

Watervliet City School District
District-Level Safety Plan
2021-22 School Year
In Compliance with NYSED Commissioner's Regulation 155.17



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WATERVLIET CITY SCHOOL DISTRICT

**DISTRICT WIDE SCHOOL SAFETY PLAN
PROJECT SAVE (SAFE SCHOOLS AGAINST VIOLENCE IN EDUCATION)
Commissioner’s Regulation 8 NYCRR §155.17**

Introduction

Emergencies and violent incidents in school districts are critical issues that require comprehensive planning and training. The New York State Safe Schools Against Violence in Education (SAVE) law requires school districts to develop a school safety plan to prevent or minimize the effects of serious violent incidents and natural/manmade disasters and to facilitate the coordination of state, local and county resources in the event of such incidents or emergencies. The district wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed building-level emergency response plans required at the school building-level. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

District Chief Emergency Officer

The Watervliet City School District has designated Lori Caplan, Superintendent of Schools, as the district’s chief emergency officer (CEO). The CEO is responsible for:

- (a) Coordinating communication between school staff, law enforcement, and other first responders.
- (b) Leading the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans.
- (c) Ensuring staff understanding of the district-wide school safety plan.
- (d) Ensuring completion and yearly update of building-level emergency response plans for each school building.
- (e) Assisting in the selection of security related technology and development of procedures for the use of such technology.
- (f) Coordinating appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan.
- (g) Ensuring the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807.
- (h) Ensuring the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Watervliet City School District District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 8 NYCRR §155.17(e)(3). At the direction of the Board of Education, the Superintendent appoints the District Wide School Safety Team and charges it

with making recommendations regarding the development, maintenance, and implementation of the district-wide school safety plan. The finalization of the plan ultimately rests with the Superintendent, with adoption by the Board of Education by September 1st of each school year.

B. Identification of School Teams

The Watervliet City School District has created a district-wide school safety team and building-level emergency response teams for every school building. Both consist of, but are not limited to, representatives of the school board, students, teachers, staff, administrators, parent organizations, school safety personnel, law enforcement and other first responders. The District-Wide Team for the 2021-2022 school year was appointed by the Board of Education on July 1, 2021. Membership is as follows:

Dr. Lori Caplan, Superintendent
Don Stevens, Administrator
Kirsten DeMento, Administrator
Kelly Webster, WES Administrator
Ryan Groat, WHS Administrator
Rebecca Smith, Administrative Assistant, WHS
Chrissy Daniels, Administrative Assistant/Parent, WES
Ashleigh Fraley, Chemical Hygiene Officer/Teacher
Joseph Centanni, Watervliet Police Chief
Tim Murphy, BOCES, Health, Safety, and Risk Management Consultant
Dennis Lane, Teacher/Health Coordinator
Thomas Garrett, Fire Chief
Allison Santiago, Social Worker
Beth Lipson, Social Worker
Sue Vogel, School Nurse
Racheal Thomas, School Nurse
Sheri Senecal, School Board Member

C. Coordination of District and School Plans and Teams

The district-wide school safety plan is directly linked to the individual building-level emergency response plans for each school. The protocols reflected in the district-wide school safety plan guide the development and implementation of each building-level emergency response plan.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that building's safety team. Upon the activation of this team, the Superintendent, or their designee, will be notified and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by county and state resources through existing protocols when needed.

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The School Board shall adopt the District-wide Plan only after one public hearing that provides for the participation of school

personnel, parents, students and any other interested parties. The plan shall be formally adopted by the Board of Education. For the 2021-2022 school year, the plan was put up for public comment at the Board of Education meeting on June 10, 2021 and was approved at the regular August 2021 BOE Meeting.

The commissioner's regulation also requires that this plan shall be reviewed by the District Wide School Safety Team on an annual basis on or before September 1st of each year, and recommendations for updates be provided to the Superintendent. The District Wide School Safety Team reviewed the plan most recently at their June 2021 Meeting. Herein after, all updates made by the District Wide School Safety Team shall be presented to the Board of Education for adoption pursuant to the aforementioned regulations. In most cases, recommendations are specific and included in building-level plans. A copy of the district-wide plan is available at the Watervliet City School District (Superintendent's Office and online at the district's website (<https://www.watervlietcityschools.org/about-us/district-plans/#safety>)). While linked to the district wide school safety plan, building-level safety plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with New York State Education Law §2801-a. Building-level safety plans and all updates are given to the New York State Police, Watervliet Police Department and Albany County Sheriff's Department Emergency Preparedness Coordinator within 30 days of adoption.

Section II: General Emergency Response Planning

The district wide school safety plan provides the framework for the building-level safety plans. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses will provide one consistent response system that will be used by all school employees, students, parents and emergency responders. This is particularly beneficial as students move from elementary to middle school and then to high school, and as full-time, part-time and substitute employees travel among the schools.

The District Wide School Safety Team has identified many factors that could cause an emergency in our schools and facilities within the district as well as factors that need to be considered when responding to an emergency. The detailed list of potential internal and external hazards or emergency situations is included in the confidential building-level safety plans.

A. Identification of Potential Emergency Situations (on and off school property):

Lists of areas on school property that have the potential to create an emergency situation have been identified. This list and floor/site plans have been created for reference and awareness. This list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency, such as natural gas lines, fuel tanks and chemical storage. The detailed list and floor plans are included in the confidential building-level safety plans and are updated on an annual basis.

The District Wide School Safety Team in conjunction with the New York State Police, Albany County Sheriff's Department, Watervliet Police Department, Watervliet Fire Department and city officials have identified potential emergency situations off of school

property that could have an impact on the district. Factors that were considered include population, presence of hazardous materials, potential for emergency based on geographical potential and/or national trends and proximity to district property, such as airports, bridges, dams, major intersections, primary routes of hazardous cartage and SARA Title III locations of hazardous materials. The detailed list is included in the confidential building-level safety plans and is updated on an annual basis.

B. Multi-Hazard Response Guidelines

1. Actions - Included in the building-level safety plans are actions for handling multi-hazard emergencies that are in compliance with the Incident Command System (ICS). These guidelines include but not limited to:

- Initial actions
- Command post location (primary and secondary)
- Before, during and after school evacuation including evacuation routes and relocations sites (internal and external)
- Shelter in place
- Hold in place
- Lockdown/lockout
- Emergency school cancellations, closing, early dismissal and delays including after-school, evening activities and weekends.

2. Emergencies- These include, but are not limited to the following multi-hazard response guidelines:

Active Shooter	Energy Supply Loss	Loss of Buses
Air Pollution	Epidemic	Mass Casualty
Anthrax/Biological	Explosion	Medical Emergency
Aviation Crash	Fire Alarm Activation	Natural Gas Leak
Building Structural Failure	Flood	Radiological
Bomb Threat	HazMat Spill	School Bus Accident
Civil Disturbance	Heating System Failure	Severe Weather
Emergency		
Crimes Against People	Hostage Situation	Threats of Violence
Earthquake	Intruder Situation	Toxic Exposure
Electrical System Failure	Loss of Building	Water Emergency

Resources - The district has identified various resources that may be available for use during an emergency, including: the identification of personnel via school building teams; use of Incident Command System (ICS); a list of volunteer faculty/staff trained in first aid, CPR, and AED use; a master list of all vehicles in the bus garage; building floor plans/maps with shut-offs and potential hazards noted; American Red Cross sheltering agreements; and designated shelter sites with backup shelter sites. The district has agreements with any shelters that are used within the community. The specific, detailed information is included in the confidential building-level safety plans.

- 3. Incident Command System (ICS)** - The district has identified school personnel authorized to make decisions during an emergency. Through ICS the procedures to coordinate the use of school district resources and manpower during emergencies are clearly defined. ICS identifies the staff members and their backups assigned to provide assistance during emergencies. Each school building has a safety team that works under the Incident Command System. Each team is documented in detail. This document is given only to the building-level safety team, district administration, the New York State Police, Watervliet Police department and the Albany County Sheriff's Department. The safety team details are located in the confidential building-level safety plans. Each safety team has been given an overview of the ICS, an ICS flow chart, ICS training and specific ICS roles and responsibilities.

- 4. Policies and Procedures for Training** - The district has developed policies and procedures for National Incident Management System (NIMS), annual school safety training for staff, and school safety training and drills for students including scenarios based upon the multi-hazard response guides. We provide annual multi-hazard training for students and staff. Staff receive SAVE training annually by September 15th or within 30 days of hire, whichever comes first. SAVE training includes components on the building level emergency response plan, violence prevention and mental health. Procedures have been established to provide this training on an annual basis to include but not limited to: early dismissal/go home drill, fire drills, lockdown drills and table top exercises. Individual schools use various faculty/staff surveys and forms, in order to obtain feedback on the drill practiced. School administrators then address any concerns or questions noted and share them either in written form or in faculty/staff meetings. District administrators and principals will meet to discuss any reports of multi-hazard training, actual and potential hazards and/or violence (implied threats, direct threats and/or actual acts of violence). The discussions are the key to debriefing as a district. Actions and procedures that are carried out successfully are verified and areas in need of improvement are noted as needed. This level of district awareness assists each principal and administrator in responding to future training, actual emergency responses and implied threat, direct threats and/or actual acts of violence.

The district conducts drills and other training exercises to test components of the safety plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials. The district administrators and building-level teams participate in tabletop exercises with local responders. Schools that have multiple floor levels also prepare and practice a non-ambulatory emergency evacuation plan.

The district is aware of and has planned for how all school buildings will comply with mandated drill requirements, as described below:

- Eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31 each school year.
- Four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary

means of egress.

- Drills will be conducted at different times of the school day.
- Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly.
- The school board will ensure that information about drills (a copy of Education Law Section 807) is provided to teaching staff.
- In addition to required lockdown and evacuation drills, at least one early dismissal drill will be conducted each school year. The early dismissal drill must be no more than 15 minutes before the normal dismissal time. Procedures must include:
 - Notifying parents and guardians at least one week prior to the drill.
 - Testing the usefulness of the communications and transportation system during emergencies.
- The following additional drill requirements apply for summer school and after school programs, events, or performances:
 - At least two additional drills must be held during summer school in buildings where summer school is conducted. One of the drills must be held during the first week of summer school.
 - For after-school programs, events or performances conducted within a school building and those that include persons who do not regularly attend classes in the building, the principal or other person in charge of the building must require the teacher or person in charge of the after-school program, event or performance to notify attendees of the procedures to be followed in an emergency.

Section III: Responding to Threats and Acts of Violence

A. Policies and Procedures - Schools will activate their building-level safety team and will refer to their building-level safety plan and the multi-hazard response guide. The multi-hazard response guides are reviewed by the district-wide school safety team to ensure content and consistency throughout the district. These policies and procedures are for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school. Threats of violence include threats by students against themselves. The following types of procedures are addressed in the confidential building-level safety plans:

- Contacting appropriate law enforcement agency, if necessary.
- Inform the building principal and Superintendent.
- The use of staff trained in de-escalation or other strategies to diffuse the situation. Informing the building principal of implied or direct threats.
- Determine the level of threat with principal and Superintendent/designee.
- Monitoring the situation, adjusting the district's response as appropriate to include possible implementation of the safety team.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.

- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.
- Communication with parent/legal guardian, and general public, as needed.

NOTE: The Watervliet City School District Code of Conduct also describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school. The district's code of conduct also supports school safety and security. The code of conduct is pursuant to the district's safe and drug-free schools' policy and the no weapons policy.

B. Response Protocols – These are identified in the district-wide school safety plan, along with definitions of ICS roles and responsibilities. The multi-hazard emergency response guides address specific procedures and protocols for responding to bomb threat, intruders, hostage takings and kidnapping including:

- Identification of decision-makers.
- Notification of administrators/agencies - All district administrators, principals, their secretaries and building custodians have a confidential emergency reference card. This card specifically outlines which agency and which administrator(s) need to be contacted under which emergency circumstances. This document is updated on an annual basis and designed to be kept near the phones at work and at home if needed during “off” hours.
- Plans to safeguard students and staff.
- System for student release (reunification)
- Procedures to provide the Capital District Transportation Authority, if necessary.
- Debriefing procedures.

C. Communications Protocols - The district has established policies and procedures to contact parents, legal guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. This would include contacting parents, guardians or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves.

D. In the Watervliet City School District, the following communication methods will be taken:

- For small-scale incidents, schools may activate their Crisis Team and will refer their crisis intervention plan. Depending on the incident, school personnel may directly call the parents/legal guardians of all students directly impacted. All other parents/legal guardians will receive an informational notification via the district website or One Call Now system. Meetings may be scheduled in a timely manner for further discussion if necessary.
- For any major incident, the building-level safety team will be activated. The district will be working with the media (TV, radio, newspaper), website, social media and the One Call Now system to relay pertinent school related information (i.e. how and where parents can be reunited with children, etc.). Community meetings and/or press

conferences may be scheduled in a timely manner to discuss the particulars of the incidents and the district's response.

Section IV: Communication with Other Agencies

The district-wide school safety plan provides the framework for the building-level safety plan with regard to communication with other agencies.

A. The Watervliet City School District is fortunate to have substantial ties to the City of Watervliet. In case of an emergency within any one of our facilities, that facility would dial 911 for emergency assistance. If involvement were needed from other local government agencies, then the Superintendent or their designee would act as that contact person. Additional procedures for communications can be found in the building-level safety plans. The following examples are the types of arrangements that could be used by the District:

- Principal (building-level IC or backup IC) or Superintendent (district wide IC or backup IC) in an emergency would contact the county dispatch center for fire, EMS, or police by calling 911.
- Principal (building-level IC or backup IC) or Superintendent (district wide IC or backup IC) contacts the highest-ranking local government official for notification and/or assistance.

B. Arrangements for obtaining advice and assistance from local government officials responsible for implementation of Article 2-B of the Executive Law will be carried out through the protocols established in the building-level safety plans. The following are examples of the types of arrangements that could be used by the district during countywide emergencies:

- Superintendent (district wide IC or backup IC) in an emergency will contact the Albany County Emergency Management Coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The District has identified resources for an emergency from the following agencies: Albany County Emergency Management Office, Watervliet Police Department, Albany County Department of Health, American Red Cross, New York State Police, Albany County Sheriff's Office, Albany County Department of Mental Health and Capital Region BOCES Health, Safety and Risk Management.
- If the emergency is within the school district boundaries and has the potential to impact the surrounding community, the Superintendent or designee will notify the appropriate city officials (ex: highway dept., city mayor, and/or public safety).

C. Along with the phone tree, the district has access to the following information about each educational agency located in the school district, including information on:

- School population.
- Number of staff.
- Transportation needs.
- Business and home telephone numbers of key officials of each such educational agency.

The details are considered confidential, due to the school specific information and administrator home phone numbers, and are located in the confidential building-level safety plan.

Section V: Prevention and Intervention Strategies

- **Security Measures and Procedures** - The district procedures require the following: visitor sign-in and visitor badges (during regular school hours), single point of entry, buzz-in door surveillance systems, fingerprinting of employees, volunteer screening, and employee badges. The district also employs school monitors that are routinely present on campus. Video surveillance and security intrusion systems are also used to improve security.
- **Security Policies** - To further enhance school security and student, faculty and staff safety, the district has the following policies in place:
 - Suspected Child Abuse in a Domestic Setting – 7530
 - Code of Conduct – 7311,
 - Covers Anti-Harassment in the School District, Dignity for All Students, Unlawful Possession of a Weapon on School Grounds, Weapons in School and the Gun-Free Schools Act – 7550, 7551, 7552
 - School District Officer & Employee Code of Ethics – 6110
 - Drug-Free Workplace – 6151
 - Drug-Free Workplace Act – 6150
 - Emergency Closings – 3510
 - Recruiting and Hiring (covers fingerprinting of prospective school employees) – 6170, 6210
 - School Building Safety – 5680, 5681, 5682, 5683
 - School Safety Plans and Teams – 5681
 - Child Abuse in an Educational Setting – 8211
 - Violent or Disruptive Incident reporting – 3430
 - Anti-Harassment in the School District – 3420, 6121, 7550, 7551
- **Identification of Warning Signs** - The Watervliet City School District has implemented procedures for the dissemination of materials regarding the early detection of potentially violent behaviors (threat assessment) when deemed appropriate. The district employs school social workers, counselors and psychologists/behavioral specialists who assist the district in identifying early warning signs in students and early intervention/prevention strategies. Designated personnel also play a key role in suicide prevention programs.
- **Appropriate Prevention and Intervention Strategies**
 - Collaborative efforts with state and local law enforcement officials.
 - Training of hall monitors and other security personnel.
 - Compliance with DASA regulations.
 - Non-violent conflict resolution training programs.
 - Extended day school programs.

- **Prevention and Intervention Programs** - Strategies for improving communication among students, between students and staff and the reporting of potentially violent incidents. Highlights of the major programs are noted below (not all inclusive):

Watervliet Junior/Senior High School (Grades 6-12):

- Counseling Center – All students are assigned a school counselor who works with the students and parents.
- Pupil Studies Team (PST) – Members (Principal, Assistant Principal, Psychologist, School Counselors, and School Nurse) meet monthly to discuss students who are referred by members of the committee or teachers. Specific interventions are developed and staff are assigned to monitor progress.
- Progressive Discipline Process – Teachers discuss behavior with students, communication with parents/legal guardians and use classroom behavior consequences. Teachers write referrals to document behavior that continues after teacher intervention. The student meets with the Assistant Principal or Principal or Dean of Students to discuss the behavior and its consequences.
- Extracurricular Activities – There are extensive opportunities for students to become involved in productive, fun activities before and after school.
- Gay, Lesbian, Straight Educational Network (GLSEN) – To foster mutual respect in the high school.
- Operation Graduation – To improve school performance and/or social interactions.
- Every student is assigned an adult mentor.
- Peer mediation services.
- No Place for Hate School
- Bully box (anonymous reporting)

Watervliet Elementary School (PreK-5):

- Character/Bullying Assemblies.
 - Response to complaints protocol.
 - Positive Behavioral Interventions and Supports (PBIS) – Comprehensive approach to work toward an atmosphere of tolerance school-wide.
 - Conflict resolution and social skill in classroom training by guidance and social workers.
 - Social Skills Training.
 - Bully Box (anonymous reporting).
 - Feelings: Counselor works with all students on the four basic feelings; happy, sad, mad, scared.
 - Problem Solving Strategies.
 - School wide approach to appropriate behavior – Three rules.
 - Peaceful School Bus behavioral protocols.
 - No Place for Hate School.
- **Prevention and Intervention Training** – The district has developed descriptions of job duties, the hiring process and the screening process. As required by the SAVE legislation, all employees are fingerprinted and have a criminal background check via the NYS Education

Department.

Section VI: Recovery

A. District Support for Buildings

The district realizes that some emergencies may require external support for an individual school since it may require additional expertise or personnel requirements. If/when a building-level safety team or crisis team is faced with threats of violence or actual violent incidents, the district-wide safety team will assist as follows:

- Acting as a sounding board for the building principal/supervisor of implied or direct threats and/or violent acts.
- Assisting in determining the level of threat and appropriate responses.
- Sending a district-wide team member to support the building-level safety team.
- Monitoring the situation and adjusting the District's response as appropriate.
- Assisting with parent/legal guardian, faculty/staff, and media communication.
- Assisting with coordinating building and grounds security.
- Assisting with offering a "backup" crisis team (another school team and/or an outside group) if the affected team needs assistance.
- At the monthly Principal and Directors meetings, threats and/or violent acts are shared and discussed with administrators.

B. Disaster Mental Health Services

The district realizes that some emergencies may require external support for an individual school since it may require additional expertise or personnel requirements. If/when the building-level safety team is faced with threats of violence or actual violent incidents, the district-wide safety team will assist as follows:

- Sending a district-wide team member to each affected school building as a liaison between the school building and the district office.
- The team may involve the school physicians, school nurse coordinator, school psychologists or District office administrative staff as needed. If necessary, additional Albany County or city resources can be called upon.
- The School District has school based medical and mental health services available on-site from Whitney Young.
- Continued feedback from those directly impacted is sought. Building and district support is offered during the incident with projected plans to assist if needed during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original incident.
- Assisting with parent/legal guardian, student, and faculty/staff debriefing and/or post-incident crisis intervention. If needed, assisting in contacting additional outside mental health resources.
- Assisting the schools with the creation of written statements being distributed to faculty/staff, parents/legal guardians; press releases and media requests through the district's public information officer and communications office. The district has a large resource of letters, press releases and media procedures that take the burden off the individual school building team.

Section VII: Communicable Disease Pandemic Continuity of Operations Plan

This Continuity of Operations Plan (plan) has been developed to meet the requirements of subsection (2)(m) of Education Law §2801-a which 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. This plan is built upon the components of the District-Wide School Safety and the Building-Level Emergency Response Plan(s). The Plan includes elements of COVID-19 Reopening Plan and will be updated regularly to reflect current guidance and best practices. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building level through the Building-Level Emergency Response Team.

The district will work closely with the **Albany** County Department of Health (local health department) to determine the need for activation of this plan. The district will report suspected and confirmed cases of communicable diseases (e.g., influenza, coronavirus, etc.) on the monthly Communicable Disease Report, (DMS-485.7/93; HE-112.4/81) and submit it to the local health department. Depending on the severity of the disease, the district may be required to report information more frequently and in another format (i.e., daily for COVID-19).

The local health department will monitor county-wide communicable disease cases and inform school districts as to appropriate actions.

When this plan is activated, the District-Wide School Safety Team may invite additional people to the meetings to aid in the planning efforts:

- District Medical Director
- School nurse(s)
- Technology Director
- Human Resources Clerk
- Business Official
- Facility Supervisor
- Food Service Director
- Transportation Coordinator
- Communication Specialist (BOCES)
- Assistant Superintendent
- Superintendent

Communication with parents, students, staff, and the school community is important throughout a pandemic outbreak. Communication methods will include postings to the district website, general mailings, email, social media, school communication apps, and the public media. The district's communication specialist, Judy Frost (BOCES Communications), has been designated to coordinate this effort. Communications will work closely with Kirsten DeMento, Technology Director, to ensure proper function of all communication systems.

A. Essential Positions/Titles

The district has developed this plan to prepare for any future government ordered shutdowns that may occur, similar to the coronavirus shutdown in the spring of 2020. Attachment 1

includes a list of essential positions that would be required to be on-site or in district to continue to function as opposed to positions that could work remotely. The list includes:

- Title – a list of positions/titles considered essential (i.e., could not work remotely) in the event of a state-ordered reduction of in-person workforce.
- Description – brief description of job function.
- Justification - brief description of critical responsibilities that could not be provided remotely.
- Work Shift – brief description of how work shifts of essential employees and/or contractors will be staggered in order to reduce overcrowding in the district.
- Protocol – how precise hours and work locations, including off-site visits, will be documented for essential employees and contractors.

Continuity of operations could be severely impacted by a loss of staff. The table below describes the procedures for maintaining essential functions and services by planning for backup personnel.

Role/Topic	Task	Backups
Overall Operations	Decision-making authority for the district. Make district policies and procedures to reflect crisis response.	Those listed below are assigned to this role: Superintendent Assistant Superintendent Business Manger Facilities Supervisor
Business Office	Maintain overall function and facilities operation. Review essential functions and responsibilities of back-up personnel. Monitor utilization of supplies, equipment, contracts, and services; adjust as necessary	Purchasing: <ul style="list-style-type: none"> • Agent • Asst Super’s Secretary Payroll: <ul style="list-style-type: none"> • Clerk • Business Manager • Assistant Superintendent
Facilities	Keep the business office informed of staffing issues and if buildings can no longer be maintained. Provide building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc.) along with a list of telephone numbers for outside companies and alternate solutions for repair and maintenance of these systems. Meet with staff for input on the ability to maintain essential functions.	Custodians

<p>Human Resources</p>	<p>Monitors districts' absenteeism.</p> <p>Work with bargaining units to develop the plan for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working remotely, etc.</p>	<p>Recruitment/Staffing:</p> <ul style="list-style-type: none"> • Superintendent/Assistant Superintendent • Principals/Directors <p>Workplace Safety:</p> <ul style="list-style-type: none"> • Superintendent/Assistant Superintendent/Director of Accountability <p>Training:</p> <ul style="list-style-type: none"> • Superintendent/Assistant Superintendent/Director of Accountability <p>Labor Law Compliance:</p> <ul style="list-style-type: none"> • Superintendent/Assistant Superintendent/Business Manger <p>Compensation Planning:</p> <ul style="list-style-type: none"> • Superintendent/Assistant Superintendent/Business Manager
<p>Continuity of Instruction</p>	<p>Will be implemented in the event of significant absences or school closure. Alternate learning strategies will include:</p> <ul style="list-style-type: none"> • Hard copy, self-directed lessons • Use of mobile devices for lessons (Chromebooks/Google Drives) • On-line instruction; on-line resources; on-line textbooks • Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings 	

B. Working/Learning Remotely

The District will assess devices and technology needs of all non-essential employees and contractors in order to enable telecommuting.

Options for assessing district needs include stakeholder meetings or surveys to ascertain:

- Who will need devices and/or peripherals (Wi-Fi access, mice, documents cameras, etc.) at home,
- What programs will need to be added to these devices,
- The availability of viable existing at-home internet service

The information from these surveys will be used to determine what items need to be purchased, which programs need to be installed on devices and if appropriate Internet bandwidth can be provided to those in need.

C. Staggered Shifts

Depending on the exact nature of the communicable disease and its impact, the district is prepared to use the strategies below to reduce traffic congestion and maintain social distancing:

- 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 and/or between buildings.
- 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 district may need to include additional strategies based on updated federal, state, and local guidance.

D. Personal Protective Equipment (PPE) and Face Coverings

The district will procure a six-month supply of face coverings and PPE required for essential work tasks. Disposable PPE will be provided in quantities of at least two pieces per work day.

PPE Type	Task/Role
N-95	Nurses Cleaners/Custodians (based on disinfectants used)
Face Shields	Nurses Special Education
Gowns	Nurses Special Education
Gloves	Nurses Special Education Cleaners/Custodians Maintenance Cafeteria workers
Cloth Face Coverings*	All faculty, staff and students

** Cloth face coverings are not considered personal protective equipment by OSHA because their capability to protect the wearer is unknown. However, cloth face coverings are important as a source control for COVID-19 and provides some protection to the wearer. As such, OSHA strongly encourages workers to wear face coverings. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to ensure they are physically able to do so.*

The use of cloth face coverings to reduce the spread of communicable diseases is important to the health and safety of faculty, staff and students. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (asymptomatic) and are essential when physical distancing is difficult. Information will be provided to faculty, staff and students on proper use, removal, and cleaning of cloth face coverings. All faculty, staff and students will be encouraged to utilize their own personal face coverings but the district will secure and provide face coverings as needed.

PPE and face coverings will be stored in a manner which will prevent degradation. These supplies will be monitored to ensure integrity and track usage rates. District communication on how to access PPE will be provided.

E. Response Protocols for Preventing Spread

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 local health department and other experts.

- The 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.
- Communications will work closely with the IT department to re-test all communication systems to ensure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- An alert will be sent to the school community upon activation of this plan. The communication will be based on the latest information from federal, state and local health authorities.
- If the decision is made to close a school building, the district will notify the NYS Education Department and District Superintendent.

The district will assign a communicable disease safety coordinator, **Don Stevens**, whose responsibilities include continuous compliance with all aspects of the district's reopening plan and 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 communicable disease 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 public health emergency and plans implemented by the school.

Hand Hygiene

Faculty, staff, and students will be trained on proper hand hygiene. Information will be provided to parents and/or legal guardians on ways to reinforce hand hygiene at home. The district will provide stations around the school buildings:

- For hand washing: soap, running water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Communicable Disease Exposures

The district must be prepared for communicable disease outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) have provided recommendations for strategies to follow after an exposure:

- Close off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Open outside doors and windows to increase air circulation in the area.

- Wait 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 a communicable disease, 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 a communicable disease can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have a communicable disease visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Returning after Illness

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for communicable disease symptoms can return to the in-person learning environment at school. This protocol includes:

- Documentation from a health care provider following evaluation
- Negative COVID-19 diagnostic test result
- Symptom resolution, or if positive for a communicable disease, release from isolation

The district will refer to the NYSDOH’s [“Pre-K to Gr 12 COVID-19 Toolkit”](#) and other applicable guidance regarding protocols and policies for faculty, staff, and students seeking to return to work after a suspected or confirmed communicable disease case or after the faculty or staff member had close or proximate contact with a person with a communicable disease.

The district requires that individuals who were exposed to a communicable disease complete quarantine and have no symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

Cleaning/Disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including [“Guidance for Cleaning and Disinfection - Public Spaces, Workplaces, Businesses, Schools and Homes”](#) and other guidance, as applicable.

Attachment 2 describes cleaning and disinfection protocols and procedures for the district. Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which will be cleaned and disinfected between each individual use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.

The school district has determined employee policies for available leave in the event of the

need of an employee to receive testing, treatment, isolation, or quarantine. These policies are consistent with existing federal, state, or local law, including regarding sick leave or health information privacy.

F. Contact Tracing Supports

The district will notify the state and local health department immediately upon being informed of any positive communicable disease diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

Districts may assist with contact tracing by:

- Keeping accurate attendance records of students and staff members
- Ensuring student schedules are up to date
- Keeping a log of any visitor which includes date and time, and where in the school they visited
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

The district, in consultation with the local health department, will determine what process will be followed when communicable disease cases are discovered in the school (e.g., how many individuals will be quarantined, closing of areas or classrooms, etc.).

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

G. Housing for Essential Employees

Emergency housing for essential workers is not considered to be required for school faculty and staff. The need for emergency housing will be determined with direction from the local department of health.

Recovery

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. The district will

- Work toward a smooth transition from the existing learning methods to the normal process.
- Use the described communication methods to keep the school community aware of the transition process.
- Work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- 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 de-brief and determine lessons learned with input from *all essential functions*. The District-Wide School Safety

Plan and Building-Level Emergency Response Plans will be updated accordingly.

Curriculum activities that may address the crisis will be developed and *implemented*.

Attachment 1 –Essential Positions

Title	Description	Justification	Work Shift	Protocol
Superintendent	Oversees all school district procedures and policies.	Manage the emergency, communication, general oversight.	As needed	Can work remotely.
Assistant Superintendent	Assists the superintendent with implementation of all school district procedures and policies.	Assists with the management of the emergency.	As needed	Can work remotely.
Central Administration	Assists the superintendent/assistant superintendent with implementation of school district procedures and policies.	Assists as needed.	As needed	Can work remotely.
Human Resources	Oversees the health care, benefits, attendance, hiring, and mail service.	Ensure health care and benefits are being maintained. Review incoming and outgoing mail.	As needed	Can work remotely.
Facilities Services/Security	Custodians maintain systems (heating, cooling, security, fire, etc), cleanliness and grounds.	Ensure the building is heated, ventilated, cleaned, & outside is clear of snow/debris, etc.	Regular work days.	On site.
Transportation	Bus drivers transport children and food.	May need to transport food or educational materials.	As needed.	On site.
Food Service	Makes and distributes breakfast and lunch.	May need to make to go bags of breakfast and lunch for students.	As needed.	On site.

Communications	Controls the communication of messages to parents, staff and community.	Will need to keep the parents, staff and community apprised of the situation.	As needed.	Can work remotely.
Technology	Ensures the network, wireless, computers, programs, etc are available and operational.	Enabled Chromebooks and laptops for remote learning for students and teachers.	As needed.	Can work remotely after equipment is given out.
Instructional Programs	Teachers and staff instruct students on and off site.	Teachers teach students, communicate with parents and other staff and maintain connections with families.	As assigned.	Can work remotely.
Athletics	Oversees the athletic programs.	Assists with programing, transportation, supervision of athletic events and practices.	As needed.	Can work remotely.
Special Education	Ensures special education programs, transportation, testing and meetings are handled for students and parents with special needs.	Maintain educational programs and transportation for all special needs students.	As assigned.	Can work remotely.

Attachment 2 –Cleaning and Disinfection Protocols and Procedures

Room Types/Areas	Cleaning Frequency	Disinfection Frequency	Responsible Party	Additional Information
Classrooms	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Restrooms	2x daily	2x daily	Custodial staff	Doors and sinks will be done twice daily. Floors will be done once daily.
Health Offices/Isolation Rooms	Various	Various	Nursing staff; Custodial staff	Cots, bathrooms and health office equipment will be cleaned after each use. Floors will be done once daily.
Breakrooms	Daily	Daily	Custodial staff	Doors, tables, chairs and floors
Cafeterias/Kitchens	Various	Various	Custodial staff; staff	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Computer Labs	Various	Various	Custodial staff; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Science Labs	Daily	Daily	Custodial staff; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Maintenance Office and Work Areas	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Bus Garage	Daily	Daily	Custodial staff; Transportation staff	Bathroom, doors, desks, chairs, and floors
Libraries	Daily	Daily	Custodial staff; Librarians	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Playgrounds	As needed	N/A	Custodial staff	
School Buses	Daily	Daily	Transportation staff	High contact spots will be cleaned after the morning (AM) runs and cleaned/disinfected after the afternoon (PM) run.
School Vehicles	After each use	After each use	Staff using vehicles	
Administrative Offices	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Large Meeting Areas (e.g., gymnasiums, auditoriums, music rooms)	Daily	Daily	Custodial Staff	Used as classrooms.
Athletic Training Rooms, Locker Rooms	Daily	Daily	Custodians/Coaches	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Frequently touched surfaces (e.g., doorknobs, light switches, elevator	2x daily	2x daily	Custodial staff	

buttons, copy machine buttons, handles, etc.)				
Shared frequently touched surfaces (e.g., keyboards, desks, phones, laptops, tablets, remote controls, etc.)	After each use	After each use	Staff using shared surfaces	
Shared equipment (e.g., hand tools, facilities equipment, grounds keeping equipment, golf cart, etc.)	After each use	After each use	Staff using equipment	

Only district approved chemicals will be used. At no time will students be allowed use cleaners or disinfectants.

