

EVCS 2020-21 District Safety Plan Pandemic Addendum

In the event that the governor declares a public health emergency involving communicable disease, the following steps will be taken by school administration:

- Hold a Safety Team meeting for emergency preparedness
- Execute on building cleaning, sanitizing and any shutdown procedures including communicating to all staff what level of building access they will have during closure
- Create checklist for HR to use in the event that an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, and/or tests positive for the disease to prevent the spread or contraction in the workplace
- Send notification to any furloughed employees
- Work with food vendor (Buffalo Public Schools) to plan meal distribution and notify families of Breakfast and Lunch meal pick up times and locations
- Communicate to families about ongoing services for students with disabilities and all other instructional requirements
- Create chromebook and school supply distribution plan for students to engage in remote instruction
- Create student medication distribution plan for students w/medications at school
- Send initial communication to families and staff outlining transition to remote learning (including chromebook loan plan, school supply distribution & family technology survey), school sanitization procedures & hygiene recommendations
- Create EVCS IT Resource Guides to provide IT support for distance learning
- Plan and hold technology & medication distribution at each campus, ensuring social distancing and any other Federal & State guidelines related to the communicable disease
- Launch Google Classrooms and any other remote learning supports

❖ *The following is a **list and description of positions and titles considered essential** in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. Note that per NYS Department of Health COVID-19 toolkit guidance, school staff are not essential workers.*

Essential Staff Titles	Description/Justification
<ul style="list-style-type: none"> ➤ Building Principal - Hertel ➤ Building Principal - Days Park ➤ Director of Instruction & Curriculum ➤ Director of Operations ➤ Assistant Principal - Hertel ➤ Assistant Principal - Days Park 	The positions are EVCS district leadership who are essential in decision-making and ensuring day to day operations of the schools and district.
<ul style="list-style-type: none"> ➤ Facilities Manager - Hertel ➤ Facilities Manager - Days Park ➤ Evening Custodial Staff Members 	These positions are responsible for maintaining safety, cleaning and sanitizing of both EVCS school buildings on a daily basis.
<ul style="list-style-type: none"> ➤ IT Support Staff 	These positions, which may be out-sourced to vendors, will be essential in ensuring remote instruction operations.

- ❖ ***The following is a specific description of protocols EVCS will follow in order to enable all nonessential employees and contractors to telecommute:***
 - All staff have been assigned laptops or chromebooks to access instructional duties and other work duties. Cloud-storage systems have been implemented to make this transition seamless and all files accessible from any location. IT support is available via email, phone or remote screen control for staff and students. The Zultys phone app will be used by staff to access phone extensions and voicemail.
 - In the case of necessary closure of in-person school, all instruction will be moved to online delivery. All students have the option to request a device to use at home to access both synchronous and asynchronous instruction.
 - Operations staff will oversee distribution of technology, food, and supplies to students and staff, as needed. EVCS is approved to be a food 'Grab & Go' food site.
 - Policies and procedures are in place from earlier school closures. Site Safety Managers have been identified along with Reopening Task Force members who will determine ability for school to reopen, following New York State guidelines.

- ❖ ***The following is a description of how the employer will stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.***
 - Custodial staff will continue to clean & sanitize buildings regularly. Custodial staff shifts are staggered at all times and these shifts would continue through the event of school closure. Lunch times and breaks will be taken separately by each essential employee. Capacity will be listed on each room door to discourage gathering at worksites.

- ❖ ***The following protocols will be implemented to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs. A plan for storage of equipment and access to equipment must be included.***
 - PPE will be purchased initially in large quantities, calculated to supply each essential employee and contractor on-site 2 disposable sets of PPE per shift. Inventory will be monitored weekly for re-ordering. PPE counts will be assessed so that ordering will occur with enough time to arrive before inventory is exhausted. All PPE will be accessible in the staff lounge and/or in the main office at each campus and communicated to all essential employees.
 - In accordance to Federal & State guidance regarding face coverings, we will communicate and enforce expectations for the wearing of face coverings such as: all individuals in our school facilities and on school grounds will be expected to wear face coverings if another person unexpectedly cannot socially distance; and for this reason, individuals must wear face coverings in all common areas. Face coverings will be required at all times, except for meals.
 - The School will provide training to students, faculty, staff and families on how to adequately put on, take off, clean (as applicable), and discard PPE, including but not limited to, appropriate face coverings.

- ❖ ***Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace.***
 - EVCS will follow a checklist to ensure that all steps are taken according to the particular situation. The Department of Health will be contacted for proper contact tracing.

- Each staff member must complete a health affidavit prior to coming on site which reminds staff not to arrive on campus if they display any known symptoms. Any staff with symptoms or with a known exposure is instructed to contact their supervisor and HR immediately and will be immediately sent home.
 - Any necessary visitors to the building will also complete a health affidavit, including contact information, which can be used for contact tracing in the event that it is needed.
 - EVCS will follow any federal and state guidelines for appropriate leave options for testing, treatment, isolation or quarantine. EVCS' sick leave policy is available for all staff at any time and Human Resources will be prepared to work with each individual employee to respond to specific needs and questions.
 - The building(s) will be sanitized following any staff who has been exposed to the disease or tests positive by properly trained custodial staff. Custodial staff will use sanitizing products and electrostatic sprayers on all surfaces to ensure they are completely sanitized.
 - EVCS will work with the Department of Health to notify any staff members who have been exposed to an employee who tests positive and will follow individual guidance.
- ❖ ***Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors.*** *The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.*
- All employees will be clocking in and out using EVCS' time management system. Any staff that will be on-site must complete a health affidavit during any pandemic to attest that they are not showing known signs or symptoms of the present disease prior to working on-site in the buildings. Contractors will be required to complete a health affidavit including providing contact information and the locations they have visited throughout the buildings for tracking purposes. If an individual has been exposed to or has a positive test showing they have contracted the current disease, they will be required to work directly with the HR manager to share the locations that they have been in the building and any other employees they have had contact with. The HR Manager will then follow up to activate a sanitizing process and work with the Department of Health to alert any other parties necessary.
- ❖ ***Protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.***
- Emergency Housing will not be an applicable need for any EVCS employees given a novel disease outbreak. If there are specific needs of essential staff members, they will work directly with the HR Manager to assess needs and provide solutions.