

Lancaster Central School District

Communicable Disease Continuity of Operations Plan



Date of Board of Education Approval of Plan: March 8, 2021
Last Updated: May 12, 2022

This plan has been developed in accordance with N Y S legislation S 8 6 1 7 B/A 1 0 8 3 2.

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Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2 8 0 1-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 Lancaster Association of School Administrators (L A S A), Lancaster Central Teachers Association (L C T A), and the Lancaster Association of Service Personnel (L A S P), 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 Lancaster Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S 8 6 1 7 B/A 1 0 8 3 2, which amends New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2 8 0 1-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: March 9, 2021



By: Michael J. Vallely, Ph.D.
Superintendent of Schools

Record of Changes

Date of Change – 5/12/2022

Description of Changes – Update mass communication system from Code Red to School Messenger, add Assistant Superintendent for Human Resources responsibilities

Implemented by – J. Phillips

Purpose, Scope, Situation Overview, & Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2 8 0 1-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 8 6 1 7 B/A 1 0 8 3 2 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.

The focus of the plan is the maintenance of operations as it pertains to the employees and contractors of the Lancaster Central School District. A separate plan for the continuity of learning would be developed in the event of a declared public health emergency, specific to that emergency.

Scope

This plan was developed exclusively for and is applicable to the Lancaster Central School District. This plan is pertinent to a declared public health emergency in the State of New York, which may impact our operations. 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 (W H O) declared a pandemic for the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), which causes the coronavirus disease (COVID-19). 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 that 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 [Centers for Disease Control and Prevention \(C D C\) 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 or helping a child use a toilet;
 - returning from a public outing;
 - touching/disposing of garbage;
 - using public computers;
 - touching public tables, countertops, or other high frequency touchpoints.

Practicing social distancing as recommended by the C D C.

Staying home if you are feeling ill or have a fever prior to attending work/school.

Notifying your supervisor immediately and going home if you feel ill or have a fever while at work/school.

Stepping away from people and food if you start to cough or sneeze; coughing or sneezing into the crook of your arm or a tissue, the latter of which should be disposed of immediately.

Cleaning and disinfecting workstations and high frequency touchpoints, as necessary.

Following additional guidance that is published by the C D C, 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 COVID-19 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 to the school district;

The circumstances of a public health emergency may directly impact our operations;

The impact of a public health emergency will take time for us to respond to, with appropriate safety measures put in 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 (P P E) 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 S 8 6 1 7 B/A 1 0 8 3 2, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform his/her job;

Per S 8 6 1 7 B/A 1 0 8 3 2, ‘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 his/her job.

Concept of Operation

The Superintendent of Lancaster Central School District, his designee, or his 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 the Lancaster Central School District shall be notified directly via email or phone correspondence with details as possible and necessary, with additional information and updates provided on a regular basis. All district employees, parents and guardians, and the Board of Education will be notified of pertinent operational changes by way of our mass communication system (i.e., School Messenger) using email, phone, and text messaging. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent or his designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The District's most utilized mode of notification is our mass communication system, School Messenger. The District will use the system to send emails, text messages, phone calls, and voicemail alerts in mass, directing to an explanatory document or a letter on the school district website. The school website (www.lancasterschools.org) will serve as the primary repository for letters, documents, event headlines, frequently asked questions, and general information about the district and each school building. The district website will have a dedicated page to all correspondence, sorted chronologically, regarding the plan for operations in the event of a declared public health emergency involving a communicable disease. Additionally, this webpage will contain information released by the Department of Health, New York State Education Department, Governor's Office, and the Centers for Disease Control and Prevention.

The Superintendent of Lancaster Central School District, his designee, or his 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 the Lancaster Central School District, his designee, or his successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, Lancaster Central School District is committed to ensuring that essential functions (i.e., fulfilling our mission to the students of Lancaster) will continue while maintaining the health, safety, and well-being of our faculty, staff, and students.

Essential functions are those functions that enable an organization to:

- Maintain the safety of students, employees, contractors, and our constituency.
- Fulfill our mission to the students of the Lancaster Central School District.
- Provide vital services
- Provide services required by law.
- Uphold the core values of the Lancaster Central School District.

The Lancaster Central School District has identified as critical only those functions that are required or are necessary to provide essential 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 our families, our employees, contractors, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

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

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

Essential Function of the Superintendent of Schools

Oversees and plans. Assigns critical functions ensuring compliance with all C D C, D O H, and N Y S E D requirements. Establishes communications with staff and parents to execute and standardize district goals.

Establishes contacts to provide outside organizations with information relative to district plans to procedures. Communications directly with the Lancaster Central School District Board of Education.

Essential Function of the Assistant Superintendent for Business & Support Services

Liaison for the Superintendent of Schools. Coordinates and supports the goals of the district with the Superintendent for Curriculum, Instruction & Pupil Personnel Services, and Assistant Superintendent for Human Resources. Oversees the functions of the Business Office and ensures continuity of necessary financial functions. Communicates directly with administration to assist with planning and daily functions to achieve District goals and maintain safety of the school community including maintenance of equipment and supplies.

Assists the Superintendent of Schools with maintaining critical functions and Administration oversight. Provides needed guidance and advice with logical and financial obligations; as well as record keeping. Provides purchasing support to ensure that necessary safety equipment and supply inventory can be maintained for education, maintenance, food service, and custodial functions.

Directs, guides, and collaborates with buildings and grounds department, food service department, and transportation department to provide essential functions.

Essential Function of the Assistant Superintendent for Curriculum, Instruction & Pupil Personnel Services

Liaison for the Superintendent of Schools. Coordinates and supports the goals of the district with the Superintendent of Schools, Assistant Superintendent for Business & Support Services, and Assistant Superintendent for Human Resources. Communicates directly with the administration to assist with planning and function, ensuring that the instructional requirements of the district are being met. Reports directly to the Superintendent of Schools.

Works with Lancaster Central School District Medical Director and Lead Nurse to provide medical insight and support to help maintain a healthy school population. Provides support and assistance to school nurses to carry out orders for the Medical Director, C D C, D O H and N Y S E D regulations. Works with Lead Nurse to ensure each school maintains a sanitary environment, monitors quarantine area(s), and keeps accurate records. Makes immediate and necessary notifications to building administrators when necessary.

The Assistant Superintendent for Curriculum, Instruction, and Pupil Personnel Services will determine the level of on-site education and or implement the District Remote Learning Plan.

Essential Function of the Assistant Superintendent for Human Resources

Liaison for the Superintendent of Schools. Coordinates and supports the goals of the district with the Superintendent of Schools, Assistant Superintendent for Business & Support Services, and Assistant Superintendent for Curriculum, Instruction & PPS. Oversees the functions of the Personnel Office and ensures continuity of necessary human resources/personnel functions. Communicates directly with administration to assist with planning and daily functions to achieve District goals.

Assists the Superintendent of Schools with maintaining critical functions and Administration oversight. Provides needed guidance and advice with logistical obligation; as well as record keeping. Provides personnel support to ensure that necessary faculty and staff levels for all District operations and essential functions at all given times.

Directs, guides, and collaborates with all district departments and bargaining units to supply guidance and direction on workforce levels and requirements during the event

Essential Function of the Building Administration

Coordinates functions delegated by the Superintendent of Schools. Assigns tasks to facilitate and accomplish district goals. Communicates regularly with the Assistant Superintendent for Curriculum, Instruction, & Pupil Personnel Services, Assistant Superintendent for Business and Support Services, Assistant Superintendent for Human Resources, and the appropriate directors. Oversees personnel assigned to tasks. Ensures critical functions are being performed as necessary. Provides regular progress reports on daily activities necessary to accomplish district goals.

When directed by the Superintendent of Schools, the administration is responsible for communicating and updating employees in district policy. This includes cleaning regime, scheduling and any changes to these duties. Monitors and requests building safety equipment and supplies as needed.

Administration will provide services necessary for staff to operate in a safe and clean environment on site. Administration will ensure all staff will be informed of and are required to adhere to district safety policy while onsite.

Administration will provide the necessary means and materials to safely and effectively work in a remote setting as well.

Essential Function of the Director of Facilities

Coordinates functions with the Superintendent of Schools, Assistant Superintendent for Curriculum, Instruction, & Pupil Personnel Services, Assistant Superintendent for Business and Support Services, and Assistant Superintendent for Human Resources. Responsible for staffing, maintenance activities, custodial duties including ordering supplies, training, scheduling to meet the needs of the district. Instructs and informs staff of district policy and procedures including personal protection, cleaning procedures and methods of reporting and receiving issues and concerns that may affect or enhance safety procedures. Responsible for communication and updating employees in district policy, cleaning regime, schedules and evolving changes to these duties.

Maintains a current inventory of supplies and safety equipment and provides staff and services as needed. Inventory includes maintaining a cache of necessary supplies and equipment through reordering and replenishing stock so as not to fall short of critical supplies. Adjusts schedules to meet current needs, updates and trains staff on proper handling and use of tools and chemicals as per the manufacturer, C D C, D O L and D O H requirements. Coordinates deliveries and ensures delivery agents know and follow district policy when on site. Schedules outside maintenance activities. Ensures third party contractors know and follow all school, C D C, D O L and D O H policies while on school district property.

Coordinates activities with and updates the Assistant Superintendent for Business and Support Services on a regular basis. Provides employees with proper direction for performing necessary cleaning equipment, cleaning products and protocols. Keeps records of and controls inventory, communicates directly with suppliers for ordering and receiving material and supplies to maintain an adequate cache of necessary products and materials.

Coordinates all deliveries including deliveries from suppliers and deliveries to building staff. Assists with building schedules and arranging custodial staff and staff schedules to meet District needs. Responsible for communication and updating employees in district policy, cleaning regime, schedules and constant changes to these duties.

Essential Function of the Director of Instructional Technology & Accountability

Provides support to ensure critical infrastructure is in place to provide effective building support and educational support securely. Works directly with the Assistant Superintendent for Curriculum, Instruction, & Pupil Personnel Services and Administration to ensure communication and internet stability. Provides the necessary equipment and approved software to staff and students to perform the functions of each necessary school sector to maintain building maintenance, day to day operations, and educational needs. Ensures students and staff have devices to learn/work from remotely from home.

Coordinates professional development for the faculty and staff to meet the needs of the students, especially while learning in a virtual setting. Supervised the Technology Mentors to provide ongoing support for students, families, faculty, and staff.

Essential Functions of the Director & Assistant Director of Special Education

Provide direction and support for Committees on Special and Preschool Special Education so that Individual Education Plans can be reviewed, amended, and implemented to meet the needs of students with disabilities.

Coordinate with out-of-District agencies and BOCES that service Lancaster students to ensure that each student's Individual Education Plan is implemented as best as practicable. Communicate with nonpublic schools in the District to make arrangements to provide mandated Special Education services.

Implement other support services such as district provided home instruction and linkage of parents to BOCES for development of parent-provided home instruction.

Coordinate the delivery of special education programs and services remotely or remotely. Maintain homebound instruction for appropriate students. Serve as the liaison between Erie 1 BOCES and families requesting home schooling.

Essential Functions of the Medical Director & Lead Nurse

Liaison for the Superintendent of Schools and designees. Provide consultation, direction and support for medical related services. Lead Nurse will coordinate School Nurses to perform vital services as directed by the Superintendent of Schools and designees.

Essential Functions of the Building & District Level Clerical Staff

Staff will continue to perform vital services as directed by the Superintendent of Schools and as directed by their direct supervisor or school administrator. The District will determine staffing needs based on individual circumstances and what can be performed on site or remotely.

Essential Functions of the Building & Grounds Staff

Maintenance staff will perform vital services to keep and maintain essential equipment for onsite and remote learning. Department staff work will be overseen by the Director of Facilities. Staff will be informed of district procedures and adhere to all personal safety protocols required by the C D C, D O L (Public Employee Safety and Health Bureau), and D O H at all times. The Director of Facilities will supervise and schedule maintenance personnel for the purpose of keeping vital services operating and functional.

Essential Functions of the Custodial Staff & Laborers

Custodial staff and Laborers will work as directed by the Director of Facilities. The Director of Facilities will oversee and ensure school buildings and grounds are being cleaned and maintained properly. Building Administration will also assist with notification and information about building conditions and issues that need to be discussed or addressed.

Custodial staff and Laborers will receive annual training regarding information about communicable diseases and Hazard Communications. Training will include information about personal protective equipment, cleaning products, proper disinfection and sanitization procedures and product use, product labels, Safety Data Sheets and how to obtain one from the online system, and manufacturers' requirements for use. A copy of the District Hazard Communication Plan will be furnished upon request.

The District will provide custodial staff with the required personal protective equipment and cleaning and disinfecting supplies to maintain a safe working environment. Staffing levels and shifts will be scheduled accordingly based on the needs of the District. As with all staff, custodial personnel will follow district protocols required by the C D C, D O L (Public Employee Safety and Health Bureau), D O H and the District while providing services and on breaks.

Essential Functions of Outside Contractors

Outside contractors will be scheduled and work will be performed with the oversight of the Director of Facilities and Assistant Superintendent for Business & Support Services. All outside contractors will need permission to resume/continue their duties during such an event. Outside contractors will be informed of district procedures and policy before they are allowed to work on the premises. Companies performing work on site will provide their employees with the proper Personal Protective Equipment to comply with District policy. Outside contractors who do not or cannot work safely will not be allowed on district property.

Essential Functions of the Food Service Director

The continuance of food service operations will be determined through collaboration of the Food Service Director and the Assistant Superintendent for Business and Support Services. Operational decisions will be made with any state and/or federal directives in mind. All District health and safety protocols pertaining to food service will be initiated and enforced by the district's food service department.

Essential Functions of Student Support Providers

Psychologists, Social Workers, School Counselors, and other student support staff will work as directed by the Director and Assistant Director of Special Education and building administration to determine and provide the support necessary to help maintain a healthy school population.

School Resource Officers will work as directed by the Superintendent or his designee and coordinated in concert with the Lancaster Police Department.

Essential Functions of Transportation

The continuance of transportation operations will be determined through collaboration of the Transportation Director and the Assistant Superintendent for Business and Support Services. Operational decisions will be made with any state and/or federal directives in mind. All Lancaster Central School District transportation health and safety protocols will be initiated by the District's transportation department. The District will provide safe and secure transportation based on the needs of the district and learning environment and model. Protocols pertaining to the district's fleet will be established and initiated by the transportation department. The transportation department will also ensure the transportation contractor has received the same protocols to follow. The district will ensure the department's and the contractor's employees have received proper training for cleaning and sanitizing buses and proper Personal Protective Equipment and disinfection equipment is on hand to effectively maintain the transportation fleet and operations. The Transportation Director will schedule staff, student stops, and student pickup and drop off times according to the needs of the district and collaborate with the transportation contractor to do the same. The District will continually inform staff and parents of changes to procedures and services as necessary.

Essential Functions of the Board of Education

The Board of Education and Superintendent of Schools will dictate school policy and procedures.

Essential Functions of Outside Deliveries

Deliveries will be coordinated with the Director of Facilities, Building Custodians, Laborers. The Director of Facilities will inform companies of district protocols in advance. All delivery agents will be required to notify the district prior to arrival to the district and strictly adhere to district protocols while on site. Employers will be required to provide their employees with the proper Personal Protective Equipment to work safely while on site. Every attempt to restrict deliveries to mission essential deliveries will be made. Delivery agents will have limited entry to the buildings, to the extent possible.

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.

It shall be noted 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.

Based on the declared public health emergency and the determined course of action for essential functions and model for continuity of instruction, additional positions/titles may be deemed essential, at the sole discretion of the Superintendent of Schools.

The listing of essential positions/titles may vary from essential positions listed in the district's collective bargaining agreements pertaining to emergency closures. In cases where this plan is activated, the essential positions/titles listed herein will take precedence.

Essential Function –	Administration & Oversight
Essential Positions/Titles –	Superintendent of Schools
Justification for Each –	The Superintendent is the decision-maker for the entire district.
Essential Function –	Operations
Essential Positions/Titles –	Assistant Superintendent for Business & Support Services
Justification for Each –	The Assistant Superintendent for Business & Support Services ensures all essential functions are maintained.
Essential Function -	Staffing
Essential Positions/Title -	Assistant Superintendent for Human Resources
Justification for Each -	The Assistant Superintendent for Human Resources ensures staffing levels for all essential functions and instructional programs plans is met. The Assistant Superintendent for Human Resources also communicates with the collective bargaining unit and employees regarding work expectations and arrangements.
Essential Function -	Teaching & Learning
Essential Positions/Title -	The Assistant Superintendent for Curriculum, Instruction & Pupil Personnel Services Director of Elementary Education Director of Secondary Education Director of Instructional Technology & Accountability
Justification for Each -	The Assistant Superintendent for Curriculum, Instruction & Pupil Personnel Services along with the Director of Elementary Education, Director of Secondary Education, and Director of Instruction Technology &

Accountability determine the plan for teaching and learning including the technologies necessary to support instruction. The Assistant Superintendent for Curriculum, Instruction & Pupil Personnel Services also works with the Lancaster Central School District Medical Director and Lead Nurse to direct school nurses regarding all health services.

Essential Function -
Essential Positions/Title

Special Education & Related Services
Director of Special Education
Assistant Director of Special Education

Justification for Each

The Director and Assistant Director of Special Education ensure that all student Individualized Education Programs including related services are implemented as best as practicable. The Director and Assistant Director of Special Education also serve as liaisons between students, families, and the school district.

Essential Function -
Essential Positions/Title -

Building Level Administration
Principals
Assistant Principals

Justification for Each -

The Principals and Assistant Principals are the liaisons between students, families, and employees in the buildings.

Essential Function -
Essential Positions/Title -
Justification for Each -

Information Technology/Services
Information Services Director

The Information Services Director works directly with the Director of Instructional Technology & Accountability to establish priorities for instructional technology tasks and organizes staff. Staff members from the Information Services department provide support in setting up hardware and software, network management, and help desk support.

Essential Function -
Essential Positions/Title -
Justification for Each -

Medical Services
Lead Nurse and School Nurses

Provides necessary medical-related services to Lancaster Central School District employees and students that are deemed vital to the health and safety of the school community as well as essential to maintaining the continuity of operations.

Essential Function -
Essential Positions/Title -

Student Support Service Providers
Psychologists
Social Workers
Counselors
School Resource Officers

Justification for Each -

Provides necessary student support related services to Lancaster Central School District students and employees that are deemed vital to the health, safety, and well-being of the school population.

Essential Function - Buildings and Grounds
Essential Positions/Title - Director of Facilities
Justification for Each - The Director of Facilities maintains the necessary level of cleaning and sanitizing and building preparedness. Staff members from the Buildings and Grounds department perform these duties.

Essential Function - Cleaning and Sanitizing
Essential Positions/Title - Buildings, Grounds Staff
Custodial, Maintenance, Cleaners and Laborers
Justification for Each - Performs all cleaning and sanitization and necessary upkeep of the buildings.

Essential Function - Support
Essential Positions/Title - District Clerical Staff
Justification for Each - Provides necessary support for all Administrators to ensure continuity of operations and accountability

Reducing Risk Through Remote Work & Staggered Shifts

When transmission rates of a communicable disease are high and state or local government deem it necessary, certain staff may be assigned to work from home or report to work on staggered shifts.

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. Creation of criteria and expectations for those positions who will work remotely.
2. Identification of staff who will work remotely.
3. Approval and assignment of remote work.
4. Equipping staff for remote work, which may include:
 - a. Internet capable device (e.g., Chromebook)
 - b. Necessary peripherals
 - c. Access to Virtual Private Network and/or secure network drives, if necessary
 - d. Access to software and databases necessary to perform their duties
 - e. The ability to utilize or access Lancaster Central School District telephones, if necessary

The Superintendent of Schools and the District Administrative Staff will determine the level of remote working for all district employees in conjunction with all N Y S D O H guidelines.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties that must be conducted on-site; however, the duties may be completed outside the core business hours. District administration will identify, if possible, opportunities for staff to work outside core business hours as a strategy to mitigate the potential exposure of the communicable disease. Regardless of changes in start and end times of shifts, the Lancaster Central School District 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 Director of Facilities will work with the Superintendent of Schools or a designee to formulate a calendar that schedules employees based on the needs of the District.

Personal Protective Equipment

The use of personal protective equipment (P P E) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and the entire school community. The following P P E may be necessary:

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

Cleaning supplies are not considered P P E; however, there is a related need for cleaning supplies used to sanitize surfaces, as well as for hand soap and hand sanitizer. The COVID-19 pandemic demonstrated that supply chains were not able to keep up with increased demand for these products in the early months of 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 the entire school community. Protocols for providing P P E include the following:

1. Identification of need for P P E based upon job duties and work location
2. Procurement of P P E
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of P P E to each essential employee 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 P P E stock
 - a. P P E must be stored in a manner that will prevent degradation.
 - b. Employees must have immediate access to P P E in the event of an emergency. Contractors should be required to provide access to P P E for their employees.
 - c. The supply of P P E must be monitored to ensure integrity and to track usage rates.

The Director of Facilities will be responsible for ensuring the proper P P E is available at all buildings for required applications. The District will work to ensure and maintain a three-month supply of P P E as directed above for all staff and students. An extra supply of P P E will be available in all buildings with the Nurses or Custodial staff. The Lancaster Central School District participates in cooperative bid purchasing agreements where possible that provide a comprehensive list of suppliers and products used for maintaining student and staff health through cleaning, disinfecting and sanitizing protocols.

Surplus P P E will be stored in a dry, secured central location. Access to the surplus P P E can only be made by the Director of Facilities as this will ensure the accurate accountability of all supplies on hand. The Director of Facilities will be responsible for keeping accurate records and reporting.

Health & Safety

If the governor declares a public health emergency due to a communicable disease, staff and students will be required to wear an acceptable mask/face covering whenever six feet of social distance cannot be maintained between individuals. Exceptions to mask/face covering requirements must be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors, as defined by a physician.

Acceptable face coverings, as defined by the N Y S D O H, include but are not limited to cloth-based face coverings and surgical masks that snugly fit and cover both the mouth and nose. The District will provide information and instruction to staff and students on proper use, removal, and washing of cloth face coverings. The District will provide and maintain adequate supplies of disposable face masks for employee and student use, if preferred by the individual. If an employee or student arrives without a face covering, the District will provide one.

According to Executive Order 202.17, any individual who is over age two and medically tolerates a face covering shall be required to cover their nose and mouth with an appropriate mask/face covering when in a public place and unable to maintain, or when not maintaining social distance.

Faculty, staff, and students are required to wear acceptable face coverings:

- at the bus stop, while loading and unloading, and while riding the school bus, while entering the building;
- inside school buildings and district facilities;
- in classrooms;
- in any common spaces (including but not limited to: foyer, library cafeteria, restrooms, hallways, copy rooms, faculty rooms, offices);
- in tightly confined spaces (e.g., offices, therapy rooms and small classrooms) occupied by more than one individual at a time;
- when there is more than one occupant in a District vehicle.

Masks or cloth face-coverings do not need to be worn when

- a faculty or staff member is providing a mask break or has asked a student to remove his/her mask.
- an individual is working alone and is not in the presence of another person.

Mask breaks will occur throughout the day. Mask breaks will occur at the direction of a faculty or staff member.

The District will procure the necessary signage and identify highly visible areas to display the signage to remind students, faculty, staff and visitors of hand hygiene, respiratory hygiene, social distancing, signs and symptoms of the disease, and the proper use of personal protective equipment (P P E). Training videos and/or virtual presentations to use for continuous review of the above. These sessions may be completed virtually or in-person by students, faculty, staff, parents and other visitors through the Lancaster Central School District website or other technological resources.

The District will provide and maintain adequate supplies to support healthy hand and respiratory hygiene, including soap, hand sanitizer, paper towels, tissues, lined trash receptacles, and face masks for visitors.

The District will provide adequate supplies and set forth health and safety protocols for any employees working directly with students or the public outside of the district's facilities (eg. remote meal service, material delivery, home visits for students).

Social Distancing

Faculty and staff need to ensure at least six feet of distance between individuals, unless safety or core function of the activity (e.g., instruction) requires a shorter distance. However, any time that staff or faculty are less than six feet from one another or students, they must wear acceptable face coverings.

Face coverings are not a replacement for social distancing, but face coverings should be used to mitigate the spread of the virus when six feet of distancing is not feasible. Schools will create protocols to ensure social distancing whenever possible unless safety or the core activity requires a shorter distance.

Health Monitoring

Active health monitoring of faculty, staff, and students is an important strategy to minimize the spread of a communicable disease. Employees, students, and parents/guardians will be required to monitor for signs and symptoms of the communicable disease on a daily basis.

Faculty, staff, and students are required to stay home if they are sick (i.e., exhibit symptoms of the communicable disease). Parents are required to keep children home from school when they exhibit symptoms of the communicable disease. According to the C D C, a fever, for both children and adults, is medically defined as a body temperature of 100°F or higher. Faculty, staff, and families will be encouraged to immediately contact their healthcare provider.

Individuals with symptoms will be isolated from others and sent home immediately. Students will be supervised in the isolated area while awaiting transport home. Schools

should refer such persons to a healthcare provider and provide resources on testing for the communicable disease.

Health Screening Procedures

As per New York State Department of Health guidance, staff, student or parent will screen themselves before leaving their residence. On a daily basis, faculty, staff, and students (or parent/guardian on behalf of students) must answer a series of questions to self-monitor and complete a health questionnaire prior to boarding their bus or entering any school facility.

In addition, a personal health screening of symptoms must be completed before leaving their residence. If any staff, student or parent answers YES to any of the questions, he/she must follow the most up-to-date quarantine and isolation protocols set forth by the Erie County Department of Health (E C D O H).

Any individual who has symptoms of the communicable disease, who reasonably believes he/she may have been exposed to the communicable disease, who lives with anyone who has been diagnosed with the communicable disease, or who has been diagnosed with the communicable disease, shall immediately report this information to their direct supervisor and seek proper medical attention. The District will communicate, as may be required, with the Erie County Department of Health and New York State Department of Health including adherence to all procedures, protocols, and processes for collaboration of timely results and required contact tracing.

Any individual who has traveled internationally or within certain states with widespread community transmission of the communicable disease are expected to report this to his/her supervisor or building administrator before entering a building.

Staff Exposures, Cleaning, & Disinfection

Staff Member, Student, or Visitor Exposures

Each school will identify an area to separate anyone who exhibits symptoms of the communicable disease during hours of operation, and ensure that students are supervised by a staff member who is socially distanced.

Students who develop communicable disease symptoms during a public health emergency and are in isolation will be safely dismissed to the parent/legal guardian or means of transportation to their home or to a healthcare facility, as appropriate, depending on the severity of illness. Areas used by any sick person will be closed off and not used until they have been properly disinfected.

Employees and contractors who exhibit symptoms in the workplace should be immediately separated from students and other employees. They should immediately be sent home with a recommendation to contact their healthcare provider. Areas used by any sick employee or contractor will be closed off and not used until they have been properly disinfected.

Health officials, staff, and families will be notified of any possible case of a communicable disease while maintaining confidentiality consistent with the Americans with Disabilities Act (A D A) and other applicable federal and state privacy laws. In the case of a positive test, the District will coordinate with the Erie County Department of Health to trace all contacts of the individual, in accordance with the New York State Contact Tracing Program. The District will cooperate with contact tracing efforts, including notification of potential contacts, such as employees or students who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Those who have been directed to isolate or quarantine will be advised not to return until they have met C D C, N Y S D O H, and/or E C D O H criteria to discontinue isolation or quarantine protocols. Those who have had close contact with a person diagnosed with a communicable disease will be informed to stay home and self-monitor for symptoms, and to follow C D C or D O H guidance if symptoms develop. If a person does not have symptoms follow appropriate C D C or D O H guidance for home isolation.

Any employee or student who screens positive for any of the above criteria (i.e., symptoms, test, or close contact) is prohibited from entering the school. They will be sent home with instructions to contact their health care provider for assessment and testing.

If necessary, the District has a plan for cleaning and disinfecting as well as temporarily closing as directed by the N Y S D O H, E C D O H, and/or the governor.

Plan for Returning to School

During a public health emergency, if a staff member or student exhibits symptoms of a communicable disease, with or without a positive test, the District will refer to D O H's guidance for public and private employees returning to work following a communicable disease infection or exposure. This may need to be considered for family and/or household members who are positive for a communicable disease, as carriers can be asymptomatic. Any person returning after a positive diagnosis must be released from quarantine by the E C D O H and/or must have a note from a healthcare provider indicating they can return to school/work.

Compliance will be monitored by the District and documentation must be provided by the employee or student/parent. Further, a reporting plan will be in place to ensure all are alerted who have come into close or proximate contact with a person with the communicable disease.

Accommodations for High Risk Individuals

The District will provide information regarding medical conditions accepted as high risk for contracting/being impacted by a communicable disease and potentially eligible for Americans with Disabilities Act (A D A) accommodations as per their physician.

All students and staff seeking accommodations for potential high-risk medical conditions will follow District procedures, as per district processes for A D A accommodation request.

Documentation from a physician will be considered and proper and reasonable P P E/accommodations will be provided to students and staff to accommodate the documented condition.

The District's designated Safety Coordinator is the Superintendent of Schools; however, the health and safety of our students and staff is everyone's responsibility. Any questions or concerns should follow the District's normal chain of command. Students and/or parents should first contact the teacher or building principal; whereas, employees should direct their concerns to the immediate supervisor. The building principals are the designated building-base coordinators for reports of positive cases as well as other building level student and staff issues.

Cleaning and Disinfecting

Cleaning and custodial staff has received and will continue to receive professional development on the proper and appropriate procedures for cleaning, sanitizing, and disinfecting school buildings.

The custodial and cleaning staff has been, and will continue to clean and disinfect the buildings consistent with the C D C and D O H Guidelines for mitigating the spread of a communicable disease.

High contact surfaces will be cleaned and disinfected numerous times a day. This includes handrails, door knobs/handles, and other high touch areas.

Additionally, the custodial and cleaning staff will perform a thorough cleaning and/or disinfecting daily. This includes, but is not limited to, dusting and wet mopping or auto scrubbing of floors, vacuuming, trash removal, cleaning/disinfecting of restrooms, spot cleaning of walls and carpet, cleaning meeting room tables, and other occupied spaces.

All employees are encouraged to wipe down their personal work spaces and personal use items within the building/classroom and support student hand and respiratory hygiene and high contact surfaces.

There will be an emphasis on the importance of hand washing with soap and water for 20 seconds. Hand washing will occur frequently throughout the day. Social distancing will remain a critical component of the facilities staff and when social distancing of six feet cannot be maintained the use of a mask/face covering is required.

The District will provide appropriate signage prominently displayed at entrances and in high traffic areas. These signs will include messages about social distancing, effective hand washing, the use of P P E, and symptoms of the communicable disease.

Outdoor areas, such as playgrounds in schools and parks generally require normal routine maintenance, but do not require disinfection, as per N Y S E D guidance.

Building ventilation will be sustained if dealing with a respiratory communicable disease through frequent filter changes in order to provide optimal efficiency. Frequency of filter changes will be documented; adequate code requirements will be maintained. As per the guidance, we will continue to maintain adequate, code required ventilation. Additionally, our schools will increase the fresh air ventilation rate, to the extent possible, to aid in maintaining a healthy indoor air quality.

Employee & Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Lancaster Central School District is committed to reducing the burden on our employees and contractors. To that end the Lancaster Central School District will follow all required federal, state and local laws in addition to employee contracts regarding employee and contractor leave during a public health emergency.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, Family Medical Leave Act, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Lancaster Central School District, and as such are not provided with paid leave time by the Lancaster Central School District, unless required by law.

Documentation of Work Hours & 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 Lancaster Central School District to support contact tracing within the organization and may be shared with local public health officials.

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 that 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 Lancaster 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 not practical or ideal, or if there are no hotel rooms available, Lancaster Central School District will coordinate with the Lancaster Office Of Emergency Management to help identify and arrange for these housing needs. The Assistant Superintendent for Business and Support Services will be responsible for the coordination of these efforts.