
Public Employer

Health Emergency Plan for The West Seneca Central School District

DATE: February 25, 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 West Seneca Teachers' Association, West Seneca Administrators' Association, and the West Seneca Civil Service Employees 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 West Seneca 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: February 25, 2021

By: Matthew J. Bystrak

Superintendent of Schools

Date

2/25/21

Signature

Matthew J. Bystrak

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 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 West Seneca 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 at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

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

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

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

Concept of Operations

The Superintendent of Schools of the West Seneca 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 West Seneca Central School District shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Staff, parents, and Board members will be notified of pertinent operational changes by way of email. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Community Relations Coordinator will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of the West Seneca 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 West Seneca 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 West Seneca 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 West Seneca Central School District

The West Seneca 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 West Seneca Central School District have been identified as:

Essential Function	Description	Priority
Information Technology	Provisioning and support of all Computer hardware/software, Access/Distribution/Core Network systems, Wireless network, Phone and Video Surveillance system.	1
Business Office Operations	Bi-weekly processing of District payroll and accounts payable checks	1
Buildings and Grounds Department	Maintain the District's infrastructure. Sanitization of occupied areas.	1
Food Service	If schools are directed to provide meals to students and families that are eligible to receive free and/or reduced priced meals, personnel will be essential for this purpose.	1
Transportation	If schools are directed to provide meals to students and families as outlined above, or if schools are directed to provide a continuity of instruction, transportation personnel will be essential for the distribution of meals and/or instructional resources, such as technology.	1
HR Department	Ensuring compliance with regulation, policy, and legal requirements to ensure safety and continuation of the workforce needed to operate the District.	1
Education	Ensuring the continuity of learning for all student programming.	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	<ul style="list-style-type: none"> • CMCTSS • CSA 	<p>CMCTSS (Chief Microcomputer Technical Support Specialist) establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support. Position can also be fully managed remotely if necessary, only listed as this is the department lead.</p> <p>CSA (Computer Support Assistants) The CSAs are the "boots on the ground" staff which provide physical infrastructure support within our buildings. While CSAs can provide some remote support, their positions are mainly on-site.</p>
Business Office	<ul style="list-style-type: none"> • Manager • Account Clerk • Claims Auditor 	<p>The Business Office Manager establishes priorities for Business Office essential tasks and organizes staff. Also provides necessary on-site authorizations for processing payroll and accounts payable</p> <p>Account Clerks perform on site portion of payroll and accounts payable processing as well as deposit of physical checks</p> <p>Claims Auditor performs legally required audit of all payments and authorizes their release</p>
Buildings and Grounds	<ul style="list-style-type: none"> • Superintendent of B & G • Assistant Supt. Of B& G • Staff 	<p>DOF Establish practices and priorities along with assistant DOF then share with Staff.</p> <p>Staff then cleans, sanitizes and maintains all aspects of the facilities</p>
Personnel Office	<ul style="list-style-type: none"> • Assistant Superintendent of Administrative Operations • Personnel Supervisor • Confidential Clerical Support 	<p>The Asst. Superintendent ensures regulatory, policy, and legal compliance.</p> <p>Personnel and contractual matters.</p>

Food Service	<ul style="list-style-type: none"> • Food Service Manager • Cooks • Food Service Helpers 	<p>Food Service Manager is responsible for ordering/accepting and managing food inventory.</p> <p>If schools are directed to provide meals to students and families that are eligible to receive free and/or reduced priced meals, food service personnel will be essential for this purpose.</p>
Transportation	<ul style="list-style-type: none"> • • Transportation Supervisor • • Transportation clerical • • Bus drivers • • Bus aides • • Mechanics 	<p>Transportation supervisor is responsible for overseeing drivers, the safety of our bus fleet, and onsite operations of the transportation department.</p> <p>Transportation clerical maintain communications with drivers, supporting the safety of drivers.</p> <p>Bus drivers and bus aides are critical in meal and instructional resource delivery.</p> <p>Mechanics are critical to the maintenance of our bus fleet.</p>
Office of Curriculum	<ul style="list-style-type: none"> • Assistant Superintendent of Educational Operations 	<p>The Assistant Superintendent of Educational Operations oversees the instructional program for students which requires unique support when students are learning in a hybrid and/or remote learning model.</p>
Office of Exceptional Education	<ul style="list-style-type: none"> • Assistant Superintendent of Exceptional Education 	<p>The Assistant Superintendent of Exceptional Education oversees the District Safety Plan, the social-emotional supports for students (i.e. PPS team), and the individualized educational plans for students with disabilities which requires unique support when students are learning in a hybrid and/or remote learning model.</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

The Instructional Technology Department has provided the following protocols to support remote office staff and remote learning.

All Teachers, Teacher Aides, Teacher Assistants, Reading Specialist, PTs, OTs have been provided a Chromebook to maintain Business and Learning Continuity. Other staff members requiring remote connectivity have been provided a laptop or Chromebook affording full access to all required resources while out of district. Connectivity to these resources is provided through multiple means including: Google (Drive, Gmail, and Classroom), VMware Horizon View, numerous other Cloud-based resources. Telephone resources are provided through the following means: Remote phone number portability through VPN using Jabber, VOIP forwarding to staff personal devices, and Google Meet to place calls.

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 West Seneca 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

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, administrators and supervisors 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 West Seneca 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. Administrators and supervisors of each department will alter schedules and/or create temporary schedules to provide for a reduction in workforce onsite as practicable and with consideration of chain of command and supervision of employees, building access and utilities.

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

Suppliers:

Dobmier Janitorial - 833-2005 Bob Dobmier

Corr Distributing -873-8323 Ed Corr

PPE:

Will be monitored and maintained by the DOF.

Will be stored at the Ebenezer Building.

Will be accessible to all essential district personnel

3,000 masks, 3,000 pairs of gloves, 300 disposable gowns, 30 face shields

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 Assistant Superintendent of Administrative Operations, district Nurse Coordinator in conjunction with the School Physician are responsible to ensure that such protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.

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 West Seneca 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 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 Nurse Coordinator and the Assistant Superintendent of Administrative Operations identify who, by title/position, in the organization must be informed in these circumstances and who is responsible for ensuring these protocols are followed-
- B. 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, school and district administrators will work with the school physician and Nurse Coordinator 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 Nurse Coordinator and the Assistant Superintendent of Administrative Operations identify who, by title/position, in the organization must be informed in these circumstances and who is responsible for ensuring these protocols are followed.
- 5.

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

Cleaning and Disinfecting

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

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. Building Head Custodian/in accordance with CDC, NYSED, NYDOH, ECDOH and the Director of Facilities guidance along with good practices 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 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

Note: In the 2020 COVID-19 pandemic, additional federal and state benefits were made available to employees to deter ill individuals from reporting to work, to provide benefits to individuals deemed close contacts and/or

under Department of Health mandated quarantines. The Families First Coronavirus Response Act of 2020, for example, extended specific paid sick leave to employees. The West Seneca Central School District will comply with any and all current leave requirements and benefits for our employees and contractors in accordance with state and federal law. 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 West Seneca Central School District, and as such are not provided with paid leave time by name of public employer, 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 West Seneca School District to support contact tracing within the organization and may be shared with local public health officials.

Examples of methods of tracking attendance, work hours and locations include:

- Attendance records and timesheets
- Access control records
- Teacher/aide/student daily schedules.

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 West Seneca 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, the West Seneca Central School District will coordinate with the Town of West Seneca Emergency Management Office to help identify and arrange for these housing needs. Our Incident Command Structure for emergency response is responsible for coordinating this function.