

**Health Emergency Plan  
For  
Wyoming Central School District**



Approved Date \_\_\_\_\_

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 paragraphs k and l 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 the Wyoming Teacher's Association and the Wyoming Support Service Association, 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 the Wyoming Central School District, 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 paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day:

By Kathleen E. Schuessler  
Superintendent of Schools

Signature \_\_\_\_\_



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# Purpose, Scope, Situation Overview, and Planning 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 Paragraphs K and L 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 that requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. This 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 the Wyoming 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 caused 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, School, 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 tablets, 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 the County Health Official.

## 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
- 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 Wyoming 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 implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools.

Upon the determination of implementing this plan, all employees and contractors of the Wyoming Central School District shall be notified by letter, Emergency Outreach System or the school’s website, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Wyoming Board of Education, Wyoming Transportation Department, and

the Town of Middlebury will be notified of pertinent operational changes by way of email, phone calls, Emergency Outreach System or correspondence. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Secretary to the Superintendent will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of Wyoming 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 Wyoming Central School District, 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, the Wyoming 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 Wyoming Central School District

The Wyoming Central School District 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, or 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

Level 1 identifies the most essential of functions, with Level 4 identifying functions that are essential, but least among them.

The mission essential functions for the Wyoming Central School District have been identified as:

## Essential Positions

Per the NYSDOH COVID-19 toolkit guidance that was released October 2020, “school staff are not essential workers.” It is important to note that school districts were the only entity throughout New York State without the autonomy to designate which positions were essential and which were not, and that arbitrary decision was contradictory to the May 2020 “Return to Work” Guidance:

[https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh\\_covid19\\_publicprivateemployeereturntowork\\_053120.pdf](https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf)

The Wyoming CSD recognizes the challenges facing governing officials in New York State in balancing the responsibility to uphold students’ state constitutional right to a sound basic education with the responsibility to establish good public health policies related to communicable diseases. Unfortunately, neither the hybrid teaching model nor the online learning model provide a sound basic education, and aspects of the pandemic response resulted in increased mental and emotional distress for students. With this in mind, the Wyoming CSD embraces its civic duty and moral responsibility to provide a sound basic education to the fullest extent possible within the parameters of state law and executive orders which are meant to reduce the spread of communicable diseases.

However, **if the State authorizes schools to be open for in-person learning, then schools should have the autonomy to determine what positions and titles are essential and critical for the operation of the workplace.** As a small rural school district, Wyoming CSD does not have adequate access to substitute teachers to sustain proper supervision of in-person learners during circumstances when numerous healthy and asymptomatic employees are forced to be absent due to precautionary quarantines. Additionally, a number of positions and titles are unique, and substitutes for those positions do not even exist. In lieu of the NYSDOH deeming all school staff as non-essential, we are prepared to establish additional measures to reduce the spread of communicable diseases, as outlined in the May guidance and in this plan. **Nonetheless, if the NYSDOH maintains its stance that all school staff are non-essential, the Wyoming CSD will comply** and continue to strive to fulfill its Mission despite that questionable stance.

Per the requirements of section 27-c of the Labor Law, this section lists the positions and titles identified as essential in the event of a state-ordered reduction of in-person workforce, including a description and justification for each. The section is divided into 4 levels, ranging from least disruptive to a sound basic education (Level 1) to most disruptive to a sound basic education (Level 4).

**Level 1:** In-Person Learning Monday-Friday, with Option for 100% Online Learning, with Essential Positions Working Onsite

**Level 2:** In-Person Learning Hybrid Model, with Option for 100% Online Learning, with Essential Positions Working Onsite



**Level 3:** 100% Online Learning for Most Students, with Essential Positions Working Onsite

**Level 4:** 100% Online Learning for All Students, with Essential Positions Working Offsite

The Wyoming CSD considers all positions to be essential if we are authorized for in-person learning. Certain positions are designated as less essential in the event the entire student body is required to shift to online learning and then depending on whether or not the district requires all essential employees to report to work onsite. Employees in positions and with titles identified as essential who are required to work from home will be provided everything necessary to do so, as described in this plan. Employees in positions and with titles **not** identified as essential may experience temporary loss of pay unless legally entitled to leave time.

The chart below identifies which positions are essential and which are not, dependent on the 4 levels.

E	=	Essential to work onsite
M	=	May be essential to work onsite depending on circumstances
NE	=	Not Essential to work onsite unless unique circumstances exist.

Position/Title	Essential Rating for Work Levels				Position Title Description and Justification for Being Essential at Levels 3 & 4
	1	2	3	4	
<b>Superintendent</b>	E	E	E	M	Chief School Officer responsible to facilitate and lead all state-mandated actions. Some functions of position can be done well offsite and some cannot. No substitute is available to cover all aspects of the role.
<b>Superintendent's Secretary / Data Coordinator</b>	E	E	E	M	Secretary to the Superintendent; responsible to assist in facilitating and lead all state-mandated actions. Some functions of position can be done well offsite and some cannot. No substitute is available to cover this role.  D.C.: This employee manages the input and use of data within the student management system for State Reporting. Many tasks can be completed from home, but some are necessary to accomplish onsite. There is no one to substitute for this role.
<b>District Treasurer</b>	E	E	E	M	Responsible to maintain and repair all buses to DOT Standards. If school is open for in-person learning, then these employees are essential to ensure. Substitute driver are extremely limited and often unavailable. If schools are closed for in-person learning, then bus drivers may not be necessary.  Manages all payroll and many HR tracking functions, using onsite and web-based software programs. Some functions of position can be done offsite and some cannot. No substitute is available to cover the role.

<b>Account Clerk</b>	E	E	E	M	Inputs and manages all requisitioning, ordering, billing, PO tracking, etc. Some functions of position can be done offsite and some cannot. No substitute is available to cover this role.
<b>Director of Student Services</b>	E	E	M	NE	Responsible to assist the Superintendent in facilitating and leading all state-mandated actions at the building level. Some functions of position can be done well offsite and some cannot. If school is open for in-person learning, then this position is essential to maintain compliance to the emergency protocols. No substitute is available to cover this role. If schools are closed for in-person learning, then this position may not be necessary.
<b>C.S.E. Chair</b>	E	E	E	M	Responsible to facilitate and lead all state-mandated actions related to Special Education students throughout the district. Some functions of position can be done well offsite and some cannot. No substitute is available to cover all aspects of the role.
<b>School Psychologist</b>	E	E	E	M	Responsible to assist in facilitating and leading all state-mandated actions related to Special Education students throughout the district. Some functions of position can be done well offsite and some cannot. No substitute is available cover this role.
<b>School Secretary / CSE Secretary</b>	E	E	E	M	Responsible to assist in documenting all state-mandated actions related to Special Education students throughout the district. Some functions of position can be done well offsite and some cannot. No substitute is available cover all aspects of the role.  Responsible to assist administration in managing all aspects of the buildings and departments. If schools are closed for in-person learning, then some or all of these positions may not be necessary.
<b>School Nurse</b>	E	E	E	M	Our school nurse is a Registered Nurse (RN) who manages all of the health and wellness issues associated with sick students, and they serve as the primary liaisons between the school and the local DOH School Specialists. Substitute nurses are extremely limited and do not have the same level of knowledge and understanding of state mandates for schools. Substitutes are limited or not available.
<b>K-8 Special Education Teachers and Related Services (5)</b>	E	E	E	M	In the event all students are required to shift to 100% online learning, special education students are prioritized to continue in-person learning to the fullest extent possible if permitted. Their IEPs are legal documents that must be fulfilled, and the employees that fulfill IEPs are specially certified to do so. Substitutes are limited.
<b>K-5 Classroom Teachers</b>	E	E	E	NE	Providing a sound basic education necessitates that students meet state requirements. Elementary classroom teachers are highly qualified to teach young students, and substitutes are limited. If a teacher is working from home while the students are in school, then in-school supervision becomes a significant issue. Asymptomatic classroom teachers should be

					deemed essential if a school district is open for in-person learning. If all students are required to learn online, then working from home is more plausible if it becomes necessary. Substitutes are limited.
<b>6-8 Teachers of Mandated Courses</b>	E	E	E	NE	Providing a sound basic education necessitates that students meet the requirements to graduate. Teachers hold specific certifications and are highly qualified to teach specific courses, and substitutes are limited or non-existent for many subjects. If a teacher is working from home while the students are in school, then in school supervision becomes a significant issue. Asymptomatic teachers of mandated courses should be deemed essential if a school district is open for in person learning. If all students are required to learn online, then working from home is more plausible if it becomes necessary. Substitutes are limited.
<b>Teachers of Non-Mandated Courses, AIS Teachers, PE, Art, Music</b>	E	E	M	NE	Providing a sound basic education necessitates that students meet the requirements to graduate. Teachers hold specific certifications and are highly qualified to teach specific courses, and substitutes are limited or non-existent for many subjects. If a teacher is working from home while the students are in school, then in school supervision becomes a significant issue. Asymptomatic teachers of non-mandated courses should be deemed essential if a school district is open for in-person learning. If all students are required to learn online, then working from home is more plausible if it becomes necessary, and it is possible that these positions could be reduced or unnecessary depending on the online schedule that is developed. Substitutes are limited.
<b>Teaching Assistants</b>	E	E	M	NE	TAs meet the needs of numerous IEP mandates for Sp.Ed. students. A number of these positions may be needed if school is closed for in-person learning in order to continue with Sp.Ed. onsite.
<b>Head Custodian</b>	E	E	E	M	Manages physical operations, maintenance, cleaning and disinfecting practices throughout the district. Uses onsite and web-based software programs to control HVAC system. Some functions of position can be done offsite and some cannot. Substitutes are limited.
<b>Custodians / Cleaners</b>	E	E	M	M	These employees meet all maintenance needs in given school buildings. They are needed to assist in maintaining operations throughout the District. They are on-call and properly trained to clean and disinfect infected areas on the spot. Substitutes are limited.
<b>Senior Automotive Repairman</b>	E	E	M	NE	Responsible to maintain and repair all buses to DOT Standards. Responsible to facilitate and lead all state-mandated actions for Transportation of all students throughout the district. Some functions of position can be done well offsite and some cannot. If school is open for in person learning, then this position is essential to manage the fleet of buses/bus drivers. If schools are completely closed for in-person learning, then this position may not be necessary. Substitutes are limited or unqualified.

<b>Bus Drivers</b>	E	E	M	NE	Responsible to transport all students throughout the school district. If school is open for in-person learning, then bus drivers are essential to ensure a sound basic education. Substitute drivers are limited and often unavailable. If schools are closed for in-person learning, then bus drivers may not be necessary.
<b>Cafeteria Manager / Cook</b>	E	E	M	M	This employee is responsible to prepare and distribute meals to all students whether school is opened or closed for in-person learning. This is a contracted position.
<b>Information Technology: Director &amp; Analyst</b>	E	E	E	M	Leads, facilitates and manages all aspects of the computerized system throughout the district. These positions become even more essential as more students engage in online learning. Some functions of position can be done offsite and some cannot. These position are contracted positions.

## 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 buses.

### 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

Superintendent or designee will identify staff who will work remotely and the approval of remote work to be done. IT will make sure that each person has a laptop and the secure network in which to work remotely. They also will make sure of VPN for those who require them. Phone lines forwarded to individual will be the responsibility of each individual who is remote.

### Work Shifts

Per the requirements of section 27-c of the Labor Law, this section addresses how the Wyoming CSD will reduce overcrowding at worksites, if necessary. Staggering work shifts is generally unnecessary, but would be considered if unique circumstances arise. Otherwise, adjustments to decrease the number of people in each building will be made as follows at each level, pending the directives given by the governing authorities in the event of a public health emergency:

**Level 1:** All employees will report to work onsite, and parents will have the option to select 100% online Learning for their children. During the COVID-19 pandemic, this measure resulted in approximately a 20% reduction of students onsite. That, coupled with the implementation of numerous other protocols, enabled Wyoming CSD to remain open for in-person learning five days a week for the entire 2020-21 school year, while contributing to the reduction of spread.

**Level 2:** All employees will report to work onsite, and parents will have the option to select 100% Online Learning for their children. The rest of the student body will participate in a hybrid model, divided into groups that alternate in attending school in-person and online. This measure is projected to reduce the number of people onsite up to 50%.

**Level 3:** All employees will report to work onsite, and most students will participate in 100% Online Learning. Exceptions will include students with special needs, and those determinations will be decided collaboratively with parent input. Teachers will be completely separated into their assigned classrooms/workspaces and isolated for the majority of the time. Employees who work together in a given classroom will have ample space to maintain social distance as needed. This measure is projected to reduce the number of people onsite up to 85%.

**Level 4:** Most employees and all students will engage in work and 100% Online Learning from home. This measure is projected to reduce the number of people onsite up to 97%.

## 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 contractors during given work shifts 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.

The head custodian/building person will be responsible to order and maintain all PPE for essential workers. He/she will consult with the school nurse to verify the correct PPE for each person. Cleaning supplies will also be maintained and ordered by the head custodian/building person. We will consistently have enough PPE for two months on hand at all times.

## **Staff Exposures, Cleaning, and Disinfection**

### **Staff Exposures**

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

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. Superintendent, Secretary to the Superintendent, and/or the Director of Student Services must be notified and they will then ensure that 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 section on Cleaning and Disinfection for additional information on the subject.
  - d. If at any time they exhibit symptoms, refer to item B below.
  - e. The Superintendent or designee is the decision maker in the circumstances and is also responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibit 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, students, 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 health care provider.
  4. The Wyoming Central School District will require sick employees to provide a negative test result or 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/designee and school nurse must be informed in these circumstances and will ensure these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If

- this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
- b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
  - c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, the superintendent or 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 school nurse and Superintendent of Schools must be notified in these circumstances and will ensure protocols are followed.

We recognize there may be nuances or complexities associated with potential exposure, 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. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
  - b. The Head Custodian/ building person is responsible for cleaning common areas, and the frequency of such.
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 with a disinfectant.
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.

### **Employee and Contractor Leave**



Public health emergencies are extenuating and unanticipated circumstances in which the Wyoming Central School District is committed to reducing the burden on our employees and contractors. The Families First Coronavirus Response Act provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulations, as applicable.

It is our policy that employees of the Wyoming Central School District will follow the New York State Law that applies when there is a specific, government-ordered quarantine. These orders result from: testing positive, being a close contact, or in some cases when there is travel (school requested an employee to travel). If travel is voluntary, then the law will not apply and the circumstance may necessitate deductions from accrual or days without pay.

- In order to access the benefit, an employee (not a family member) must be under a government or medical professional's ordered quarantine.
- We will still complete a daily screening form.
- If the employee is displaying symptoms, then the employee is not to report to work. They will contact the school nurse. The school will request testing from the DOH. If found positive, then the NYS provision will apply. If found negative, the NYS provision will not apply and the appropriate accrual time will be charged.

NYSPLA: The NYS Leave Act covers pay for at least fourteen (14) calendar days, for DOH mandatory quarantines, for the individual only. The NYS Leave Provision:

- Does not cover pay when a child is quarantined.
- Does not cover "loss of child care"/school closure situations.
- Does not cover quarantines/isolations for anyone who does not adhere to the travel advisory.

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 Wyoming Central School District, and as such are not provided with paid leave time by the Wyoming Central School 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 the Wyoming Central School District to support contact tracing within the organization and may be shared with local public health officials.

Each employee will sign in and out with allocated time and location via time cards, hand written timesheets with signatures or emails. These logs will be done on a daily basis and may be used for contact tracing if needed. The superintendent's secretary will maintain logs as needed.

## **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 the Wyoming Central School District 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, the Wyoming Central School District will coordinate with the Wyoming County Health Department to help identify and arrange for these housing needs. The Superintendent or designee will be responsible to coordinate the housing needs.