

Communicable Disease - Pandemic Plan

The District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The School Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building level. **Effective April 1, 2021**, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.** The Plan addresses the required components in the sections as noted below:

Prevention/Mitigation

- A list and description of positions and titles considered essential with justification for that determination.
- The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

Protection/Preparedness

- Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Response

- Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Prevention/Mitigation:

- Union Springs CSD will work closely with the Cayuga County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
 - Cayuga County Department of Health, 8 Dill Street, Auburn, NY 13021. Phone: 315-253-1560
 - *New York State Department of Health Coronavirus Hotline: 888-364-3065*
- The Cayuga County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The **Superintendent of Schools** will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan.
- The School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* was reviewed on **January 20, 2021** for this determination and has considered

issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.

- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; social distancing; wearing a face cover, which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

(1) Essential Positions/Titles

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

The worksheet below has been completed by each department which includes Central Administration, Human Resources, Facilities Services, Transportation, Food Service, Communications, Technology, Instructional Programs, Athletics, Special Education, Messenger/Mail Services, and Security (these are examples). **Actual information can be found in Appendix C, Essential Employee Worksheets, page 25.**

Facilities Services (Example Table)				
Title	Description	Justification	Work Shift	Protocol
Head Bldg. Maintenance	Supervisor of dept/head maintenance person	Knowledge of physical plant – primary services	7:00am-3:30 pm	Has mobile device
Maint Mechanic	Primary mechanic	Only position in district-facilitate work on primary operations	7:00am-3:30 pm	Has mobile device
Custodian	Night custodian	Ensures safety of plant	3:00pm-11:30pm	Has mobile device

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- **Mobile Device Assessments:**
 - Survey agency departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services
 - Conduct a cost analysis of technology device needs
 - Conduct analysis of availability of technology devices and operational status within areas impacted by telecommuting.
- **Internet Access Assessments:**
 - Survey agency departmental staff to determine the availability of viable existing at-home Internet service
 - Conduct a cost analysis of Internet access needs
 - Institute protocols for backup internet and mobile internet solutions
- **Providing Mobile Devices and Internet Access:**
 - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
 - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

Mobile Devices Delivery:

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments:
 - Identify students' technology needs to include adaptive technologies
 - Use the Asset Tracking Management System procedures to check out all mobile devices
 - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- Providing Multiple Ways for Students to Learn
 - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet.

Union Springs CSD Remote Learning Plan: Union Springs CSD is prepared to offer in-person, hybrid and remote learning experiences for students enrolled in our programs. Students in campus-based programs are invited to attend every day and students in district-based programs will attend in accordance with the host district schedule.

Regardless of the delivery model, all instruction will be aligned to New York State Learning Standards, with an emphasis on providing equitable learning experiences for our students. To facilitate student learning in each of the instructional models, our teaching and learning plan will outline routines, expectations, and scheduled times for students to interact and seek feedback and support from their teachers, providing the opportunity for students to have regular and substantive interaction with an appropriately certified teacher. Parents will be notified of our instructional plans through various communication channels, including the district website, social media posts and direct contact.

To ensure high-quality remote learning experiences, the district will standardize the use of a limited number of platforms across our educational programs, to the extent practicable. Professional development will be provided to teachers in the use of the platforms, to include support for designing remote lessons in accordance with the principles of learning. Supplemental parent guides and tip sheets will be developed to assist parents in supporting their students in a remote environment.

Union Springs CSD teachers will use the Google Suite/See-Saw as the primary tool to communicate with students and to create, manage, and distribute curriculum and instructional materials. The following guidelines will be used in both in-person and remote learning environments:

- Weekly schedules will be posted in Google Classroom/See-Saw
- Daily schedules will be established with predictable routines included
- Remote lessons will be scheduled according to these guidelines
- Daily communication with students will occur either through live instruction or electronic communication in Google Classroom
- Daily attendance will be recorded in School Tool in both in-person and remote learning environments Union Springs CSD teachers will use Zoom as the primary tool for face-to-face interactions with students including live teaching, small group instruction, therapy sessions, etc. Details will be added to the remote learning plan based on continued teacher input.

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, Union Springs CSD is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

Protection (Preparedness):

We have collaborated with our partners to assure complementary efforts. We have invited representatives from multiple departments, risk managers, and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be at **Union Springs High School** with the alternate at **AJ Smith Elementary School** and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

○ Dr. Jarett Powers	Superintendent of Schools	315-889-4100
○ Michael Wurster	Assistant Superintendent	315-889-4106
○ Todd Rafferty	Director of Facilities	315-889-4122
○ Chuck Walker	High School Principal	315-889-4110
○ Sheila LaDouce	Principal of Special Programs	315-889-4170
○ Trish Vaughn	Middle/High School Nurse	315-889-4128

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Our central administrators and school building principals have completed both the IS 100 (Introduction to Incident Command) IS 362 (Multi-Hazard Emergency Planning for Schools) and IS 700 (National Incident Management System) training courses which are available on-line through the FEMA website. *We are also recommending that all District-wide School Safety Team members, administrators, principals, nurses and others take the Johns Hopkins University COVID-19 Contact Tracing Course which is offered free-of-charge at <https://www.coursera.org/learn/covid-19-contact-tracing>.*

- **Union Springs CSD** designated a COVID-19 safety coordinator, the Superintendent of Schools whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels. The coordinators shall be the main contact upon the identification of positive COVID-19 cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school. *(The table below is an example – fill in your own information).*

<i>School/Program</i>	<i>COVID-19 Safety Coordinator/Administrator</i>	<i>Contact #</i>
<i>High School</i>	<i>Chuck walker – Middle/High School Principal</i>	<i>315-889-4110</i>
<i>Middle School</i>	<i>Chuck Walker – Middle/High School Principal</i>	<i>315-889-4110</i>
<i>Elementary School</i>	<i>Sheila LaDouce – Principal of Special Programs</i>	<i>315-889-4170</i>
<i>Administration</i>	<i>Dr. Jarett Powers – Superintendent of Schools</i>	<i>315-889-4100</i>

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting; reverse 911 systems, and the public media. A school district Public Information Officer (PIO) or designee, the Superintendent of Schools, has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. ***In addition to posting information on the website and the District Twitter feed, School Messenger is also used to disseminate information. We have tested/exercised our communication systems on January 08, 2021.***
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – we have defined the following decision-making authority for the district ***(Superintendent of Schools (Dr. Jarett Powers), Assistant Superintendent (Michael Wurster)***. Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones, e-mail, district automated phone notification system (School Messenger). All central office and building administrators have access to the phone system, email, hand-held radios and email. Maintenance staff have access to hand-held radios and email. The

Superintendent, Assistant Superintendent, and Director of Technology have access to the School Messenger system.

- The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in these areas ***These individuals include Mary Bard, District Treasurer, Teresa Auchman, Deputy Treasurer, and Teresa Carner, Purchasing Clerk.*** Recognizing the need for job cross-training, we have trained individuals with the following job titles: deputy treasurer and purchasing clerk *on January 11, 2021.* We have also established the ability to maintain these essential functions off-site from remote locations as follows: ***All business office staff have software loaded onto their devices allowing them to complete essential tasks during periods where offsite work is required. Additionally, each business office staff has developed a “go folder” which lists all items in the office that are essential and are needed to complete tasks. The “go folders” are to be used if another office member needs to prepare items for delivery to someone who is required to work offsite.***
- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Training for teachers on this process was provided on ***September 2 2020.*** *At no time will products not approved by the school district be utilized.*
- Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The Human Resources Director has provided cross-training of staff to ensure essential functions on ***January 11, 2021.*** ***Job titles of those who can complete Human Resource functions include the Superintendent, Assistant Superintendent, District Treasurer, and Deputy Treasurer.*** Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help to decide if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. The district will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:
 - Hard copy, self-directed lessons
 - Use of mobile media storage devices for lessons (Chromebooks, iPads)
 - On-line instruction; on-line resources; on-line textbooks
 - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies and have tested these methods in October 2020.

(4) Obtaining and Storing Personal Protective Equipment (PPE)

PPE & Face Covering Availability:

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the Agency is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work in partnership with the Nassau University Medical Center to provide this capability. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

PPE Supply Management

- The Facilities Department is working with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible.

Group	Quantity per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students	800 Masks per Week	9600	4800	2400	1 Disposable Mask per Week per student (supplements parent provided)
Teachers/Staff	150	1800	900	450	1 Disposable Mask per Week per Teacher
Nurse/Health Staff	2	24	12	6	10 Disposable Masks per Week per School Nurse

PPE for High Intensity Contact with Students			
Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	1	1	1 Re-usable per Staff
Face Shields	1	1	1 Re-usable per Staff
Waste Disposal Medium	1	n/a	1 Unit per Staff Total
N-95 Respirators*	1	12	10 per Week per Staff

***Note:** N-95 respirators are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or aerosol-generating procedure. Those employees required to wear N-95 respirators will need to be fit tested and medically evaluated in order to determine if the employees are capable of wearing an N-95 respirator without impacting health.

Response:

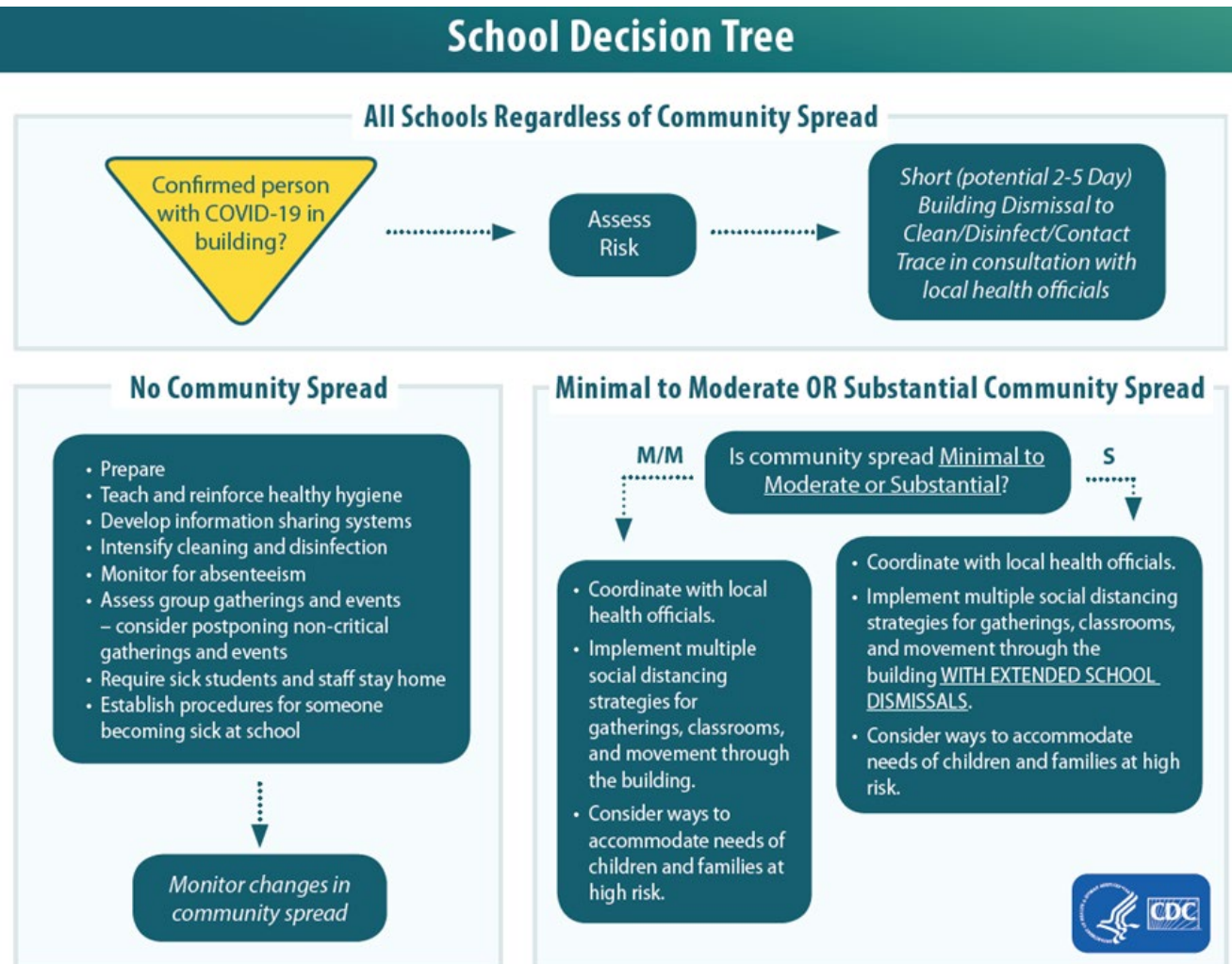
The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Cayuga County Department of Health and other experts.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The PIO will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety Team will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- The Human Resources Director will meet with staff to review essential functions and responsibilities of back-up personnel. The Human Resources Director will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- If the decision is made to close the BOCES, the District Superintendent or designee will notify the NYS Education Department and Cayuga Onondaga component districts.

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed COVID-19 Case Requirements & Protocols

Instructional programs must be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation:



CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.

- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to DOH's [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) for information on "close and proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Return to School After Illness:

Schools must follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. [Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings](#).

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

Staff Absenteeism

- Instructional staff will notify supervisor when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- The instructional departments will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.
- The instructional departments will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

Employee Assistance Program (EAP)

- The Human Resources Department will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

Medical Accommodations

- The Human Resources Department will continue to handle medical and COVID-19 accommodations. Requests for COVID-19 accommodations should be sent to the Superintendent of Schools.

New York State Contact Tracing Program

If a student or staff member tests positive for Coronavirus the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. The information below is provided by the New York State Contact Tracing Program:

New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, a nation-leading initiative to help slow the spread of COVID-19 and make it safer to begin to return to normal again.

Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from “NYS Contact Tracing” (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

A contact tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a COVID Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you’ve been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way. This is how we stop the spread!

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will operate through the next flu season. It will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say **“NYS Contact Tracing” (518-387-9993).**

Please answer the phone so we can keep NY moving forward and stop the spread of COVID-1

Facilities: Cleaning and Sanitizing

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Routine cleaning of school settings includes:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Common Areas:

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. If users cannot maintain six feet of distance, they shall wear a mask. Signage has been posted in common areas to remind staff of health and safety etiquette.

Disinfecting:

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration.
- Additional paper towel dispensers may be installed in other designated spaces.

Upon request, Facilities Department will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- Handrails.
- Buttons on vending machines and elevators.
- Changing tables.
- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Handrails, ballet bars.
- Dance studio floors.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.

- Positive Academic Support Solution (PASS) Rooms.
- Related Services Spaces.
- Shared computer or piano keyboards and mice.
- Shared desktops.
- Shared telephones.

Hand Sanitizing:

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by Central Administration.
- Union Springs CSD ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash removal:

- Trash will be removed daily.
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

Union Springs CSD Plan

Cleaning and Disinfection

Based on data from lab studies on COVID-19, it may be possible that a person can get COVID19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, the primary mode of transmission for COVID-19 is through close contact from person-to-person.

Coronaviruses on surfaces and objects naturally die within hours to days. Normal routine cleaning with soap and water removes many germs and dirt from surfaces. Disinfectants kill germs on surfaces. Killing germs on a surface after cleaning can further lower the risk of spreading the virus.

The following practices will be utilized by the Responsible Parties at any school district/ BOCES to reduce the risk of community spread of COVID-19 and other contagious germs.

The Responsible Parties at any school district/ BOCES will follow these practices to reduce the spread of COVID-19 and other contagions:

- Daily routine cleaning of surfaces with disinfectants shall be conducted throughout the school

If a student or employee becomes ill:

- Close off areas internal to the building used by the person who is sick. Wait 24 hours before cleaning and disinfecting, unless waiting 24 hours is not feasible, then wait as long as possible. Clean and disinfect commonly touched areas used by the ill person like desk, locker, bathroom office, keyboards, mouse, telephones etc.. Allow the areas to dry before reuse.
- Wait 24 hours to vacuum the space if needed. When vacuuming routinely or as part of extra cleaning, temporarily turn off room fans and if possible turn off the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.

Regular use of the room and objects may continue after disinfection.

(6) Documenting Precise Hours/Work Locations of Essential Workers

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. **Our plan to track such individuals can be found in Appendix C, Essential Employee Worksheets, page 45.**

(7) Emergency Housing for Essential Employees

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. However, we have canvassed local hotels/motels so we may be prepared for an unanticipated need and should be able to access the following if necessary.

Recovery:

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our Superintendent of Schools, will work to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Facility Director, and Curriculum Supervisor will be vital to this effort. The District-Wide School Safety Plan will be revised to reflect this.

- Curriculum activities that may address the crisis will be developed and implemented.

APPENDIX C

School District Pandemic Influenza Planning Checklist

Example of Union Springs CSD Contract Tracing

Flowcharts for COVID-19 Decision Making

Essential Employee Worksheets

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

1. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



Contact Tracing Form

COVID-19 related School Safety Guidance

Revised 10-4-2020 revised 8-25-2020 original 8-12-2020

Information

Current evidence indicates that the COVID-19 virus is transmitted through respiratory droplets or contact. Contact transmission occurs when the virus contaminated hands touch the mucosa of the mouth, nose or eyes. The virus can also be transferred from one surface to another by contaminated hands, which facilitates indirect contact transmission. Consequently, hand hygiene is extremely important to prevent the spread of COVID-19 virus. If soap and water are not readily available, use an alcohol based hand sanitizer that contains at least 60% alcohol and wash with soap and water as soon as possible.

Wearing of facial mask/ facial covering can help communities slow the spread of COVID-19 when worn consistently and correctly by a majority of people in public settings; particularly when face masks/ covers are properly used along with other preventive measures, including social distancing, frequent handwashing, cleaning and disinfecting. To properly wear a face mask/ face cover, wash and dry your hands before and after touching or adjusting the mask, touch only the bands or ties when putting on and taking off your mask, make sure the mask fits to cover your nose, mouth and chin.

Communication

The Responsible Parties at any school district/ BOCES, will communicate directly with members of the Cayuga County Health Department regarding COVID-19 issues and protocols. The primary COVID-19 contacts at the Cayuga County Health Department are:

Kevin Zippel, PhD., RN Supervising Community Health
Nurse Nancy Purdy, BSN, RN Director of Community Health Services

The Cayuga County Health Department designates (315)-253-1560 for primary use which is answered at the office during typical working hours and after hours by a 24 hour 7 day a week answering service who will contact appropriate personnel as requested. The Cayuga County Health Department fax number is 315-253-1156.

The Responsible Parties at any school district/ BOCES will communicate with the Cayuga County Health Department for any COVID -19 related concerns and questions pertinent to the operations of their districts including but not limited to the public health and well-being of the District's students and employees.

The Cayuga County Health Department will communicate with the Responsible Parties at any school district/ BOCES regarding COVID-19 related information or concerns pertinent to the public health and well-being of the District's students, faculty and staff; including but not limited to quarantine and isolation of students and employees.

The Responsible Parties at any school district/BOCES will communicate with the Cayuga County Health Department when learning from a staff member, student or parent that they have tested positive for COVID-19. In turn, the Cayuga County Health Department will verify the information is accurate before contact investigation is launched within the school district/BOCES

The Cayuga County Health Department and school shall provide each other with updates as to the progress of the investigation. The school Superintendent and designated Health Department team member will be the point of contact during the investigation process to provide consistency of information sharing and updates.

Definitions

Close Contact- a close contact is defined as anyone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated.

Contact Tracing- interview a person having been diagnosed with a COVID-19 infection to determine whom they may have been contact with during the timeframe of being infectious in order to prevent spreading of the infection. Contact tracing is led by the Cayuga County Health Department. The school will be required to provide attendance records, contact information and other supportive information as requested to the health department.

Incubation Period- the interval between the time of invasion by an infectious agent and appearance of the first sign or symptom of the disease in question. For SARS-CoV-2 (COVID19) , the incubation period is on average 4-5 days but may be as long as 14 days. 5% of persons will develop symptoms in 2 days; 50% of persons will develop symptoms in 5 days; 95 % will develop symptoms within 14 days.

Infectious Period- period of time during which a case is able to transmit a disease to others. The infectious period for COVID 19 starts 2 days before someone develops symptoms; is most infectious day of symptom onset; and infectiousness wanes over the course of 10 days.

Infectivity of COVID-19 - is determined by its reproduction number, or R0 (pronounced R naught), which current epidemiological estimates suggest lies between 1.5 to 3. This means that every COVID-19 patient may infect up to three other people on average.

Isolation- the Health Department will require, through public health order, a person to go into mandatory isolation who has tested positive for COVID-19 and shall be monitored by the health department.

Proximate Contact - is defined as anyone within the same enclosed environment, such as a classroom, office or gathering, for 60 minutes or more with a person who has tested positive for COVID-19. The total minutes across the infectious period will determine the need for quarantine

Precautionary Quarantine- A resident of New York State (NYS) returning from travel to a designated state for designated period of time or an international traveler arriving to NYS are required to quarantine for 14 days. It is possible having traveled to these areas, the traveler is a proximate contact of a positive Covid-19 individual(s).

Self- Care- ability to promote health, prevent disease, maintain health, and cope with illness and disability with or without the support of a health-care provider.

Social Distancing- also called physical distancing, means keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least 6 feet away from other people who are not from your household in both indoor and outdoor spaces.

Quarantine- the Health Department will require a person having proximate or close contact to a positive Covid-19 person to mandatory quarantine, through public health order, and will monitor person for development of symptoms. Separating people and limiting movement of people who have or may have been exposed can help to prevent spread of illness from people with COVID19 before they feel ill or have symptoms.

Screening

The Responsible Parties at any school district/ BOCES will monitor daily the employees, students and necessary visitors for symptoms of COVID-19, to include daily screening before entering the school buildings. Employees and students should be encouraged to self-monitor for symptoms such as fever, chills, cough, scratchy or sore throat, a new loss of taste/smell, headache, and gastrointestinal symptoms. Refer to the New York State Department of Health COVID-19 Pre-K to Gr 12 COVID-19 Toolkit dated September 2020 for more symptom information.

https://coronavirus.health.ny.gov/system/files/documents/2020/10/prek-gr12_toolkit.pdf

Employees and students are not to attend school if feeling ill

Testing

COVID-19 testing is contingent upon availability of specimen collection material, appropriate Personal Protective Equipment and laboratory capacity. As such, the specific recommendations for specimen collection sites may be altered to reflect resources, timeliness of analysis and response. It is recommended all people seeking a COVID-19 test call in advance to schedule their appointment and assure health care personnel are appropriately attired. Additional opportunities for COVID-19 testing may become available over time. Contact your health care provider or urgent care center if you do not feel well and may need COVID-19 testing.

At the time this plan is written, here are local resources for COVID-19 testing.

At all testing sites bring your health insurance card if you have one.

- Personal HealthCare provider

- Federally Qualifying Health Care Center:
 - o East Hill Family Medical Center in Auburn 315-253-8477
 - o Family Health Network in Moravia 315-497-9066
 - o Port Byron Community Health Care Center in Port Byron 315-531-9102
- Cayuga County Urgent Care Centers including:
 - FingerLakes Medical Urgent Care Center 303 Grant Ave. Auburn, NY 315-258-7100
 - Urgent Care of Auburn 37 West Garden St., Suite 105 Auburn, NY 315-252-0000
 - WellNow Urgent Care Center 271 Grant Ave. Auburn, NY 315-704-6097
- Out of county testing sites:
 - Upstate University Health System Syracuse 315-464-2582

Syracuse Community Health Center 819 South Salina St., Syracuse Monday-Friday, 9am-5pm and Saturdays 9am-1pm. No appointment necessary

Cayuga Medical Associates Ithaca, NY Appointment and Registration: cayugahealth.org/ Or call 607-319-5708. Appointment is required and testing criteria must be met

Call the NYS Department of Health hotline number for additional sites: 1-888-364-3065

Contact Tracing

The Responsible Parties at any school district/ BOCES will immediately notify the Cayuga County Health Department (CHHD) upon being informed of any positive COVID-19 test result by an individual in school facilities or on school grounds, including employees, students, and visitors. The CCHD will verify the person has tested positive.

The Cayuga County Health Department will lead the COVID-19 contact tracing effort partnering with the Responsible Parties at any school district/BOCES to provide names, addresses, phone numbers of pertinent people. Additionally, the Responsible Parties at any school district/BOCES will be required to provide attendance records, contact information and other supportive information as requested to the health department.

If there is a confirmed case of COVID-19 in school, the Responsible Parties at any school district/ BOCES may choose to temporarily move instruction to a remote format until all contacts can be identified, notified and placed in quarantine.

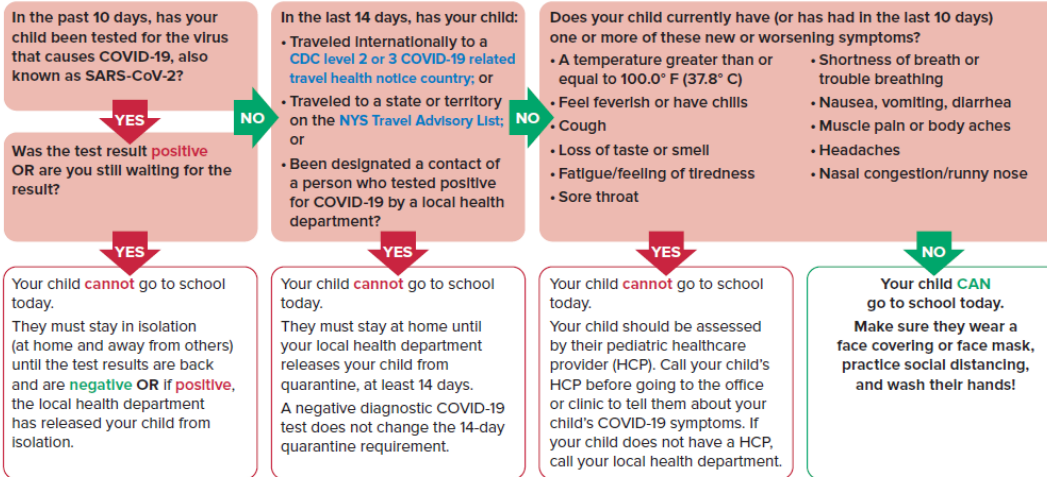
The CCHD will notify the Responsible Parties at any school district/ BOCES of any positive or quarantined employees or students.

Scenarios

Refer to the New York State Department of Health COVID-19 Pre-K to Gr 12 COVID-19 Toolkit dated September 2020 for more symptom information. https://coronavirus.health.ny.gov/system/files/documents/2020/10/prek-gr12_toolkit.pdf

NYSDOH COVID-19 In-Person Decision Making Flowchart for Student Attendance

Can My Child Go To School Today?

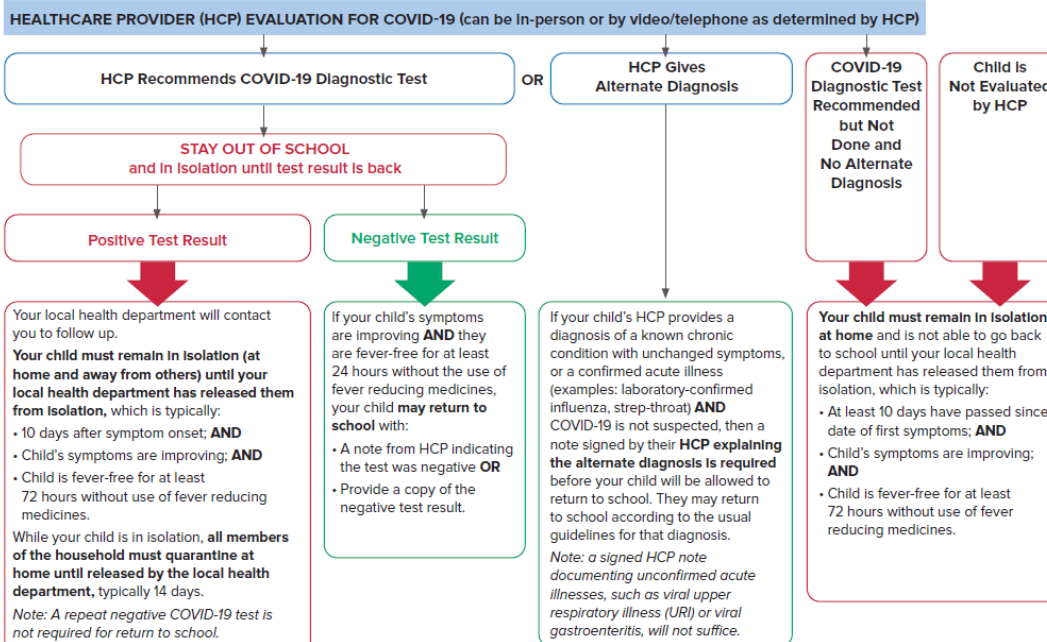


Report absences, symptoms, and positive COVID-19 test results to your child's school.

SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:

- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

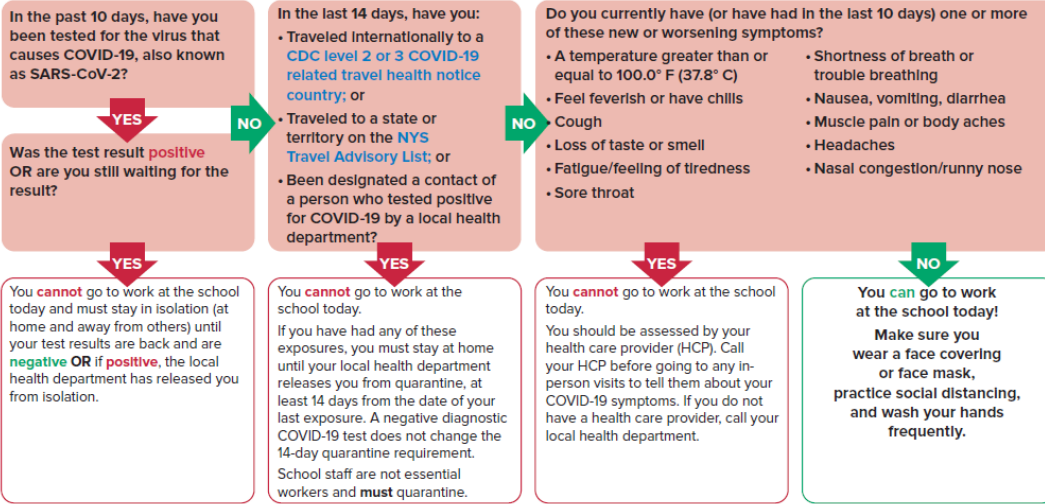
My child has COVID-19 symptoms. When can they go back to school?



COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work

Can I Go to Work at the School Today?



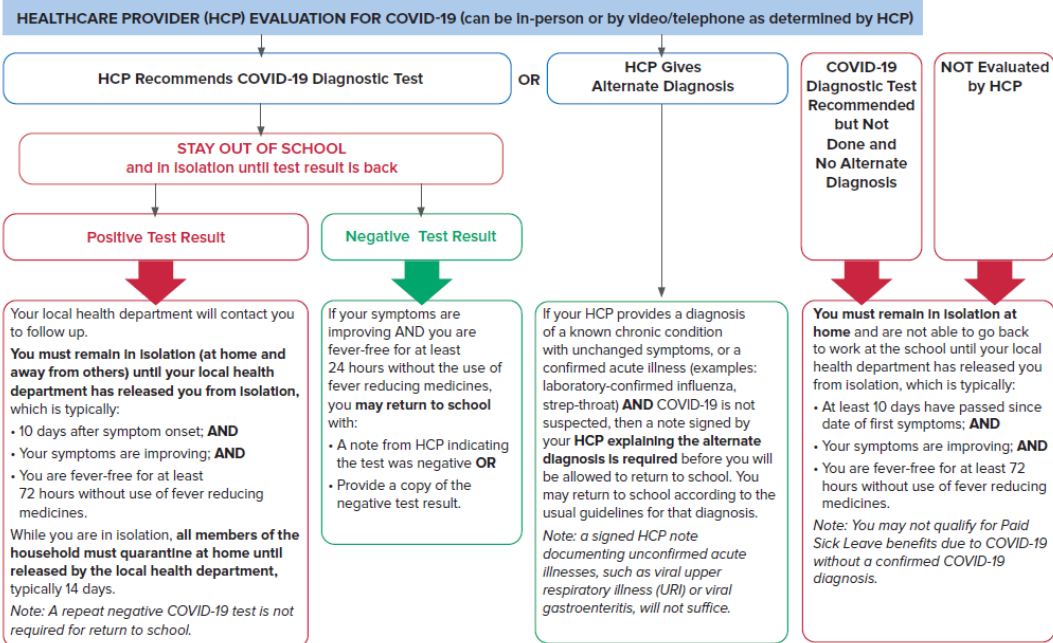
Report absences, symptoms, and positive COVID-19 test results to your school.

SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- Trouble breathing or are breathing very quickly
- Are too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, irritability, or confusion

September 2020 | B-1

I have COVID-19 symptoms. When can I go back to work at the school?

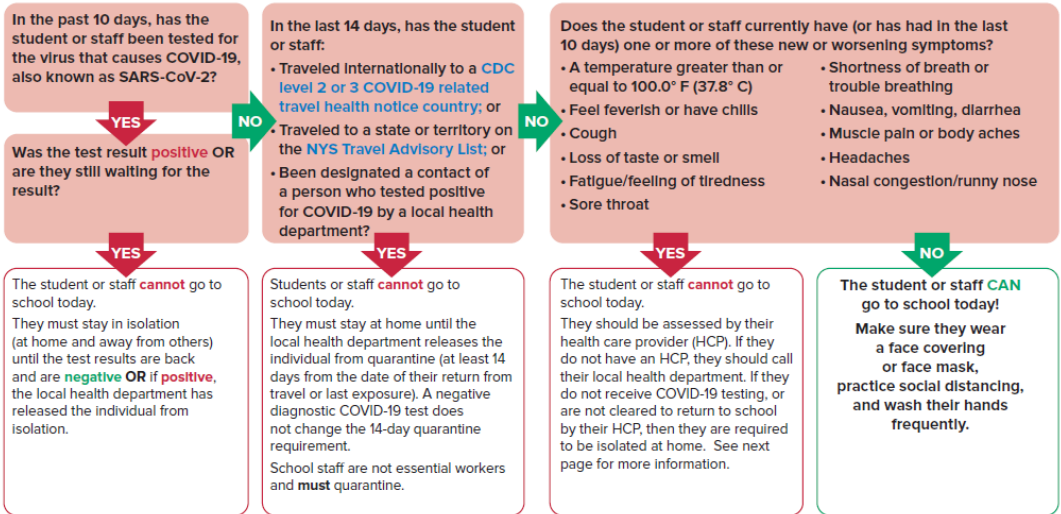


COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

September 2020 | B-2

NYS DOH COVID-19 Guide for School Administrators and Schools Nurses

COVID-19 Screening Flowsheet for Students and Staff

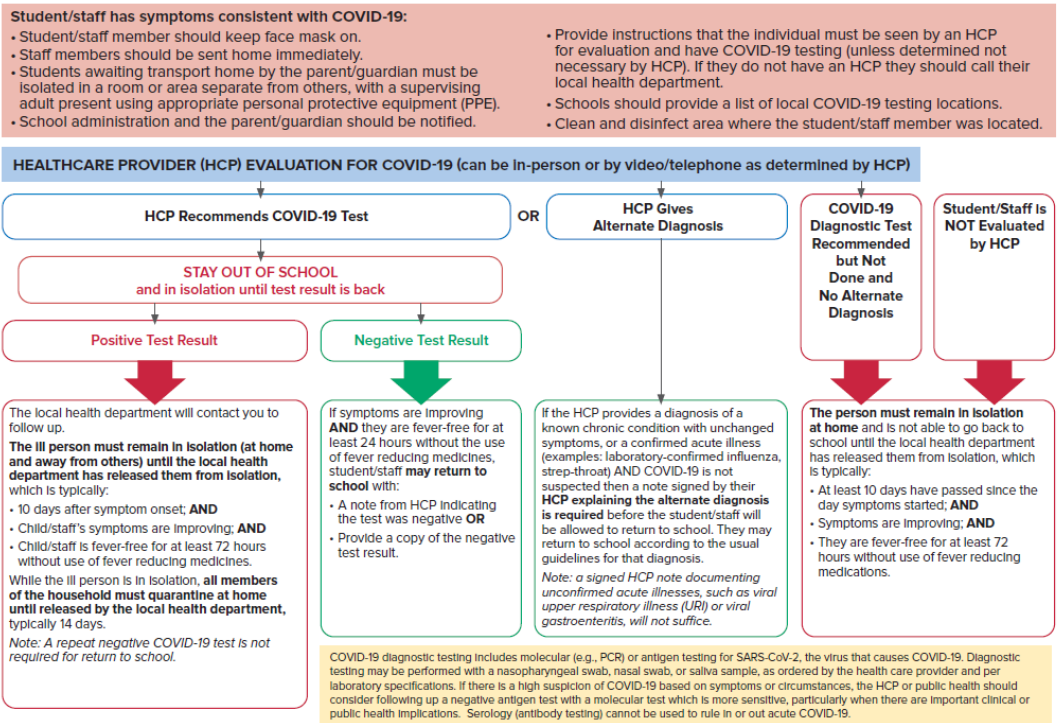


Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

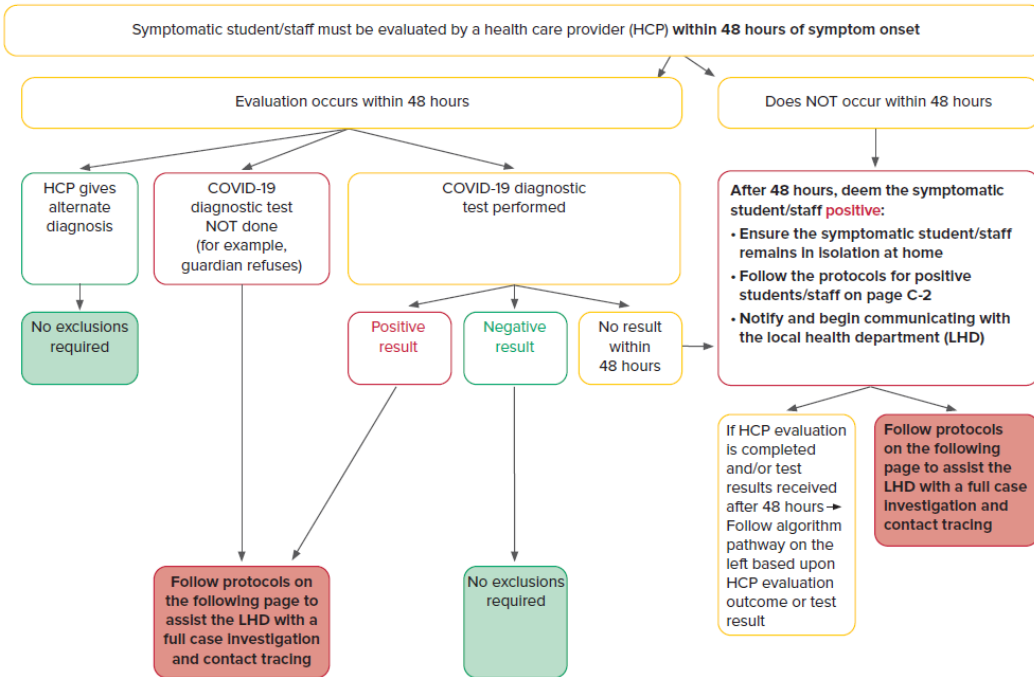
CALL 911 IF A STUDENT OR STAFF HAS:

- Trouble breathing or is breathing very quickly
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Lethargy, irritability, or confusion

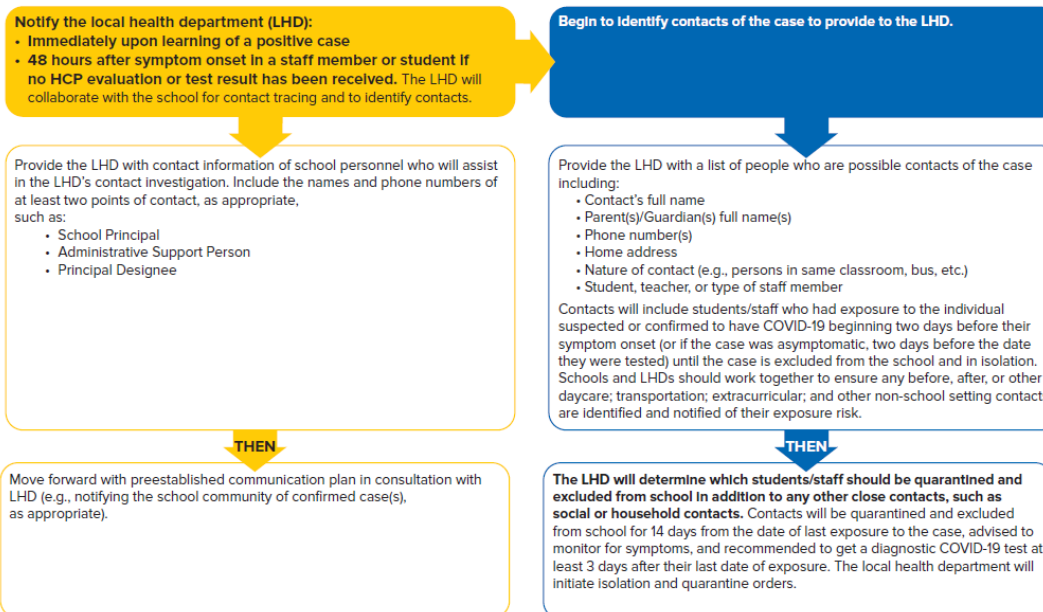
COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms



COVID-19 exclusion protocol for contacts of symptomatic students and staff



COVID-19 School and Local Health Department Coordination for Contact Tracing



When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school. The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

Essential Employee Worksheets

In the event of a government ordered shutdown similar, to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below for your department utilizing the following guide:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Superintendent	Superintendent of Schools	Chief Executive Officer of School District	8:00 am - ??	Sign in sheet located in central office
Assistant Superintendent	Assistant Superintendent of School	Chief Financial Officer of School District	8:00 am - ??	Sign in sheet located in central office
Secretary to the Superintendent	District Clerk	Manages confidential personnel records that cannot be completed remotely	8:00 am – 4:30 pm	Sign in sheet located in central office
District Treasurer	School District Treasurer	Completes daily accounting tasks for school district finances	8:00 am – 4:30 pm	Sign in sheet located in central office.
Head Building Maintenance	Director of District Facilities	Oversees facilities and maintenance	7:00 am – 3:30 pm	TimeClock Plus System
Cleaners	Cleaners of Facilities	Keeping buildings clean and sanitized must be completed and can only be on site	7:00- am 3:30 pm Or 3:00 pm – 11:30 pm	TimeClock Plus System
Custodians	Cleaning and maintenance of facilities	Keeping the buildings clean and operating must be completed and can only be done onsite.	7:00 am – 3:30 pm Or 3:00 pm – 11:30 pm	TimeClock Plus System
Maintenance Mechanic	Primary mechanic	Only position in district-facilitate work on primary operations	7:00am-3:30 pm	TimeClock Plus System
Cook Manager	Oversees ordering and distribution of meals	Food program must be run on site.	6:00 am – 2:30 pm	Sign in sheet located in MSHS kitchen
Cook	Oversees preparation of all district meals	Food program must be run on site.	6:00 am – 2:30 pm	Sign in sheet located in MSHS kitchen
Food Service Workers	Complete preparation and delivery of meals	Food program must be run on site	6:00 am – 2:30 pm	Sign in sheet located in MSHS kitchen
Transportation Supervisor	Oversees all aspects of district transportation services	Transportation resources need to maintain a ready status and be prepared for delivering materials to students.	7:00 am – 3:30 pm	Sign in sheet located in Bus Garage
Bus Garage Mechanic	Completes repair work on district owned assets	Repair work must be completed on site at bus garage.	7:00 am – 3:30 pm	Sign in sheet located in Bus Garage
Bus Drivers	Complete all bus runs	Bus driving can only be completed on site. Cross	6:30 am – 3:00 pm	Sign in sheet located in Bus Garage

