



Project SAVE
District-wide Safety Plan
For
Warrensburg Central School District
2020-2021

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district responses with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

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

Section I: General Considerations and Planning Guidelines

A. Purpose

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

B. Identification of School Teams

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

C. Concept of Operations

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan for Warrensburg Central School. The protocols reflected in the

District-wide School Safety Plan will be used to guide the development and implementation of the individual Building-level Emergency Response Plan.

- The Board of Education has appointed **John Goralski, Superintendent** as the Chief Emergency Officer. The Chief Emergency Officer or designee is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring the staff's understanding of the district-wide school safety plan. The Chief Emergency Officer or designee shall also be responsible for ensuring completion and yearly update of building-level emergency response plans.
- The development of the District-wide school Safety Plan was a collaborative effort involving members of the district-wide safety team, law enforcement officials, county emergency service coordinators, and the Capital Region BOCES Health Safety Risk Management Services.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building Emergency Response Team. The Warrensburg Central School District is divided in to two facilities. One building houses grades PK-6 and the other 7-12. All information pertaining to an emergency or violent incident will be directed to either the building Principal/Designee or the Superintendent.
- Upon the activation of the Building Emergency Response Team, the Superintendent of Schools, or his/her designee will be notified and, where appropriate, local emergency officials will also be notified by calling 911.
- County and State resources through existing established protocols may supplement emergency response efforts.

D. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. A copy of the plan will be available at the School Superintendent's Office.
- Full copies of the District-wide School Safety Plan and any substantial amendments will be submitted to the New York State Education Department within 30 days of adoption. The plan was first submitted on June 18, 2001.
- Pursuant to Commissioner's Regulation 155.17(e)(3), this plan was made available for public comment on May 14, 2001 for a 30-day period prior to adoption. The district-wide and building-level plan was adopted by the School Board after the public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The plan was formally adopted by the Board of Education on June 11, 2001.
- While linked to the District-wide School Safety Plan, the **Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.**

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

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

Training, Drills, and Exercises

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

- The District will submit certification to NYSED that all district and school staff have undergone annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire. The District will certify that all school staff receives this training by September 15th of each school year, or within 30 days of hire, whichever is sooner.
- Full participation in the Annual Early Dismissal - Go Home Evacuation Drill.
- Full participation with 4 Building Lockdown/Security Drills annually.
- The District conducts 8 Emergency Evacuation Drills annually.
- The District conducts 4 School Bus Safety and Evacuation Drills annually.
- The district will conduct these drills and other training exercises to test components of the emergency response plan, including the use of tabletop exercises in coordination with the following agencies:
 - Warrensburg Volunteer Fire Department
 - Warrensburg Rescue Squad (EMS)
 - Warren County Sheriff's Department
 - New York State Police
 - Warren County Office of Fire Prevention and Control
 - Warren County Office of Emergency Services
 - Capital Region BOCES Health Safety Risk Management Service

Implementation of School Security

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

Vital Educational Agency Information

The Warrensburg Central School District has three facilities. The district has collaborative agreements with neighboring school districts to provide shelter and transportation needs if necessary.

B. Early Detection of Potentially Violent Behaviors

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

C. Hazard Identification

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

Section III: Response

A. Notification and Activation of Internal and External Communications

- The district policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are in the Building-level Emergency Response Plan.
- In the event of an emergency staff, students and visitors will be contacted in one or more of the following manners:
 - Telephone
 - Handheld radio
 - Intercom/Public Address System
 - Runner with verbal message
 - District Radio Systems
- The district has established guidelines for staff and students, that in the event that they initially discover an emergency situation, or impending emergency, that they will notify the Principal and provide him/her with information on the nature of the event. In the event that the Principal cannot be reached, the Superintendent will be contacted.
- The Building-level Emergency Response Plan provides procedures for contacting parents, guardians, or persons in parental relation to the students in the event of a violent incident or an early dismissal.

B. Situational Responses

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

Threats of Violence	Explosion
Hostage/Kidnapping	Bomb Threat
Natural/Weather Related	Hazardous Materials
Civil Disturbance	Mass Casualty
School Bus Accident	Biological
Gas Leak	Radiological
Intruder	Epidemic

Others as determined by the Building-level School Safety Team

Responding to Acts of Violence: Implied or Direct Threats

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

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

Acts of Violence

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

Response Protocols

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

Arrangements for Obtaining Emergency Assistance from Local Government

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

Procedures for Obtaining Advice and Assistance from Local Government Officials

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

District Resources Available for Use in an Emergency

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

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

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

Protective Action Options

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

Section IV: Recovery

A. District Support for Buildings

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

B. Disaster Mental Health Services

- The Administrative branch of the Post-Incident Response Team will work through the School Psychologist and Student Advocate Specialist to coordinate disaster mental health resources through the Warren County Mental Health Department, community resources, neighboring school districts, and other disaster mental health resources to fully support members of the crisis response team.
- A debriefing of the Post-Incident Response Team is an essential part of the recovery phase following an emergency incident. The debriefing will be used in part to evaluate the district's plan for possible revisions.

Appendix A: Plan Approval Dates & Board of Education Appointments

30-Day Public Comment Period	Public Hearing	Board of Education Approval	District Safety Team Appointment

District-wide School Safety Plan Appendix B

NYS Public Employer Health Emergency Plan for

Warrensburg Central School District

date of approved plan

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

Promulgation

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

This plan has been developed with the input of **Warrensburg Administrators Association, Warrensburg Teachers Association, and CSEA**, as required by the amended New York State Labor Law.

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

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

--

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

Signed on this day: **date**

By: **John S. Goralski**

Signature: **[Redacted Signature]**

Title: **Superintendent of Schools**

Record of Changes

Date of Change	Description of Change	Implemented by

Table of Contents

Promulgation	1
Record of Changes	2
Purpose, Scope, Situation Overview, and Assumptions	4
Purpose	4
Scope	4
Situation Overview	4
Planning Assumptions	4
Concept of Operations	5
Mission Essential Functions	5
Essential Positions	6
Reducing Risk Through Remote Work and Staggered Shifts	7
Remote Work Protocols	7
Staggered Shifts	7
Personal Protective Equipment	8
Staff Exposures, Cleaning, and Disinfection	9
Staff Exposures	9
Cleaning and Disinfecting	10
Employee and Contractor Leave	11
Documentation of Work Hours and Locations	11
Housing for Essential Employees	12

Purpose, Scope, Situation Overview, and Assumptions

Purpose

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

Scope

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

Situation Overview

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

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

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

Planning Assumptions

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

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

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

Concept of Operations

The **Superintendent** of **Warrensburg CSD**, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the **Superintendent**.

Upon the determination of implementing this plan, all employees, and contractors of **Warrensburg CSD** shall be notified by **email and district website posting**, with details provided as possible and necessary, with additional information and updates provided on a regular basis. **Parents and guardians** will be notified of pertinent operational changes by way of **robo call and/or email, district website and social media**. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The **Superintendent, or their designee**, will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The **Superintendent** of **Warrensburg CSD**, 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 **Warrensburg CSD**, their designee, or their successor will direct the resumption of normal operations or operations with modifications, as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, **Warrensburg CSD** 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 **Warrensburg CSD**

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

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

The mission essential functions for **Warrensburg CSD** have been identified as:

Essential Function	Description
Information Technology	Provides all hardware and software to students and staff who work remotely. Maintains the district network and provides support when needed.
Food Service (Contract Service)	Plans, prepares, and assists with the distribution of meals to students.
Maintenance & Custodial	Maintenance provides daily maintenance and repairs. Custodial provides cleaning and disinfection of district buildings.
Business Operations	Processes invoices, payments, and payroll.
Clerical Operations	Answers phone calls and processes mail.
Administration Operations	Oversees supervision of on-site daily operations.
Transportation	Transports students to school buildings.

Essential Positions

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

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	Staff	The IT Staff provides all hardware and software to students and staff who work remotely. Maintains the district network and provides support when needed.
Food Service (Contract Service)	Director or appropriate staff member as	The Director establishes the food menu, coordinates the supplies, and supervises the food service staff.

	designated by Food Service Contractor	Food service staff members prepare food items to be distributed to students.
Maintenance & Custodial	Facilities Director Maintenance Staff Custodial Staff	The Facilities Director oversees the maintenance staff, establishes task priorities, and coordinates the supplies. Maintenance Staff perform maintenance duties within the building, including repairs. The Custodial Staff routinely clean and disinfect the district buildings.
Business Operations	Manager Staff	The Manager, as part of the administrative team, assists with emergency planning, establishes task priorities, and oversees business office staff. The staff processes supplies/order invoices, makes payments, and completes payroll.
Clerical Operations	Staff	Staff fields incoming phone calls and processes mail.
Administration Operations	Superintendent, Principals, Pupil Personnel Services Director	The Superintendent oversees emergency planning, daily operations, and community/district communication. The Principal oversees daily building operations, supervises employees, and building communication.
Transportation	Head Mechanic or other designee per Superintendent, Staff	The Head Mechanic, as part of the administrative team, assists with emergency planning, establishes task priorities, and oversees transportation staff. The Transportation Staff assists with the distribution of student meals, other necessary items, and transports 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 public transportation

Remote Work Protocols

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

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

Any staff member that is working remotely and is assigned a district computer will be given the appropriate access to secure network drives. Staff members have the ability to dial in to their district phone extension from

any phone line. However, specific circumstances that necessitate differing arrangements may need to be considered to properly accommodate faculty & staff.

Staggered/Rotated Shifts

Implementing staggered/rotated shifts may be necessary depending on the nature of a declared public health emergency involving a communicable disease. As possible, administration will identify staff whose shifts will be staggered/rotated as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, **Warrensburg CSD** 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

Positions & Job Titles with Staggered Work Hours	Approval by	Building Access	Utilities Access (heat, lights, restrooms)	Building Security
Night cleaners will work day shifts; all staff will work on an AABB rotating schedule	Superintendent	Ensure that the buildings are opened and locked up at posted hours	Available for entire 2nd shift	Director of Facilities and his staff are responsible for locking up and securing buildings

Personal Protective Equipment

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

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

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

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE

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

Identification of Need by Job Titles and Work Location

Essential Employee Job Titles and Contractors	Location	PPE per Supervisor's Hazard Assessment
IT Staff	District-wide	Face Coverings Disposable Gloves
Food Services Director (contract service) Food Service Worker (contract service)	Jr./Sr. High School Elementary School	Face Coverings* Disposable Gloves* *All PPE to be provided by vendor
Director of Facilities Maintenance Staff Custodial Staff	District-wide	Face Coverings Disposable Gloves Goggles or Face Shields**
Business Manager Business Office Staff	Jr./Sr. High School	Face Coverings
Clerical Staff	District-wide	Face Coverings
Superintendent of Schools Building Principals Director of Pupil Personnel Services	District Office Jr./Sr. High School Elementary School	Face Coverings
Head Mechanic or other designee per Superintendent, Trip Drivers, Aides, Monitors, Driver/Mechanics	Bus Garage	Face Coverings Disposable Gloves Goggles or Face Shields**

*District-wide means Jr./Sr. High School, Elementary School, and Bus Garage

Procurement and Storage of PPE, Cleaners, and Disinfectants

The Warrensburg CSD Director of Facilities will work with the Business Office to ensure proper amounts of PPE are kept on site at the district. Employees may request more cleaning supplies, or disinfectants by contacting the District Director of Facilities. Requests for additional PPE should be directed to the Business Office. A weekly inventory of supplies will be maintained and supplies will be ordered as needed.

PPE Suppliers	Cleaning & Disinfectant Suppliers
Grainger Amazon (Dependent upon availability during an emergency)	Grainger Hill & Markes Continental Research

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

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

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. The Building Principal **may** permit these employees to work remotely during this period of time if they are not ill.
 - b. The Superintendent or his designee must be informed as they are responsible for ensuring the protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC 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.
 - 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/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.
 - e. The Superintendent is the decision-maker in these circumstances and who is responsible for ensuring these protocols are followed
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. **Warrensburg CSD** will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.

5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. The Superintendent or his designee must be informed as they are responsible for ensuring the protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Superintendent or his designee must be notified in these circumstances and who is responsible for ensuring these protocols are followed

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

Cleaning and Disinfecting

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

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. Building Custodial Staff are responsible for cleaning and disinfecting common areas at least hourly.
 - b. The Transportation Department is responsible for cleaning and disinfecting district buses and vehicles used to transport students after each trip.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.

5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

The Warrensburg Central School District will meet or exceed all expectations for reopening as identified in the NYS Guidance Document and CDC requirements for cleaning and disinfecting protocols. The Building Principals will work with the District Director of Facilities to ensure all expectations are being met and addressing any ongoing needs throughout the school year. Protocols will include but not limited to the following: more frequent cleaning and disinfection for high risk and frequently touched surfaces (i.e. desks, cafeteria tables) during enhanced movement of cohorts from one room to another and; more frequent cleaning and disinfection of restrooms depending on the frequency of use.

Employee and Contractor Leave

It is the Warrensburg CSD Policy that an employee under a Department of Health (local or state) order of quarantine, will not be charged with leave time but will be paid their regular rate of pay under NY COVID Paid Sick Leave. NY COVID Paid Sick Leave is 14 calendar days or 10 working days. Employees exceeding the maximum 10 working days of leave under quarantine/isolation due to exposure, will have to use sick, family sick, personal or vacation time (12 month employees), unless they subsequently test positive entitling the employee up to an additional 10 working days of NY COVID Paid Sick Leave.

If the District requires an employee to be out of work because of concerns regarding potential contact, and the employee is not subject to mandatory orders of quarantine/isolation, the employer shall pay the employee his or her regular rate of pay until the employer lets them return. If the employee becomes subject to a mandatory order before being permitted to return to work, the District will pay the employee under the NY COVID Paid Sick Leave up to 10 working days.

NY COVID Paid Sick Leave does not apply if an employee's child, spouse or other family member is under quarantine, but the employee is not. However, if they are caring for an individual who has been diagnosed with COVID they may be eligible for FMLA, which would require the use of the employee's own personal time off.

NY COVID Paid Sick Leave does not apply if an employee's child's school or place of childcare is closed due to COVID-19.

The building administrator, on a case-by-case basis, can determine if it is appropriate for an employee to work remotely. The employee will continue to receive their regular pay, without the use of NY COVID Paid Sick Leave, if approved to work remotely.

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 Warrensburg CSD to support contact tracing within the organization and may be shared with local public health officials.

Elementary School: Daily health checks will be required. Parents will be asked to check their child's temperature prior to coming to school and screen their child for any signs of illness. All students will have a temperature check completed upon arrival at school. All staff members and 5-6 grade students will be required to complete a daily health screening questionnaire as well upon arrival at school. UPK to 4 grade students will be periodically screened by school staff. Any visitors or contractors that need to enter the building will be required to complete a

health screening and follow all health and safety measures including practicing social distancing and/or face coverings.

Junior/Senior High School: Daily health checks will be required. Parents will be asked to check their child's temperature prior to coming to school and screen their child for any signs of illness. All students will have a temperature check completed upon arrival at school. All staff members and students will be required to complete a daily health screening questionnaire as well upon arrival at school. Any visitors or contractors that need to enter the building will be required to complete a health screening and follow all health and safety measures including practicing social distancing and/or face coverings.

Any student or staff who exhibits signs of illness will be sent home. If it is necessary for a student to wait for a parent to pick them up there will be an isolation room in the health office for them to wait until the parent arrives.

The school nurse and administration will work with our local health providers and Department of Health for all reporting requirements as well as when it is safe for students and/or staff to return to school. Students and staff who test positive for COVID-19 regardless of whether the person is symptomatic or asymptomatic, the student or staff may return to school upon completing at least 10 days of isolation from the onset of symptoms or 10 days of isolation after the first positive test if they remain asymptomatic. Warren County Public Health will make the final determination regarding release from isolation. Additionally, students who have tested positive will be required to provide a note from their physician allowing them to return to physical education and extracurricular activities.

The county health department will collaborate with the school when there is a concern that diagnostic testing is needed. Diagnostic testing is generally someone who is a high priority or symptomatic. The School District liaison and/or the school nurse will work with the County Health Department and/or the district's medical director to refer students/staff for required testing.

Upon request from the Warren County Public Health Department or NYSDOH, the District will provide information on the past locations of students and staff who are involved in the contact tracing program, including, but not limited to room locations, who was in the room and information on transportation. The District will need to maintain adequate records to answer questions. Should this information be needed, the County Liaison will contact the District's Liaison to obtain the needed information in a timely manner.

Visitors will be limited to only those individuals that are absolutely necessary for them to enter. Signage will be provided as to expectations for social distancing and face coverings, and a health screening will be completed prior to entrance into the building.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of **Warrensburg CSD** essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, to help identify and arrange for these housing needs the district coordinates with the:

County of Warren
Office of Emergency Services
1340 US Rte 9
Lake George, New York 12845

The Superintendent or his designee is responsible for coordinating with the Warren County Office of Emergency Services.