

East Rochester Union Free School District



District Level Safety Plan

School Year: 2022 – 2023

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Introduction

This District-wide safety plan has been developed to comply with the mandates of the Safe Schools Against Violence in Education Act (“Project SAVE”) and the Regulations of the Commissioner of Education at 8 NYCRR Section 155.17(e)(1). The Board of Education appointed a District-wide School Safety Committee, comprised of representatives of the administrators, faculty, staff, parents, and school safety personnel to develop the plan. It is a general overview of the Building-Level Emergency Response Plan (ERP) which is in place to guide staff and students of the East Rochester Union Free School District (ERUFSD) when responding to an emergency. It also sets forth the required drills to keep staff and students familiar with the standard response procedures.

Building-Level Emergency Response Plans (ERPs) have been developed to comply with Project Save to establish specific emergency response plans for each school building. These Building-Level ERPs provide detailed response procedures for each school within the East Rochester Union Free School District. In contrast to this plan, which is accessible to the public, the Building-Level ERPs are confidential and not subject to disclosure under Article 6 of the Public Officers Law, the Freedom of Information Act, or any other provision of law, in accordance with Education Law, Section 2801-a. Therefore, the Building-Level ERPs provide a confidential means to outline sensitive emergency procedures not included herein. Such plans comply with the requirements of Education Law §2801-a (3) and the Regulations of the Commissioner of Education at 8 NYCRR §155.17(e)(2).

Emergency situations can range from man-made problems such as power outages, fires and bomb threats to natural disasters like blizzards and floods, and may present highly dangerous situations or mere inconveniences. In an emergency situation, ERUFSD priorities are first the protection of life, then preservation of property, and restoration to normal activities. This plan and the Building-Level ERPs describe procedures for a variety of emergencies. Obviously, no plan can cover all possible emergencies. Therefore, District Officials are to use their judgment and discretion in responding to an emergency in a manner consistent with the provisions of this plan and the applicable school Building-Level ERP in a manner that will minimize loss of life, personal injury and property damage.

The Director of Facilities is the individual in charge (Chief Emergency Officer). In the Director’s absence, the responsibility will go to the Superintendent of Schools or other Administrator, as assigned. When the individual-in-charge has been notified that an emergency exists, he will serve as “Incident Commander”, activate the appropriate procedures, direct the emergency response actions and serve as part of a unified command system with emergency responders, as applicable. The Building Principal will assume this role until the Director of Facilities or the Superintendent is notified and arrives on the scene.

Section I-Planning

1. Purpose

As stated in the introduction, the ERUFSD District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the ERUFSD Board of Education, the Superintendent of ERUFSD charged the Board Appointed District-wide School Safety Team with the development and maintenance of the District-wide School Safety Plan.

2. Identification of the District Safety Team

The ERUFSD Board of Education has appointed a District-wide School Safety Team consisting of, but not limited to teachers, administrators, parents, school safety personnel, and other school personnel. The members of the team and their positions or affiliations are included in the chart below.

The District-wide School Safety Team is responsible for the overall development, maintenance, and revision of the Emergency Response Plan (ERP) and for coordinating training and exercising the School ERP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.

District Safety Team

Name	Title	Agency
James Haugh	Superintendent of Schools	ERUFSD
Staci SanSoucie	School Business Administrator	ERUFSD
David Rovitelli	Director of IT & Communications	ERUFSD
Alicia Shippy	Principal 6-12	ERUFSD
Kevin D. Cafalone	MLA Supervisor/ Assistant Principal 6-8	ERUFSD
Marisa Philp	Principal PK-5	ERUFSD
Daniel Friday	Director of Facilities	ERUFSD
John Vicaretti	School Resource Officer	ER POLICE
Katie DeVito	CSEA Rep	ERUFSD
Heather Clement	JR/SR High School Faculty Rep	ERUFSD
Jenalee Herb	School Board Representative	ERUFSD BOE

Pam Larsen	Teacher Assistant	ERUFSD
Julie Colvin	School Nurse	ERUFSD
Mike Romach	Safety Consultant/Community Rep	Community
Mike Brandenburg	Police Chief	ER Police
Matt Dombrowski	Fire Chief	ER Fire
Susan Besio	Teacher/MLA Faculty Rep	ERUFSD
Kristine McCarthy	LPN	ERUFSD
Jennifer Taylor	School Nurse	ERUFSD

“Team ORANGE” is a district-level group of staff members who are available for any assignment. Team Orange members often serve as road guards for the school body during an evacuation to an alternate site, and can plug holes in assignments for supervision, serve as communication runners, etc.

Name	Title
Jesse Werth	Payroll & Benefits Coordinator
Susan Gambacurta	Assistant Treasurer
Michele Griffith	Registrar
Jennifer Flanagan	Personnel Clerk
Patrick Piccioli	Custodian
Bill Ertle	Maintenance Mechanic I
Patrick VanThof	Head Grounds Equipment Operator
Heather Merritt	Accounts Payable Clerk
Cecilia Guzman-Parson	Office Clerk II
Rebecca Buffum	Pupil Services Secretary
Yvonne Benson	Administrative Asst - Curriculum
Jim Vercruyse	Maintenance Mechanic I

3. Operations

The District-wide School Safety Plan is directly linked to the individual Building-Level ERPs for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-Level ERPs.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team, who will also follow processes which are in place to notify the district.

Upon activation of the School Emergency Response Team, the Superintendent of Schools or his designee will be notified and, where appropriate, local emergency officials will also be notified. County and State resources could supplement the districts efforts through existing protocols.

4. Plan Review

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 may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available in the District Office.

Section II-Risk Prevention and Intervention

1. Strategies

The East Rochester Union Free School District has policies and procedures in place for reducing the risk of violence. The district has implemented programs and activities for prevention of violence and training and drills (response to) in the event of a violent incident or other school emergency.

The programs and activities the school district has in place are part of a Multi-Tiered Systems of Support approach including Classroom Lessons and Presentations, Discretionary Counseling, Early Intervention Consults, Social Emotional Counseling and mandated social skills support. Threat of Self-harm or Violence Assessment Guidance Documents have also been created to establish proper procedures in such instances, and appear in the Building-Level ERPs.

Live drills are executed within each building and include: Go-home-early, Lockdown, Lockout, Shelter-in-Place, Hold-in-Place, and Evacuation. These drills are to be conducted in accordance with Section 807 of the Education Law.

In addition to live drills, all employees shall be trained on their roles and responsibilities in an emergency event at the beginning of each school year and periodically throughout the school year. If assigned an ICS role, staff will be trained online through the FEMA Independent Study Program. If assigned a security or hall monitor role, staff will be screened and hired through a committee process and receive annual safety and security training.

2. Early Detection of Potentially Violent Behaviors

Dissemination of informative materials regarding early detection of potentially violent behaviors will be shared as part of the building response to both District-Level and Building-Level Multi-Tiered System of Support (MTSS) meetings. The District will provide programs and staff training in identifying early warning signs, intervention/prevention strategies and development of violence prevention instruction in an on-going manner.

3. Suspicious Individual Protocol

The reporting of any and all activities or individuals which raise suspicion shall be encouraged and sought after. The District will provide readily available processes for reporting such behaviors including but not limited to ease of access to the School Resource Officer, open lines of communication to Building and District Administrators, and a confidential reporting hotline.

4. Hazard Identification

Potential sites of emergency within the District have been identified as; East Rochester K-12 Educational Complex and/or adjacent properties to as well as the East Rochester UFSD Maintenance and Operations building and/or adjacent properties to, inclusive of the building grounds would be athletic fields, playgrounds, parking lots etc.

5. Dignity for All Students Act

The Dignity for All Students Act (DASA) provides all public school students with an environment free from discrimination and harassment and fosters civility in public schools. The Dignity Act states that no student shall be subjected to harassment, discrimination, bullying or cyberbullying by employees or students based on their actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender/gender identity on school property, at a school function or off school property. Students are encouraged to report any violation of the aforementioned instances to school administration. DASA reporting forms can be found in school offices or on the district's website.

Section III-Response

1. Notification and Activation

The appropriate emergency response agency will be contacted in the event of a violent incident/emergency. Local law enforcement and emergency agencies and contact information are listed in each Building-Level ERP. The School Incident Command System is in place to provide effective direction, control and coordination during an incident.

Notification of district personnel in the event of a violent incident/emergency could take place in any of the following forms of communication: Telephone, Email, Public Address system or alternate as appropriate.

Notification of district students will be situational and will take place via Public Address system.

Notification of parents will be via an automated notification system.

2. Situational Responses

The Building-Level ERP is created to best prepare each building for any potential violent incident/emergency. The district uses five emergency response procedures in responding to various situations. The five procedures are: Lockdown, Lockout, Shelter-In-Place, Hold-In-Place, and Evacuation. These procedures are outlined in the Building-Level ERP and could be used in any of the following situations: Threats of Violence, Intruder, Hostage, Bomb Threat, Weather Related, Hazardous Material, Biological, Gas Leak, Epidemic, Kidnapping. Additional functional annexes may provide specific situational responses based on unique building level circumstances or need. Examples for ERUFSD include considerations for accidents on adjacent roads, student situations in our digital environment, and others.

Using the Incident Command System, the Incident Commander would make a decision on which of the district emergency procedure(s) would be used in any given situation. The steps of each procedure are also listed in the Building-Level ERP.

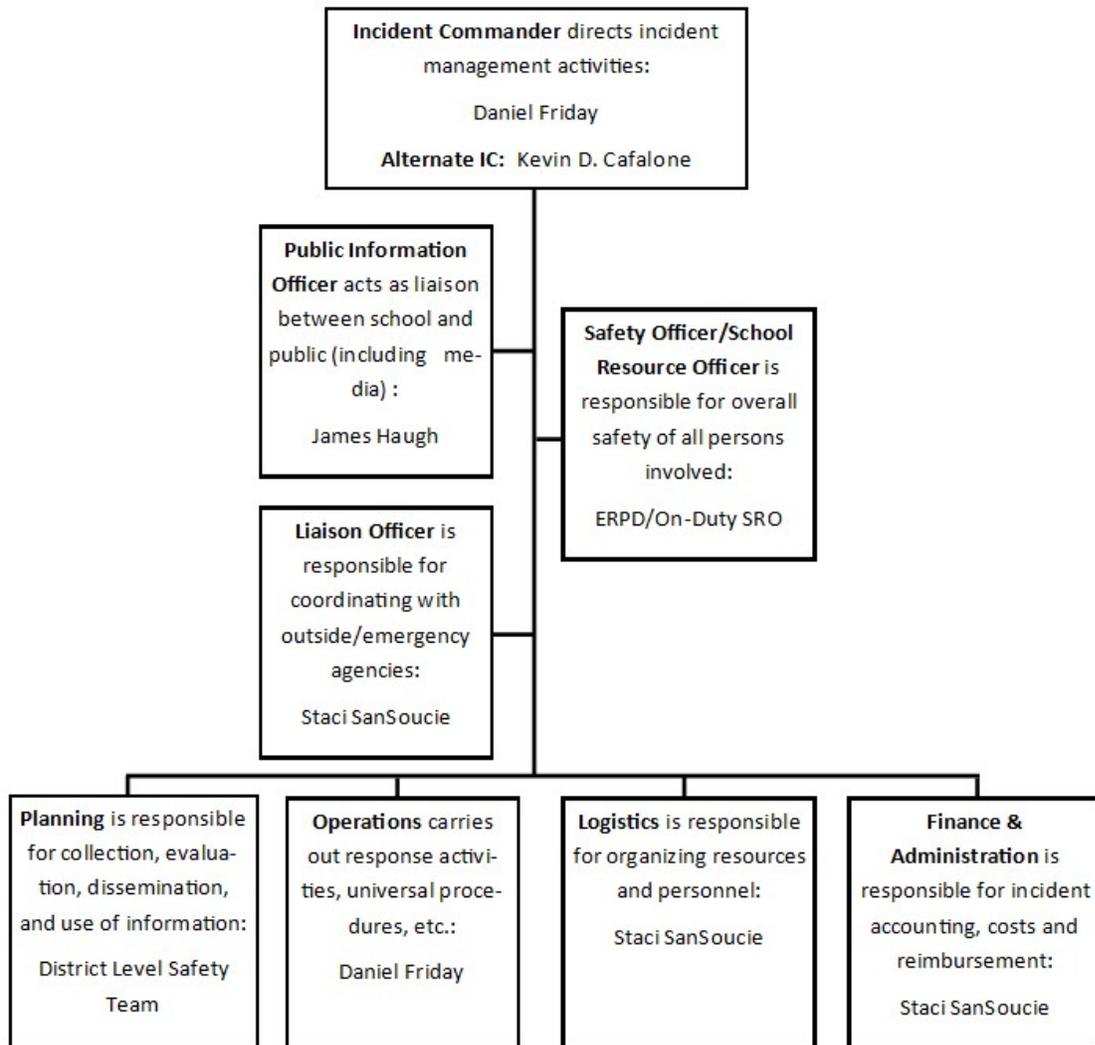
Emergency assistance from the Local Government is a critical part of the Building-Level ERP. Emergency contacts are listed in the Building-Level ERP.

3. Initial Response

School personnel are likely to be the first on the scene of an incident in a school setting. Staff and faculty are expected to respond as appropriate and notify the Principal, or designee until command is transferred to someone more qualified and/or to an emergency response agency with legal authority to assume responsibility (Police, Fire or EMS dependent upon the nature of the incident). Staff will seek guidance and direction from the school district and emergency responders.

Any staff person or faculty in the building that sees or is aware of an emergency shall activate the ERP. Informing agency partners can be done through telephone, radio systems, Public Address system, Emergency Alert Systems and others as appropriate.

4. Command Structure



Section IV-Recovery

1. District Support for Buildings

The district will use its resources to support the Emergency Response Teams and the Post-Incident Response Teams in the affected school(s). Such resources shall include, but not be limited to, personnel, financial resources, community partnerships, and on site medical and other supplies. If school resources prove to be inadequate during an incident, the school will request assistance from local emergency agencies, other agencies and industry in accordance with existing Memoranda of Understanding. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized school district and school officials.

2. Disaster Mental Health Services

The district will assist in the coordination of disaster mental health resources, in support of the Post-Incident Response Teams, in the affected school(s). This would include securing services for both the victim(s) and those responsible for an incident.

The district will evaluate the current plan as a result of post-incident (or drilling) debriefs. Development of additional strategies, such as school safety team training in crisis management and development of post-crisis procedures to restore safe school environments will be continuous.

Building Emergency Response Plan Elements

A-Concept of Operations

Included in the Building-Level ERP is a Concept of Operations section which makes clear that the overall strategy of a School ERP is to: Execute effective and timely decisions and actions that prevent harm, protect lives and property, mitigate damages, restore order and aid recovery. This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their daily routine functions. To the extent possible, the same personnel and material resources used for daily activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required from those routine functions will be redirected to accomplish assigned incident management tasks.

B-Organization and Assignment of Responsibilities

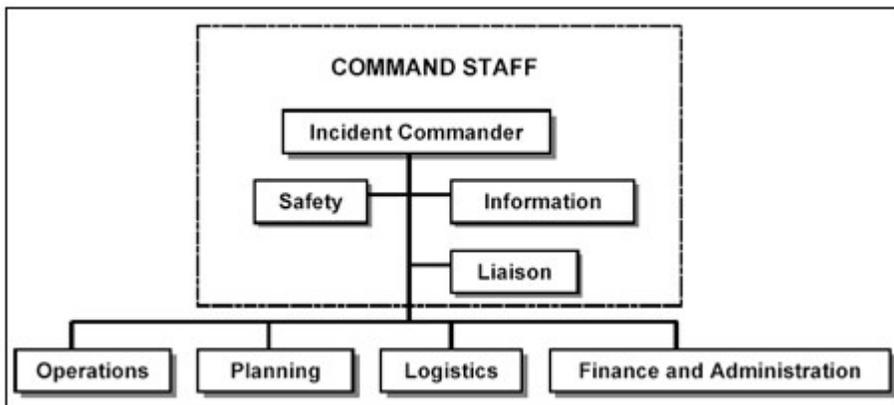
Included in the Building-Level ERP is an Organization and Assignment of Responsibilities section which describes how the Incident Commander is not able to manage all of the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or incident. The Incident Command System (ICS)

uses a team approach to manage incidents. It is difficult to form a team while a crisis or incident is unfolding. Roles are pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

C-Direction, Control, and Coordination

Included in the Building-Level ERP is a Direction, Control and Coordination section which provides for effective direction, control and coordination during an incident, and where the School Emergency Response Plan will be activated through the implementation of the Incident Command System (ICS).

Staff members are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. The School ICS is organized as follows:



Roles of each position:

The **Incident Commander (IC)** or the **Unified Command (UC)** is responsible for all aspects of the response, including developing incident objectives and managing all incident operations.

The IC is faced with many responsibilities when he/she arrives on scene. Unless specifically assigned to another member of the Command or General Staffs, these responsibilities remain with the IC. Some of the more complex responsibilities include:

- Establish immediate priorities especially the safety of responders, other emergency workers, bystanders, and people involved in the incident.
- Stabilize the incident by ensuring life safety and managing resources efficiently and cost effectively.
- Determine incident objectives and strategy to achieve the objectives.
- Establish and monitor incident organization.
- Approve the implementation of the written or oral Incident Action Plan.

- Ensure adequate health and safety measures are in place.

The Command Staff is responsible for public affairs, health and safety, and liaison activities within the incident command structure. The IC/UC remains responsible for these activities or may assign individuals to carry out these responsibilities and report directly to the IC/UC.

- The **Information Officer's** role is to develop and release information about the incident to the news media, incident personnel, and other appropriate agencies and organizations.
- The **Liaison Officer's** role is to serve as the point of contact for assisting and coordinating activities between the IC/UC and various agencies and groups. This may include local government officials, and criminal investigating organizations and investigators arriving on the scene.
- The **Safety Officer's** role is to develop and recommend measures to the IC/UC for assuring personnel health and safety and to assess and/or anticipate hazardous and unsafe situations. The Safety Officer also develops the Site Safety Plan, reviews the Incident Action Plan for safety implications, and provides timely, complete, specific, and accurate assessment of hazards and required controls.

The **General Staff** includes Operations, Planning, Logistics, and Finance/Administrative responsibilities. These responsibilities remain with the IC until they are assigned to another individual. When the Operations, Planning, Logistics or Finance/Administrative responsibilities are established as separate functions under the IC, they are managed by a section chief and can be supported by other functional units.

- The **Operations** Staff is responsible for all operations directly applicable to the primary mission of the response.
- The **Planning** Staff is responsible for collecting, evaluating, and disseminating the tactical information related to the incident, and for preparing and documenting Incident Action Plans (IAP's).
- The **Logistics** Staff is responsible for providing facilities, services, and materials for the incident response.
- The **Finance and Administrative** Staff is responsible for all financial, administrative, and cost analysis aspects of the incident.

D-Information Collection, Analysis, and Dissemination

Included in the Building-Level ERP is an Information, Analysis, and Dissemination section which outlines how the school will collect, analyze, and disseminate information during and after an incident.

Types of Information

During an incident, the school may assign administrative staff to monitor the incident and collect information to pass along to emergency personnel. This information will be analyzed and shared with the Incident Commander as well.

Information Documentation

The assigned staff member will document the information gathered including:

- Source of information
- Staff member who collected and analyzed the information
- Staff member to receive and use the information
- Format for providing the information
- Date and time the information was collected and shared

E-Training and Exercise

Included in the Building-Level ERP is a Trainings and Exercise section which outlines the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur;

Trainings

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities – delivered at start of school year
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhSES.ny.gov, or by contacting your local emergency management agency.
- Annual training
 - Review ERP with staff
 - Conduct full staff briefings on roles to perform during an emergency
 - Ensure all staff have been briefed in the communications and notifications requirements set forth in the ERP
 - Conduct student briefings on roles they perform during an emergency
 - Violence Prevention and Mental Health

Drills & Exercises

At a minimum, the school will conduct the following exercises/drills annually:

- Section 807 of the Education Law mandates that pupils must receive instruction on how to exit the building in the shortest possible time without confusion or panic. The instruction shall be in the form of drills or rapid dismissals as well as written information provided to students and staff prior to October 1st of each school year. In accordance with Section 807 of the Education Law, the District shall conduct a minimum of 12 drills each school year, 4 of which must be lockdown drills.
- 8 NYCRR Section 155.17 (e)(3) - each Building-Level ERP shall be tested including sheltering and early dismissal (no earlier than 15 minutes before normal dismissal).

F-Administration, Finance, and Logistics

Included in the Building-Level ERP is an Administration, Finance and Logistics section which if school resources prove to be inadequate during an incident, the school will request assistance from local emergency agencies, other agencies and industry in accordance with existing Memoranda of Understanding. Such assistance includes equipment, supplies and/or personnel. All agreements are entered into by authorized school district and school officials.

Documentation

The Incident Commander will maintain accurate logs recording key incident management activities including:

- Activation or deactivation of incident response
- Significant changes in the incident situation
- Major commitments of resources or requests for additional resources from external sources
- Issuance of protective action recommendations to staff and students
- Evacuations
- Casualties
- Containment or termination of the incident

Incident Costs

The ICS Finance/Administration Section is responsible for maintaining records summarizing the use of personnel, equipment and supplies to obtain an estimate of incident response costs that can be used in preparing future school budgets and to share these costs with the Superintendent and District

Business Office. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the State and/or Federal government.

Preservation of Records

In order to continue normal school operations following an incident, records such as legal documents and student files must be maintained and protected.

G-Authorities and References

Included in the Building-Level ERP is an Authorities and References section which outlines State and Federal authorizations upon which this School ERP is based. These authorities and references provide a legal basis for emergency management operations and activities.

- The New York State Safe Schools Against Violence in Education (Project SAVE) and 8 NYCRR Section 155.17 require that school emergency plans define the chain of command in a manner consistent with the Incident Command System (ICS).
- New York State Executive Order 26.1 (2006) established ICS as the state's standard command and control system that will be utilized during emergency operations.
- Homeland Security Presidential Directive (HSPD) – 5 required the development of National Incident Management System (NIMS), of which ICS is a critical component.

H- Crime Scene Management

Included in the Building-Level ERP is a Crime Scene Management section which outlines procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property as required in 8 NYCRR Section 155.17 (e)(2)(viii).

Evidence is critical to the investigation and prosecution of criminal cases. Therefore, only trained professionals should do the collection and preservation of evidence. Before those professionals arrive, it is important that the crime scene remain as uncontaminated as possible. There are things that can be done by people who arrive at the scene first to help protect the evidence. These procedures were developed around the RESPOND acronym, which was designed to aid in remembering the steps to securing crime scenes and evidence.

RESPOND steps in the management of a crime scene are Respond, Evaluate, Secure, Protect, Observe, Notify, and Document.

I-Communications

Included in the Building-Level ERP is a Communications section which discusses communication and coordination during emergencies and disasters (both internal communication and communication with

external stakeholders, required under 8 NYCRR Section 155.17 (e)(2) (iv), as well as the communication of emergency protocols before an emergency and communication after an emergency. Additionally, procedures shall be included for emergency notification of persons in a parental relation (8 NYCRR Section 155.17 (e)(2)(i)).

The Building-Level ERP includes procedures governing school incident communications with law enforcement and emergency responders, as well as with students, parents, staff, the school community and the media. Templates for statements/press releases to the media, a detailed communications plan, including standard procedures and protocols, are developed and made available in advance of an incident.

Templates for statements/press releases, the communication plan and media contacts at the major television, Internet, and radio stations are maintained by Superintendent and located in the District Office.

J- Medical and Mental Health Emergency

Included in the Building-Level ERP is a Medical and Health Emergency section which describes the courses of action that the school will implement to address emergency medical (e.g. first aid) and mental health counseling issues. Schools will coordinate these efforts with appropriate emergency medical services, law enforcement, fire department and emergency management representatives. 8 NYCRR Section 155.17 (e)(2)(vi) requires the coordination of the ERP with the statewide plan for disaster mental health services. The details of how this coordination is accomplished is documented in the Building-Level ERP.

K-Accounting for all Persons

Included in the Building-Level ERP is an Accounting for all Persons section, which focuses on developing courses of action to account for the whereabouts and well-being of students, staff, and visitors, and identifying those who may be missing.

L-Reunification

Included in the Building-Level ERP is the Reunification section, which details a safe and secure means of reuniting parents/guardians with their children in the event of an emergency, and defines a specific protocol for transfer of custody to parents/guardians following ERP activation.

M-Continuity of Operations Plan

Included in the Building-Level ERP is a Continuity of Operations section, which describes how the school and school district will help ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

East Rochester Union Free School District



Public Employer Health Emergency Plan

Approved: March 16th, 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law 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.

This plan has been developed with the input of the East Rochester Administrators' Association, the East Rochester Non-Teaching Union CSEA, Inc., AFSCME, Unit 7419 Local 1000, AFL-CIO, and the the East Rochester Teachers' Association, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

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As the authorized official of The East Rochester Union Free School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends 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, to address public health emergency planning requirements.

Signed on this day: _____

By: James Haugh

Signature: _____

Title: Superintendent of Schools

Record of Changes

Date of Change	Description of Change	Implemented by

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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 The East Rochester Union Free School District. 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
- 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.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per 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 Schools of the East Rochester Union Free School District, 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 of Schools.

Upon the determination of implementing this plan, all employees and contractors of the East Rochester Union Free School District shall be notified by telephone, electronic mail, or other methods of written communication, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Staff, Students, Parents/Guardians, and other District stakeholders will be notified of pertinent operational changes by these same methods of communication. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent of Schools or their designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of the East Rochester Union Free School District, 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 Schools of the East Rochester Union Free School District, 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, the East Rochester Union Free School District 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 the East Rochester Union Free School District

The East Rochester Union Free School District 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.

The mission essential functions for the East Rochester Union Free School District have been identified as:

Essential Function	Description/Justification	Reference Code
Oversight of District Operations	-Strategic and Operational decision making -Determination of evolving District priorities	-A -B
Communication	-Communication to Staff, Public and Stakeholders	-C
Security & Safety	-Protection of physical assets and building occupants	-D
Maintenance	-Upkeep of facilities, grounds, mechanical systems	-E
Fiscal Management	-Payroll, Employee Benefits, Mandated reports -Budgeting, purchasing and procurement, AR/AP -Fiscal response to evolving operations and financial outlook	-F -G -H
Instruction	-Instruction -Academic Supports -Curriculum Development	-I -J -K
Technology	-Maintenance of Technology Services for students and staff -Rollout of new technology in response to evolving school climate	-L -M
Transportation	-Required transportation (depending on pandemic circumstances)	-N
Food Service	-Meal preparation and distribution	-O
Clerical	-Support for essential functions	-P

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 (from table above)
Oversight of District Operations	<ul style="list-style-type: none"> • Superintendent • Board Clerk 	<ul style="list-style-type: none"> • A, B, C • C
Communication	<ul style="list-style-type: none"> • Communications staff 	<ul style="list-style-type: none"> • C
Security	<ul style="list-style-type: none"> • Director of Facilities • Contracted Security Staff, as needed • Team Orange 	<ul style="list-style-type: none"> • D • D • D
Maintenance	<ul style="list-style-type: none"> • Director of Facilities • Maintenance Mechanic 	<ul style="list-style-type: none"> • E • E

	<ul style="list-style-type: none"> • Custodian – as needed • Cleaner – as needed • Groundskeeper – as needed 	<ul style="list-style-type: none"> • E • E • E
Fiscal Management	<ul style="list-style-type: none"> • Business Administrator • Payroll/HR Staff/Treasurer • Accounts Payable/Receivable • Purchasing Agent 	<ul style="list-style-type: none"> • F, G, H • F • G • G
Instruction	<ul style="list-style-type: none"> • Director of Curriculum, Instruction and PD • Principals and Assistant Principals • All Directors • Teachers on Special Assignment • Teachers/Mental Health Staff • Teaching Assistants – as needed • Teacher Aides – as needed • Nurses – as needed (attendance based) 	<ul style="list-style-type: none"> • I, J, K • I, J, K • I, J, K • I, J, K • I, J • I, J • I, J • D
Technology	<ul style="list-style-type: none"> • Director of Technology • Network and Desktop Technicians 	<ul style="list-style-type: none"> • L, M • L, M
Transportation	<ul style="list-style-type: none"> • Bus Driver – as needed 	<ul style="list-style-type: none"> • N
Food Service	<ul style="list-style-type: none"> • Food Service Director • Cook Managers • Kitchen Staff – as needed 	<ul style="list-style-type: none"> • O • O • O
Clerical	<ul style="list-style-type: none"> • Administrative Assistants • Clerk/Typists – as needed • Registrar 	<ul style="list-style-type: none"> • P • P • 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

Staff assigned to work remotely shall be determined by the Superintendent of Schools or their designee. Such assignments will be based on the District's need to continue to provide essential services, and may be subject to change at any time based on guidance received from NYSDOH, CDC, NYSED and other regulatory agencies. Employees may be assigned to work remotely for all or part of their regular hours, depending upon operational requirements at that time. Upon designation by the Superintendent of Schools, the remote worker shall be assigned work by his/her immediate supervisor. The Technology department shall provide appropriate hardware, software, and support to allow such remote work to commence.

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, the East Rochester Union Free School District will make every attempt to 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

Staff assigned to work alternate shifts shall be determined by the Superintendent of Schools or their designee. Such assignments will be based on the District's need to continue to provide essential services, and may be subject to change at any time based on guidance received from NYSDOH, CDC, NYSED and other regulatory agencies. Upon designation by the Superintendent of Schools, staggered shift assignments shall be assigned by the employee's immediate supervisor.

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

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 Superintendent of Schools or their designee will be responsible to determine job specific requirements for Personal Protective Equipment. Such needs during a public health emergency shall be in addition to requirements listed under the East Rochester Union Free School District's Personal Protective Equipment written program in accordance with OSHA CFR 1910.132. The District will maintain a list of suitable vendors able to provide such additional PPE, establish and routinely monitor an inventory control system for these additional PPE requirements, and ensure maintenance of minimum stock quantities of such PPE. The location of PPE inventory shall be known and accessible to facilities personnel throughout the District, who shall distribute upon request, at least the minimum amount of PPE as required by law. Monitoring and maintaining the PPE inventory will be a function of the East Rochester Union Free School District's Facilities Department.

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 Superintendent of Schools or their designee shall be notified in such instance and shall be responsible for ensuring adherence to District protocols.
 - 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 Superintendent of Schools or their designee will act as decision-maker in these circumstances and assign responsibility for ensuring these 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. The East Rochester Union Free School District 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 Superintendent of Schools or their designee must be informed in these circumstances and will be responsible for ensuring these 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 Superintendent of Schools or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
- 4. The Superintendent of Schools or their designee must be informed in these circumstances and will be responsible for ensuring these 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.

Cleaning and Disinfecting

The district ensures adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH, including “Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19,” and the “STOP THE SPREAD” poster, as applicable. Cleaning and disinfection logs are maintained that include the date, time, and scope of cleaning and disinfection.

- A. Students, faculty, and staff have will be trained on proper hand and respiratory hygiene, and such information will be provided to parents and/or legal guardians on ways to reinforce this at home.
 - 1. The district provides and maintain hand hygiene stations around the school, as follows:
 - a. For handwashing: soap, running warm water, and disposable paper towels.
 - b. For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where handwashing facilities may not be available or practical.
 - c. Accommodations for students who cannot use hand sanitizer will be made
- B. Regular cleaning and disinfection of the facilities will occur including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which should be cleaned and disinfected between each individual’s use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.
- C. The district will ensure regular cleaning and disinfection of restrooms. Restrooms should be cleaned and disinfected more often depending on frequency of use.
- D. The district requires students, faculty, or staff members who develop symptoms consistent with the declared Public Health Emergency during the school day to report to the nurse’s office. If there are several students waiting to see the school nurse, students must wait at least 6 feet

apart. The district will delineate a designated area to separate symptomatic individuals from others until they can go home or to a healthcare facility, depending on severity of illness. One area will be used to treat injuries and provide medications or nursing treatments while the other area will be used for assessing and caring for ill students and staff. Both areas are will be supervised by an adult and have easy access to a bathroom and sink with hand hygiene supplies.

- a. PPE requirements for school health office staff caring for sick individuals includes both standard and transmission-based precautions. In areas with moderate to substantial community transmission, eye protection (e.g., goggles or face shield) should be added. When caring for a suspect or confirmed individual with COVID-19, gloves, a gown, eye protection, and a fit-tested N-95 respirator will be used, if available. If an N-95 respirator is not available, a surgical face mask and face shield will be used.
- b. School health office cleaning will occur after each use of cots, bathrooms, and health office equipment (e.g., blood pressure cuffs, otoscopes, stethoscopes). Health office equipment will be cleaned following manufacturer's directions.

E. The Director of Facilities will be responsible for ensuring these protocols are followed.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the East Rochester Union Free School District 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 the East Rochester Union Free School District 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, the East Rochester Union Free School District 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, the East Rochester Union Free School District 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 the East Rochester Union Free School District, 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 the East Rochester Union Free School District, and as such are not provided with paid leave time by the East Rochester Union Free School District, 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 on-site work, off-site visits. This information may be used by the East Rochester Union Free School District to support contact tracing within the organization and may be shared with local public health officials.

To assist the local health department with tracing the transmission of COVID-19, the district has developed and maintained a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program. The East Rochester Union Free School District may assist with contact tracing by:

- a. Keeping accurate attendance records of students and staff members
- b. Ensuring student schedules are up to date
- c. Keeping a log of any visitor which includes date and time, and where in the school they visited
- d. Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

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 the East Rochester Union Free School District's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the East Rochester Union Free School District will coordinate with the Monroe County Office of Emergency Management to help identify and arrange for these housing needs. The Superintendent of Schools or their designee will be responsible for ensuring this protocol is followed.