

Public Employer Health Emergency Plan for Barker Central School District

3/8/2021

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 Barker Teachers Union, The Barker Central School Cafeteria Staff Association, The Barker Central School Central Services Association, and the Barker Central School Support Staff, 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.

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As the authorized official of The Barker 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: Jacob Reimer

Title: Superintendent

Signature:  _____

Record of Changes

Date of Change	Description of Change	Implemented by
3/8/2021	Plan Adoption	Board of Education

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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 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, 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 the Barker 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 [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 as required
- 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 the Barker 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 Barker Central School District Superintendent or his/her designee.

Upon the determination of implementing this plan, all employees and contractors of the Barker Central School District shall be notified by email and through the District website, with details provided as possible and necessary, with additional information and updates provided on a regular basis. All employees and the public will be notified of pertinent operational changes by way of posting to the District website and/or email notification. Other interested parties, such as vendors, will be notified by phone, District website, and/or email as necessary. The Superintendent or his/her designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent or his/her designee 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 or his/her designee will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Barker 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 Barker Central School District

The Barker 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, 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

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

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

Essential Function	Description	Priority
Information Technology/Network Resources	Ensures all technology needs are maintained in good working order so that instruction may continue to be provided regardless of the modality of instruction.	1
Communication Resources	Ensures all communication resources will be maintained and available to broadcast any and all pertinent information related to providing instruction and services to the community.	1
Building Services and Maintenance	Ensures the facilities are in safe, working order so that all functions of the district can be continued, as needed.	1
Food Services	Ensure all students who require nutrition to be fed as per situation specific guidelines related to a communicable disease event	1
Instructional Services	Ensures all students are provided with instruction that meets their required needs including special education and other legally required programming	1
Health Services	Ensures all students are able to have access to a safe and healthy learning environment	1

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/Network Resources	<ul style="list-style-type: none"> • Director of Technology • MTTS Staff 	<p>The Director of Technology and MTTS staff <i>may</i> be required to work on site if there are issues related to the network and/or devices that cannot be corrected via telework. Much of the work can be done remotely but in some cases, identified staff may be required to come to the premises if devices need repair or to set up and manage various district owned hardware.</p>
Communication Resources	<ul style="list-style-type: none"> • Business Official • Director of Technology • Tech Teacher Assistant 	<p>These individuals <i>may</i> be required to work on site if there are issues related to the hardware associated with supporting the phone systems and/or District website. The actual need for on-site assistance would likely be only in an emergency due to a significant hardware failure.</p>
Building Services and Maintenance	<ul style="list-style-type: none"> • Superintendent of Schools • Repairperson • Grounds keeper • Head Cleaner • Cleaners 	<p>The only individual of this list required to work in the office daily is the Superintendent of Schools. Acting as the Director of Facilities, an individual must be on premises each day to ensure the safety and security of the building. Repairpersons, Grounds Keepers, the Head Cleaner, and cleaners in general, <i>may</i> be required to work on premises for various reasons. If an emergency occurs during the spring through the summer, the grounds keeper may be required to continue working on campus to maintain the grounds, including but not limited to cutting grass, controlling weeds and pests, and ensuring the integrity of the building and related areas are maintained. The building repairperson would be required to work on premises in the event that there is damage to District buildings that could result in the loss of use or loss of services.</p>
Food Services	<ul style="list-style-type: none"> • Director of Food Services • Cafeteria Helpers • Cooks 	<p>Certain staff may be required to work in-person to prepare, serve, and/or deliver meals to eligible students and families in need during a communicable disease event.</p>
Instructional Services	<ul style="list-style-type: none"> • Teachers • Teacher Assistants • Teacher Aides • Related Support Staff • Administrators 	<p>Most staff in this area may be able to work remotely depending on the emergency at hand. Considering instruction can be delivered fully remotely, only certain administrators would be required to work on site, specifically the Superintendent and potentially the Business Administrator in order to support all functions on site. Teaching staff and support staff would be required to continue providing high quality instruction either remotely, in-person or in a hybrid manner if appropriate.</p>

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 and can be done by the staff themselves before working remotely or by a required staff on campus.

Each situation that arises may require different individuals to work on campus or remotely. As such, as soon as practicable after an emergency is declared, the Superintendent will review all applicable information related to the emergency and personally inform those who will be required to work in person and who can work remotely. All persons shall be assumed to be allowed to work remotely until the Superintendent informs affected individuals. Only those who must be present on campus, including but not limited to work requiring manual labor or direct supervision/instruction of students who are learning in-person, may be required to work in-person.

Each employee's immediate supervisor will assign remote work as appropriate and needed. Daily work logs may be required to be maintained by staff to document and justify continued compensation during an emergency closure. In each instance of documentation being required, the Superintendent or immediate supervisor of the employee shall request employees to maintain such log.

All staff who work with students or directly supporting student learning, including teaching faculty, teacher aides, teacher assistants, and clerical staff will be provided with District owned computing devices such as a laptop, Chromebook, iPad, or the like. If a staff member does not have internet access, a mobile hotspot will be provided to each staff member who does not have internet access available to them at their residence. All access to District resources will be maintained and staff will be able to access required district resources through the District webpage and cloud/web based resources. As noted previously, certain IT staff may be required to be present on campus at various times during an emergency. If IT staff are needed to help troubleshoot issues, they can be reached via email and the District work ticket system as appropriate. It should be noted that immediate assistance may not be available at all times.

There may be times when hard materials need to be provided to students. If this is the case, then certain staff members, including but not limited to teaching staff and teacher aides/assistants may be required to work in-person. If this is required the staff will only be required to work in-person until they have completed compiling and packaging the materials that need to be sent to students. All hard materials that need to be provided to

students will be done either by bussing them to students(only if aidable transportation runs are operating) or by having a mass pick up of materials whereby families will be required to come to school and pick up materials for their students directly from the building. In these instances, it may be necessary to require teaching staff and/or aides/assistants to be on campus to assist in distributing materials. All staff needed to perform distributions will be determined by the Superintendent or his/her designee.

All phones that will be unmanned due to potential remote work will be monitored periodically throughout the day. Staff will return all messages as soon as possible. Clerical staff may forward phone lines to their personal phones, but shall not be required to do so.

Staggered Shifts

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 Barker 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

The Superintendent or his/her designee shall determine if and when staggered work hours may be utilized. Most of these situations will involve non-instructional staff including but not limited to buildings and grounds staff and cafeteria staff (specifically in the event of a full building closure where the preparation of food can occur at varied times.)

The Superintendent will work with each department head to determine if staggered work hours are appropriate for certain staff members. In instances where work does not need to be done jointly with another staff member or during the regular work day between 7:30 am and 4:00 pm, work can be assigned to staff to work at various points throughout each day. Work will be scheduled in a flexible manner so that all staff are able to work their total assigned hours and also to ensure all required work is completed each day.

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

The District has already purchased a large amount of PPE and other sanitation products that will be kept in stock as appropriate and within MSDS guidelines. Multiple vendors have been identified and will be maintained in the event a large volume of products is required due to an emerging issue. This information will be warehoused by the District Business Office and the Business Official has full responsibility for this role. In the event the Business Official is incapacitated, the District Superintendent has the ability to access this information in an emergency through a shared file.

The District shall maintain a 4 month supply of PPE and a 3 month supply of sanitizing materials in the main supply area. The Head Cleaner shall determine actual volumes of required sanitizing materials. The Business Official shall coordinate with the Head Cleaner to maintain this supply and replace/replenish as needed through the regular purchasing process. The stock shall be reviewed every 4 weeks to ensure there is enough to last in case there is a supply issue.

All sanitation chemicals shall be stored in the cleaning/maintenance supply room and be distributed to individual cleaners/cleaning areas upon request by the cleaners. Only the head cleaner, business official, and Superintendent shall have access to the main supply area and will be available to access the materials in the event of an emergency.

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. The District Superintendent, School Nurse and the immediate supervisor of the employee or contract should be notified if they are defined as a close contact or if they are diagnosed as positively contracting the communicable disease. All necessary parties will be notified of staff or student exposure through contact tracing.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for certain communicable diseases 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 or his/her designee, after consultation with the School Nurse, shall ensure all protocols are followed to ensure the safety of all students, staff and visitors to the school.
- 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. The Barker Central School District 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 certain communicable diseases 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 of Schools and the School Nurse must be informed of these circumstances and are responsible for ensuring 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/public health guidance for the disease in question will be followed as to how spaces will be cleaned and disinfected.
 - 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 of Schools 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 School Superintendent and School Nurse must be notified in these circumstances and will be 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, in conjunction with District cleaning staff, will clean workspaces at least daily or more frequently as CDC or NYSDOH guidance dictates.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least daily or more frequently as CDC or NYSDOH guidance dictates.
 - b. The head cleaner will assign and ensure all areas requiring cleaning and disinfection are completed.
2. Staff tasked with cleaning and disinfecting areas will be provided PPE appropriate to the task.
3. Surfaces will be cleaned disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
4. 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 Barker Central School District is committed to reducing the burden on our employees and contractors. As such, the District will follow and implement Federal and State laws relating to employee leaves as applicable under respective law, FMLA, executive orders, or other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Barker Central School District, and as such are not provided with paid leave time by the Barker 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 Barker Central School District to support contact tracing within the organization and may be shared with local public health officials.

The District will utilize various methods to ensure contact tracing can be done effectively. This will include but not be limited to use of the District video surveillance system, staff attendance tracking system, student attendance tracking system, door entry system and other manual methods. When collecting data related to contact tracing during a communicable disease emergency, data may be collected by the Superintendent and/or his/her designee and stored in a secure manner so as to protect potential personally identifying information. Only the Superintendent and his/her designee may have access to the information.

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 Barker Central School District's 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, name of public employer will coordinate with the name of most local jurisdiction with an emergency management office emergency management office or other specific name to help identify and arrange for these housing needs. identify the position/title in the organization responsible for coordinating this.