Hunter Tannersville Central School District

District-Wide School Safety Plan

2022-2023 School Year

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PROJECT SAVE (Safe Schools Against Violence in Education)
Hunter-Tannersville Central School District

District SAVE Plan

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 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 building-level emergency response plans required for each school building with the Hunter-Tannersville Central School District (HTCSD). 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 Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses response and recovery with respect to a variety of emergencies in each school district and its schools.

Hunter-Tannersville Central School District (HTCSD) supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates ongoing district-wide cooperation and support of Project SAVE.

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SECTION I:
DISTRICT WIDE SCHOOL SAFETY PLAN GENERAL CONSIDERATIONS
AND PLANNING GUIDELINES

A. Purpose This HTC district-wide school safety plan was developed pursuant to Commissioner's Regulation Section 155.17. This plan shall be reviewed and updated annually by the district-wide school safety team. The plan shall then be made available for public comment for a period of thirty days prior. After the public comment period, the plan shall then be presented for approval by the HTC Board of Education by September 1st of each year.

Amendments to Education Law $2801-a require District-wide Safety Plans to designate a chief emergency officer who is responsible for coordinating communication between staff and law enforcement and first responders. The chief emergency officer shall also ensure staff understanding of their respective building-level emergency response plan, and for ensuring completion and yearly

updates of the building-level emergency response plans. Building-level emergency response plans shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officials.

B. Identification of School Teams
The District has created a District-wide School Safety Team including the following persons:

Chief Emergency Officer: Mr. Nathan Jones, Superintendent
Superintendent – Nathan Jones
Safety Risk Officer - Josh Reiss
Hunter Elementary Principal – Jackie Frederick
Tannersville MS/HS Principal - Ryan Funck
Director of Pupil Personnel – Loretta Haystack
Safety Coordinator – James Partridge
Instructional – Hunter Elementary – Amber Renner
Teacher Instructional – Tannersville MS/HS – Michelle Curry

C. Concept of Operations
The HTCSD comprises of two separate locations, Hunter Elementary School in Hunter, NY and Tannersville MS/HS in Tannersville, NY. The District-wide School Safety Plan shall be a general guideline of school safety concerns. (See Appendix 1.). As this is a PreK school district, with two locations, the District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan for all locations. All specific information for the plan will be found in the building level plan (Section 2 of this document).

In the event of an emergency or violent incident, the initial response to all emergencies at any of the locations there will be by the School Safety Team.

Upon the activation of the School Safety Team, the Principal of the location or designee will be notified and, where appropriate, local emergency officials will also be notified. The exact procedures to be followed, including flowcharts for effective communication are included in the Building Safety Plan.

Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

D. Plan Review and Public Comment
Pursuant to Commissioner's Regulation 155. 17(e) (3), this plan will be made available for public comment for 30 days prior to its adoption. The district and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school

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personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

The plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before September 1 of each year.

While linked to the District-wide School Safety Plan, 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.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

SECTION II:
GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency Each school has established procedures for the identification of potential sites and the internal and/or external hazards that may be present. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies. These informant agencies, can be found in the building level response plan.

B. Actions in response to an emergency Each school has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building-level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency. Emergencies include, but are not limited to:

> Natural Hazards: Earthquakes, tornadoes, lightning, severe wind, hurricanes, floods, wildfires, extreme temperatures, landslides or mudslides, winter precipitation, wildlife e Technological Hazards: Explosions, release of hazardous materials within the school, release of hazardous materials from outside the building, power failure, water failure . Biological Hazards: Infectious diseases, contaminated food outbreaks, toxic materials present in school Adversarial, Incidental and Human-caused Threats: Fire, active shooters, criminal threats or actions, gang violence, bomb threats, domestic violence and abuse, cyber-attacks, suicide.

C. District resources & personnel available for use during an emergency Each school has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building-Level Emergency Response Plans as deemed appropriate by the District Safety Team. Specific personnel and resources are identified in the Building Level Emergency Response Plans. However, some examples of resources would include: (1) Person EMT's, CPR/AED

certification, Registered Nurse; (2) Building Resources: sheltering, food, water, phone, fax, radio communications, and transportation. Responsibilities associated with specific personnel and resources are clearly outlined in these plans as well.

D. Procedures to coordinate the use of school district resources during emergencies
Each school uses the Incident Command System model for emergency actions. The District-Wide Chief Emergency Officer will be the Superintendent, Nathan Jones, or his designee. For all emergencies, the Incident Commander will be the Building Principal, or their designee. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in their respective Building Level Emergency Response Plan. All Incident Command staff are identified in the Building Level Emergency Response Plan for each Center,

E. Annual multi hazard school training for staff and students
Each school will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the District-Wide and Building-Level Safety Teams, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials if possible. Existing Plans will be revised in response to post-incident critiques of these drills.

F. Training procedures and frameworks
Training procedures for staff in violence prevention and all emergency drills as outlined in Section 1, Appendix 2.

SECTION III:
COMMUNICAT*/*ON WITH OTHERS

A. Obtaining assistance during emergencies from emergency services organizations and local government agencies during emergencies, including state declared emergencies, local government agencies, including emergency services, can be accessed via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. (Section I, Appendix 2; Section II) .

B. System for informing all education agencies and our district who sends students for specific educational programs.

Each center will notify all appropriate educational agencies and districts who sends students for educational programs as well as adjacent to its boundaries in the case of a disaster that would affect any

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of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

The district's Transportation Department will be notified by phone. All teachers by intercom, phone or email. Media by direct communication with Principal or designee only (phone, fax, or face to face contact).

C. Communication between students and staff plays a vital role in the deterrence of potentially violent incidents

Students are encouraged to report bullying, harassment, or the threat of violence to a teacher, administrator, or other staff member. They may use the anonymous HTC DASA reporting form available on the website. Students are also encouraged to seek out their counselor.

D. Outside agencies to be contacted during emergencies
All agencies and districts available for support during emergencies are listed in the Building Level Plan (Section II). All phone numbers are provided.

E. Procedure for Obtaining Advice & Assistance from Local Government Agencies
The Head Custodian will be responsible for contacting local agencies and providing them with copies of the District and Building Level plans for their review and comment. We will work with local emergency agencies to schedule meetings as needed for the purpose of review of the entire SAVE plan and for conducting tabletop exercises.

SECTION IV:
RESPONDING TO THREATS & ACTS OF VIOLENCE

Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school: The District has developed the following safety and security procedures to protect students, staff and visitors from indirect & direct threats of violence.

A. Reporting of threats of violence to school authorities 1. Students are encouraged to inform school staff about any indirect or direct threat of violence to themselves, others or property. 2. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property. 3. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property. 4. Students, staff, parents, and others will be educated about the importance of reporting threats and the procedures of reporting.

B. Investigation of threats of violence
1. The building administrator will investigate reported threats of violence and will make the

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determination of disciplinary measures consistent with the Code of Conduct. 2. Serious acts will require the involvement of police personnel (violent offenses in accordance with SAVE requirements). 3. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.

4. Threats placing students, staff and others in imminent danger require an immediate call to the police.

The District has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.

C. Reporting acts of violence to school authorities

1. Students are encouraged to inform school staff about acts of violence toward themselves, others and property.

2. Staff are required to inform administration of any act of violence to students, themselves, others or property.

3. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.

4. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.

5. Investigation acts of violence

6. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.

7. Serious acts will require the involvement of police personnel. (Violent offenses according to the SAVE requirements)

8. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.

9. Acts of violence placing students and staff in staff in imminent danger require an immediate call to the police.

The District Code of Conduct is annually:

- reviewed by the Board of Education at a public meeting,
- reviewed by the staff at the first Superintendent's Conference Day,
- reviewed with all students on the first day of classes

D. Policies & procedures for contacting appropriate law enforcement officials in the event of a violent incident

Law enforcement officials (NYS Police, Greene County Sheriffs or Hunter Police Dept.) will be contacted by the Incident Commander as outlined in the Building Level Emergency Response Plan.

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E. Appropriate responses to emergencies
Each school recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level Emergency Response Plan clearly detail the appropriate response to such emergencies.

F. Policies & procedures to contact parent*s*/guardians/persons in parental relation to the students in the event of a violent incident or an early dismissal

Conditions requiring such notification are outlined in the Building Level Emergency Response Plans.

SECTION V:
PREVENTION & INTERVENTION STRATEGIES

A. Policies & procedures related to school building security including, where applicable, an*d/*or security devices or procedures

At this time, HTCSD has installed the following security systems: 1) Network Based Video Surveillance System, and 2) Swipe Card Entrance Monitoring System. In addition, the following safety precautions have been put in place:
1. The outside doors are locked at all times, and remain locked during the day. All entries must be granted access from the main office or attendance desk.
2. Hand-held communication devices such as cell phones and radios are used by all supervising staff when monitoring students outside the building (i.e. during recess and PE)
3. All visitors are required to check in and out at the receptionist desk.
4. The staff is trained annually in procedures to follow regarding visitors in the building
5. Building Safety Committee meetings are held monthly. District Safety Committee meetings are held quarterly.

B. Procedures for the dissemination of informative materials to the media, staff, parents & students

The schools will provide information concerning early detection of potentially violent behaviors, including, but not limited to the identification of community, family and environmental factors through a variety of mechanisms. These include, open houses, annual reviews of the District Code of Conduct, staff development opportunities and open communication with stakeholders. In addition, the policies and procedures for the dissemination of informative material for specific crisis situations are clearly outlined in the Building Level Response Plans (Section II).

C. Prevention & intervention strategies
The Centers continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:
1. Collaborative agreements with state and local law enforcement officials as well as outside agencies

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designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations,

D. Description of duties, hiring and screening process, and required training of hall monitors & other school safety personnel

1. Hiring and screening process: The district follows the NYS Fingerprinting Laws.

2. Duties of hall monitors and school safety personnel:

a. Staff have specific hall monitoring responsibilities to fulfill during the regular day as well as emergencies. These responsibilities are clearly outlined in the Building Level Emergency Response Plan.

b. All staff receive training and participate in drills assigned to implement skills learned on an annual basis. Drills (Section 1, Appendix 2), are run multiple times per year.

E. Bomb Threat

The paramount concern shall be for the safety of the pupils and personnel in the Hunter Tannersville Central School District. All administrators have familiarized themselves with the Bomb Threat Standards outlined in the Building Safety Plan so that appropriate decisions may be made depending on the exact nature of the situation.

1. If you receive a bomb threat:

a. If you have a display phone, follow the directions listed on the bomb threat instructions and record the incoming phone number.

b. Signal to other staff that you are receiving a bomb threat and have them immediately notify a school administrator.

c. Listen carefully to the call.

d. Ask the questions listed on the NYSP "Bomb Threat Instructions to evaluate the threat.

e. Write down the answers as soon as you can.

f. You will be interviewed by school Administrator and/or Police to ascertain the degree of threat.

2. District Administrator, The Building Principal, School Resource Officer, or Head Custodian makes the decision regarding evacuation, lockdowns and/or shelter in place. First responders can assist and consult with them to make the decision (joint decision making / unified command).

The school administration has the duty to instruct and train pupils by means of drills, so that they may, in a sudden emergency, be able to leave the school building in the shortest time possible.

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F. Hostage Taking - The Building Safety Plan procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

1. The first person aware of the situation will immediately notify the Building Principal and / or other Administration and notify the local police at (518) 589-7200 or 911,
2. The Building Principal, or designee will issue the appropriate alert if necessary ("lockdown," for example) and isolate the area.
3. No response to the media will be given at this time.
4. The Building Principal or designee will turn over authority to the police upon their arrival and assist as requested.

G. Intrusions

The Building Safety Plan procedures will be followed in the event of an intrusion. In general the following response action will be taken:

a. The first person becoming aware of an intruder or suspicious person will immediately report this information to the Building Principal, Building Administration or designee.
b. The Building Principal, Building Administration or designee will approach the intruder to determine the nature of their presence and ask them for identification.
c. The Building Principal, Building Administration or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The administrator or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
d. If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Dial (518) 589-7200 or 911 and notify local police agency of situation,
e. If the situation escalates, plain language will be utilized to notify all teachers to lock down the building as per the instructions outlined in the Building Safety Plan. Students attending classes outside of the building will be evacuated to a safe area designated by the Building Safety Plan.
f. The administrator in charge or designee will turn over authority to the police upon their arrival and assist as requested.

H. Kidnapping In the event of a kidnapping, the following response action will be taken:

1. During school hours, when a student has already been documented as present, the first person aware of a kidnapping or missing student will immediately notify the Building Principal and/or Building Administration, who will obtain student information and photo I.D.
2. School building staff will search the building and also utilize the public announcement system.
3. Parent/guardian will be notified. If a student is not found, police will be notified.
4. The administrator in charge or designee will turn over the investigation to the police upon

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arrival and assist as requested. No information is to be released to the media.

5. Parents will be notified immediately if the student is located. 6. During school hours, when a student has not arrived the parents will be notified by a phone call and the following response action will be taken:

7. The Building Principal an*d / o*r Administration will be notified.

8. The administrator in charge will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.

9. Parents will be notified immediately i*f/*when the student is located.

10. Parents will be asked to contact the school if the student is located.

I. In the Event of School Cancellation

In the event of a school cancellation the Superintendent or designee will be responsible for; alerting the media (radio and TV stations) for the purpose of notifying parents and students, and starting the Mass Notification for staff.

J. In the Event of Early Dismissal or Evacuation

In the event of early dismissal or evacuation, the HTC Superintendent or designee will be responsible for notifying Building Principals. See the Building-Level Safety Plans for complete details for conducting an evacuation. (Section 1).

SECTION VI:
RECOVERY - SCHOOL DISTRICT SUPPORT FOR BUILDINGS

The School Building-Level Emergency Response Team will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency. The schools commit to monthly Safety Committee Meetings.

SECTION VII:
DISASTER MENTAL HEALTH SERVICES

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services. This list includes school psychologists, school counselors, and local physician.

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APPENDICES

Appendix 1:

Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephone numbers for building staff

Hunter Elementary School
7794 Main Street Hunter, NY 12442
Ms. Jackie Frederick
518-263-4256 X2003

Tannersville Middle/High School
6094 Main Street Tannersville, NY 12485
Mr. Ryan Funck
518-589-5400 x1103

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Appendix 2: Training Procedures and Frameworks

A. Training

1. Violence Prevention

The HTC staff will receive training in the area of violence prevention and intervention annually.

Training topics will be decided upon by the School Administration and Safety *C*risis Team. Training will be provided by any of the following: ONC BOCES Safety Risk Team, HTC School Resource Officer, The Hunter Police Dept., Greene County Sherriff's or State Police. Emergency Drills: The HTC staff will receive training in the area of all emergency drills annually.

2. Emergency Drills

The district will run multiple training drills throughout the school year. All drills will be organized/coordinated by the school Administration and/or Safety | Crisis Team. Drills to be held: Fire Drills: A minimum of 8 drills per school year will be held. Emergency Lockdown/Lockout Drills: At least 4 Emergency Lockdown/Lockout drill will occur annually. Students will be instructed as to safety awareness and proper behavior for drills.

The School Safety/ Crisis Team will meet annually to review the procedures for all drills. The team will meet to review individual situations as necessary.

3. A copy of the plan will be shared with Local Emergency Responders (LER).

LER's will be asked to meet with the district on an as needed basis to review the plan, conduct tabletop exercises & make revisions as necessary

Local Emergency Responders:

- Tannersville Fire Department
- Haines Falls Fire Department
- Hunter Fire Department
- New York State Police
- Greene County Sheriff's Department
- ONC BOCES Safety Risk Management Office

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Hunter Tannersville Central School District Communicable Disease – Pandemic Plan

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Communicable Disease - Pandemic Plan

This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team.

Effective April 1, 2021, Labor Law §27-c amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Public employers shall prepare a plan for the continuation of operations if the Governor declares a public health emergency involving a communicable disease. Education Law §2801-a requires School Districts to develop plans consistent with the new Labor Law requirement. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.

This Plan addresses the required components in the sections as noted below:

<u>Prevention/Mitigation</u>

(1) A list and description of positions and titles considered essential with justification for that determination.
(2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
(3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

<u>Protection/Preparedness</u>

(4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

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Response

(5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation, or quarantine.

(6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers to facilitate the provision of any benefits that may be available to them on that basis.

(7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Prevention/Mitigation

- **We will work closely with the Greene County Department of Health to determine the need for activation of our Plan. Suspected and confirmed cases of communicable disease will be reported to:**
  - **Greene County Public Health – https://www.greenegovernment.com/departments/public-health**
    - ***Main Phone - 518-719-3600***
    - ***Email - publichealth@discovergreene.com***
    - ***Address - 411 Main Street Suite 300, Catskill, NY 12414***
    - ***Coronavirus Hotline: 1-888-364-3065***
- **The County Department of Health will monitor County-wide cases of communicable disease and inform School Districts as to appropriate actions.**
- **The Superintendent will help coordinate our pandemic planning and response effort. This person will work with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The School Nurse and District Medical Director will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the School District technology director will also be an important team member. The Human Resources Director, Business Official, Facility Director, Food Service Director, Transportation Coordinator, Public Information Officer and Curriculum Director will also be vital to the planning effort. Other individuals may be part of the Team as needed.**
- **The District-Wide School Safety Team will review and assess any obstacles to implementation of the plan. The Team will review the *CDC School District Pandemic Influenza Planning Checklist* (see appendix) to assist in this determination and has considered issues related to**

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planning and coordination; continuity of student learning; core operations; infection control policies and procedures; and communication.

- **The School District will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at http://www.cdc.gov/flu/school/.**
- **We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings, and direct mailings for this purpose.**

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(1) Essential Positions/Titles

In the event of a government ordered shutdown most staff would be able to work remotely. However, some positions may be required to be on-site or in district for us to continue to function. The following information is addressed in the table below:

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

The worksheet below has been created in consultation with Central Administration, Human Resources, Facilities Services, Transportation, Food Service, Communications, Technology, Instructional Programs, Athletics, Special Education, Messenger/Mail Services, and Security. (Add or delete titles as needed, modify parameters as needed)

Human Resources Essential Positions				
Title	Description	Justification	Work Shift	Protocol
Facility director, Custodian(s)	Facilities maintenance	Ensure building security and proper operation of building systems	single staff per shift or work in separate areas of the building	Daily entry/exit logs and work logs
Cafeteria manager, food service staff	Food service	Prepare/package meals for required food service	If multiple staff needed per shift, then alternate days with cohorts	Daily entry/exit logs and work logs
Transportation director, Driver(s)	Transportation	Delivery of meals and/or instructional materials	Staggered shifts not needed - drivers should not interact	Daily entry/exit logs and work logs
?				

Potential Onsite Essential Employees (Hybrid In person and Work from Home)				
Title	Description	Justification	Work Shift	Protocol

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Technology director, service technician	Network administration	Maintain network service, device repair as needed	As needed, if critical infrastructure needs repair.	Daily entry/exit logs and work logs
Building Principals	Administration	Oversee Materials and Supply delivery, gather materials and supplies as needed.	Intermittent (as needed determined by Superintendent	Daily entry/exit logs and work logs
Superintendent	Administration	Oversee all aspects of each building.	Only as needed, determined by the BOE.	Daily entry/exit logs and work logs
Teaching Assistants	Essential Employee Childcare	Potential Executive Order	8am – 4pm	Daily entry/exit logs and work logs

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(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- **Mobile Device Assessments:**
  - Survey staff to determine who will need devices at home to maintain operational functions as well as instructional services.
  - Conduct a cost analysis of technology device needs.
- **Internet Access Assessments:**
  - Survey staff to determine the availability of viable existing at-home Internet service.
  - Conduct a cost analysis of Internet access needs.
- **Providing Mobile Devices and Internet Access:**
  - To the extent practicable, procure, configure, and distribute appropriate mobile devices to those in need as indicated by the survey results.
  - To the extent practicable and technically possible, procure, and when available, provide appropriate Internet bandwidth to those in need as indicated by the survey results. Wi-Fi hotspots and residential commercial Internet options will be evaluated for effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:

- Survey the level of access to devices and high-speed broadband all students and teachers have in their places of residence.
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.

- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

Mobile Devices Delivery:

To increase options for continuing learning during extended closures technology will be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments**:**
    - Identify students' technology needs to include adaptive technologies
    - Use the Asset Tracking Management System procedures to check out all mobile devices
    - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- Providing Multiple Ways for Students to Learn
    - **o** Support instructional programs as needed in preparation of hard-copy work for students to participate in remote or blended models where students do not yet have sufficient access to devices and/or high-speed internet.

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, (Insert Name) School District is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements to minimize building occupancy. The following will be considered:

- **Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.**
- **Forming employee work shift cohorts to limit potential contacts.**
- **Limit employee travel within the building.**
- **Limit restroom usage to specific work areas.**
- **Stagger arrival and dismissal times.**
- **Alternate workdays or work weeks.**
- **Implement a four-day work week.**
- **Limit or eliminate visitors to the building.**

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The School District will utilize these base strategies and expand upon them as necessary to address any public health emergency.

Protection (Preparedness)

We will collaborate with County and local partners to assure complementary efforts.

- **The School District Superintendent has been designated the communicable disease safety coordinator (COVID Coordinator for COVID-19), whose responsibilities include compliance with the school's reopening plan, and any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal levels. The coordinator shall be the main contact upon identification of positive cases and is responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding a public health emergency and plans implemented by the school.**

School/Program	*Safety Coordinator/Administrator*	*Contact #*
High School	*Ryan Funck*	*518-589-5400 ext. 1100*
Middle School	*Ryan Funck*	*518-589-5400 ext. 1100*
Elementary School	*Jackie Frederick*	*518-263-4256 ext. 2000*
Administration	*Nate Jones*	*518-589-5400 ext. 1000*

- **Communication with parents, students, staff, and the school community will be important throughout a pandemic outbreak. Communication methods may include websites, school**

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postings, general mailings, e-mail, special presentations, telephone, text message, reverse 911 systems and the public media. Mr. Nathan Jones has been designated District Public Information Officer (PIO) to coordinate this effort and act as the central point for all communication. The PIO will work with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.

- **Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:**

    - **Overall Operations – Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by e-mail, district automated phone notification system and district social media pages. The building principals, Ms. Frederick and Mr. Funck will act in place of the safety coordinator if the said person is absent.**

    - **The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. Our school business administrator, senior account clerk typist, the District Clerk, and ONC BOCES payroll service will work together to ensure continuity. To maintain these essential functions off-site, business office staff will be provided computers, printers (also for printing checks), and Wi-Fi hotspots as needed to work remotely.**

    - ***o*** **Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to assist in essential building functions.**

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- **Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The Human Resources Director has provided cross-training of the following staff to ensure essential functions; District Treasurer, Building Administrative Assistants, & Guidance Secretary. Human Resources will help develop the plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal workday such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help decide if schools need to be closed.**

- **Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented include:**

  - **Hard copy, self-directed lessons.**
  - **Use of mobile media storage devices for lessons (laptop computer, jump drive, tablet, etc.).**
  - **On-line instruction, on-line resources, on-line textbooks (Kahoot, Blooket, Google forms, YouTube, etc.)**
  - **Web-based modalities for live lessons (Google classroom/meet, Zoom, etc.)**

(4) Obtaining and Storing Personal Protective Equipment (PPE)

PPE & Face Covering Availability

The District will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected.
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

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- Information will be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than basic preliminary purchases, will be done using cooperative purchasing whenever possible.
- Teach and reinforce use of face coverings among all staff and students.
- Staff are encouraged to utilize their own personal face coverings.
- Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

Specialized PPE (N95s, KN95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. N95 respirators are recommended only if staff will be in contact with a suspected positive case of a contagious disease. Those employees required to wear N95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so.

PPE Supply Management

As required by Labor Law §27-c, the District will procure appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months.

This PPE will be stored and replaced as follows, unless manufacturer recommendations are different:

- Keep in a clean, secure, temperature-controlled environment to prevent damage or contamination.
- Avoid storage areas that are damp or have temperature extremes.
- Use oldest supplies first and check facepiece, straps and seal material for signs of damage or deterioration.

Using the following charts for staff and students on site, the Facilities Department will work with programs to determine the overall PPE needs of the District:

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Disposable Face Coverings Initial recommended quantities per 100 individuals					
Group	**Quantity needed for 1 week**	**12 Week Supply 100% Attendance**	**12 Week Supply 50% Attendance**	**12 Week Supply 25% Attendance**	**Assumptions**
100 Students	**100**	**1200**	**600**	**300**	**1 Disposable Mask per Week per Student**
100 Teachers and other staff	**500**	**6,000**	**3,000**	**1,500**	**5 disposable masks per week per person**
4 Nurses/Health Staff	**40**	**480**	**240**	**120**	**10 Disposable masks per Week per School Nurse**

PPE for Each Staff Having High Intensity Contact with Students			
Item	**1 Week Supply per Staff**	**12 Week Supply per Staff**	**Assumptions**

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Disposable Nitrile Gloves	**10**	**120**	**10 per Week per Staff**
Disposable Gowns	**10**	**120**	**10 per Week per Staff**
Eye Protection	**2**	**n/a**	**2 Re-usable per Staff**
Face Shields	**2**	**n/a**	**2 Re-usable per Staff**
N-95 Respirators*	**10**	**120**	**10 per Week per Staff**

Response

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- **The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.**
- **The PIO will work closely with the Technology Director to test all communication systems to assure proper function. The District-Wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.**
- **Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.**

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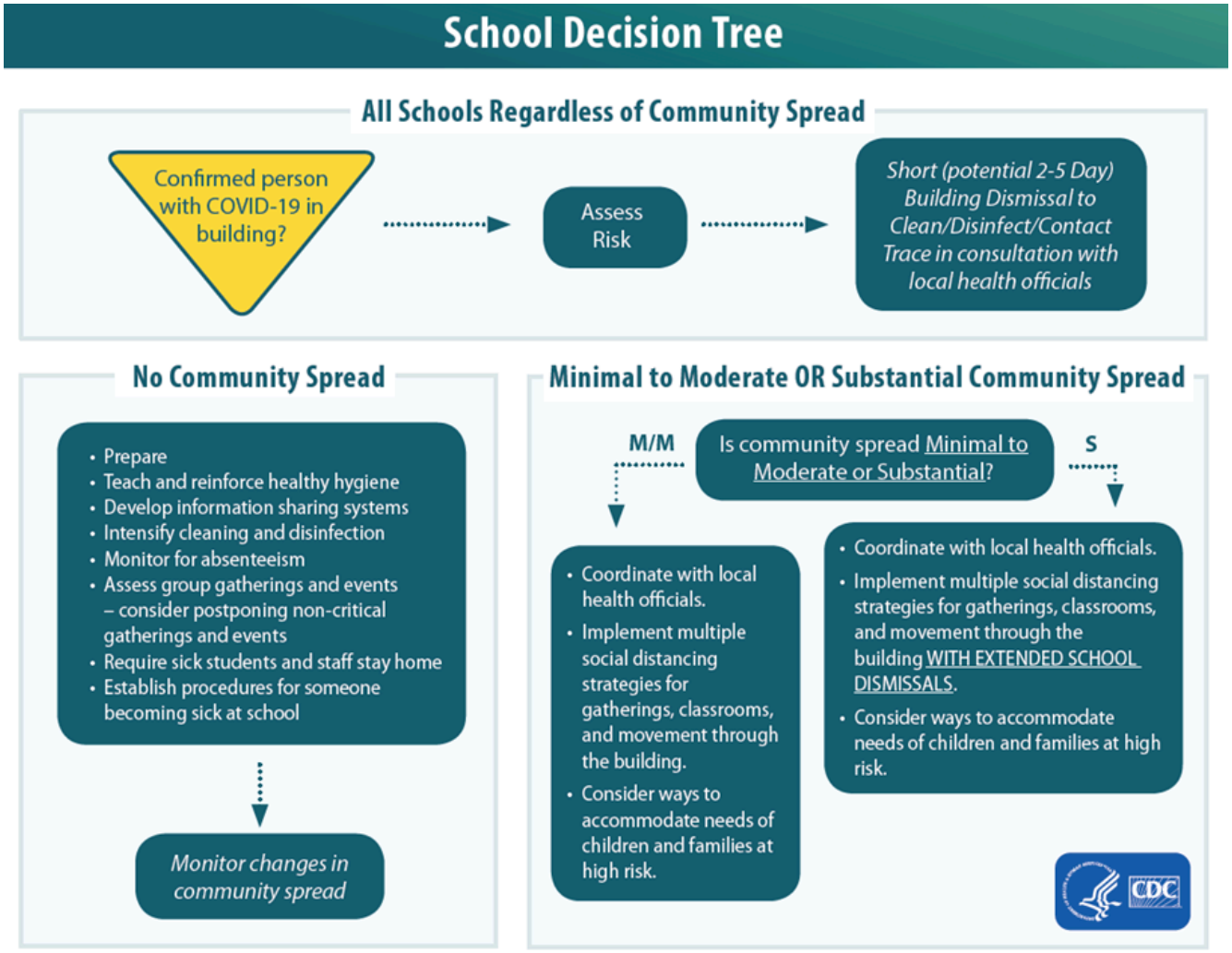
- **The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.**
- **The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official or designee to implement different phases of the Plan as necessary.**
- **The Human Resources Director will meet with staff to review essential functions and responsibilities of back-up personnel. The Human Resources Director will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.**
- **Any decision to close school will be made in collaboration with the Superintendent, Local Health Department and NYS Education Department.**

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(5) **Preventing Spread, Contact Tracing and Disinfection**

Confirmed Case Requirements & Protocols

Instructional programs must be prepared for communicable disease outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The following example is a COVID-19 decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation. This may need to be



modified for different communicable disease outbreaks.

Center for Disease Control (CDC) and New York State Department of Health (NYSDOH) Recommendations:

- Close off areas used by a sick person and do not use those areas until after cleaning and disinfection has occurred.
- If possible, open outside doors and windows to increase air circulation in the area.

- Wait at least 24 hours before cleaning and disinfecting a contaminated room. If waiting 24 hours is not feasible, then wait as long as possible.
- Clean and disinfect all areas used by the suspected or confirmed infected person, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the suspected or confirmed infected person can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to NYSDOH guidance for current information on close and proximate contacts, and how staff can safely return to work.
- If more than seven days have passed since the suspected or confirmed infected person visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Return to School After Illness:

Schools must follow CDC and NYSDOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of a communicable disease. Depending on the disease, if a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours.
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

If a person is diagnosed with a communicable disease by a healthcare provider based on a test or whether they had or currently have symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms.
- It has been at least three days since the individual has had a fever (without using fever reducing medicine).
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

Refer to current CDC and NYSDOH guidance for individuals who are on home isolation regarding when the isolation may end.

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

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Staff Absenteeism

- Instructional staff will call into the absence management system when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- The instructional departments will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

Employee Assistance Program (EAP)

- The Human Resources Department will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

Medical Accommodations

- The Human Resources Department will handle medical and contagious disease accommodations, such as telework or shift modification. Requests for accommodations should be sent to njones0@htcschools.org and erizzo@htcschools.org.

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New York State Contact Tracing Program

If a student or staff member tests positive for a contagious disease the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works.

It is recommended that all District-wide School Safety Team members, administrators, principals, nurses and others take the free Johns Hopkins University COVID-19 Contact Tracing Course at https://www.coursera.org/learn/covid-19-contact-tracing.

New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, a nation-leading initiative to help slow the spread of COVID-19. Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from "NYS Contact Tracing" (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

A contact tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care, or other supplies. The Tracer will work with you to identify and reach out to anyone you've been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way.

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say "NYS Contact Tracing" (518-387-9993).

Please answer the phone so we can keep NY moving forward and stop the spread of COVID-19.

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Facilities: Cleaning and Disinfecting

Soiled surfaces and objects must be cleaned before being disinfected. Cleaning does not kill germs or viruses but rather removes many of them, along with dirt and other impurities, from surfaces or objects. Disinfecting then kills many of the remaining germs and viruses, lowering their number to a safe level, as judged by public health standards.

If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Routine cleaning of school settings includes:

- **Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails, and doorknobs/handles**
- **Dust- and wet-mopping or auto-scrubbing floors**
- **Vacuuming of carpets, entryways, and high traffic areas**
- **Removing trash**
- **Cleaning and disinfecting restrooms**
- **Wiping heater and air conditioner vents**
- **Spot cleaning walls**
- **Spot cleaning carpets**
- **Dusting horizontal surfaces and light fixtures**
- **Cleaning spills**

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Classroom/Therapy Rooms

The District will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

Common Areas

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. Face masks, or other identified PPE shall be worn in common areas, unless advised otherwise. Signage shall be posted in common areas to remind staff of health and safety etiquette.

Disinfecting

- **Cleaning and disinfection requirements from the CDC and NYSDOH will be adhered to.**
- **Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.**
- **Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.**
- **Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.**
- **Regular cleaning and disinfection of restrooms will be performed.**
- **Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to be infected, with such cleaning and disinfection to include, at a minimum, all heavy transit areas, and high-touch surfaces.**
- **Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by central administration.**
- **Additional paper towel dispensers may be installed in other designated spaces.**

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Upon request, facilities services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- **Bus seats and handrails.**
- **Buttons on vending machines and elevators.**
- **Changing tables.**
- **Classroom desks and chairs.**
- **Door handles and push plates.**
- **Handles on equipment (e.g., athletic equipment).**
- **Handrails, ballet barres.**
- **Dance studio floors.**
- **Kitchen and bathroom faucets.**
- **Light switches.**
- **Lunchroom tables and chairs.**
- **Positive Academic Support Solution (PASS) Rooms.**
- **Related Services Spaces.**
- **Shared computer or piano keyboards and mice.**
- **Shared desktops.**
- **Shared telephones.**

Hand Sanitizing

- **Hand sanitizer dispensers will be located and installed in approved locations.**
- **Hand sanitizer bottles will be distributed to staff as approved by central administration.**
- **The District ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.**

Trash removal

- **Trash will be removed daily.**
- **Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.**
- **No-touch trash receptacles will be utilized, where possible.**

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(6) Documenting Precise Hours/Work Locations of Essential Workers

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. Daily work logs will be maintained by each staff. Student and staff sign in/sign out sheets will be utilized for each building and may be used for areas within a building as needed. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis.

(7) Emergency Housing for Essential Employees

Emergency housing for essential workers is generally not required for school employees as opposed to healthcare workers and other critical care employees. However, the following local hotels/motels can be accessed if necessary:

1. **The Otesaga, Cooperstown (607.547.9931)**
2. **Holiday Inn Express, Cooperstown (607.547.8000)**
3. **Best Western, Cooperstown (607.547.7100)**
4. **Hampton Inn Express, Oneonta (607.433.9000)**
5. **Courtyard Marriot, Oneonta (607.432.2200)**
6. **Holiday Inn, Oneonta (607.684.200)**
7. **Super 8, Oneonta (607.353.6875)**
8. **Colonial Motel, Grand Gorge (607.588.6122)**
9. **Margaretville Motel (845.586.4464)**
10. **The Roxbury Motel (607.326.7200)**
11. **Winwood Inn, Windham (518.734.3000)**
12. **Kaatskill Mountain Club, Hunter (800.486.8376)**

If necessary, School Districts will work with the County Office of Emergency Management to determine housing options.

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Recovery

- **Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.**
- **We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.**
- **We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.**
- **Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.**
- **The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Facility Director, and Curriculum Supervisor will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.**
- **Curriculum activities that may address the crisis will be developed and implemented.**

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(INSERT NAME) School District COVID-19 Preliminary On-Site Investigation

School Building Click or tap here to enter text. **Today's Date** Click or tap to enter a date.
Individual Completing Form_____ **Telephone #**_____

Name of Person Testing Positive: Click or tap here to enter text. **Position:** **Last Date Individual was in the School Building:** Click or tap here to enter text.				
Date of Birth: Click or tap here to enter text. **County of Residence:** Click or tap here to enter text. **Telephone #:** Click or tap here to enter text. **Please highlight case was: SYMPTOMATIC OR ASYMPTOMATIC**				
Documentation of Lab Confirmed Positive: **Yes** ☐ **No** ☐ **Date of Test:** Click or tap to enter a date. **Laboratory Conducting Test:** Click or tap here to enter text. **Telephone #** Click or tap here to enter text.				
Names of <u>students</u> in close contact (Less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contacts, please write NO CONTACTS across the page)				
STUDENT NAME	**ADDRESS**	**DATE OF LAST CONTACT**	**PHONE #**	**EXPOSURE LOCATION**
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
Name of <u>staff</u> in close contact (Less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contacts please write NO CONTACTS across the page				
NAME/POSITION/ EMPLOYEE ID #	**ADDRESS**	**DATE OF LAST CONTACT**	**PHONE #**	**EXPOSURE LOCATION**
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

2020

12.				
13.				
14.				

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(Enter Building Name) Screening/Entry Log
Assessment responses must be reviewed every day and such review must be documented.

Screening conducted by: _____

Date	Name	All Screening Questions answered No	Any Screening Questions answered Yes	Time In	Time Out

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Date	**Remote Work Log** What actions were completed? **[activity/means]** What type of activity was it? (meeting, pd, instructional, etc.) **[type/method]**	**How was this work completed?** (e.g. zoom, call, text)	**Duration*** *(if applicable)	**District*** * (if applicable)

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SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST

Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities **http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf**).

Further information on pandemic influenza can be found at **www.pandemicflu.gov**.

1. Planning and Coordination:

Completed	In Progress	Not Started	
☐	☐	☐	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
☐	☐	☐	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
☐	☐	☐	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
☐	☐	☐	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
☐	☐	☐	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
☐	☐	☐	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
☐	☐	☐	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
☐	☐	☐	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
☐	☐	☐	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
☐	☐	☐	Participate in exercises of the community's pandemic plan.
☐	☐	☐	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
☐	☐	☐	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
☐	☐	☐	Implement an exercise/drill to test your pandemic plan and revise it periodically.
☐	☐	☐	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
☐	☐	☐	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
☐	☐	☐	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
☐	☐	☐	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
☐	☐	☐	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
☐	☐	☐	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
☐	☐	☐	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
☐	☐	☐	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
☐	☐	☐	Establish policies for transporting ill students.
☐	☐	☐	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
☐	☐	☐	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
☐	☐	☐	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
☐	☐	☐	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
☐	☐	☐	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
☐	☐	☐	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
☐	☐	☐	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
☐	☐	☐	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
☐	☐	☐	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
☐	☐	☐	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
☐	☐	☐	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

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