

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020 that requires public employers, including public school districts, to adopt a continuation of operations plan in the event that the governor declares a public health emergency involving communicable disease. The legislation (S.8617-B/ A.10832) amends subdivision 2 of section 2801-a of New York Education Law to require that District Safety Plans include protocols for responding to a declared public health emergency involving a communicable disease that are “substantially consistent” with the provisions of section 27-c of the Labor Law.

The due date of plans has been pushed out to April 1, 2021. Note that there may be additional changes added to the language at that time.

As per section 27-c of the Labor Law, the operations plan must include:

- a. A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. Note that per NYS Department of Health COVID-19 toolkit guidance, school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide child care for children of first responders or health care workers, you may need to designate certain positions/titles as essential for this purpose.

Clyde-Savannah Essential Personnel

- Maintenance/Buildings and Grounds Personnel - Custodians, Maintenance Mechanic Groundskeeper (on a rotational basis) - revolving schedule
 - District Office Personnel - rotational schedule - one person at a time
 - Building Administrators - One day a week
 - Building Clerical - rotational schedule - one person in the building at a time
 - Teachers will work in the buildings with all safety protocols in place, or if state ordered, will work from home
 - Food Service Workers if deemed by the state to provide meals to students
 - School bus mechanics
- b. A specific description of protocols the employer will follow in order to enable all nonessential 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.

Clyde-Savannah Telecommuting/Remote Work

- The district has worked to ensure that all non-essential staff have devices, software, and technology necessary to perform their job duties from a remote location.

- c. A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.

Clyde-Savannah CSD Work Shifts

- We will have a schedule in place to reduce overcrowding on work sites. Sign in and sign out sheet will be utilized and a rotation schedule will be followed. This schedule will be developed based on need and current situation at the time of order.
- d. Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.

Clyde-Savannah CSD PPE Protocols

- All PPE items are currently stored in a locked room in the Director of Facility Supply Room. Only the Facilities Director, Administration or Designee shall have access to this room. All requests for PPE will be made through the Facility One software. The Director of Facilities will bring the requested items to the Main Office of the appropriate building the same day or the following day. Once the Director of Facilities has done this, they will mark the order complete in the Facility One program. The inventory of items will then be adjusted in order to identify available stock of PPE the district has on hand. We have a minimum stock alert set up in the inventory spread sheet to notify us when new stock is needed.
- e. Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace.

Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment:

Addendum – Deep Cleaning

The following steps will be taken should the district require any area or equipment to undergo a deep cleaning for disinfecting purposes. All cleaning chemicals used should be only those approved by the Director of Facilities.

Cleaning and disinfecting the building or facility when someone is sick, has a COVID-19 diagnosis, or other pandemic concerns.

- Wear a disposable mask and disposable gloves to clean and disinfect and discard both after use. If there is a potential splash hazard to the eyes, wear goggles or safety glasses.
- Always wash your hands after removing gloves.
- Close off the areas used by the person who is sick.
- Open outside doors and windows and use fans or other engineering controls to increase air circulation in the area. Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.

- Clean and disinfect the immediate workspace used by the person who is sick or diagnosed with COVID-19, such as the surfaces in their workspace (office, classroom, etc.). If common areas such as bathrooms or shared items have already been routinely cleaned and disinfected, there is no need for additional action.
- Vacuum the space if needed by using a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Once the area has been appropriately disinfected, it can be opened for use.
- If more than seven (7) days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Continue routine cleaning and disinfection. This includes everyday practices that the district normally uses to maintain a healthy environment.

Cleaning Soft Surfaces (rugs, curtains, furniture, etc.)

- For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with Proxi or upholstery cleaners appropriate for use on these surfaces. After cleaning the soft surface, disinfect with Envirocare Disinfectant. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. Use the Victory Backpack Sprayer to disinfect the carpet along with other hard and soft surfaces.
- Allow sufficient drying time if vacuum is not intended for wet surfaces.
- While vacuuming, temporarily turn off in-room, or on-wall recirculation HVAC to avoid contamination of the HVAC units. This would typically be a split AC system in selected offices and not a univent or air handler.

Cleaning Hard Surfaces (desks, floors, chairs, partitions, sinks, etc.)

- Clean surfaces using (Rochester Midland Corp) Proxi or FS Heavy Clean first, then use disinfectant. Cleaning with Proxi or FS Heavy Clean reduces the number of germs, dirt, and impurities on the surface. Disinfecting kills any remaining germs on surfaces, which further reduces any risk of spreading infection.
- Hard surfaces to be cleaned should include student desks, teacher's desk, chairs, tables and countertops, hard floor surfaces, doors, sinks, restroom fixtures and stalls, appliances, and partitions.
- Use disposable wipers such as Stretch N Dust cloths and dispose of them after use.
- Disinfect with Envirocare Neutral Disinfectant.
- Keep hard surfaces wet with disinfectant for a period of two (2) minutes (this dwell time is sufficient time to kill the Flu and Covid Viruses).
- All touch points should be cleaned and disinfected such as light switches, door handles, cabinets and handles, faucets, dispenser handles (soap, paper towel, etc.).
- If you wipe off a disinfected surface after the allotted dwell time, use a fresh, clean cloth to do so.
- Ensure adequate ventilation in the room (for example, open windows).

Electronics

- For electronics, such as tablets, touch screens, keyboards, remote controls, and copy machines, follow manufacturer's instructions and recommendations for cleaning the electronic item.
- For electronic surfaces that cannot be cleaned with a spray disinfectant, use a product such as hand sanitizer alcohol or a sanitizing wipe because it dries quickly.

f. The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

Policy on Available Leave

- Available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine under a pandemic is detailed within the District's Collective Bargaining Agreements and District Policy. Each employment agreement has allotments for sick and personal leave for all ten-month employees and, in addition, vacation leave for 12-month employees.
- If an employee has exhausted available leaves under their Collective Bargaining Agreement, District Policy 6550 details the process to request a leave of absence. If an employee qualifies for Family and Medical Leave Act (FMLA) days, District Policy 6551 addresses the requirements associated with FMLA.
- If Federal, State, or County laws, regulations, or executive orders are released regarding leave time during a pandemic, the District will make any leave provisions called for under these orders available to its employees. Further, under Policy 3520, the Board of Education may also adopt resolutions or take other actions as needed to respond to any changes in laws, regulations, or executive orders to provide further direction during an extraordinary circumstance.

Clyde-Savannah CSD Health Protocols

The Clyde-Savannah Central School District will follow all Health Exposure Protocols given to us from the Wayne County Public Health Department.

g. A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.

Documenting precise hours and in-person attendance in District facilities

- The Clyde-Savannah Central School District will log and track hours of personnel on work sites through a Google Form and Document
- h.** A protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.
- Not applicable to the Clyde-Savannah CSD

