



HOLLAND PATENT CENTRAL SCHOOL DISTRICT

9601 Main Street
Holland Patent, New York 13354

Holland Patent Central School District Public Health Emergency Communicable Disease Protocols

Introduction

In accordance with New York Education Law § 2801-a(2)(m) and New York Labor Law § 27-c, the Holland Patent Central School District (the “District”) drafts the instant Public Health Emergency Communicable Disease Protocols (the “Protocols”) to guide District employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease (a “Disease”).

These Protocols will be presented to all certified representatives of the District’s employees, who will be provided an opportunity to review the plan and make recommendations in accordance with the law. The District will consider and respond to recommendations in writing within a reasonable timeframe. The District will not take any retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of these Protocols. A copy of the final version of these Protocols must be published in a clear and conspicuous location, in the employee handbook if one is provided to employees, and in a location accessible on either the District’s website or on the Internet accessible by employees.

The District publishes these Protocols based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a Disease. Accordingly, the Protocols may be updated over time. The District will comply with all applicable local, State, and federal orders, rules, laws, and regulations (collectively, the “Authority”). To the extent the Authority conflicts with any provisions of these Protocols, the District will comply with the Authority.

Nothing in these Protocols or their implementation shall be deemed to impede, infringe, diminish or impair the rights of a District employee or the District 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. In the event it is necessary, the District will conduct a hazard risk assessment to determine any required controls be put into place.

For purposes of these Protocols, the District will use the following definitions:

1. “CDC” shall refer to the Centers for Disease Control and Prevention.
2. “Communicable disease” means an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.



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3. "Essential" means a designation made that a public employee or contractor is required to be physically present at a worksite to perform their job.

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4. “Non-essential” means a designation made that a public employee or contractor is not required to be physically present at a worksite to perform their job.
5. “OSHA” shall refer to the U.S. Department of Labor Occupational Safety and Health Administration.
6. “NYS DOH” refers to the New York State Department of Health, otherwise referred to as the State Department of Health or State DOH.
7. “Oneida County Health Department” means the Oneida County Health Department, otherwise referred to as the County Health Department of OCHD.
8. “NYS Department of Labor” means the New York State Department of Labor, otherwise referred to as the State Department of Labor or the State DOL.
9. “PESH” shall refer to the New York State Division of Safety and Health (DOSH) Public Employee Safety & Health.

The Superintendent of Schools is responsible for the oversight of the implementation of these Protocols and may designate one (1) or more employees to assist in such oversight. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.

These Protocols contain the following sections:

- Section A: Essential Employees**
- Section B: Telecommuting Protocols**
- Section C: Work Schedules/Locations**
- Section D: Documenting Hours and Work Locations**
- Section E: Personal Protective Equipment**
- Section F: Exposure to Employee or Contractor**
- Section G: Emergency Housing**
- Addendum A: Log of Inspection of PPE Materials**
- Addendum B: Legal Requirements**

Section A: Essential Employees

The following employees are considered “essential” in the event of a State-ordered reduction of in-person workforce, meaning they are required to be physically present at a worksite to perform their job. Certain employees may only be essential for certain parts of their job, or only during certain times of the year. In addition, certain employees may only be essential in the event students are on campus, for full or part time. The justification for employees’ categorization as such is included below.

Title/Position of Essential Employee	Description of position/title	Justification of consideration for position/title being essential
Director of Facilities	Supervisor Custodial and Maintenance Staff	Supervise staff; maintain cleaning and disinfecting schedules, PPE, supplies
Transportation Supervisor	Supervise Transportation Staff	Supervise drivers, mechanics; Create lunch delivery schedule; maintain maintenance schedules for buses
Custodial and Maintenance Staff	Building and Grounds Maintenance	Clean and disinfect buildings; Maintain grounds (plowing, mowing, etc.); maintain building mechanics (boilers, HVAC, electrical, etc.)
Food Services Supervisor	Supervise Food Service Staff	Organize and supervise preparation of meals; Collaborate with Transportation on meals for delivery schedule;
Food Service Staff	Prepare Meals for Distribution	Prepare breakfast and lunch meals for students to be delivered
Director of Technology	Supervise Technology Department Staff	Organize device exchange and distribution; Schedule technicians for device repair; coordinate with RIC staff on server and internet maintenance; Coordinate with Transportation Supervisor for delivery of devices (if needed)

Technicians	Repair and Exchange Devices	Exchange broken devices returned and program and distribute replacement devices for all students and staff
Bus Drivers	Deliver Meals and Devices	Deliver meals and devices to student homes
Bus Mechanics	Maintain Fleet	Maintain bus maintenance and DOT compliance
School Nurses	Provide Health Assistance to on-site Staff	Provide any health related support to on-site staff
Construction Managers	Supervise Capital Projects	Supervise contractors working on Capital Projects; Ensure all workers in compliance with health and safety protocols; Maintain schedule
Contractors	Capital Projects	Working on Capital Projects

Section B: Telecommuting Protocols

The following is intended to be a specific description of protocols the District will follow to enable all non-essential employees and contractors to telecommute to the extent possible including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.

Procurement

The District will abide by all State requirements for the procurement of any supplies or items required to facilitate telecommuting for employees and contractors.

Distribution and Installation of Devices or Technology (including downloading and installation of any software, data, office laptops or cell phones)

The District has enabled all existing employees, to the extent their roles make it possible, to be able to work remotely through the distribution of laptops, tablets, and other hardware required to perform their roles. We have established the ability to maintain the majority of these essential functions off-site from remote locations by utilizing MORIC VPN Remote Access Accounts. Hardware distribution is tracked by the Director of Technology. Employees use Google Docs and Google Apps for Education for the saving of documentation remotely. New employees will be set up for remote access during initial onboarding; documentation of their receipt of telework procedures will be executed by employees and stored in their personnel files.

Employees are advised to bring the device home on a nightly basis in case of emergency. The Technology Department will distribute devices to any employee in need of a replacement device or of upgraded software, as determined by their supervisor.

The Technology Department will use remote access to assist an employee in the event of an issue. The Technology Department will also direct the installation and/or downloading of necessary software, using remote access or through in-person installation, if necessary, abiding by CDC Guidelines to accomplish the same. The Technology Department will request purchases according to district purchasing protocols and Board of Education policies to the Business Office for its approval and maintenance.

Office phone lines

As practicable, the District will contact the Oneida-Herkimer-Madison BOCES Technology and Communications Department to transfer office phone lines to non-essential employees' cell phones. To the extent any employee has administrative support to answer phone lines, the transfer to phone lines to non-essential employees' cell phones will be maintained through the use of transferring lines as well.

Section C: Work Schedules/Locations

The District recognizes that, although employees and contractors labeled as essential must be physically present at the worksite to perform their duties, the hours in which they must be at the worksite will not be identical. Below is a description of how the District will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.

Upon designation of a Disease under these Protocols, within two (2) business days, the immediate supervisor of each essential employee and contractor shall determine the hours during which each essential employee and contractor must be present at the worksite and the worksite at which the employee or contractor is to be present. To the extent possible, the supervisor shall identify flexibility within these hours and locations. Following this identification for all employees and contractors, the supervisor will maintain the list of hours and locations.

Upon request, the list of hours and locations for each employee and contractor, the Superintendent or the Assistant Superintendents will be furnished by the Supervisor, which may in turn result in adjusting hours to reduce an influx of employees and contractors arriving at similar locations. The goal of the Superintendent or the Assistant Superintendents oversight is to

stagger work shifts and locations to reduce overcrowding at worksites. The Superintendent or the Assistant Superintendents must not adjust any hours contractually agreed upon within a collective bargaining agreement or employment contract, unless agreed to through a Memorandum of Understanding with all applicable parties. Upon any adjustment or approval of the hours and locations provided to the Superintendent, the Superintendent will provide a list of approved information to the immediate supervisor of each essential worker or contractor, and will keep such list at District Office with Director of Facilities for purposes of implementation of the remainder of these protocols, including disinfection and contact tracing.

Section D: Documenting Hours and Work Locations

Below is a protocol to document precise hours and work locations, including off-site visits, for essential employees and contractors.

In accordance with Section C, above, the list of the precise hours and locations of each employee and contractor will be finalized by the Superintendent in consultation with the Assistant Superintendents and stored in the District Office. The list will be used as the basis (1) to perform contact tracing for exposed employees and contractors, (2) to outline the provision of any benefits which may be available to certain employees and contractors because of potential exposure.

When an employee or contractor performs tasks off-site, the employee or contractor must report such activity to their immediate supervisor. The immediate supervisor shall, in turn, communicate the off-site activity to the Superintendent of Schools and the Assistant Superintendents for recording pursuant to this section. If the Superintendent of Schools has designated another individual to document hours and work locations, they will thereafter forward the information to such designee.

Section E: Personal Protective Equipment

What follows is a description of the protocol the District will implement in order to procure the appropriate personal protective equipment (PPE) for essential employees and contractors. In addition, the plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration follows.

Identification of PPE Required

The identification of PPE shall be determined based on the nature of the Disease and may include disposable gloves, face masks (i.e., disposable surgical masks), respirator masks (N-95) that are fit tested, face shields, eye protection such as goggles and protective gowns or scrubs. The District will heed guidance from the CDC and OSHA/PESH regarding PPE.

The immediate supervisor of each essential employee and contractor shall determine, within one (1) business day of the announcement of a Disease covered by these Protocols, the required PPE per essential employee and contractor based on the various tasks and needs of the employees and contractors. Upon determination of the required PPE, the supervisor shall communicate the requirements to the Superintendent of Schools who shall work with the Assistant Superintendents and the Director of Facilities to identify existing supplies of the required PPE or

procure additional supplies, as necessary. Required PPE shall be obtained in a quantity sufficient to provide at least two (2) pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six (6) months.

Procurement of PPE

The District will abide by all applicable State requirements for competitive bidding for the procurement of any PPE supplies. In addition, the District will balance the need to obtain PPE in a timely fashion with responsible financial action. The District may consult its BOCES for assistance with procurement.

The District may consult its records for suppliers of PPE during the COVID-19 pandemic, which may be a starting point from which to obtain additional PPE during a Disease. No past procurement binds the District from pursuing alternatives during any subsequent Disease or continuation of the COVID-19 pandemic response.

Storage and Monitoring of PPE

The District will store the necessary PPE in Central Supply and examine it regularly but no less often than quarterly to monitor potential degradation. The PPE supply will be climate controlled.

The Director of Facilities will monitor the PPE supply and maintain appropriate sock on hand. Additional PPE will be requested through the procurement process as request via requisition to the Assistant Superintendent for Business and Finance.

In the event the Director of Facilities is unavailable for the monitoring of the PPE, the responsibility will be held by the Central Supply Clerk. To ensure the supply is monitored as required, the Director of Facilities shall send a copy of the log to the Central Supply Clerk upon each check. Should the Central Supply Clerk not receive a copy of the log in the time required, they shall correspond with the Superintendent of Schools and Director of Facilities to determine if they should perform the check for that time period.

Access of PPE

In the event the Superintendent of Schools or Board of Education deems it necessary to permit immediate access to the PPE supply, they will direct the Director of Facilities to permit such access. The Director of Facilities will keep a record of the distribution of PPE materials.

Section F: Exposure to Employee or Contractor

This section outlines the protocols the District will follow in the event an employee or contractor (1) is exposed to a known case of the communicable disease that is the subject of the public health emergency; (2) exhibits symptoms of such Disease; or (3) tests positive for such Disease. These protocols are aimed to prevent the spread or contraction of the Disease in the workplace. They specifically detail the actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the Disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

The District's protocols will not violate any existing federal, state, or local law, including those regarding sick leave or health information privacy.

Protocols

If an employee or contractor is exposed to a known case of the Disease or tests positive for the Disease, they shall, as soon as practicable, notify their immediate supervisor regarding such exposure. They shall not be present at the worksite after their notification of exposure or receipt of positive test results until cleared by a medical professional in accordance with any CDC or State Department of Health guidelines. To the extent they can continue to effectively work remotely in the interim, they should.

If an employee or contractor exhibits symptoms of the Disease, they shall not be present at the worksite. If the onset of symptoms occurs while the employee or contractor is at the worksite, they must disclose they are experiencing one (1) or more symptoms immediately to their supervisor, remove themselves (or be removed with assistance from medical personnel, if necessary) from any area in which they may encounter another individual, and return to their home or to the office of a medical provider.

The District will work with the local and State Health Department, as applicable, and their school physician to determine necessary contact tracing for those other employees, contractors and individuals who may have had contact with an individual who was exposed or tested positive, along with that individual's exclusion from the worksite. Employees or contractors excluded from the worksite should not return to the worksite until they have been cleared by a Health Provider and inform their immediate supervisor to do so. To the extent they can continue to effectively work remotely in the interim, they should.

Disinfection

The Superintendent of Schools shall assemble a disinfection team to be charged with directing the disinfection of worksites and common areas during the time covered under these Protocols. The disinfection team will be comprised of the District's Custodial Team and Supervised by the Director of Facilities. Members of the disinfection team shall wear PPE to protect themselves during disinfection, as determined by the Superintendent of Schools. Should a member of the disinfection team request additional protective material, the Superintendent of Schools should endeavor to honor such requests so long as they are not unreasonable or inappropriate in light of the circumstances.

The disinfection team will be charged with:

1. Routine disinfection of all worksites in the District;
2. Routine disinfection of common areas in the District, targeting high-traffic areas; and
3. Targeted cleanings of workspaces belonging to individuals who were exposed or tested positive to the Disease.

Immediately after an employee or contractor who is known or suspected to be infected with the Disease notifies their supervisor of such suspicion or infection, the supervisor shall notify the disinfection team to disinfect the following: (1) the worksite of the employee or contractor; (2) any common area surface the employee/contractor may have touched; (3) any shared equipment

the employee/contractor may have touched; and any other particular areas the employee or contractor or their supervisor identifies.

Disinfection will occur in accordance with any current guidance promulgated by the CDC and State Department of Health. If such guidance is not available or provided specific to the Disease, the disinfection shall, at a minimum, involve: initial disinfection using cleaning agents approved by the CDC and/or State Department of Health to kill the disease, which are suitable for the surface(s) in question, and preventing access to these areas until such disinfection has occurred.

During the COVID-19 pandemic, the CDC and New York State Department of Health recommended the following, which the District incorporates into these Protocols unless updated by forthcoming guidance:

1. Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
2. Opening outside doors and windows to increase air circulation in the area.
3. Waiting at least twenty-four (24) hours before cleaning and disinfection. If waiting twenty-four (24) hours is not feasible, waiting as long as possible;
4. Cleaning and disinfecting all areas used by the person suspected or confirmed to have the Disease, such as offices, classrooms, bathrooms, lockers, and common areas.
5. Individuals without close or proximate contact with the person suspected or confirmed to have the Disease can return to the area and resume school activities immediately after cleaning and disinfection.

Leave Policy

With respect to leave from District employment, The District will comply with federal, State, and local statutes, regulations, executive orders, and rules, along with the District's applicable collective bargaining agreements.

Because contractors are not employees of the District, they are not entitled to any paid leave time funded by the District.

Section G: Emergency Housing

It is not anticipated the District will need emergency housing for any essential employees or contractors. However, in the event such housing is required to the extent applicable to the needs of the workplace, the District will work with the Oneida-Herkimer-Madison BOCES Safety Office to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency. The District may also look for assistance from the local Department of Health or the American Red Cross.

In the event of a need for emergency housing, the District preliminarily identifies hotel and motel rooms as options. The District will identify specific entities based on location, price, and availability. The Oneida-Herkimer-Madison BOCES Safety Office shall be charged with coordinating such housing. To assist in such coordination, the District preliminarily identifies the following area accommodations as entities with which the District may explore for the provision of housing:

Name	Address	Phone Number
Hampton Inn and Suites	201 Woods Park Drive Clinton, NY 13323	(315) 793-1600
Hampton Inn and Suites	180 N Genesee Street #172 Utica, NY 13502	(315) 733-1200
Holiday Inn Express and Suites	23 Wells Avenue Utica, NY 13502	(315) 724-2726
Fairfield Inn and Suites	71 N Genesee Street Utica, NY 13502	(315) 798-6900
TownPlace Suites	4760 Middle Settlement Rd Whitesboro, NY 13492	(315) 732-2500
Wingate By Wyndham Rome	90 Dart Circle Rome, NY 13441	(315) 334-4244

Addendum “A”: Log of Inspection of PPE Materials

PPE Supply will be monitored quarterly by the Director of Facilities. A log of the inspection is below. In the event the Director of Facilities is unavailable, this responsibility will be held by the Central Supply Clerk.

Date of Inspection (month/day/year)	Time of Inspection (include AM/PM)	Name of Inspector (print name)	Insert “✓” for Adequate Condition	Any Notes

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Addendum “B”: References

Below is a comparison of New York Labor Law section 27 to the December 3 State Education Department (SED) Memorandum. Portions of requirements in the Labor Law but not SED guidance are identified below in **bold**. Portions of requirements in the SED guidance but not the Labor Law are identified below in *italics*.

The locations of the requirements within the Protocols are identified in the third column.

Labor Law requirements	SED explanations	Reference in plan
<p>A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and a justification of such consideration for each position and title included.</p>	<p>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. <i>Note that per NYS Department of Health COVID-19 toolkit guidance, school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide child care for children of first responders or health care workers, you may need to designate certain positions/titles as essential for this purpose.</i></p>	<p>Section A</p>

<p>A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.</p>	<p>A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable.</p>	<p>Section B</p>
<p>A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.</p>	<p>A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.</p>	<p>Section C</p>
<p>A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.</p>	<p>Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.</p>	<p>Section E</p>

<p>A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.</p>	<p>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. The protocols shall not violate any existing federal, state, or local law, regarding sick leave or health information privacy, and must include:</p> <ul style="list-style-type: none"> -Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and -The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. 	<p>Section F</p>
<p>A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.</p>	<p>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.</p>	<p>Section D</p>

<p>A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.</p>	<p>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.</p>	<p>Section G</p>
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