed "exposed" if they had contact of less than 6 feet for more than 10 minutes with an infected individual or individual who is suspected to be infected. Procedure for Containment will be followed for the exposed individual(s) and the Allegany County Department of Health will be contacted for further guidance.

If a person IS diagnosed with COVID-19 by a healthcare provider based on a test or their 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.

All discharges from isolation will be conducted by the School Nurse under direction of the School Physician and local and state departments of health. A return to the learning environment by students and staff must include documentation from a health care provider evaluation, negative COVID-19 testing, Quarantine Order Release from the NYSDOH, and symptom resolution.

Symptomatic Individuals

Hinsdale Central School will follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

Once COVID-19 tested, 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 36 hours;

Hygiene, Cleaning and Disinfecting

The CDC and NYSDOH recommends, and Hinsdale Central School will implement the following:

- 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.
- Routine cleaning of school settings includes:
 - Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
 - Cleaning chairs and tables
 - 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

Contact Tracing

Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed case of COVID-19. This allows public health officials to put in place isolation or other measures to limit the spread of the virus.

Hinsdale Central School will cooperate with the state and local health department in any contact tracing related to our buildings, staff, students and/or visitors, according to requirements of the New York State Education Department. The Hinsdale Central School COVID-19 Safety

Coordinator and School Nurse will assist public health departments in knowing who may have had contact at school with a confirmed case by:

- keeping accurate attendance records staff members
- keeping a log of any visitors which includes date, time and where in the school they visited; and
- assisting local health departments in tracing all contacts of the individual at school

Confidentiality will be maintained as required by federal and state laws and regulations. Our staff will not try to determine who is to be excluded from school based on contact without guidance and direction from the local department of health.

Available Leave Options for Testing, Treatment, Isolation or Quarantine

Hinsdale Central School will follow all Federal and State Leave Law requirements. When options under Federal or State Leave laws are unavailable, employees will have the option to utilize their accrued sick/personal leave for testing, treatment, isolation or quarantine.

6) Documenting Precise Hours/Work Locations of Essential Workers

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. Our plan to track such individuals can be found in **Appendix A, Essential Employee Worksheet, Page 9 &10.**

7) Emergency Housing for Essential Employees

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. However, we have canvassed local hotels/motels so we may be prepared for an unanticipated need and should be able to access the following if necessary:

1. Holiday Inn Express, Olean NY (1-800-931-4660)
2. Best Wester Plus University Inn, Olean, NY (716-372-1300)
3. Microtel Inn and Suites, Olean, NY (716-584-1823)

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 to keep the school community aware of the transition process.

- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Post-incident Response Team will assess the emotional impact of the crisis on staff and make recommendations for appropriate intervention
 - The Business Manager and Superintendent will continue to disseminate information to employees about Employee Assistance Program (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.

- The District-Wide School Safety Team will meet to debrief and determine lessons learned. Information from the Superintendent, Principal, Business Manager, Supervisor of Buildings and Grounds and Transportation, Cafeteria Manager, Technology Coordinator and School Nurse will be vital to this effort. The District-Wide School Safety Plan will be revised to reflect this.

Appendix A 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. Please provide the information requested below for your department utilizing the following guide:

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).

Hinsdale Central School Essential Employee Determination				
<u>Title</u>	<u>Description</u>	<u>Justification</u>	<u>Work Shift</u>	<u>Protocol</u>
Superintendent	Overall Supervision/ Oversight District	Critical in order to keep everyone informed/on-task	Daily/Attendance Matrix Schedule	100%, 50%, 25% attendance Matrix Schedule based on conditions
Business Manager	Financial Oversight	Financial Obligations of District	Daily/Attendance Matrix Schedule	100%, 50%, 25% attendance Matrix Schedule based on conditions
District Office Secretary	Support for Superintendent/ Business Manager	Communications of District	Daily/Attendance Matrix Schedule	100%, 50%, 25% attendance Matrix Schedule based on conditions

Principal	Supervision/ Oversight of Building	Communications of Building	Daily/Attendance Matrix Schedule	100%, 50%, 25% attendance Matrix Schedule based on conditions
Principal Secretary	Support of Principal	Communications of Building	Daily/Attendance Matrix Schedule	100%, 50%, 25% attendance Matrix Schedule based on conditions
Maintenance Supervisor	Coordination of School Facilities	Maintenance of Building/Facilities	Daily/Attendance Matrix Schedule	100%, 50%, 25% attendance Matrix Schedule based on conditions
1 Cleaner/Driver 1 Cleaner	Clean Facilities Bus Driver Deliver Items	Cleaning and Driving	Daily/Attendance Matrix Schedule	100%, 50%, 25% attendance Matrix Schedule based on conditions
Transportation Supervisor	Coordination of Transportation	Communication Transportation Needs	Daily/Attendance Matrix Schedule	100%, 50%, 25% attendance Matrix Schedule based on conditions
1 Mechanic/Driver 1 Cleaner/Driver	Keep vehicles roadworthy Delivery/Cleaning	Fix Vehicles Cleaning/ Deliver Items	Daily/Attendance Matrix Schedule	100%, 50%, 25% attendance Matrix Schedule based on conditions
Cafeteria Manager	Coordination of Food Service Program	Calculation of daily meals/order supplies	Daily/Attendance Matrix Schedule	100%, 50%, 25% attendance Matrix Schedule based on conditions
2 Food Service Helpers	Prepare Meals	Prepare Meals	Daily/Attendance Matrix Schedule	100%, 50%, 25% attendance Matrix Schedule based on conditions
Nurse	Coordination of Health/Safety	Promote health & safety for all	Daily/Attendance Matrix Schedule	100%, 50%, 25% attendance Matrix Schedule based on conditions