

*SOLVAY UNION FREE
SCHOOL DISTRICT*

Public Employer Communicable Disease Plan



Date of approved plan: February 8, 2021.

This plan has been developed in accordance with NYS legislation S.8617B/ A.10832.

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 i of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input from the Solvay Teachers Association, Solvay School Employees' Union, Solvay Administrator's Association, and Solvay Per Diem Substitute Teachers 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 Solvay Union Free School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S.8617B/ A.10832, which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and i of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: 2/9/21

By: Jay Tinklepaugh

Signature: 

Title: Superintendent of Schools

Record of Changes

Date of Change	Description of Change	Implemented by

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and i of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S.8617B/ A.10832 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 Solvay UFSD. 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 affected 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 S.8617B/ A.10832, “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 S.8617B/ A.10832, “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 Solvay UFSD, 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 Solvay UFSD shall be notified by email and/or ParentSquare, with details provided if possible and necessary, with additional information and updates provided on a regular basis. Solvay Board of Education, Solvay Teachers Association, Solvay School Employees’ Union, Solvay Administrator’s Association, Solvay Per Diem Substitute Teachers Association, and the Solvay district community will be notified of pertinent operational changes by way of ParentSquare and/or social

media and/or local media outlets. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Solvay UFSD, 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 Solvay UFSD, 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, Solvay UFSD 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:

- Maintain the safety of employees, contractors, and our constituency
- Provide vital services
- Provide services required by law
- Sustain quality operations

Solvay UFSD 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 5 identifying functions that are essential, but least among them.

The mission essential functions for Solvay UFSD have been identified as follows:

Essential Function	Description	Priority
Communication and Management of the Situation	Communicate accurately and timely with all important constituents related to the developing situation. Oversee the response to the situation.	1
Maintain Essential Network and Technological Infrastructure	Ensure that the district communication, safety, network, and other critical technological infrastructure remains in use.	2
Continuity of Education	Facilitate to the greatest extent possible the continuity of learning for all students regardless of the modality (in person or remote).	3
Maintain Buildings	Make sure the buildings remain open safely if possible to allow access to critical areas or information. Secure all buildings and develop a response plan for the specific situation.	4
Maintain Critical Financial Activities	Maintain to the extent possible core business office activities such as payroll, accounts payable, etc.	5

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
Communication and Management of the Situation	<ul style="list-style-type: none"> • Superintendent • Assistant Superintendent of Educational Services • Assistant Superintendent of Business • Secretary to Superintendent 	The executive leadership team will need to be on-site to maintain critical leadership and management duties to respond to the situation. The secretary for the Superintendent can help the executive team with communication and be available to support responses to inquiries from the community, families, etc.
Maintain Essential Network and Technological Infrastructure	<ul style="list-style-type: none"> • Director of Technology 	While some aspects of the technological infrastructure can be done remotely some cannot. Additionally the technological infrastructure will need to be used by the above referenced essential positions and

		having the Director on-site will improve the efficiency when needing to collaborate.
Maintain Buildings	<ul style="list-style-type: none"> • Director of Facilities 	Manage each building's critical components and respond to the situation as needed. For example develop and manage the full cleaning of the buildings to mitigate the spread of a communicable disease.
Continuity of Education	<ul style="list-style-type: none"> • Assistant Superintendent of Educational Services 	During a physical closure of the district, it will be critical to continue to maintain continuity of learning for the students.
Maintain Critical Financial Activities	<ul style="list-style-type: none"> • Assistant Superintendent of Business • Payroll • Accounts Payable • Treasurer 	During a physical closure, critical aspects of the business office will have to be maintained such as payroll. This list of positions may not need to be in everyday, but will have to come in to do various critical duties that can only be done on-site.

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:

- Identification of staff who will work remotely.
- Approval and assignment of remote work.
- Equipping staff for remote work, which may include:
 - Internet capable laptop
 - Necessary peripherals
 - Access to VPN and/or secure network drives
 - Access to software and databases necessary to perform their duties
 - A solution for telephone communications (phone lines may need to be forwarded to off-site staff)
- Teachers Remote Work Procedures
 - All teaching staff will have access to a mobile computing device. If they need to sign one out, they are available in the main offices for checkout.
 - Teachers may, if desired, take portable instructional supports, such as document cameras for continued educational purposes.
 - Teachers have leveraged the power of Google to create documents, store files, and share assignments with students in Google Classroom.

- Teachers have access to Schoology, as well as the Google Suite of products to continue the educational processes.
- The district phone system can be forwarded to outside phone numbers should the need arise. All district voicemails are currently forwarded to email as to not miss a message.
- District Administration, Office Staff, and Business Office Remote Work
 - All district administrative personnel have access to a mobile computing device. If they need to sign one out, they are available in the main offices for checkout.
 - If district administrative personnel require any peripheral devices, those requests should be made and approved on an as needed basis.
 - District administrative personnel should be able to remote access their desktops and network share drives remotely via a VPN.
 - District administrative personnel have access to Schoology, Google for Education, and most of the other services needed are web-based and can be accessed outside of the school district.
 - The district phone system can be forwarded to outside phone numbers should the need arise. All district voicemails are currently forwarded to email as to not miss a message.
- Support Staff Remote Work
 - All support staff have access to a mobile computing device. If they need to sign one out, they are available in the main offices for checkout.
 - If a support staff member requires any peripheral devices, those requests should be made and approved on an as needed basis.
 - Support staff have leveraged the power of cloud to create documents, store files, and share assignments with students in Google Classroom.
 - Support Staff have access to Schoology, as well as the Google Suite of products to continue the educational processes.
 - The district phone system can be forwarded to outside phone numbers should the need arise. All district voicemails are currently forwarded to email as to not miss a message.

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, Solway UFSD will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

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

The Superintendent and two Assistant Superintendents will collaborate to make decisions related to the need to implement staggered shift. Any shift changes will need to be approved by the Superintendent.

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 that maybe needed can include:

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

Other PPE will be provided too if necessary to appropriately and safely respond to the situation.

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, students, and contractors.

Protocols for providing PPE include the following:

- Identify the need for PPE based upon job duties and work location.
- Procurement of PPE:
 - 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.
 - Public employers must be able to mitigate supply chain disruptions to meet this requirement.
 - Upon determination by each supervisor of the required PPE, the supervisor shall communicate the requirements to the Superintendent of Schools, who shall work with administration to identify existing supplies of the required PPE or procure additional supplies, as necessary.
 - The District will abide by all applicable State requirements for competitive bidding for the procurement of any PPE supplies.
 - The District will balance the need to obtain PPE in a timely fashion with responsible financial action.
- Storage of, access to, and monitoring of PPE stock:
 - PPE must be stored in a manner, which will prevent degradation.
 - Employees and contractors must have immediate access to PPE in the event of an emergency.
 - The supply of PPE must be monitored to ensure integrity and to track usage.

The District will store the necessary PPE in both the main offices and stockroom located in the middle school and examine it regularly but no less often than monthly to monitor potential degradation. The PPE supply will be climate controlled.

The Storekeeper will monitor the PPE supply and request replenishment through the Business Office when needed.

In the event the Storekeeper is unavailable for this duty, the Director of Facilities will hold this responsibility. To ensure the supply is monitored as required, the Storekeeper shall send a copy of the log to the Director of Facilities upon each check. If the Director of Facilities did not receive a copy of the log in the time required, they shall correspond with the Superintendent of Schools and Assistant Superintendent of Business to determine if they should perform the check.

Access of PPE

In the event the Superintendent of Schools or Board of Education deems it necessary to permit immediate access to the PPE supply, they will direct the Director of Facilities to permit such access. The Director of Facilities will keep a record of the distribution of PPE materials.

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 individual’s direct supervisor and the Superintendent of Schools must be notified of the exposure as soon as reasonably possible.
 - 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 is responsible for ensuring these protocols are followed.

Item 2 above may apply if the public employer is not considered critical infrastructure. Additional information can be found [here](#).

- 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 and students. 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. 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.
 - 5. The Superintendent must be informed in these circumstances and is 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 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.
 - b. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - c. Apply the steps identified in item A above, as applicable, for all potentially exposed personnel.
4. The Superintendent must be informed in these circumstances and 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. When 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 that are accessible to the public/constituents will be disinfected at least hourly.
 - b. The Director of Facilities is responsible for making sure proper cleaning procedures are implemented.
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.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Solvay UFSD is committed to reducing the burden on our employees and contractors.

With respect to a leave from District employment, the District will comply with Federal, State, and local statutes, regulations, executive orders, and rules, along with the District's applicable collective bargaining agreements.

Because contractors are not employees of the District, they are not entitled to any paid leave time funded by the District.

Documentation of Work Hours and Locations

Public health emergencies are extenuating and unanticipated circumstances in which Solvay UFSD is committed to reducing the burden on our employees and contractors.

With respect to a leave from District employment, the District will comply with Federal, State, and local statutes, regulations, executive orders, and rules, along with the District's applicable collective bargaining agreements.

Because contractors are not employees of the District, they are not entitled to any paid leave time funded by the District.

The use of electronic "work logs" will be used to document work hours and activities during scheduled work shifts while working remotely or on specific projects. These logs will be shared or managed by their supervisors periodically.

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 Solvay UFSD 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, Solvay UFSD will coordinate with the Onondaga County Emergency Management Office to help identify and arrange for these housing needs. The Superintendent or their designee will coordinate these needs.