

# Fillmore Central School Districtwide School Safety Plan

2022-23

## Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the District with local and county resources in the event of such incidents or emergencies.

The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at-risk of a wide variety of acts of violence, natural and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools. The Fillmore Central School District supports the SAVE Legislation, and intends to engage in a planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## General Considerations and Planning Guidelines Purpose

The Fillmore Central District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Fillmore Central School District Board of Education, the Superintendent of the Fillmore Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

## Identification of School Teams

The Board of Education of Fillmore Central School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The group is comprised of the District Safety Team members. The members of the district safety team and their positions or affiliations are as follows:

- Michael Dodge, Superintendent, District Chief School Security Safety Officer
- Matt Hopkins, School Board Member
- Eric Talbot, 7-12 Principal
- Chelsey Aylor, PreK-6 Principal
- Joe Butler, Business Manager
- Krista Lonergan, Director of Special Education
- Matt Beardsley, Head of Maintenance
- Fred Reed, Head Custodian
- Chad Potter, Transportation Director

- Jen Austin, Teacher
- Leon Mast, Teacher
- Mike Witkowski, Teacher
- Kyle Pomeroy, State Trooper
- Stacy Parmenter, School Nurse
- Jared Parmenter, Fire Chief, Parent
- **Karen Skipper, School Security Officer**

### **Concept of Operations**

- The Fillmore Central School District is comprised of a single Pre-K-12 building. Therefore, there is a direct link between the District and Building safety plans. Protocols reflected in the District-wide school Safety Plan have guided the development and implementation of the Building-level Emergency Response Plan.
- The plan is developed in conjunction with the district safety team, which includes administration, the school nurse, parents, teachers, a board member, our School Resource Officer, and local law enforcement members. The district posts its safety plan to the district website and holds a hearing annually to provide an opportunity for public feedback and input.
- The Fillmore Central School District and Building Safety teams worked with the BOCES Safety, Energy and Facility Services Office to revise the District's current Emergency Management Plan to address the necessary areas to fulfill the requirements of the SAVE legislation. The District/Building Safety team used information from the comprehensive school report card, BEDS data, and Safe and Drug Free School and Community Program to make informed decisions around violence in the District. Information that was analyzed was incidents of violence, suspensions, drug and tobacco use, as well as, other discipline referrals.
- In the event of an emergency or violent incident, the School Emergency Response Team will conduct the initial response to all emergencies at Fillmore Central School. Upon the activation of the School Emergency Response Team, the District will be notified by the Principal who will contact the Superintendent of Schools.
- Fillmore Central School will utilize the services of the New York State Troopers; a station is located in Fillmore, and the Fillmore volunteer fire and ambulance services to ensure the safety of the students in the event of an emergency (see procedural step number one on page 7 to know who is designated to make emergency phone calls). In the event that a child is in need of substance abuse counseling the Safe and Drug Free School Advisory Committee (school psychologist) will contact the Allegany County Department of Health to obtain substance abuse counseling for the student.
- Fillmore Central School also utilizes the services of the Allegany Council on Alcohol and Substance Abuse to promote healthy decision making for our students to reduce violence in our school. The following chart illustrates the goals, objectives, programs and strategies to help students make good decisions about drugs, alcohol, and violence.

## Plan Review and Public Comment

- Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide plan will be adopted by the School Board after at least one public hearing that provides for the participation of school personnel, parents, students, and other interested parties. The plan at Fillmore is available for public review in the Pre-K-6 and 7-12 offices throughout the school year. The Board of Education will adopt the yearly safety plans at the August meeting.
- The plan will be reviewed annually by the Districtwide Safety Team on or before July 1 of each school year. A copy of the Districtwide Safety Plan will be available in the Pre-K-6 and 7-12 office at Fillmore Central School.

## Risk Reduction/Prevention and Intervention

### A. Prevention/Intervention Strategies

#### *Program Initiatives*

The District uses many methods of improving communication among students and between students and staff, and reporting of potentially violent incidents by students, teachers, or other school personnel and visitors to the school including threats by students against themselves, which may include threats of suicide, such as the establishment of:

- Non-Violent conflict resolution training sponsored by the NYS Troopers annually
- Established an anonymous reporting system for school violence and bullying through the Dignity for All Students Act
- **Implementing a district wide police/Peace officer program**
- Hiring an additional counselor and home-school liaison to support our students and families
- Allegany Council on Alcohol and Substance Abuse
- SADD
- Districtwide social emotional learning programs including Second Step
- The faculty, staff, and administration at Fillmore Central School work diligently to create a positive, safe learning environment for students. Before school, between classes and after school District personnel are in the halls to reduce the risk of conflicts and altercations between students. District personnel work hard to get to know the students in the District to create a close atmosphere on the District to minimize incidents of violence.

### *Training, Drills, and Exercises*

- The District will provide online or in-person training annually in school safety procedures for staff and students. The District will conduct 12 emergency training drills annually with 8 occurring in the fall and 4 in the spring. The District will conduct lockdown, shelter-in-place, lockout, hold-in-place, and evacuation drills as required by regulation. The district will use these drills to test parent and community communication procedures and may incorporate law enforcement and other emergency service providers into these drills.
- The Superintendent, Principals, and Emergency Response team and school security officer, will meet to review the effectiveness of a drill to discuss any areas of concern. The drill procedure will be adjusted to meet the recommendations of the safety committee. Any local or county agency involved in the drill will be asked for input regarding the implementation of the drill.
- District hall monitors work in a capacity to minimize incidents of violence between classes and during the lunch period. Hall monitors are positioned in areas where there is limited supervision during periods of transition. Hall monitors are interviewed by the Superintendent and Building Principal and are provided the same non-violent conflict resolution as all other District personnel, including training in de-escalation. The district's School.
- Security Officer will work with law enforcement to complete certain responsibilities.
- Both principals will plan and implement at least one off campus evacuation drill each year. The high school principal will schedule and communicate all fire alarm drills. A brief reflection will occur at the end of each drill.
- Fillmore administration will work cooperatively with local volunteer fire departments and the NYS Police to participate in or make the building and grounds available when it is possible to conduct safety drills.

### *School Vehicle Accident*

- School employee will contact 911 first and then the school (dispatch, bus garage or main building) if it is possible.
- Administration will report to the scene of the accident as soon as possible.
- Administration will assist fire and police agencies to respond as needed.
- One administrator will serve as the person in charge at the scene of the incident.
- Students riding in the vehicle will be checked by EMT's to determine if they can be cleared or if they need further medical assistance. Every student and employee needs to be checked out by an EMT prior to leaving the scene of the accident.
- All parents will be contacted when possible.
- Students will need to be signed out by parents only if and when they are cleared by EMT's

### *Implementation of School Security*

- The district uses a single point of entry during hours of operation. All visitors must sign in and receive a photo name badge. Visitors must have an appointment with an employee. All entrances are monitored by cameras as well as by our School Security Officer. All District personnel are trained to ask non-employee if they can help them and indicate that they need a visitor pass to be walking in the school building. If a visitor does not comply with this request the Building Principal will be contacted to address the visitor.
- Before school, between classes, and after school, district personnel are in the halls to reduce the risk of conflicts and altercations between students. District personnel work hard to get to know the students in the District to create a close atmosphere to minimize incidents of violence.

### *Vital Educational Agency Information*

- The district uses a districtwide student database to maintain accurate records for student and staff population. Transportation staff are included in all safety drills involving changes to arrival or dismissal of students. The district produces a yearly directory with contact information for key officials.

Building(s)	1 Pre-K-12 school building
School Population	720
Number of Staff	Approximately 130 employees
<u>Key District Personnel</u>	
District	Michael Dodge, Superintendent 567-2251 (w)
PreK-6 Principal	Chelsey Aylor, 567-4432 (w)
7-12 Principal	Eric Talbot, 567-2289 (w)
Guidance Office	Stephanie Cook, 567-2270 (w)

### *Early Detection of Potentially Violent Behaviors*

- Fillmore Central School is a small, rural Pre-K-12 school; as a result, teachers and administrators know all of the students in the building. Potentially violent behaviors are detected through frequent communication among students, teachers, the guidance counselor, administrators, and central office staff. The following protocol is followed in the event of a potentially violent behavior:

- Students/teachers/administrators notify the guidance counselor and/or school psychologist of potentially dangerous behavior(s).
- Guidance counselor and/or school psychologist meet with the student to discuss the issue.
- Guidance counselor and/or school psychologist call the parent/guardian to discuss the issue.
- Guidance counselor and/or school psychologist meet with the Superintendent and/or Principal to discuss the issue.
- An implementation plan is developed with the student, parent/guardian, administrator, and guidance counselor and/or school psychologist to help the student and reduce the risk of a dangerous/violent behavior.
- The School Security Officer will work with staff and students on a see something/say something situation where safety issues might be identified and diffused.

### *Hazard Identification*

The following is a list of potentially hazardous sites for the Fillmore Central School District:

- Pre-K-12 school building (example chemistry lab)
- Playground area
- Athletic fields (baseball, track, and tennis fields are off campus)
- Buses (off campus)
- Bus garage (off campus)
- Off-site field trips conducted by the school (off campus)

### **Response**

The chart below will serve as the response to emergencies in the following areas:

#### *Notification and Activation (Internal and External Communications)*

- The New York State Troopers (located in Fillmore) will be contacted in the following instances (other events may necessitate calling law enforcement):
  1. Physical harm to a student or faculty member
  2. Bomb threat

3. Drugs on school property
4. Weapons on school property
5. Kidnapping
6. Hostage
7. Intrusion

The Building Principal or Superintendent will contact Law enforcement agencies.

- Fillmore Central School is a single Pre-K-12 building. In the event of an emergency District personnel will be informed of the emergency and proper protocol to follow via:
  - Telephone
  - Intercom
  - E-mail
  - School Messenger

The Building Principal will initiate the appropriate response and tell all building occupants to take the appropriate protective action.

- In the event of an emergency involving students or school employees the Building Principal or his/her designee will serve as Incident Commander. The School Incident Commander may be replaced by a member of a local emergency response agency.

After relinquishing command, the Building Principal or his/her designee may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.

The school will establish a chain of command to ensure continuity of operations.

- In the event of a violent incident or early dismissal parents and guardians will be contacted through the PreK-6 or 7-12 office and health office using the information provided on the emergency information card for each student. The Superintendent will also notify designated radio stations and/or School Messenger.

**The response to any emergency shall include the following procedures:**

Action	Purpose	Person(s) Responsible
1. Call 911 (if necessary) 2. Call Principal 3. Call Security officer	Notification of fire/ ambulance personnel; notification of police	<ul style="list-style-type: none"> <li>• K-6 Office</li> <li>• 7-12 Office</li> <li>• Guidance Office</li> <li>• Business Office</li> <li>• Health Office</li> </ul>
3. Contact Superintendent	Notify District of building level incident	<ul style="list-style-type: none"> <li><input type="checkbox"/> Principals</li> <li><input type="checkbox"/> School Security Officer</li> </ul>
4. Notify CPR/first aid certified persons in school building of medical emergencies if any; if the nurse is not available contact the 7-12 office	Provide immediate medical treatment when necessary	<ul style="list-style-type: none"> <li>• K-6 Office</li> <li>• 7-12 Office</li> <li>• Guidance Office</li> <li>• Business Office</li> <li>• Health Office</li> <li>• Classroom Teacher</li> <li>• Supervising Personnel</li> </ul>
5. Seal off high risk area 6. Take charge of area until incident is contained or received by Principal	Protect students	<ul style="list-style-type: none"> <li>• Principals</li> <li>• (Adults near the situation will contain the area until the arrival of the principal)</li> </ul>
7. Assemble School Emergency Response Team	Implement emergency protocol	<ul style="list-style-type: none"> <li><input type="checkbox"/> Superintendent</li> <li><input type="checkbox"/> Principals</li> <li><input type="checkbox"/> School Security Office</li> </ul>
8. Preserve evidence; keep detailed notes	Provide accurate information to law enforcement and/or emergency personnel upon arrival (when necessary)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Principals</li> <li><input type="checkbox"/> School Emergency Response Team</li> <li><input type="checkbox"/> Classroom teacher</li> <li><input type="checkbox"/> Supervising adults</li> </ul>
9. Refer media to superintendent (567-2251)	Accurate release of information	<ul style="list-style-type: none"> <li><input type="checkbox"/> School Offices</li> </ul>
10. In the event of an emergency closing, contact parents/guardians	Safe release of students	<ul style="list-style-type: none"> <li><input type="checkbox"/> PreK-6 office and 7-12 office will contact parents using information on student emergency cards and/or School Messenger</li> <li><input type="checkbox"/> Classroom teachers and health office will assist</li> </ul>



## **Responses to Acts of Violence: Implied or Direct Threats**

- Use of staff to diffuse the situation
- Inform Building Principal of implied or direct threat
- Determine level of threat with Superintendent/Designee
- Contact appropriate law enforcement agency, if needed
- Monitor situation, adjust response as appropriate, include the possible use of the Emergency Response Team

## **Acts of Violence**

- Determine level of threat with Superintendent/Designee
- If the situation warrants, isolate the area and evacuate if appropriate
- Inform Building Principal/Superintendent
- If needed, initiate proper emergency response and contact appropriate law enforcement agency
- Monitor situation and adjust if needed

## **Recovery**

### **District Support for Buildings**

- Fillmore Central School is a single building District. The District post-incident response team will work with students and teachers to provide support after an incidence of violence. The Superintendent or Building Principal will assemble the post-incident response team and work as a team to develop the appropriate support to be provided to the District. Appropriate incident response may require assistance from the Allegany County Department of Health to provide disaster mental health services.
- The Superintendent, Building Principals, and post-incident response team will re-evaluate the District protocol for emergency response after an emergency situation.

## **Public Health Emergency Plan**

### **Purpose, Scope, Situation Overview, and Assumptions**

#### *Purpose*

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions,

facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### *Scope*

This plan was developed exclusively for and is applicable to Fillmore CSD. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

### *Situation Overview*

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

### *Planning Assumptions*

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

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

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), nonprofit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job

Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

#### Concept of Operations

The Superintendent of Fillmore CSD, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent.

Upon the determination of implementing this plan, all employees and contractors of Fillmore CSD shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The FFA, CSEA and Administrative Unit will be notified of pertinent operational changes by way of email. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Fillmore CSD, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of Fillmore CSD, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

#### Mission Essential Functions

When confronting events that disrupt normal operations, Fillmore CSD is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Fillmore CSD

The Fillmore CSD has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

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

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for Fillmore CSD have been identified as:

Essential Function	Description	Priority
Food Services	Provides breakfast and lunch to all students in our district.	1
Custodial/Maintenance	Deep cleans and sanitizes each area of the building used on a daily basis.	2
Information Technology	Provides all hardware and software for the school. Maintains the school's network and phone system. Completes any necessary repairs to devices for students, staff and teachers.	3
Administration	Oversees the process and regularly communicate with students, families, staff and teachers.	4

Mental Health Services	Provides mental health and counseling services on-demand and can meet in an emergency basis if needed if proper safety protocols are followed.	5
Transportation	Transports meals, devices, and other resources from the school to students and families.	6
Office Staff	Answers phones, mails out information from the district, and works with the administration to perform the daily tasks of the school.	7
Support Staff	Assists in meal and work delivery.	8

### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Food Services	<ul style="list-style-type: none"> <li>Cafeteria Manager</li> <li>Food Preparation Helpers</li> </ul>	<p>The Cafeteria Manager plans the meals for the district and orders all needed supplies.</p> <p>The Food Preparation Helpers prepare and package the meals for students.</p>
Custodial/Maintenance	<ul style="list-style-type: none"> <li>Senior Maintenance Mechanic</li> <li>Lead Custodian</li> <li>Custodial Staff</li> </ul>	<p>The Senior Maintenance Mechanic oversees all maintenance at the school and coordinates a schedule form the custodial staff.</p> <p>The Lead Custodian carries out the schedule created and orders all needed supplies for the district.</p> <p>The Custodial Staff cleans and sanitizes the building.</p>
Information Technology	<ul style="list-style-type: none"> <li>Tech Director</li> <li>IT Specialist</li> </ul>	<p>The Tech Director establishes all priorities for IT tasks, organizes staff, and assists with technical support. The IT Specialist completes all tech repair and provides remote assistance to families at home.</p>
Administration	<ul style="list-style-type: none"> <li>Superintendent</li> <li>Principals</li> <li>Business Manager</li> </ul>	<p>The Superintendent leads the district and oversees the implementation of the Emergency Plan.</p> <p>The Principals carry out the Emergency Plan and report to the Superintendent.</p>
		<p>The Business Manager oversees the finances of the district and oversees the ordering of all needed resources.</p>

Mental Health Service	<input type="checkbox"/> Social Worker <input type="checkbox"/> Counselor	<p>The Social Worker is the home-school liaison and works with families when needed. Crisis visits are also available upon request.</p> <p>The Counselor is available to provide on-demand sessions and respond to emergency situations.</p>
Transportation	<input type="checkbox"/> Transportation Director <input type="checkbox"/> Mechanic <input type="checkbox"/> Drivers	<p>The Transportation Director creates any schedules and oversees the maintenance of the buses.</p> <p>The Mechanic is the lead on any repairs that need to be completed.</p> <p>The Drivers transport anything that needs to be delivered from the district.</p>
Office Staff	<input type="checkbox"/> Secretaries <input type="checkbox"/> Payroll Officer	<p>The Secretaries answer the phones and provide information to the staff that needs it. They also send out any needed communication.</p> <p>The Payroll Officer makes sure staff is paid regularly.</p>
Support Staff	<input type="checkbox"/> Aides and Monitors	<p>The Aides and Monitors are on call to assist with any deliveries.</p>

Reducing Risk through Remote Work and Staggered Shifts Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

All staff not on the chart above will work remotely. Teachers will be allowed in the building to work only if allowed by the Department of Health. All teachers have laptops to work remotely. Hotspots throughout the community will be provided for those without internet. Informational Technology will forward any calls to staff that are not in the building. Protective barriers will be installed for all office staff that works in-person.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Fillmore CSD will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

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

Office staff will be assigned different days to work so that they avoid contact with others. Cleaning and cafeteria staff will work staggered shifts so that they avoid contact with other essential employees. Each supervisor will keep track of schedules within their department and share them with administration weekly. Every attempt will be made to have as few people in the building as possible during each shift.

### Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

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

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location: The school district will provide essential employees with an acceptable face covering at no-cost to the employee and have an adequate supply in case of replacement.
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation

- b. Employees and contractors must have immediate access to PPE in the event of an emergency
- c. The supply of PPE must be monitored to ensure integrity and to track usage rates

***The Fillmore CSD Business Manager will work with our essential employees to identify the amount of PPE we need to order and have on hand. The Business Manager will work with vendors to procure the appropriate amount of PPE. Our custodial staff will provide locations to store the PPE upon arrival and notify the Business Manager when PPE needs to be reordered.***

#### Staff Exposures, Cleaning, and Disinfection

##### Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  - 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. The appropriate building principal of where an employee works 50% or more of their day, must be notified immediately of a positive test or a mandated quarantine as the building principal is responsible for ensuring protocols are followed.
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  - 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
    - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
    - d. If at any time they exhibit symptoms, refer to item B below.



- e. The appropriate building principal of where an employee works 50% or more of their day, must be notified immediately of a positive test or a mandated quarantine as the building principal is responsible for ensuring protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. Fillmore CSD will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
  5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  6. The appropriate building principal of where an employee works 50% or more of their day, must be notified immediately of a positive test or a mandated quarantine as the building principal is responsible for ensuring protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
  1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  3. Identification of potential employee and contractor exposures will be conducted

- a. If an employee or contractor is confirmed to have the disease in question, the building principal or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by law.
  - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. The appropriate building principal of where an employee works 50% or more of their day, must be notified immediately of a positive test or a mandated quarantine as the building principal is responsible for ensuring protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed. If contacted by NYS contact tracers, please follow all of the directions given to you.

#### Cleaning and Disinfecting

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

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
  - b. The Head Custodian will create a schedule and assign staff to clean the common/high traffic areas.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

#### Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Fillmore CSD is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of Fillmore CSD will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state,

or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, Fillmore CSD will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, Fillmore CSD will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Fillmore CSD, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

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

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Fillmore CSD, and as such are not provided with paid leave time by Fillmore CSD, unless required by law.

#### Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include onsite work, off-site visits. This information may be used by Fillmore CSD to support contact tracing within the organization and may be shared with local public health officials.

All essential employees will complete the Frontline app to track their health upon arrival. Each supervisor will keep a daily log of which employees are on-site and save if needed by the COVID-19 Coordinator.

#### Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of Fillmore CSD's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Fillmore CSD will coordinate with the Allegany County Department of Health to help identify and arrange for these housing needs. The COVID-19 Coordinator will be the liaison between the Fillmore CSD Superintendent and outside agencies.

