



## Protocols for Responding to a Declared Public Health Emergency Involving a Communicable Disease

1. In the event of a state-ordered reduction of in-person workforce, the District will request persons in the following positions, deemed essential, to attend work in-person:
  - a. Cabinet Members and Supervisors, and their administrative staff - responsible for continuation of remote instruction and maintenance of buildings.
  - b. Custodial and Maintenance Supervisors and Staff – to ensure that buildings and work areas are cleaned, sanitized, and/or disinfected.
  - c. Building Administrators and their administrative staff – to ensure the continuation of remote instruction.
  - d. District Office staff – to continue with payroll distribution, business transactions of the school district, and overall operation of the school district.
  - e. Security Guards – to secure buildings & grounds and enforce protocols pertaining to field usage.
  - f. Technology staff and contractors - to maintain and support technology infrastructure for online learning and communications.
2. The District shall provide the following resources to all non-essential employees and contractors in order to allow them to telecommute:
  - a. Needed devices or technology,
  - b. Needed software and access to data,
  - c. Transferring of office phone lines to home or personal cell phones as practicable or applicable to the workplace.
3. The District will, to the extent possible, stagger work schedules of essential employees in order to reduce overcrowding at the school buildings.
4. The District will provide personal protective equipment as defined in the state-order for closure for essential employees. The District will provide such equipment in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee during the prescribed time. The equipment will be stored in the Facilities Department
5. If an employee is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in

the workplace, the District will implement protocols to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and place the employee on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol will not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.

6. If an employee is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease the District will implement protocols to protect the health and safety of students and staff. The protocols to report and prevent the spread or contraction of such communicable diseases in the workplace include the following:

### **Communication**

School building nurses will be notified of any communicable disease diagnosis immediately. The school nurse will then notify the Assistant Superintendent of Student Services of such communicable disease, will review required protocols and notify the local Department of Health as prescribed by regulation and law. A notification letter will be distributed to staff and parents to provide education on the communicable disease, ways to prevent the spread of the disease, and the necessary medical follow up. The New York State Department of Health communicable disease reporting requirements are detailed at this link:

[https://www.health.ny.gov/forms/instructions/doh-389\\_instructions.pdf](https://www.health.ny.gov/forms/instructions/doh-389_instructions.pdf)

### **Cleaning/Disinfecting**

In addition to the daily cleaning of buildings by the custodial staff, the District COVID Coordinator will advise the custodial staff to disinfect high-volume surface areas due to the presence of a known communicable disease. In addition, the work area of any employee or contractor known or suspected to be infected with the communicable disease will be immediately and thoroughly disinfected.

### **Health Procedures and Protocols**

The Assistant Superintendent for Student Services will provide protocols and directives for the school nurse to implement and follow to minimize the spread and contraction of the communicable disease. In some instances, a separate area will be allocated as an isolation room separate from the health office. These protocols will be explained to staff, administrators and parents/persons in parental relations. Protocols to prevent the spread or contraction of such disease in the workplace may also include:

- Use face coverings when in the building
- Use of alcohol-based hand sanitizers upon entering classrooms and throughout the day
- Installation of single serve paper towels instead of hand dryers
- Posting of signage reminding all of social distancing guidelines

- Mandated health screening questionnaires
- Changes to the physical plant, classroom, and common areas
- Education on prevention and intervention for specific communicable diseases

### **Return to School Protocols, Employee Leave and Medical Plans**

The Assistant Superintendent of Student Services will provide guidance to the school nurse regarding requirements for staff and students to reenter the school building. Written notification is provided to a staff or parent of a student with a communicable disease explaining the required documentation needed prior to reentering a school building. The District has also implemented guidelines on available leave in the event an employee needs to receive testing, treatment, isolation, or quarantine. Protocols will not involve any action that would violate any existing federal, state, local law, or District policies regarding sick leave or health information privacy. District medical plans which address specific health crises such as the COVID-19 pandemic are available on the District website. These plans outline, in detail, protocols specific to a current crisis or communicable disease in accordance with District practice and public health law.

7. All essential workers will be required to document their precise hours and work locations. This will aid in tracking of the disease and to identify the population of potential exposed employees in order to facilitate the provision of any benefits which may be available to certain employees.
8. The District will work with local and state authorities to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.