

Public Employer Health Emergency Plan for Scotia-Glenville Central School District

date of approved plan

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of Administrators and Local 766 (Building & Grounds and Transportation Department), as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of Scotia-Glenville Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: date

By: Susan Swartz

Signature: _____

Title: Superintendent

Record of Changes

Date of Change	Description of Change	Implemented by

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to Scotia-Glenville Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Superintendent of Schools of Scotia-Glenville Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools.

Upon the determination of implementing this plan, all employees and contractors of Scotia-Glenville Central School District shall be notified by email from the Superintendent of the District's website with details provided as possible and necessary, with additional information and updates provided on a regular basis. Administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups will be notified of pertinent operational changes by way of the district website, phone messages, emails and messaging through the district's mass communication system. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. Public Information/Website Coordinator will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of Scotia-Glenville Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of Schools of Scotia-Glenville Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, Scotia-Glenville Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our student population
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Scotia-Glenville Central School District

The Scotia-Glenville Central School District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

The mission essential functions for Scotia-Glenville Central School District have been identified as:

Essential Function	Description
Student Education/Continuity of Learning	Provide curriculum and instruction to meet NYSED expectations and standards.
Child Nutrition	Provide meals to all the district's students during in-person, hybrid and virtual learning models
Transportation	Arrange for transportation by qualified drivers for all students before and after the school hours
Social Emotional Well-Being	Have trained staff and faculty members to offer resources and referrals to students indicating the need for counseling services and intervention
School Activities	Offer extracurricular activities and childcare to students before and after regular school hours
Facilities	Maintenance and upkeep of the district's buildings, lands, playgrounds/fields and inventory
Community Engagement	Establish and maintain regular channels of communication for administrators, faculty, staff, students, parents/guardians of students, local health department officials and health care providers, employee unions and community groups.
Special Education	Special education services are available to any student with a mental, physical or emotional impairment that affects his or her educational performance
Child Care for essential employee families	Coordinate with neighboring organizations for the child care of families that are deemed essential during health emergencies
Technology and Connectivity	Distribution of Chromebooks and internet connectivity devices for families and staff that are in need
Business Office Functions	Provide employee payroll and district vendor payments

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed **on-site** for the continued operation of each essential function (positions essential to onsite operations are colored in red). Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Student Education/Continuity of Learning	<ul style="list-style-type: none"> Superintendent Assistant Superintendent Certificated Staff 	Critical to the day to day operation of in-person, hybrid, and fully remote instructional models being offered from kindergarten through twelfth grade by the Scotia-Glenville CSD.
Child Nutrition	<ul style="list-style-type: none"> Chartwells Dining Service Non-certificated staff 	<p>Critical for the preparation of breakfast and lunch for in-person, hybrid, and remotely learning students. Additional meals are prepared for delivery one time weekly to families requesting such service.</p> <p>Aides and monitors supervise in-person and hybrid students during mealtimes to insure appropriate social distancing and mask wearing. Assist in the distribution of food to those that come to pick up meals.</p>
Transportation	<ul style="list-style-type: none"> Director Head Bus Drivers Drivers Transportation Aides Mechanics 	<p>Personnel necessary to carry out all transportation functions including routing, driving, cleaning and disinfecting, safe transportation within and outside of the school district.</p> <p>Transportation also delivers meals to those unable to make it to the food distribution site on campus. Mechanics are critical to keeping buses safely functioning and preparing for daily runs and scheduled transportation evaluations by the NYS Dept. of Transportation.</p>
Social Emotional Well-Being	<ul style="list-style-type: none"> District Administrative Leadership Team Certificated Staff Saratoga Center for the Family 	
School Activities	<ul style="list-style-type: none"> 	
Facilities	<ul style="list-style-type: none"> Business Official 	The Business Official oversees the Buildings & Grounds Department which is responsible for all facilities and Grounds.

	<ul style="list-style-type: none"> Buildings & Grounds staff (inclusive of groundskeeper, electricians, maintenance mechanics, custodians, and cleaners) 	Buildings & Grounds staff are responsible for implementing the district's cleaning and disinfecting protocols, including the purging of facility air each day.
Community Engagement	<ul style="list-style-type: none"> Board of Education District Leadership Team Community Residents 	Efforts to bolster community engagement include use of the district's website (www.scotiaglenvilleschools.com), school notifier (SNN) blasts, virtual Town Hall meetings, regular mail, email, professional development for parents (technology), food delivery, and provision of technology devices (Chromebooks) and hot spots.
Special Education	<ul style="list-style-type: none"> Superintendent Assistant Superintendent PPS Director CPSE Chairperson CSE Chairperson Certificated Staff 	<p>Services to students with special needs are provided by certificated personnel, in accordance with Individual Education Plans (IEP's), within in-person, hybrid, and fully virtual environments.</p> <p>Evaluations or re-evaluations for fully virtual students are provided by certificated staff in the district office one to one.</p> <p>Committee on Preschool Special Education (CPSE) and Committee on Special Education (CSE) initial identification, program reviews, and annual reviews are hosted virtually enabling participation by all required members in a safe environment.</p>
Child Care for essential employee families	<ul style="list-style-type: none"> Y Care provided Before and After School 	<p>Before and after school care is provided by the Y in three of the district's schools. In-person students may attend and the program is staffed by the Y.</p> <p>Information regarding available child care options is available on the district's website (www.scotiaglenvilleschools.org).</p>
Technology and Connectivity	<ul style="list-style-type: none"> Superintendent Acture Certificated Staff 	IT services are managed by the district in conjunction with Acture, an IT consulting group. 3.0 FTE staff manage all day to day operations while each school has a Technology Specialist (a full-time staff person who assumes this role in addition to their regular duties).

		IT provides a Help Desk for parents and students, loans IT equipment (primarily Chromebooks), and provides hot spots for connectivity to families who need it.
Business Office Functions	<ul style="list-style-type: none"> ● Business Manager ● District Treasurer ● Payroll Clerk ● Human Resource Specialist ● Accounts Payable ● Non-Certificated Staff 	All business office functions can be performed remotely and staff in at any one time is limited. Functions include, but are not limited to, payroll, purchasing, implementation and resolution of required audits, state and federal reporting, and on-boarding new personnel.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

All faculty and staff will function remotely at the direction of the Superintendent of Schools and School Business Manager. All district mobile devices have been secured and compatible with non-district sanctioned wireless internet. Phone lines that have been identified as needing forwarded will be. Staff and students that have been identified to need connectivity assistance will be provided Chromebook and mobile “hot spots”

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Scotia-Glenville Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Buildings and Grounds staff will be split every other day into two groups, A and B. Groups and work hours are determined by the B & G Supervisors. Work groups are kept separate to prevent spread of disease, any changes to work assignments will be made with caution by the group's supervisor, and a precautionary quarantine may be applicable.

Building access for non-essential employees will be suspended at the time of an immediate emergency, this will be accomplished by suspending access on all district ID cards. Auxiliary staff will need permission from the administration before entering the buildings.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Buildings Supervisor is responsible for monitoring and maintaining the stock of PPE. PPE is stored at the Buildings and Grounds Maintenance Building/Bus Garage. PPE is kept indoors in a secure and locked section of the building to prevent damage or theft. Buildings and Grounds department employees have access to the PPE at all times. Eight weeks of stock pile of staff and student PPE will be kept on hand, masks, gloves, face shields, nitrile gloves, eye protection and N95s (nurses only) will be kept in accordance with the NYSED Reopening Guidance quantities.

The Scotia-Glenville School District has accounts set up with numerous product vendors. Orders will be made as quickly as possible however due to potential supply chain shortages, the district will keep the stockpile during non-Health emergencies.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 - 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Employee will report to their immediate supervisor that will relay the information to the Business Manager. The School Business Manager must be notified and is responsible for ensuring these protocols are followed
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 - 4. Scotia-Glenville Central School District will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 - 5. Persons exhibiting symptoms or had received a positive test for the disease or condition in question may return to work after referencing public guidelines of when it is safe to do so. *CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications.*
 - 6. Employees will report to their supervisor that will provide the information to the Business Manager. The School Business Manager must be informed in these circumstances and is responsible for ensuring these protocols are followed
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:

1. Apply the steps identified in item B, above, as applicable.
2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, School Business Manager or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. School Business Manager, must be notified in these circumstances and is responsible for ensuring these protocols are followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/students will be disinfected at least hourly.
 - b. Buildings Supervisor, is responsible for cleaning common areas, and the frequency of such
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Scotia-Glenville Central School District is committed to reducing the burden on our employees and contractors. Provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Scotia-Glenville Central School District will potentially provide paid leave for employees to receive testing, wait for tests results, adhere to federal, New York State or Schenectady County guidelines of quarantine, or provide care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider). Employees may also be entitled to paid leave to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, Scotia-Glenville Central School District will provide up to an additional 12 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Scotia-Glenville Central School District, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Scotia-Glenville Central School District, and as such are not provided with paid leave time by Scotia-Glenville Central School District, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Scotia-Glenville Central School District to support contact tracing within the organization and may be shared with local public health officials.

Essential employees are to sign in and out of work locations throughout the day. When in-person learning can be done safely, faculty, staff, and students are to participate in daily attestations before entering the building via electronic app or back up paper copies, their work areas/schedules are known by administration. Sign in sheets with date and time tracking will be used in singular offices that are not used by the same students, staff or visitors regularly, these locations are but not limited to: Health Office, Guidance Offices, Special Education Support offices and the main office.

No outside visitors or volunteers will be allowed on school campuses, except for the safety and well-being of students. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child. Essential visitors and contractors to facilities will be required to wear face coverings and will be restricted in their access to our school buildings. Visitors must follow all safety protocols and sign in and out of buildings providing the building with Name, Contact Information, Purpose of Visit/Locations, Date and Time.

District administration will keep the records at the building level and have them readily available for the Schenectady Department of Health via the school district's appointed liaison.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect

these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Scotia-Glenville Central School District's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Scotia-Glenville Central School District will coordinate with the Schenectady County Office of Emergency Management Services to help identify and arrange for these housing needs. School Business Manager, or their designee in the organization responsible for coordinating this.

