

Communicable Disease - Pandemic Plan

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

Prevention/Mitigation

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

Protection/Preparedness

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

Response

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

Prevention/Mitigation:

- We will work closely with the Jefferson County Department of Public Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
 - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Jefferson County Public Health Service, 531 Meade Street, Watertown, New York 13601
 - Public Health Consultation—Faith Lustik, Health Planner—315-786-3723
 - Weekend/After-hours Consultation and Reporting: 315-786-3770
 - Coronavirus Hotline: 888-364-3065
- The Jefferson County Department of Public Health will continue to work with all districts, including the Lyme Central School District, in order to monitor county-wide cases of communicable disease. Public Health will inform school districts as to the appropriate actions necessary depending on current health conditions.
- The Jefferson County Public Health Services Health Planner, District Administrators, the School Nurse and School Physician will help coordinate our Pandemic planning and response effort. These individuals will work closely with the

District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. In addition to Administration, the school district Medical Director, Dr. Gianfagna and Nurse, Justine Dowe, will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an important team member. The Business Official, Facility Director, Food Service Director, Transportation Director, and School Safety Officer will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.

- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* was reviewed on January 21, 2021 for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It’s a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/> as well as on the District’s website within the Reopening Portal at [Lyme Central School District / Homepage \(lymecsd.org\)](http://Lyme Central School District / Homepage (lymecsd.org))
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize the Parent Square Messaging System, our website, Face Book postings and direct mailings for this purpose.

(1) Essential Positions/Titles

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

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

The worksheet below has been completed by each department which includes Central Administration, Business Office, Facilities Services, Transportation, Food Service, Communications, Technology, Instructional Programs, Athletics, Special Education, Messenger/Mail Services, and Security. **Actual information can be found in Essential Employee Worksheets, page 24-26.**

Human Resources Essential Positions (Example Table)				
Title	Description	Justification	Work Shift	Protocol

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- **Mobile Device Assessments:**
 - The Lyme Central School District technology department and administrative team surveys staff at least bi-monthly regarding connectivity.
 - The technology department staff meets monthly with the Superintendent and Business Official in order to monitor technology device needs and associated costs.
- **Internet Access Assessments:**
 - The Lyme Central School District’s technology department and administrative team surveys all staff regarding the reliability and availability of viable existing at-home Internet service
 - The technology department monitors a cost analysis of Internet access needs
- **Providing Mobile Devices and Internet Access:**
 - The district purchased wireless hotspots with unlimited data which can be signed out by staff for at home usage if necessary to ensure adequate connectivity from home.
 - Keeps and retains records of all technology and district owned device usage, both in and outside of the school district.

Technology & Connectivity for Students - Mandatory Requirements:

- To the extent possible, the district will identify and maintain records of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- To the extent practicable, the District will address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.
- The district implemented a 1:1 Chromebook initiative providing necessary technology to all students in grades K-12. In addition, the district conducted a survey and does so up to 3 times a year regarding connectivity. Students/families in need of wireless internet services are provided with district purchased “Hot Spots”.

Mobile Devices Delivery:

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

- Communication (e-mail, phone, online conferencing, social media, and Parent Square)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous and asynchronous)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments:
 - IT and special education department students’ technology needs to include adaptive technologies
 - Students and teachers have been directed to take all technology and instructional materials home every day. If a shutdown happens abruptly, students and staff should have their materials/equipment, however in the event that items were left at the school building they may call the main office to arrange for a pick-up time and location. The district will arrange to deliver devices and materials to those who cannot pick them up.
- Providing Multiple Ways for Students to Learn
 - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet. For additional information, see the Lyme Central District Website at www.lymecsd.org

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

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

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

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency. **Actual information can be found in Essential Employee Worksheets, pages 24-26.**

Protection (Preparedness):

We have collaborated with our partners to assure complementary efforts. Members of our team have participated in various meetings organized by the Jefferson County Department of Public Health; Jefferson-Lewis BOCES; State representatives and so on. Members of our team have invited representatives from the County Department of Health, Police Department, Office of Emergency Management, Department of Mental Health and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be located at the main office of the building with the alternate location being in the Superintendent’s Office and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:
 - Cammy J. Morrison Superintendent 315-771-4094
 - Patricia Gibbons Assistant Superintendent 315-767-9175
 - Barry Davis Building Principal 315-767-2115
 - Ariana Morrison BO/Treasurer 585-201-0792
 - Justine Dowe School Nurse 315-777-3917
 - Todd LaSage Senior Building Mechanic 315-778-4159
 - William Rafferty SRO 315-955-2062
 - Michael Gebo IT Instructor 315-775-8785
 - Stacey Linkroum School Psychologist 315-286-8656
 - Rachel Vincent School Counselor 315-286-1480

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems to the extent practicable. The Lyme Central School nurses (*Justine Dowe—RN; Debra Maloney—RN Substitute; Sherri Wilson—Secretary to the Superintendent/LPN Substitute*) successfully completed the Johns Hopkins University COVID-19 Contact Tracing Course which was offered free-of-charge at <https://www.coursera.org/learn/covid-19-contact-tracing>.

- The school district has designated a COVID-19 safety coordinator (administrator), for each of its schools, whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels. The coordinators shall be the main contact upon the identification of positive COVID-19 cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

<i>School/Program</i>	<i>COVID-19 Safety Coordinator/Administrator</i>	<i>Contact #</i>
<i>Lyme Central School District</i>	<i>Cammy J. Morrison—Superintendent</i>	<i>315-771-4094</i>
<i>(P-12 Building)</i>		

- Clear, and frequent communication is vital throughout a pandemic outbreak. It will be necessary to communicate in a variety of ways with parents, students, staff, and the LCS school community. The district will utilize some or all of the following communication methods: Parent Square messaging system; the Lyme Central School District Website; LCSD Face Book page; general mailings; e-mails; special presentations; phones and cell phones, texting; and the public media. A school district Public Information Officer (PIO), Superintendent Cammy J. Morrison, has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with the district's Instructional Technology (manager) to assure proper function of all communication systems.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – we have defined the following decision-making authority for the district (Superintendent, Assistant Superintendent, Building Principal, Business Official, School Nurse, Building Mechanic, IT Instructor). Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through, the Parent Square Messaging System; cell phone text messaging, followed by hand-held radios, e-mail, district automated phone notification system. The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. The Board of Education has approved the (retired) Business Official and Account Clerk/Tax collectors to serve as substitutes in the Business Office at Lyme Central in the event that additional support or coverage is needed at any time throughout the time of crisis. Sandra Dudley-Rooney, former Business Official and Vicky Barbour, former Account Clerk/Tax Collector, have roughly 30 years of experience performing essential business office functions. Both women were approved as substitutes for the Business Office on October 10, 2019. We have also established the ability to maintain these essential functions off-site from remote locations as follows: The Business Official and Payroll Clerk have district issued technology and VPN access so that all business functions and duties can be conducted for continuity of work flow from the employees home addresses. Off-site function was successfully tested on February 1, 2021.
 - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Assistant Superintendent or Senior Building Maintenance Mechanic will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. We will continue to provide spray bottle sanitizers, gloves, face masks, face shields, paper towels, fans for ventilation, and so on for each classroom teacher for doorknob and desktop disinfection only. The disinfectant has a 30 second clean kill clean time. Desktops will be misted with an electronic sprayer containing disinfectant which sits for one minute and is then wiped clean. Desks are cleaned every forty minutes or at the change of every class, throughout the day. Training for teachers and all staff took place regarding this process and all other safety and disinfecting/sanitizing procedures was provided on August 18-20, 2020. *At no time will products not approved by the school district be utilized.*
 - Administration and District Office staff, will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Administration. The Lyme Central School District Administrative team has held various department/manager meetings to discuss the need for cross-training of staff to ensure the continuity of essential functions and operations throughout any crisis situation. Such meetings have been held at least monthly throughout the school year. The first such meeting to discuss such district needs and preparations was on July 7, 2020. The following essential positions have been identified: Superintendent of Schools; Assistant Superintendent; Building Principal; School Nurse; Food Service Director; Business Official; Payroll Clerk/Tax Collector; main office/district office/guidance office Clerical Staff; Transportation Director, Building Maintenance Mechanic and Cleaning Staff. The Board of Education has approved substitutes to serve in all such capacities should a need arise in the district. The Administrative team worked in conjunction with the District's Strategic Reopening Plan Committee to help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from

home, etc. Administration will work with local officials, along with the Jefferson County Department of Public Health to decide if schools need to be closed.

- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:
 - Hard copy, self-directed lessons (Instructional packets)
 - 1:1 Technology Initiative for all students K-12 (Chromebooks)
 - Google Classroom Suite
 - Communication modalities for assignment postings and follow-up: Parent Square Messaging Service; Teacher Connection Pages found as part of the district's reopening plan located on district website; telephone; Postal Service; cell phone, text messages; e-mail; Facebook page; website postings
 - Three district lead virtual informational sessions for parents and community members

On August 18-20 all staff participated in Teacher Technology Training Sessions to prepare for the potential pivoting between in-person and/or virtual (remote) instruction. In addition, four days of Successful Student Bootcamps were held on August 24-27, 2020 for all students grade 4-12. Elementary students in grades K-3 received in-person training on September 8-11, 2020.

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

PPE & Face Covering Availability:

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

PPE Supply Management

The Custodial Department works in collaboration with staff and departments to determine the overall PPE needs of the district. Centralized purchasing will be used when possible.

Disposable Face Covering Supplies					
Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students	100 Masks per Week	1200	600	300	1 Disposable Mask per Week per Student (supplements parent provided)
Teachers/Staff	500	6000	3000	1500	5 Disposable Masks per Week per Teacher
Nurse/Health Staff	1000	12,000	6000	3000	10 Disposable Masks per Week per School Nurse

PPE for High Intensity Contact with Students			
Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable per Staff
Waste Disposal Medium	1	n/a	1 Unit per Staff Total
N-95 Respirators*	10	120	10 per Week per Staff

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

Response:

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

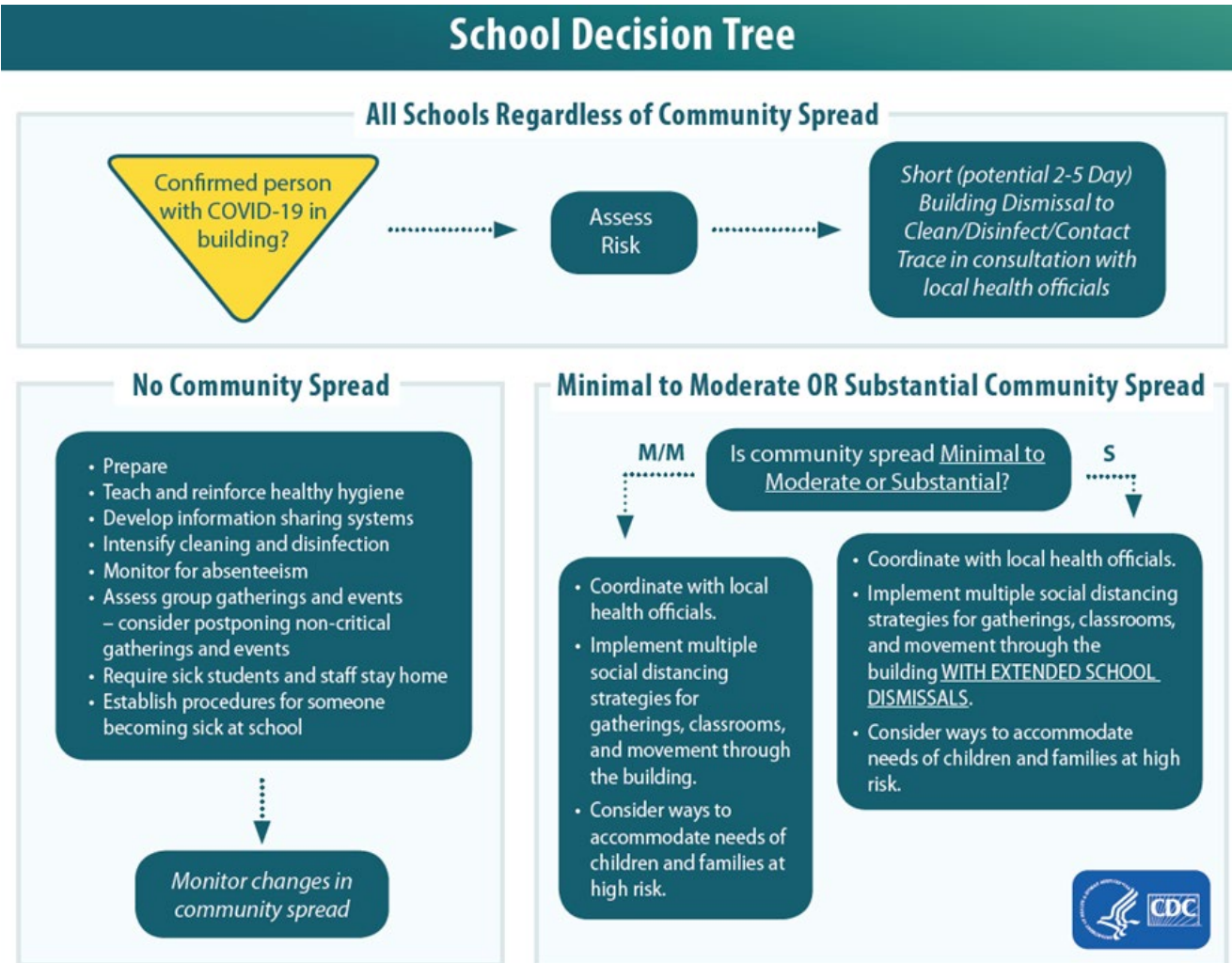
- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The PIO will work closely with the Technology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

- If the decision is made to close a school building the Lyme Central School District will notify the NYS Education Department and District Superintendent, Stephen Todd at the Jefferson-Lewis BOCES, in Watertown, New York.

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed COVID-19 Case Requirements & Protocols

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



CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to DOH’s [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) for information on “close and proximate” contacts.

- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Return to School After Illness:

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

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

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

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

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

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

Staff Absenteeism

- Instructional staff will call the district's Substitute Caller, Michele Wilson, when they need to be absent due to illness, or for any other reason. Substitutes will be provided as necessary and as requested.
- The Administrative team monitors staff absenteeism, cross-trains staff, and maintains a roster of trained support/back-up personnel.

Employee Assistance Program (EAP)

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

Medical Accommodations

The District Health Director, Dr. Gianfagna and school nurse, Justine Dowe, will continue to handle medical and COVID-19 accommodations as deemed appropriate and in consultation with the Jefferson County Department of Public Health. Requests for COVID-19 accommodations should be sent to jdowe@lymecsd.org

New York State Contact Tracing Program

The Lyme Central School District School Nurse, Justine Dowe has completed the NYS Contact Tracing Training. If a student or staff member tests positive for Coronavirus the New York State Contact Tracing Program will be implemented. As such,

it is important for everyone to understand how contact tracing works. The information below is provided by the New York State Contact Tracing Program:

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

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

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

A contact tracer will:

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

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

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

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

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

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

Facilities: Cleaning and Sanitizing

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

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

Routine cleaning of school settings includes:

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

- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Classroom/Therapy Rooms:

The district will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

Common Areas:

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

Disinfecting:

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

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

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

- Bus seats and handrails
- Buttons on vending machines and elevators
- Changing tables
- Classroom desks and chairs
- Door handles and push plates
- Handles on equipment (e.g., athletic equipment)
- Handrails
- Dance studio floors
- Kitchen and bathroom faucets
- Light switches
- Lunchroom tables and chairs
- Positive Academic Support Solution (PASS) Rooms
- Related Services Spaces
- Shared computer or piano keyboards and mice
- Shared desktops
- Shared telephones

Hand Sanitizing:

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by Central Administration.

- The district will ensure that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash removal:

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

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

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. An exemplar of our District issued time sheets can be found in the appendix section of this plan.

(7) Emergency Housing for Essential Employees (This is an example)

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. Many of our essential workers reside in and around the surrounding areas of Jefferson County. We have canvassed local hotels/motels so we may be prepared for an unanticipated need and should be able to access the following if necessary:

Within 5 mile Radius:

Chaumont Volunteer Fire Department 11385 NYS Route 12E Chaumont, NY 315-649-2410

Chaumont Area: Duck Away Motel 8130 County Road 125 Chaumont, NY 315-649-2535

20 Mile Radius: Clayton Area: Wood Boat Inn 606 Alexandria Street Clayton, NY 315-606-5004

30 Mile Radius: Alex Bay Area: Captain’s Inn & Suites 116 Church Street Alex Bay, NY 315-482-9332

Watertown Area: Comfort Inn & Suites 110 Commerce Park Dr. Watertown, NY 315-782-2700

If it is necessary for the school district to establish school building shelter sites, the district will work in cooperation with the County Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, school districts will work closely with Office of Emergency Management to determine housing options.

Recovery:

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

APPENDIX

School District Pandemic Influenza Planning Checklist (page 14-16)

Example of Contract Tracing Forms (page 17-18)

Flowcharts for COVID-19 Decision Making (page 20-23)

Essential Employee Worksheets (page 24-26)

School District Pandemic Influenza Planning Checklist

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



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

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

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

1. Planning and Coordination:

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

1. Planning and Coordination (cont.):

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

2. Continuity of Student Learning and Core Operations:

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

3. Infection Control Policies and Procedures:

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

4. Communications Planning:

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

4. Communications Planning (cont.):

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



CONFIRMED COVID-19 CASE

**1) Jefferson County Department of Health Notification
OR
Lab Report Results Received**

2) Confirmed COVID-19 Case

3) School Nurse Identifies Contacts with Confirmed Case
(Use Form on Reverse Side & Fax to County Department of Health when all information is completed at **Fax #:315-779-8607**)

4) School Nurse Informs Superintendent

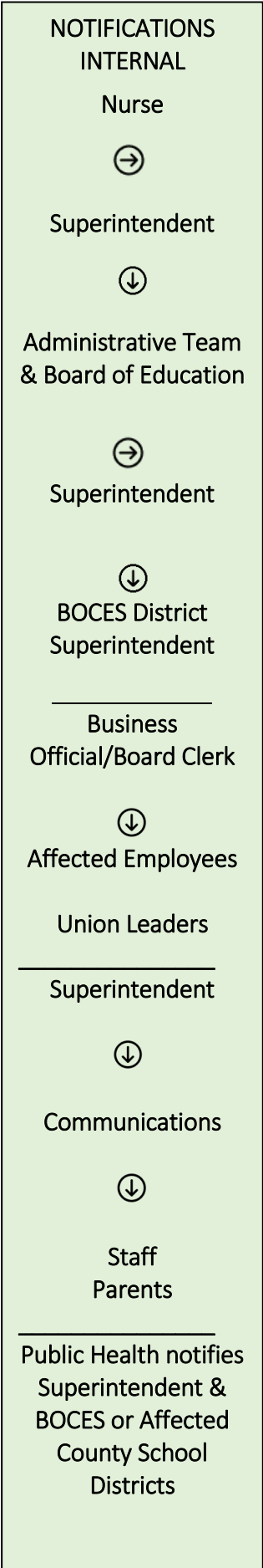
5) Superintendent or Designee emails:
(Communications; Facilities; Health & Safety; District Assistant Superintendent; Building Principal)

6) School Nurse Calls County Department of Health at 315-786-3720 or After Hours at 315-786-3770 (if previous notification was not received from them)

7) School Nurse Calls Contacts and Reads Script:
*You are to quarantine for 14 days. The **County Department of Health (315-786-3720)** will be providing you with more information. In addition, you are directed to email jdowe@lymecsd.org so that our School Nurse can provide you with additional information. If you are at work now, please leave. After your quarantine period of 14 days, it is expected that you will return to work with a note from your doctor. (Note: The lab confirmed case may return after 10 days of isolation from onset of symptoms or 10 days after the test result if asymptomatic)*

8) Building Principal/Supervisor Identifies Areas Occupied on Last Day the Employee was in the Building and the Previous 48 Hours.

9) Building Principal/Supervisor Notifies Director of Facilities of Building or Areas in the Building Needing Cleaning/Disinfection.



COVID-19 Preliminary On-Site Investigation
(Fax to Your County Department of Health at 315-779-8607)

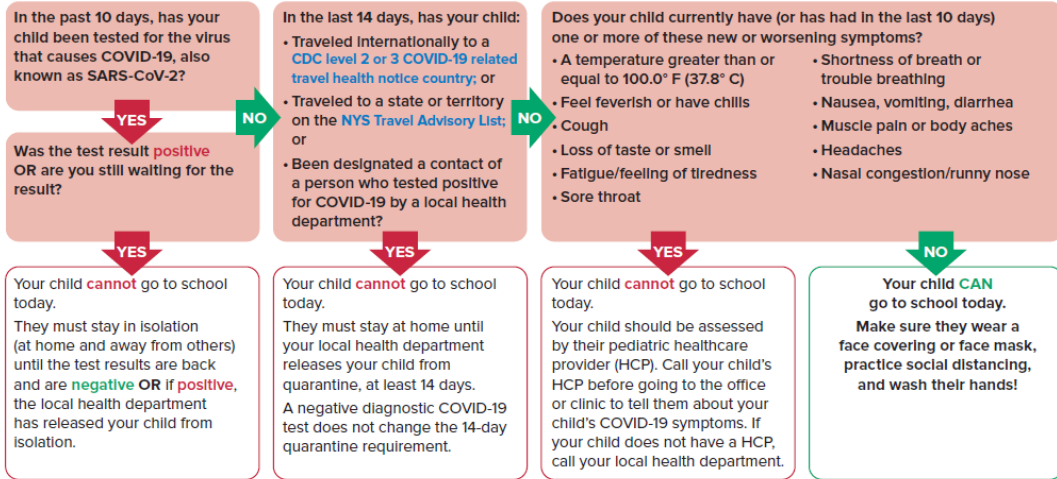
School Building Click or tap here to enter text. **Today's Date** Click or tap to enter a date.

Individual Completing Form _____ **Telephone #** _____

Name of Person Testing Positive: Click or tap here to enter text.		Position:		
Last Date Individual was in the School Building: Click or tap here to enter text.				
Date of Birth: Click or tap here to enter text.		County of Residence: Click or tap here to enter text.		
Telephone #: Click or tap here to enter text.		Please highlight case was: SYMPTOMATIC OR ASYMPTOMATIC		
Documentation of Lab Confirmed Positive: Yes <input type="checkbox"/> No <input type="checkbox"/>		Date of Test: Click or tap to enter a date.		
Laboratory Conducting Test: Click or tap here to enter text.		Telephone # Click or tap here to enter text.		
Names of <u>Students</u> in Close Contact (Less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contacts, please write NO CONTACTS across the page)				
NAME	HOME DISTRICT	DATE OF BIRTH	PHONE #	EXPOSURE LOCATION
1.				
2.				
3.				
4.				
5.				
Name of <u>Staff</u> in Close Contact (Less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contacts please write NO CONTACTS across the page				
NAME/POSITION/ EMPLOYEE ID #	EMPLOYEE DISTRICTS (If Applicable)	DATE OF BIRTH	PHONE #	EXPOSURE LOCATION
1.				
2.				
3.				
4.				
5.				

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

Can My Child Go To School Today?



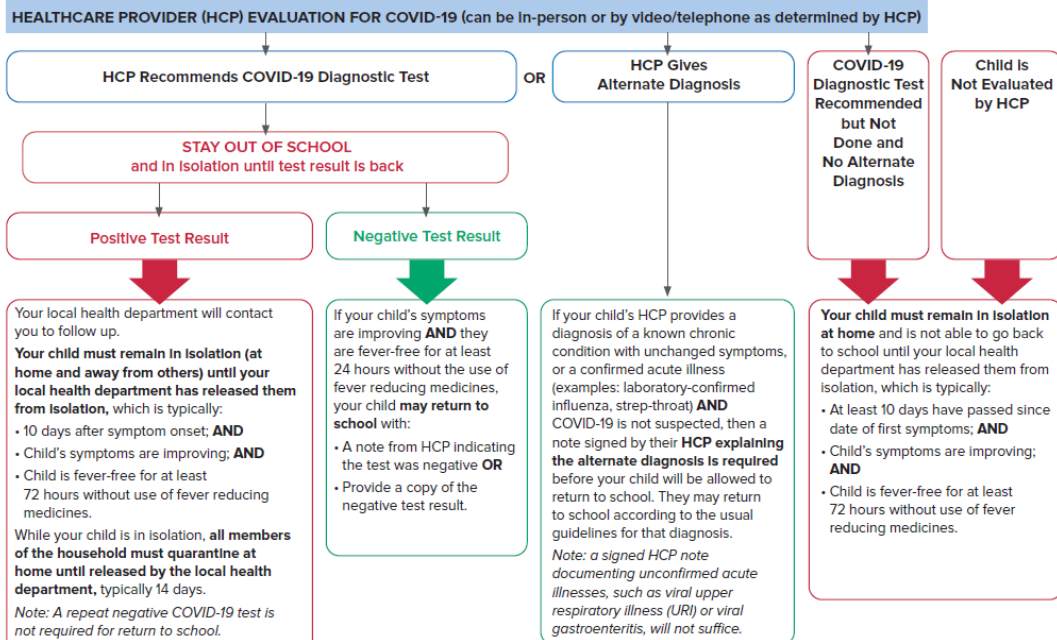
Report absences, symptoms, and positive COVID-19 test results to your child's school.

SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:

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

September 2020 | A-1

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

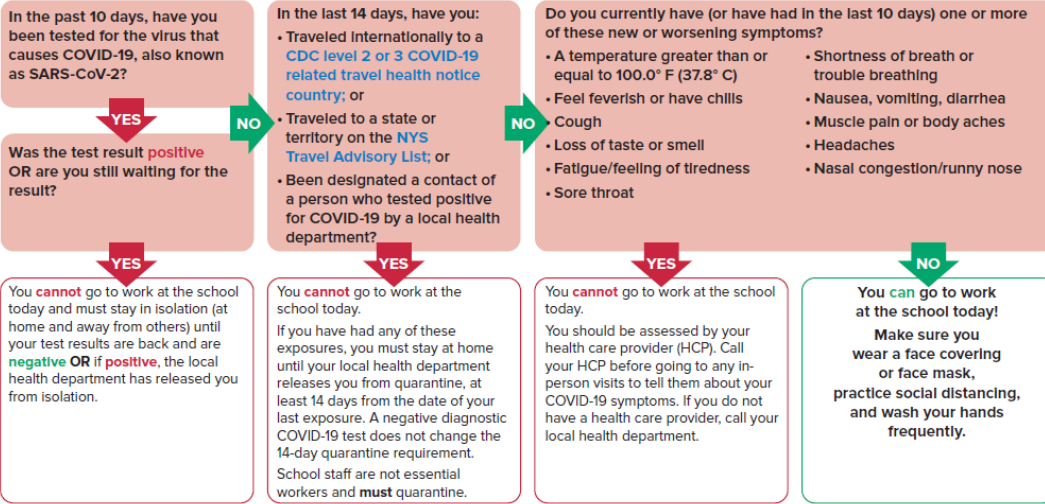


COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times,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

September 2020 | A-2

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

Can I Go to Work at the School Today?



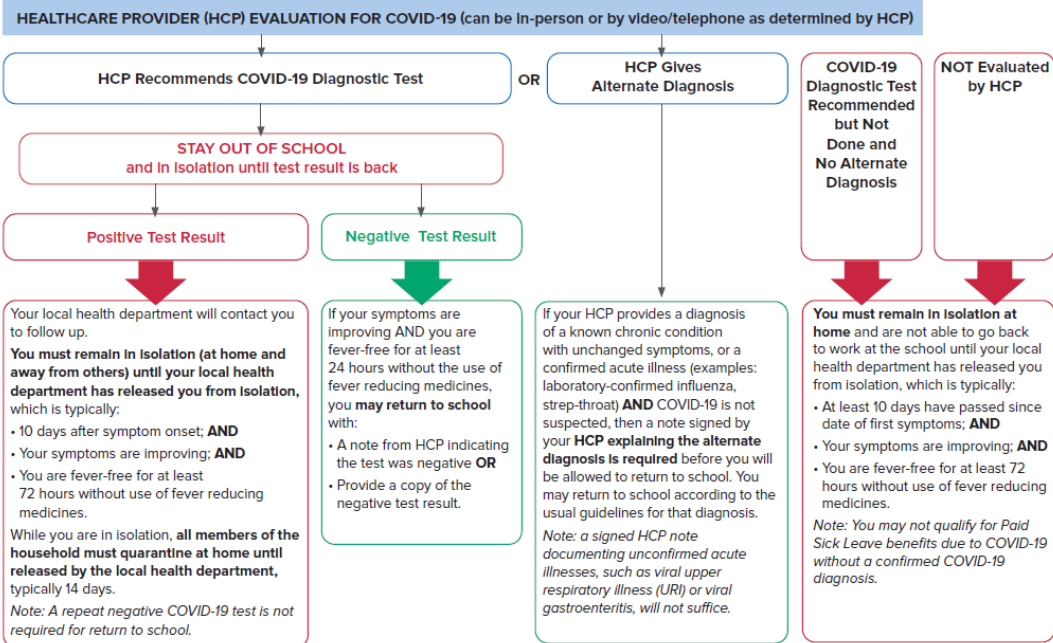
Report absences, symptoms, and positive COVID-19 test results to your school.

SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

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

September 2020 | B-1

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

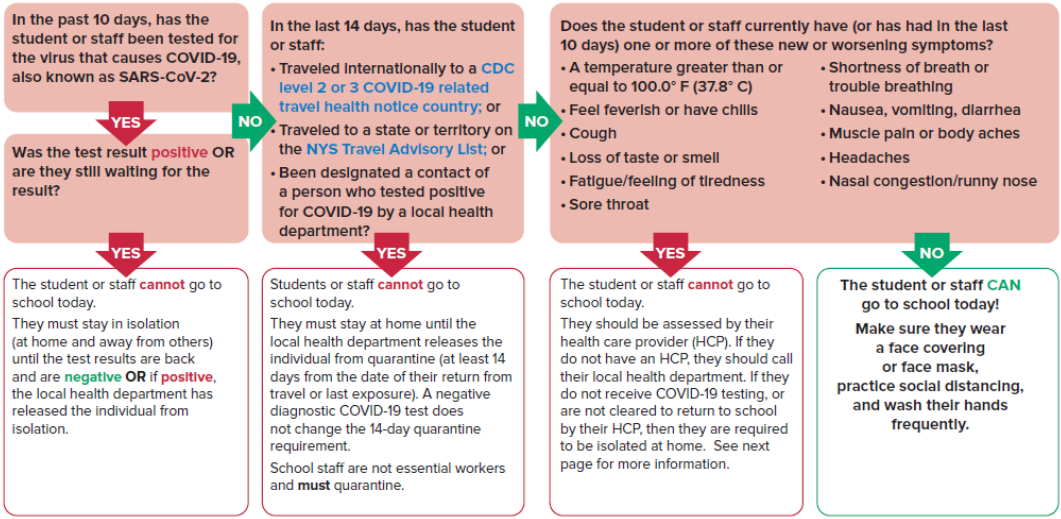


COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times,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

September 2020 | B-2

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

COVID-19 Screening Flowsheet for Students and Staff



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

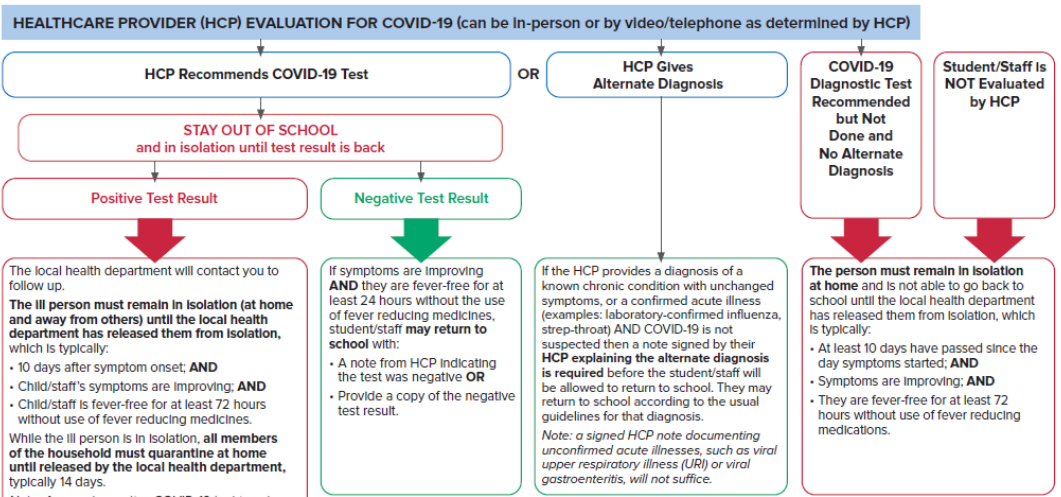
CALL 911 IF A STUDENT OR STAFF HAS:

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

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

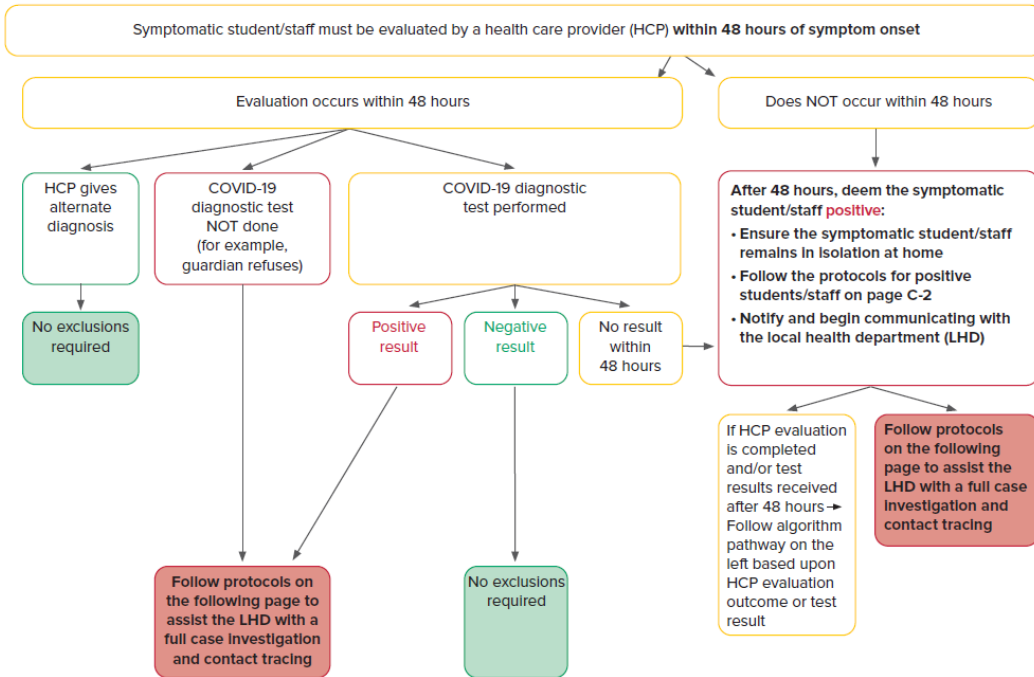
Student/staff has symptoms consistent with COVID-19:

- Student/staff member should keep face mask on.
- Staff members should be sent home immediately.
- Students awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present using appropriate personal protective equipment (PPE).
- School administration and the parent/guardian should be notified.
- Provide instructions that the individual must be seen by an HCP for evaluation and have COVID-19 testing (unless determined not necessary by HCP). If they do not have an HCP they should call their local health department.
- Schools should provide a list of local COVID-19 testing locations.
- Clean and disinfect area where the student/staff member was located.

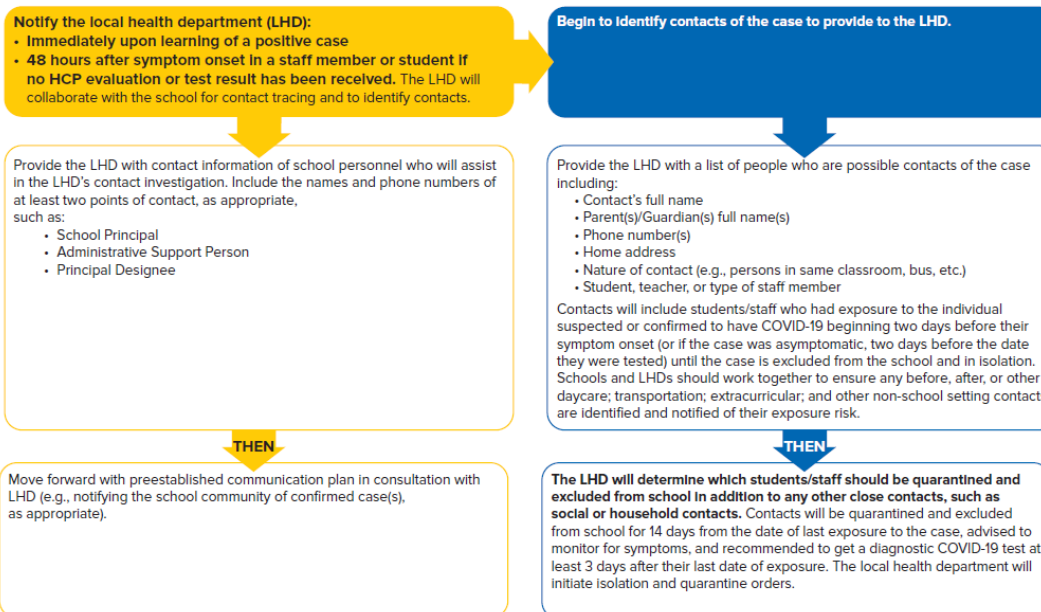


COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. If there is a high suspicion of COVID-19 based on symptoms or circumstances, the HCP or public health should consider following up a negative antigen test with a molecular test which is more sensitive, particularly when there are important clinical or public health implications. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

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



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



When to welcome back affected students/staff:

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

Essential Employee Worksheet

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

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

Essential Employee Data				
Title	Description	Justification	Work Shift	Protocol
Administrative/Business Office Staff				
Superintendent	Responsible for the daily operations & fiscal management of the school	Responsible for all aspects and well-being of the school	7am-TBD	Salaried
Assistant Superintendent	Operates under the direction of the Superintendent; Responsible for communications with District plans and operations to staff, faculty, and families	Acting in accordance & in support of the Superintendent	8am-5pm	Salaried

Building Principal	Operates under the direction of the Superintendent; Responsible for Communication to staff, faculty and families	Acting in accordance & in support of the Superintendent	7am-4pm	Salaried
BO/District Treasurer	Operates under the direction of the Superintendent; Responsible for all Business Office functions	Acting in accordance & in support of the Superintendent	8am-4pm	Salaried
Payroll Clerk/Tax Collector	Operates under the direction of the Superintendent; Responsible for Accounts payable; payroll and district tax collection duties	Acting in accordance & in support of the Superintendent	8am-4pm	Salaried
Transportation				
Director of Transportation	Responsible for the coordination of bus routes & driver schedules; Supervises mechanics & drivers; Complies with DOT regarding all regulations & mandates	Department Manager	Shared w/Thousand Island Central School District	Salaried
Bus Mechanic	Responsible for the maintenance, repairs & service of the bus fleet; Ensures all buses are up to code & prepared for DOT state inspections	Acting in accordance & support of the Director of Transportation	Shared w/Thousand Island Central School District	Hourly; Time sheet log
Bus Drivers	Assist with food service program	Transport food to district families	1 x per week; 3 hours	Hourly; Time sheet log
Clerical				
Administrative Assistant to the Superintendent	Secretarial support to the Superintendent; Responsible for communications; plan development; proof-reading; filing; BOE preparation; answering phone calls from community	Acting in accordance & support of the Superintendent	8:00-4:00pm	Salaried
Administrative Assistant to the Building Principal	Answer phone calls & communications; receive phone calls & mailings;	Acting in accordance & support to the Building Principal	8:00-4:00pm	Salaried
Administrative Assistant to the School Counselor	Answer phone calls & communications; Submit state reports and data collection	Enter, analyze, and complete data reports	8:00-4:00pm	Salaried

Custodial				
Senior Building Mechanic/Manager	Oversees the building & facilities	Maintains the systems & functions of the building equipment (ie: boilers, generator, etc.)	7:00-3:00pm	Salaried
Groundskeeper	Responsible for the maintenance of the grounds (ie: Snow Removal & Landscaping)	Maintenance of the exterior of the building & accessibility	Varied; Winter 5:00am-1:00- 9:00am-5:00pm	Hourly; Time sheet Log
Cleaners	Clean, disinfect & sanitize the building	Essential areas occupied by essential workers will continue to need cleaning and disinfecting	7:00-3:00pm	Hourly, Time sheet log
Food Service				
Food Service Director	Responsible for ordering food for meal planning; maintains food distribution logs; creates and disseminates schedules for food deliveries & staff workers	Responsible for inventory & storage of food parcels on site	7am-1pm; 2 days per week;	Salaried
Food Service Manager	Inventories food order, Oversees day-to-day operations of meal prep, count, & distribution	Acting in accordance & support of the Food Service Director; Responsible for meal prep, count, & distribution on site	7am-1pm;1-2 days per week	Hourly; Time sheet log
Food Service Workers	Provide meal preparation & distribution	Provide meal preparation & distribution	7:00am-1:00pm; 1-2 days per week	Hourly; Time sheet log
Health & Wellness				
School Nurse	Coordinates & communicates with Public Health; disseminates information to administration; faculty; staff; families; & community; identifies contacts for Public Health; Assists with formulating district wide health & safety plans; provides council to administrative team	Provides needed guidance, information, & documentation to administrative team and other committee members	Varied; As deemed necessary & at the discretion of the Superintendent	Salaried