

CHAPPAQUA SCHOOL DISTRICT

DISTRICT WIDE SAFETY PLAN 2020-2021

-AMENDMENT -

PUBLIC HEALTH EMERGENCIES

DRAFT

This document has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law 2801-a paragraph 2(m) (as amended by section 1 of part b of chapter 56 of the laws of 2016). These laws were amended by the passing of N.Y. State Senate, S8617B, 2019 Leg., and N.Y. State Assembly., A10832, 2019 Leg. on 9-7-2020 that requires all 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.

These protocols have been developed in response to a public health emergency. Directives shall come from the New York State Education Department, New York State Department of Health, Westchester County Department of Health or another authorized agency for this protocol to be activated.

DEFINITIONS

Essential Employee: shall refer to a designation made that a public employee or contractor is required to be physically present at a work site in order to perform his or her job.

Non-essential Employee: shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site in order to perform his or her job.

Communicable Disease: shall mean an illness caused by an infectious agent, or its toxins, that occurs through the direct or indirect transmission of the infectious agent

or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

Personal Protective Equipment: shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

IDENTIFICATION OF ESSENTIAL POSITIONS

In the event of a state-ordered reduction of in-person workforce, the below positions will be considered essential. Essential staff may be required to report to work in the event of a public health emergency.

Position	Title	Rationale
District Administration	Superintendent Assistant Superintendents Directors	Provide onsite support for continued District operations
Building Administration	Principals Assistant Principals	Provide onsite support for continued building operations
Custodial & Maintenance	Head Custodians Custodians Cleaners Maintenance Staff	Maintain cleanliness and building functions. Deliver meals to students who qualify
District Secretarial & Support Staff	District Clerk Treasurer Payroll Clerk Accountant Benefits Assistant Human Resources CSE/504 Secretarial Staff	Provide onsite support for District governance and essential functions, including payroll
Building Secretarial Staff	Main Office & Position Specific Secretarial Staff	Provide onsite support for continued building operations
Security - Contract Personnel	Security Staff NCPD SRO	Provide building and grounds security
Food Services - Contract Personnel	Director Cafeteria & Kitchen Staff	Provide meals for students who qualify for free/reduced lunch programs

Information Technology - Contract Personnel	Supervisors and Technicians	Maintain infrastructure to support telework and remote learning
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Essential staff have staggered work shifts. Additional adjustments will be made when necessary by building and District administration.

IDENTIFICATION OF NON-ESSENTIAL POSITIONS & TELEWORK PROTOCOLS

In the event of a state-ordered reduction of in-person workforce, the below positions will be considered non-essential and will telework if **students are not in attendance**

Position	Title	Rationale
Instructional Staff	Teacher, Psychologist, Guidance Counselor, Related Service Provider	Students will access instruction and services remotely
Specialized Faculty	CSE Chairs PD Staff	Faculty and parents will access support from this subgroup remotely
Support Staff	Full-Time Teacher Assistant/ Teacher Aide	Students will access instruction and support provided by this subgroup remotely
Support Staff	Nurse	Parents will access support from nurses remotely
Support Staff	Full Time Building Subs	Building subs who are responsible for a “student pod” will be asked to telework during a closure

There may be some staff who will not be able to telecommute nor will they be able to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

TECHNOLOGY SUPPORT FOR DISTRICT STAFF

Area	Strategy
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Computer Access	The District will provide all employees teleworking a laptop computer if requested
Wifi Access	The District will provide wifi access onsite if staff do not have wifi at home
Equipment Repair	If a device needs repair, the District will use a non-contact process onsite at Horace Greeley High School for repair/replacement
Primary Instructional Platforms for Students	Faculty will primarily leverage Google classroom, canvas, zoom and microsoft teams to communicate with students when our buildings are closed
Software Access and Updates	All software used with faculty and students is web-based, and accessible from any device.

onsite (if students are onsite, please note all staff are essential).

BUILDING & DISTRICT COMMUNICATION

For Families & Staff

Communication Mechanism	Strategy
Phone	<p>Building calls will be rerouted to a designated phone when necessary during normal business hours</p> <p>The District will continue to push phone messages to staff and families as appropriate using our automated communication system</p>
Email	District and Building Staff will continue to communicate with parents using Infinite Campus Messenger
Website	The District will continue to post messages on a designated page for

	parents during the public health emergency
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The administrative team will be issued District cell phones to support community communication.

INSTRUCTIONAL REMOTE ACCESS SUPPORT FOR STUDENTS & FAMILIES

Area	Strategy
Computer Access	Students in grades K-8 will be issued a District device Students in grades 9-12 will be provided a District device upon request
Wifi Access	The District will provide access to all families who do not have wifi
Equipment Repair	If a District device needs repair, the District will use a non-contact process onsite at Horace Greeley High School for repair/replacement
Primary Instructional Platforms for Students	Faculty will primarily leverage Google classroom, Canvas, Zoom and Microsoft teams to communicate with students when our buildings are closed
Software Access and Updates	All software used with faculty and students is web-based, and accessible from any device.

STAGGERING OF WORK SHIFTS AND/OR WORKFORCE REDUCTION

The District currently operates on a staggered arrival time for essential staff based on assigned work hours.

If necessary, the Superintendent will reduce onsite staff by 25%, 50%, 75% or 100% after consultation with the Westchester County Department of Health and/or the District Physician. If essential staff are not working onsite due to workforce

reduction, to the fullest extent possible, staff are expected to perform their job functions remotely.

In the event staff would be reduced onsite, the building principals, directors and assistant superintendents will submit a rotational onsite work schedule for essential staff.

The administrative team onsite will be responsible for ensuring that essential staff adhere to the schedule and follow required screening protocols related to public health and safety.

The administrative team onsite will be responsible for **maintaining written records** of individuals who need access to the building during the public health crises in the event there is an exposure and contact tracing should need to occur.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. The District will procure items through contract bidding and BOCES purchasing processes when applicable.

Chappaqua Central School District - PPE Stockpile Requirements for Essential Staff

Approximate Number of Essential Staff	Masks (cloth)	Gloves	Face Shields
160	320	19,100	800

the District will secure two pieces of each type of PPE for each essential employee for a 6 month period

ADDITIONAL SUPPLIES

Approximate Number of Non-Essential Staff	Masks (cloth)	Gloves for Specific Staff	Face Shields for Specific Staff
450	900	20,000	100

Number of	Masks	Gloves	Face Shields	Gowns	N95 Masks
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Nurses	(cloth)				
7	14	1,820	45	100	185

All District PPE will be stored in the District Maintenance Building and secured appropriately by the Director of Facilities, Operations and Maintenance

PROTOCOL FOLLOWING EXPOSURE

A description of the protocol to follow in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace.

District Action Steps Preventing & Addressing Exposure

Action Steps	Task 1	Task 2
SCREENING TO REDUCE EXPOSURE ONSITE All Staff & Students will be screened prior to building entry with online platform	Leverage Google doc/Operoo to reflect public health issue and determine if individual has been exposed or has symptoms prior to traveling to site	Prohibit visitors until public health crisis concludes
IMMEDIATE RESPONSE TO POTENTIAL EXPOSURE ONSITE Individual Has Symptoms	Nurse contacts building administration Individual is isolated and sent home Individual is directed to seek medical care and nurse verifies this occurs Superintendent contacted by building principal	CDC Clearing Protocol is Followed
	CONFIRMED POSITIVE CASE	
Step 1	Employee or parent contacts building principal	Employee or parent shares written positive result

	or superintendent (if District office personnel)	from lab/medical professional with administrator
Step 2	Principal/Supervisor contact Superintendent of Schools	
Step 3	Superintendent Contacts WCDOH and/or School District Physician & Follows Recommendations	Superintendent Shares written confirmation of Positive Case & Contact Tracing List with WDOH
Step 4	Superintendent Contacts District Leadership Team	Director of Facilities, Operations and Maintenance authorizes cleaning protocols aligned with CDC/WDOH recommendations
Step 5	Building Administrator communicates with School Staff	Superintendent communicates with District Staff (when applicable) & Transportation
Step 6	Building Administrator & Superintendent (when applicable) communicates with the impacted Students	Superintendent Communicates directly with the impacted building's parents/staff and District (when applicable)
Step 7	Superintendent posts building communication on District website	

District Approach on available leave in the event of the need for an employee to receive testing, treatment, isolation, or quarantine if the employee provides the appropriate documentation from a qualified medical professional is outlined below.

Staff Member Need	District Approach
Testing	Staff will be permitted to access sick time while testing is pending due to

	exposure or work remotely if applicable
Treatment	Staff will be permitted to access sick time while treatment is underway
Isolation	Staff will be permitted to access sick time while in isolation due to onsite exposure or work remotely if applicable
Quarantine	<p>Staff will be permitted to access sick time while in quarantine due to exposure at work or work remotely if applicable</p> <p>Staff who are required to quarantine due to exposure <u>not at work</u> and are not able to telework (ex.custodian) will be required to use sick time</p>

The District will follow executive orders, regulations or laws issued by federal and state officials that provide additional language or guidance regarding employee exposure and/or illness in relation to the public health crisis at hand, with the understanding that the approach outlined above will be adjusted.

EMERGENCY HOUSING

If needed, the District will arrange for emergency housing for essential employees at the following on site areas: The District Maintenance Building and Horace Greeley High School.