

Draft –

Pursuant to Commissioner's Regulation, Section 155.17 (c) (3), this plan is being made available for public comment 30 days prior to its adoption. The district-wide plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan will be formally adopted by the Board of Education at its regular meeting on April 12th.

Westhill Central School District's Public Employer Communicable Disease Plan



Addendum to the District's Safety Plan

Date of board resolution to adopt plan: tentatively scheduled for April 12, 2021

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

Promulgation

This addendum to the Westhill Central School District's Safety Plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs K and I 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.

In accordance with New York Education Law §2801-a(2)(m) and New York Labor Law §27-c, the Westhill Central School District has prepared the instant Public Health Emergency Communicable Disease Plan (the "Plan") to guide the District employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease.

This plan has been presented to all certified representatives of the District's employees, who were provided an opportunity to review the plan and make recommendations in accordance with the law. Specifically, this plan has been presented to:

- Westhill District Education Association
- Westhill Employees' Union
- Teamsters Local 317
- Westhill Administrators' Association

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.

The District publishes this Plan based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a communicable disease. Accordingly, the Plan may be updated over time. The District will comply with all applicable local, state, and federal orders, rules, laws, and regulations (collectively, the "Authority"). To the extent the Authority conflicts with any provisions of these Protocols, the District will comply with the Authority.

The Superintendent is responsible for the oversight of the implementation of this Plan and may designate one (1) or more employees to assist in such oversight. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.

Record of Changes

Date of Change	Description of Change	Implemented by

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law section 2801-a, 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 employees, facilitation of telecommuting for non-essential employees, provision of personal protective equipment (PPE), protocols to support contact tracing, and protocols for emergency housing.

Scope

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

Situation Overview

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

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use the Centers for Disease Control ([CDC](#)) [Guidance for Keeping Workplaces, Schools, Homes and Commercial Establishments Safe, until and unless it has been superseded by other guidance.](#)¹ 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 NYS Department of Health, or Onondaga County Health Department.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed with the Coronavirus pandemic in mind but will be adapted to

¹ As of the initial publication of these protocols, this document could be found at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/workplace-school-and-home-guidance.pdf>

other infectious disease outbreaks as needed and/or required by the law. The District publishes these protocols based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a Disease. Accordingly, the protocols may be updated over time. The District will comply with all applicable local, State, and federal orders, rules, laws, and regulations (collectively, the “Authority”). To the extent the Authority conflicts with any provisions of these protocols, the District will comply with the Authority.

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 the Westhill Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan's implementation may be supported by additional personnel, at the discretion of the Superintendent. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws, or regulations, as needed. A copy of the final version of this plan must be published in a clear and conspicuous location, in the employee handbook and on the District's website.

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

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

Mission Essential Workers

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

Essential functions are those functions that enable an organization to:

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

Essential workers must be physically present on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site in the event of a state-ordered reduction of in-person workforce for the continued operation of each essential function, along with justification for their categorization. Note that there are employees who may be essential for only part of the year or during certain requirements. To the extent these exist, the District has outlined them below; however, individuals may be deemed essential as circumstances dictate and the below list is not exhaustive.

Essential Function	Description of position/title	Justification of consideration for position/title being essential
Office of the Superintendent	<ul style="list-style-type: none">• Superintendent of Schools• Asst Sup't for Curriculum & Instruction• Secretary to the Superintendent	Decision-making and oversight of the educational program.
School Building Management	<ul style="list-style-type: none">• Building Principals• Building Secretary	Accountable for delivery of the educational program and the health & safety of the school building's staff and students.
Information Technology	<ul style="list-style-type: none">• Director of Educational Technology• Network Administrator(s)	Facilitate remote instruction. IT staff member provide support in setting up hardware and software, network management, and help desk support.
Medical	<ul style="list-style-type: none">• School Nurse(s)	Communication and coordination with the Dept of Health
Business Office	<ul style="list-style-type: none">• Asst Sup't for Business Admin• Payroll• A/P• Human Resources• District Treasurer	Process(es): payroll & benefits, order entry, accounts payable, deposits, etc.
Mtce & Custodial	<ul style="list-style-type: none">• Supv of Bldgs & Grounds• Custodial & mtce staff• Grounds	Health and safety
Food Service	<ul style="list-style-type: none">• Director of Food Service• Food Service Worker(s)	Preparation and delivery of school breakfast(s) and lunch(es) to pre-qualified students.
Transportation	<ul style="list-style-type: none">• Transportation Supervisor• Dispatcher• Bus driver• Bus attendant (if necessary)	Assist in the delivery of instructional materials and school breakfast(s) and lunch(es) to pre-qualified students.

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 school transportation. Below is a description of how the District will, to the extent possible, (1) stagger work shifts of essential employees and contractors in order to reduce overcrowding on school transportation systems and at worksites, and (2) enable all non-essential employees and contractors to telecommute including, but not limited to: facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.

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: As practicable, the District shall transfer office phone lines to non-essential employees' cell phones. To the extent any employee has administrative support to answer phone lines, this will be maintained through the use of transferring lines as well.

Building principals will generally be responsible for the accountability of staff performing remote duties.

Distribution and installation of devices or technology (including downloading and installation of any software, data, office laptops or cell phones) shall be coordinated by and through the director of educational technology to:

1. Manage the district's work order system to triage outages and issues;
2. Provide prior approval and inventory of instructional software;
3. Provide support and training for remote instruction;
4. Prepare employees to work remotely before a disease is recognized – i.e., setting up capability during initial onboarding and working with existing staff to update capabilities.

Procurement

The District will abide by all state requirements for the procurement of any supplies or items required to facilitate telecommuting for employees and contractors.

Staggered Shifts

The District recognizes that, although employees and contractors labeled as essential must be physically present at the worksite to perform their duties, the hours in which they must be at the worksite will not be identical. Below is a description of how the District will, to the extent possible, stagger work shifts of

essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.

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, the Westhill Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

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

Upon designation of a disease under these protocols, within five (5) business days the immediate supervisor of each essential employee and/or contractor shall determine the hours during which each essential employee and contractor must be present and the worksite at which the employee or contractor is to be present. To the extent possible, the supervisor shall identify flexibility within these hours and locations. Following this identification for all employees and contractors, the supervisor must submit the list of hours and locations required to the Superintendent of Schools (or their identified designee) for their review.

Upon receipt of the list of hours and locations for each employee and contractor, the Superintendent or their designee will, in turn, review the list and promulgate precise hours for each employee and contractor, adjusting hours as possible to reduce an influx of employees and contractors arriving at similar times to similar locations. The goal of the Superintendent or their designee's oversight is to stagger work shifts and locations to reduce overcrowding. The Superintendent or their designee must not adjust any hours contractually agreed upon within a collective bargaining agreement or employment contract, unless agreed to through a Memorandum of Understanding with all applicable parties. Upon any adjustment or approval of the hours and locations provided to the Superintendent/their designee, the Superintendent or their designee will provide a list of approved information to the immediate supervisor of each essential worker or contractor, and will keep such list in the business office for purposes of implementation of the remainder of these protocols, including disinfection and contact tracing.

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. The identification of PPE shall be determined based on the nature of the communicable disease at hand and may include:

- Face masks (i.e., disposable surgical masks)
- Fit tested respirator masks (N-95 or cartridge style)
- Face shields
- Gloves
- Disposable gowns and aprons
- Eye protection
- Sneeze guards

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
 - a. PPE is assigned to staff based on job duty, special need or as assigned by supervisor or physician request.
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. *(or will be supplied periodically through their supervisor as needed/requested).*
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
 - i. PPE will be procured primarily by the buildings and grounds department or other department(s) as recommended in guidance set forth by the CDC, NYS DOH or Onondaga County DOH.
 - ii. Procurement quantities will be based on recommendations from agencies mentioned above.
 - iii. District will secure multiple vendors for each product so that a constant supply can be maintained during time of high need and limited availability.
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a central location in a manner which will prevent degradation
 - b. Each building will have a designated person(s) responsible for maintaining a limited supply of PPE that's available for immediate distribution.
 - c. The supply of PPE will be monitored to ensure integrity and to track usage rates
 - i. All requests for distribution of PPE are completed through the district's work order management system which tracks shipments to buildings and also help monitor inventory levels.
 - ii. The District will continuously monitor the physical inventory of all PPE and cleaning related products.
 - iii. Minimum quantity thresholds are currently being developed for purposes of replenishment; thresholds are based on the usage trends created during the first several months of school activity.
4. Deployment of available PPE:
 - a. Available quantities and descriptions for use are provided as follows:

PPE Description	Deployment Purpose	Quantity
N-95 Masks	Available to school nurses (requires fit test)	25
Surgical Masks	Available to all school staff and students	500
Face shields/gowns	Available to special education staff	75

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

This section outlines the protocols the District will follow in the event an employee or contractor (1) is exposed to a known case of the communicable disease that is the subject of the public health emergency; (2) exhibits symptoms of such Disease; or (3) tests positive for such Disease. These protocols are aimed to prevent the spread or contraction of the Disease in the workplace. They specifically detail the actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the Disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

The District's protocols will not violate any existing federal, state, or local law, including those regarding sick leave or health information privacy.

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. The Superintendent of Schools, will be responsible for ensuring these protocols are followed. 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 they must, as soon as practicable, notify their immediate supervisor regarding the exposure. Their immediate supervisor will, in turn, report the exposure to the Superintendent of Schools, or their designee. They must not be present at the worksite after their notification of exposure and until cleared by a medical professional in accordance with any CDC, State or County Department of Health guidelines.
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing per 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. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC, New York State Department of Health, and Onondaga County Health Department guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public. As with all exposed employees, they must, as soon as practicable, notify their immediate supervisor regarding the exposure. Their immediate supervisor will, in turn, report the exposure to the Superintendent of Schools.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC, New York State Department of Health, and Onondaga County Health Department public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.

- d. If at any time they exhibit symptoms, refer to item B below.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency, they must disclose they are experiencing a symptom to their immediate supervisor, who shall, in turn, notify the Superintendent of Schools, or their designee, who will ensure these protocols are followed.
- 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They must immediately disclose they are experiencing a symptom to their immediate supervisor, remove themselves from the workplace (or be removed with assistance from medical personnel, if necessary), and be instructed to remain home and 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, State or County Department of Health public health guidance and have consulted with a healthcare provider.
- 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, New York State Department of Health, and Onondaga County Health Department 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, New York State Department of Health, and Onondaga County Health Department 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. The District will work with the local and State Health Department, as applicable, and their school physician to determine necessary contact tracing for those other employees, contractors and individuals who may have had contact with an individual who was exposed or tested positive, along with that individual's exclusion from the worksite. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - a. Employees or contractors excluded from the worksite should not return to the worksite until they have been cleared by their immediate supervisor to do so. To the extent they can continue to effectively work remotely in the interim, they should.
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC, New York State Department of

Health, and Onondaga County Health Department public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

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

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. Building Custodians are responsible for cleaning common areas; these areas should be addressed on a daily basis – but more frequently as function and events warrant.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Disinfection will occur in accordance with any current guidance promulgated by the CDC and State Department of Health. If such guidance is not available or provided specific to the Disease, at a minimum, surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface, and access to those areas will be prevented until such disinfection has occurred.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Disinfection

The Superintendent of Schools shall assemble a disinfection team to be charged with the disinfection of worksites and common areas during the time covered under these Protocols. The disinfection team will be comprised of the following individuals: supervisor of buildings and grounds, custodian II, custodian I and custodial worker I. Should a member of the disinfection team request additional protective material, the Superintendent of Schools should endeavor to honor such requests so long as they are not unreasonable or inappropriate in light of the circumstances.

The disinfection team will be charged with:

1. Routine disinfection of all worksites in the District;
2. Routine disinfection of common areas in the District, targeting high-traffic areas; and
3. Targeted cleanings of workspaces belonging to individuals who were exposed or tested positive to the Disease.

Immediately after an employee or contractor who is known or suspected to be infected with the Disease notifies their supervisor of such suspicion or infection, the supervisor shall notify the disinfection team to disinfect the following: (1) the worksite of the employee or contractor; (2) any common area surface the employee/contractor may have touched; (3) any shared equipment the employee/contractor may have touched; and any other particular areas the employee or contractor or their supervisor identifies.

During the COVID-19 pandemic, the CDC and New York State Department of Health recommended the following, which the District incorporates into these Protocols unless updated by forthcoming guidance:

1. Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
2. Opening outside doors and windows to increase air circulation in the area.

3. Waiting at least twenty-four (24) hours before cleaning and disinfection. If waiting twenty-four (24) hours is not feasible, waiting as long as possible;
4. Cleaning and disinfecting all areas used by the person suspected or confirmed to have the Disease, such as offices, classrooms, bathrooms, lockers, and common areas.
5. Individuals, without close or proximate contact with the person suspected or confirmed to have the Disease, can return to the area and resume school activities immediately after cleaning and disinfection.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the District is committed to reducing the burden on our employees and contractors. The District shall comply with applicable collective bargaining agreements as well as state and federal laws and regulations related to employee leave. This policy may be altered based upon changes in law or regulation, as applicable.

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 the District, and as such are not provided with paid leave time by the District unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by Westhill Central School District to support contact tracing within the organization and may be shared with local public health officials. The use of electronic “Work-Logs” will be employed to document work-hours and activities during scheduled work shifts while working remotely or on specific projects. These logs will be shared or managed by principals and supervisors periodically. The logs will be used as the basis (1) to perform contact tracing for exposed employees and contractors, (2) to outline the provision of any benefits which may be available to certain employees and contractors because of potential exposure.

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 Westhill Central School District’s essential operations.

The District will work with its locality 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.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Westhill Central School District will coordinate with the Onondaga County Emergency Management Office to help identify and arrange for these housing needs. The Superintendent of Schools, or his designee, will coordinate this.

Addendum "A": Daily Bathroom Inspection Log

The logo for Westhill CSD features the word "Westhill" in a large, bold, blue sans-serif font, followed by "CSD" in a smaller, lighter blue sans-serif font. A small graphic of a person's head and shoulders is visible on the far left edge of the logo.

DAILY BATHROOM INSPECTION LOG

Building Code:

Custodian:

***Any supply or fixture issues are to be reported to the custodian engineer immediately.**

[illegible]

Addendum "B": Daily Cleaning/Disinfection Log



WesthillCSD

DAILY CLEANING /DISINFECTION LOG

Date:

Building:

***Any issues, or concerns are to be reported to your Supervisor immediately.**

AREA/ROOM NUMBER BEING DISINFECTED	TIME SERVICED	*DAILY DISINFECTION COMPLETED	CUSTODIAL EMPLOYEE NAME	CUSTODIAL EMPLOYEE INITIALS	COMMENTS

***NEW YORK STATE (NYS) REQUIRES REGULAR DAILY CLEANING AND DISINFECTION OF CLASSROOMS, OFFICES, CORRIDORS, CAFETERIAS, GYMS, STAIRCASES, MULTIPURPOSE ROOMS & COMMON SPACES.**

***DAILY CLEANING AND DISINFECTION WILL INCLUDE: ALL HIGH- TOUCH SURFACES: CLASSROOM DESKS**

& CHAIRS, CONFERENCE TABLES, DRINKING FOUNTAINS, DOOR HANDLES AND PUSH PLATES, LIGHT

SWITCHES, RESTROOM FIXTURES, PARTITIONS AND HARDWARE, BUTTONS ON VENDING MACHINES

AND ELEVATORS, GYM PADDING, PHYSICAL THERAPY EQUIPMENT

***ALL LOGS MUST BE FILED INSIDE THE CUSTODIAN II's OFFICE**

Addendum “C”: References

Below is a comparison of New York Labor Law section 27 to the December 3 State Education Department (SED) Memorandum. Portions of requirements in the Labor Law but not SED guidance are identified below in **bold**. Portions of requirements in the SED guidance but not the Labor Law are identified below in *italics*.

The locations of the requirements within the Protocols are identified in the third column.

Labor Law requirements	SED explanations	Reference in plan
A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and a justification of such consideration for each position and title included.	A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. <i>Note that per NYS Department of Health COVID-19 toolkit guidance, school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide child care for children of first responders or health care workers, you may need to designate certain positions/titles as essential for this purpose.</i>	“Mission Essential Workers”
A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.	A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable.	“Reducing Risk Through Remote Work and Staggered Shifts”

A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.	A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.	“Staggered Shifts”
A description of the protocol the employer will implement in order to procure the 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. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.	Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.	“Personal Protective Equipment”
A description of the protocol in the event an employee or contractor 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. Such protocol shall also detail actions to be taken 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 the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.	Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols shall not violate any existing federal, state, or local law, regarding sick leave or health information privacy, and must include: -Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and -The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.	“Staff Exposures, Cleaning, and Disinfection”

<p>A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.</p>	<p>Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.</p>	<p>“Documentation of Work Hours and Locations”</p>
<p>A protocol for how the public employer will work with such employer's locality 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.</p>	<p>Protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.</p>	<p>“Housing for Essential Employees”</p>