



**Project SAVE**  
**District-wide Safety Plan**  
**For**  
**North Warren Central School District**  
**2020-2021**

## **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district responses with 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 emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. 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.

The Warren-Washington-Saratoga-Hamilton-Essex BOCES, in coordination with the North Warren Central School District, supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of North Warren Central School encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

- The North Warren District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the North Warren Central School District Board of Education, the Superintendent of the North Warren Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

### **B. Identification of School Teams**

- The North Warren Central School District has created a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel.

### **C. Concept of Operations**

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan for North Warren Central School. The protocols reflected in the District-wide School Safety Plan will be used to guide the development and implementation of the individual Building-level Emergency Response Plan.
- The Board of Education has appointed the School District Superintendent as the Chief Emergency Officer. The Chief Emergency Officer or designee is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring the staff's understanding of the district-level safety

plan. The chief emergency officer or designee shall also be responsible for ensuring completion and yearly update of building-level emergency response plans.

- The development of the district-wide safety plan was a collaborative effort involving members of the district-wide safety team, law enforcement officials, county emergency service coordinators, and the Capital Region BOCES Health Safety Risk Management Services.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. The North Warren Central School District houses all elementary and secondary students in a single facility. All information pertaining to an emergency or violent incident will be directed to either the building Principal(s)/Designee(s) or the Superintendent.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools, or his/her designee will be notified and, where appropriate, local emergency officials will also be notified by calling 911.
- County and State resources through existing established protocols may supplement emergency response efforts.

#### **D. Plan Review and Public Comment**

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. A copy of the plan will be available at the School Superintendent's Office.
- Full copies of the District-wide School Safety Plan and any substantial amendments will be submitted to the New York State Education Department within 30 days of adoption. The plan was submitted in June 2001.
- Pursuant to Commissioner's Regulation 155.17(e)(3), this plan was made available for public comment in May 2001 for a 30-day period prior to adoption. The district-wide and building-level plan was adopted by the School Board after the public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The plan was formally adopted by the Board of Education in June 2001.
- While linked to the District-wide School Safety Plan, the **Building-level Emergency Response 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 Education Law Section 2801-a.**

## **Section II: Risk Reduction/Prevention and Intervention**

### **A. Prevention/Intervention Strategies**

#### ***Program Initiatives***

- Prior to and since the implementation of the District-wide Safety Plan The North Warren Central School District has offered and participated in programs and activities for improving communications among students and between students and staff for reporting potentially violent incidents.

#### ***Training, Drills, and Exercises***

The North Warren Central School District has developed policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. All drills required by the NYS Department of Education are satisfied annually. The district has established the following procedure(s) for annual multi-hazard school safety training for staff and students:

- The District will submit certification to NYSED that all district and school staff have undergone annual training on the emergency response plan, and that the school safety training includes components on

violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire. The District will certify that all school staff receives this training by September 15<sup>th</sup> of each school year, or within 30 days of hire, whichever is sooner.

- Full participation in the Annual Early Dismissal - Go Home Evacuation Drill.
- Full participation with 4 Building Lockdown/Security Drills annually.
- The District conducts 8 Emergency Evacuation Drills annually.
- The District conducts 3 School Bus Safety and Evacuation Drills annually.
- The district will conduct these drills and other training exercises to test components of the emergency response plan, including the use of tabletop exercises in coordination with the following agencies:
- Chester and Horicon Volunteer Fire Departments
- North Warren Rescue Squad (EMS)
- Warren County Sheriff's Department
- New York State Police
- Warren County Office of Emergency Services
- Capital Region BOCES Health Safety Risk Management Service

#### ***Implementation of School Security***

- The North Warren Central School District has procedures related to school building security, including the daily site visits by a patrol officer of the Warren County Sheriff's Department, building access control and security systems.

#### ***Vital Educational Agency Information***

- The North Warren Central School District has two facilities (Main School and Transportation Facility). The district has collaborative agreements with neighboring school districts to provide shelter and transportation needs if necessary.

#### **B. Early Detection of Potentially Violent Behaviors**

- The North Warren Central School District has implemented policies and procedures for dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to: the identification of family, community, and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the district, board members, students and other persons deemed appropriate to receive such information.

#### **C. Hazard Identification**

- The identification of sites of potential emergencies is located in the Building-level Emergency Response Plan. The location of potential hazards is documented on a building and facility diagram. The District provided Emergency Response Agencies with copies of these documents for their use when responding to school emergencies.

### **Section III: Response**

#### **A. Notification and Activation of Internal and External Communications**

- The district policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are located in the Building-level Emergency Response Plan.
- In the event of an emergency staff, students and visitors will be contacted in one or more of the following manners:
  - Telephone

- Hand held radio
  - Intercom/Public Address System
  - Runner with verbal message
  - District Radio Systems
  - School Messenger Call Out System (Telephone/Text Message/Email)
- The district has established guidelines for staff and students that in the event that they initially discover an emergency situation, or impending emergency, that they will notify the Principal and provide him/her with information on the nature of the event. In the event that the Principal cannot be reached, the Superintendent will be contacted.
  - The Building-level Emergency Response Plan provides procedures for contacting parents, guardians, or persons in parental relation to the students in the event of a violent incident or an early dismissal.

**B. Situational Responses**

- The district has developed multi-hazard response plans. These guidelines are present in Section F (Multi-Hazard Emergency Response Actions) in the Building-level Emergency Response Plan. The emergencies addressed in the plan include, but are not limited to:

Threats of Violence	Explosion
Hostage/Kidnapping	Bomb Threat
Natural/Weather Related	Hazardous Materials
Civil Disturbance	Mass Casualty
School Bus Accident	Biological
Gas Leak	Radiological
Intruder	Epidemic
Others as determined by the Building-level School Safety Team	

***Responding to Acts of Violence: Implied or Direct Threats***

The Crisis Response Plan and Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan provides guidance on the districts policies and procedures for responding to implied or direct threats of violence by students (including to themselves), teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

- Contacting parents, guardians, or persons in a parental relation to a student in the event of an implied or direct threat of violence by a student against themselves, including threat of suicide.
- The use of staff trained in de-escalation or other strategies to diffuse the situation.
- Informing the Building Principal of implied or direct threat.
- Determining the level of threat with the District Emergency Response Team.
- Contacting appropriate law enforcement agency, if necessary.
- Monitoring the situation, adjusting the district's response as appropriate, and include possible implementation of District Emergency Response Team.

***Acts of Violence***

- The Building-level Emergency Response Plan provides guidance on the district polices and procedures for responding to direct acts of violence by students, teachers, other school personnel and visitors to the school.

***Response Protocols***

- The Building-level Emergency Response Plan provide guidance on the district's policies and procedures for responding to bomb threats, hostage takings, intrusions and kidnapping.

***Arrangements for Obtaining Emergency Assistance from Local Government***

- The Building-level Emergency Response Plan provides guidance for obtaining assistance during emergencies from emergency services organizations and local government agencies.

***Procedures for Obtaining Advice and Assistance from Local Government Officials***

- The district will utilize procedures outlined in the Building-level Emergency Response Plan for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law.

***District Resources Available for Use in an Emergency***

- The Building-level Emergency Response Plan identifies the district resources, which may be available during an emergency.

***Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies***

- The Building-level Emergency Response Plan provides a description of the district's procedures to coordinate the use of resources and manpower during emergencies.

***Protective Action Options***

- The Building-level Emergency Response Plan describes actions that can be taken in response to an emergency where appropriate.

**Section IV: Recovery**

**A. District Support for Buildings**

- The Building-level Emergency Response Plan provides information on resources for supporting the Emergency Response Team and Post-Incident Response Team at North Warren Central School. The district's Incident Command System Plan identifies alternates to relieve team members, and interfaces with the Crisis Response Plan to provide team members the opportunity to debrief and rehab in a controlled environment.

**B. Disaster Mental Health Services**

- The Administrative branch of the Post-Incident Response Team will work through the School Psychologist and Student Advocate Specialist to coordinate disaster mental health resources through the Warren County Mental Health Department, community resources, neighboring school districts, and other disaster mental health resources to fully support members of the crisis response team.

- A debriefing of the Post-Incident Response Team is an essential part of the recovery phase following an emergency incident. The debriefing will be used in part to evaluate the district's plan for possible revisions.

Revised: July 1, 2016 per NYS Education Law Sections 2801-a, and 807.

**APPENDIX A**

The following is a listing of school district buildings covered by the district-wide school safety plan:

<b>Building Name</b>	<b>Address</b>	<b>Contact Name/Number</b>
North Warren Central School	6110 State Route 8 Chestertown, NY 12817	Superintendent ( 518) 494-3015
Bus Garage	63 Cougar Lane Chestertown, NY 12817	Transportation Supervisor (518) 494-3727

**Appendix B: Annual Review and Adoption Dates**

<b>Public Hearing Date</b>	<b>Public Comment Dates</b>	<b>BOE Review &amp; Approval Date</b>	<b>District-wide School Safety Team Appointment Date</b>
July 13, 2020	July 14 – August 30, 2020	August 31, 2020	August 31, 2020
February 2021*			

\*The District-wide School Safety Plan was updated to include the NYS Public Employer Health Emergency Plan and then brought to the Board of Education for public hearing, 30-day public comment, and approval.

## Appendix C: School Resource Officer Job Duties

### SCHEDULE A

#### SRO JOB DUTIES

1. Consult with and coordinate activities as requested by the Superintendent and/or designee;
2. Abide by School Board policies to the extent that such compliance does not interfere with or impede the SRO in the performance of his or her duties as a law enforcement officer;
3. Initiate law enforcement action as necessary and notify the school principal as soon as possible, and, whenever practicable advise the principal before requesting additional law enforcement assistance on campus and undertake all additional law enforcement responsibilities as required by standard police practices and standing general orders;
4. The SRO shall act as a liaison for other law enforcement officers in matters regarding School District policies while on school grounds;
5. The SRO in pursuing the performance of his/her duties shall coordinate and communicate with the school principal;
6. The SRO shall develop an expertise in presenting various subjects; including but not limiting to lockdown procedures, bullying, drug abuse prevention education and shall provide these presentations at the request of school personnel in accordance with the established curriculum;
7. Encourage group discussions about law enforcement with students, faculty and parents;
8. Attend meetings with parents and faculty groups to solicit their support and understanding of the SRO school program and to promote awareness of law enforcement functions;
9. To confer with the principal of the school to which the SRO is assigned to develop plans and strategies to prevent and/or minimize dangerous situations on or near campus or involving students at school related activities;
10. Perform such duties as described herein as requested by the school principal. However, such duties shall not include things normally assigned to school personnel such as lunchroom or hall duty. Nothing herein shall preclude the SRO from being available in areas where interaction with students is expected;
11. The SRO shall familiarize himself/herself with and shall abide by School District policy and applicable law concerning interviews with students should it become

necessary to conduct formal law enforcement interviews with students or staff on school property or at school functions under the jurisdiction of the School District insofar as same shall be in harmony with standard police practices and standing general orders;

12. Under no circumstances shall the SRO be a school disciplinarian. The SRO will not be involved in the enforcement of disciplinary infractions that do not constitute violations of law;
13. The SRO shall affirm the role of law enforcement officer by wearing the uniform, unless doing so would be inappropriate for scheduled school activities. The uniform shall be worn at events where it will enhance the image of the SRO and his/her ability to perform his/her duties;

**District-wide School Safety Plan Appendix D**

**NYS Public Employer Health Emergency Plan for  
North Warren Central School District**



Approved:

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 paragraph m 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 North Warren Teacher's Association and CSEA Local #1000, 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 North Warren CSD , 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 paragraph m 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:

By: Michele G. French

Signature: \_\_\_\_\_

Title: Superintendent of Schools

# Record of Changes

Date	Implemented By	Description of Changes

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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 paragraph m 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 North Warren CSD. 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 North Warren CSD, 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 NWCSO shall be notified by ROBO call, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Families, faculty and staff will be notified of pertinent operational changes by way of the ROBO call system and the district Website. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent or their designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of the NWCSO, 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 NWCSO, 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, NWCSO 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 constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of NWCSD

The NWCSD 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 NWCSD have been identified as:

Essential Function	Description
Custodial Staff/Grounds	To maintain the building and grounds for safe entry and exit and to keep our building clean and sterilized.
IT Department	Maintenance of our systems for accurate communication to students/families, faculty, and staff so that in-house and remote learning can continue.
Food Service	To provide meals in our school community since we are a high needs district, and all receive free breakfast and lunch.
Administration	To coordinate and supervise all staff and ensure the safety for all.
Secretarial	To support efficient operations and facilitate contact with families.
School Counseling Team	To maintain and support students and staff well-being through contact via home visits, phone calls, and email.
Teachers	To maintain academics for in-person and remote learning.
TAs/Aides	Support faculty and food service.
Transportation/Drivers	To transport students, deliver food and materials as needed to families. To keep our fleet running and in good standing with DOT.

### 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. 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
Custodial/ Grounds	Supervisor  Custodial Staff (Rotation)	The Supervisor organizes and maintains the cleanliness and safety in the building and on the grounds. The Custodial Staff maintains the cleaning processes in the building and conducts snow removal.
IT Department	Teacher on Assignment Consultant Net Tech Specialist  IT Help Desk Aide	The Teacher on Assignment supports teachers with assignments. The Consultant provides guidance to keep systems up and running. The Net Tech Specialist conducts daily upkeep, running systems, and updates the district website. The IT Help Desk Aide supports the full time staff in the department.
Food Service	Supervisor  Food Service Staff (Rotation)	The Supervisor oversees that all students who need meals are fed, order and keep stock of kitchen inventory. The Food Service Staff support the Supervisor in packing and serving food to students.
Administration	Superintendent Principals & Business Official  Account Clerk	The Superintendent guides daily operations. The Principals and Business Official support instructional staff and maintain financials. The Account Clerk ensures all bills are paid and paychecks are completed bi-weekly.
Secretarial	Confidential Office Specialist Office Secretaries	A rotation of all of the Secretarial positions cover phones and, as needed, support their particular departments and ensure IEPs, etc., are honored.
School Counseling Team	Director  School Psychologist Social Worker Guidance Counselor	The Director is to maintain contact with families, ensure all schedules are up to date, and support Building Principals. All other titles: To intervene as needed with families and support the Director and Principals.
Teachers	All Teachers	All teachers work under the direction of Principals to complete education of all students in-person or remote.
TA/Aides	All TA/Aides	TA/Aides are only needed as support to keep functions like academics and food service running.
Transportation	Supervisor & Mechanic  Bus Drivers	The Supervisor and Mechanic oversee the fleet and its health, coordinate the distribution of food and student transportation. Bus Drivers transport students to and from school and/or meals to families in remote learning situations.

## 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

Remote employees are assigned an internet capable device, given appropriate access to web-based materials for off-site work. Phone calls can be forwarded to alternate phone lines or remote access can be arranged for off-site employees. Incoming callers would be informed that messages may not be answered right away.

The Superintendent, or designee, will determine when remote work will be permitted, based upon current laws and regulations.

### 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, NWCSO 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

Staggered shifts will be determined by the Superintendent, or their designee, based upon the Pandemic and need for separation of department members for health and safety. Approval and assignment of modified work hours will be done by the Superintendent, or their designee.

## 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

Essential Function	Location	Type of PPE
Custodial/Grounds	District-wide	Face Covering Disposable Gloves Face Shield or Goggles* Disposable Gowns*
IT Department	School/District-wide	Face Covering
Food Service	School	Face Covering Disposable Gloves
Administration	School	Face Covering
Secretarial	School	Face Covering
School Counseling Team	School	Face Covering
Teachers	School	Face Covering
TA/Aide	School	Face Covering
Transportation	Bus Garage	Face Covering Disposable Gloves Face Shield or Goggles* Disposable Gowns*

\*Items may be requested at any time.

PPE and cleaning supplies will be maintained and managed by the Supervisor of Buildings and Grounds in consultation with the Superintendent of Schools and Business Official. All PPE will be stored between the storage bay in the Custodial department and the Superintendents suite of offices. In the event of emergency procurement needs will be facilitated by the Business Manager with the Account Clerk to file emergency POs to order supplies. North Warren is also part of the consortium of schools that have access to emergency PPE through WSWHE BOCES.

## 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. The Superintendent, Principals or Business Official (the NWCS D Administrative Team) must be notified and who 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. NWCS D will require sick employees to provide a negative (PCR) test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work.
  5. NWCS D nurse(s), along with the Superintendent and/or Designee must be informed in these circumstances and are 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, a member of the Administrative Team 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. Superintendent or Designee must be notified in these circumstances and who 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. Custodial Staff will clean workspaces on a nightly basis.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected on a scheduled basis approved by the Supervisor of Buildings and Grounds.
  - b. The Custodial Staff is responsible for cleaning common areas.
2. Classroom Staff will wipe down desk surfaces between groups of students.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Soiled surfaces will be cleaned with soap and water before being disinfected.
5. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
6. 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 NWCS D is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of NWCS D will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, NWCSO will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or 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, NWCSO will provide up to an additional 10 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 NWCSO, 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.

Additional 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.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of NWCSO, and as such are not provided with paid leave time by NWCSO, 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 NWCSO to support contact tracing within the organization and may be shared with local public health officials.

Sign in and out sheets will be placed at our main entry to record all staff that have not signed in to the daily health screening application. This sign in and out sheet will also be used to document visitors to our building.

## 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 NWCSO essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. As hotel rooms are not a viable option for NWCSO, to help identify and arrange for these housing needs the district coordinates with the: Warren County Department of Emergency Management

The district employee coordinating this is the Superintendent, or their designee.