

Public Employer Health Emergency Plan for Bolivar-Richburg Central School District



Approved by Bolivar-Richburg BOE on March 16, 2021

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

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of Bolivar-Richburg Faculty Association: Civil Service Employees ASSOCIATION, Inc. CSEA-AFSCME Local-1000, AFL/CIO; and Bolivar-Richburg Administrative Staff, as required by the amended New York State Labor Law.

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

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

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As the authorized official of Bolivar-Richburg Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: March 17, 2021

By: Michael A. Retzlaff

Title: Superintendent of Schools

Signature:

A handwritten signature in blue ink, appearing to read "Michael A. Retzlaff", with a stylized flourish at the end.

Table of Contents

Promulgation	1
Purpose, Scope, Situation Overview, and Assumptions.....	3
Purpose.....	3
Scope	3
Situation Overview	3
Planning Assumptions	3
Concept of Operations	4
Mission Essential Functions.....	5
Essential Positions	6
Reducing Risk Through Remote Work and Staggered Shifts.....	7
Remote Work Protocols	7
Staggered Shifts.....	7
Personal Protective Equipment.....	8
PPE Supply Management	8
Staff Exposures, Cleaning, and Disinfection	9
Staff Exposures	9
Cleaning and Disinfecting	11
Employee and Contractor Leave	11
Documentation of Work Hours and Locations.....	11
Housing for Essential Employees.....	12
Recovery	12

Purpose, Scope, Situation Overview, and Assumptions

Purpose

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

Scope

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

Situation Overview

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

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

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately and wash/sanitize hands
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

Planning Assumptions

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

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

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

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

Upon the determination of implementing this plan, all employees and contractors of the Bolivar-Richburg CSD shall be notified by phone and/or email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. All Administration, Faculty, staff, students, and parents will be notified of pertinent operational changes by way of phone and/or email and/or in writing. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent of Schools and/or their designee(s) will maintain communications with the public and constituents as needed throughout the implementation of this plan.

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

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

Mission Essential Functions

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

Essential functions are those functions that enable an organization to:

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

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

Essential functions are prioritized according to:

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

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

The mission essential functions for the Bolivar-Richburg CSD have been identified as:

Essential Function	Description	Priority
Information Technology	Provides all hardware and software and technical assistance to faculty and students. Maintains the network and phone system.	1
Maintenance	Ensures the safe operation of all mechanical systems such as boilers, cleans and disinfects, ...	1
Grounds	Ensures safety around the exterior of the building such as snow removal; may also work remotely	2
Food Service	Provides meals to students	1
Transportation	Delivery of meals and instructional materials	1
Clerical	Organization of instructional materials, aids in communication with employees, students, and other constituency, may also work remotely	2
Instructional Staff	Provide instruction and support; may also work remotely but will need access to the building for materials and instructional tools	2
Administration	Maintain and Supervise all Operations; will need to be on site at times, may also work remotely	2
Instructional Support Staff	Provide student support, clerical support; may also work remotely	2
Finance/Human Resource	Maintain finance operation, provide human resources support; will need to be on site at times, may also work remotely	2

Health Services	Provide health services and health related guidance; will be on site at times, may also work remotely	1
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Essential Positions

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

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> IT 	IT staff members provide support in setting up hardware and software, network management, and help desk support. Much of the work can be done from home.
Maintenance	<ul style="list-style-type: none"> Supervisor Assistant Supervisor Custodians Cleaners 	Supervisor – oversees all building and grounds operations Assistant Supervisor – assists with overseeing operations and responsible for maintaining building systems Custodian – assist the assistant supervisor Cleaners – responsible for disinfecting routinely throughout the day and deep cleaning
Grounds	<ul style="list-style-type: none"> Grounds Workers 	Necessary grounds to prevent corrosion and rodents; maintain safety of the grounds
Food Service	<ul style="list-style-type: none"> Supervisor Cook Cashier Food Service Helpers 	Supervisor – oversee all food service aspects Cook, Food Service Helpers – prep and organize meals Cashier – assist with food prep if needed
Transportation	<ul style="list-style-type: none"> Supervisor Mechanic Bus Driver Bus Monitors 	Supervisor – oversee all food service aspects Mechanic – assist supervisor, maintain fleet of busses Bus Drivers/Monitors – assist in the delivery of meals and instructional materials
Clerical	<ul style="list-style-type: none"> Main office Secretary Principals' Secretary Director of Spec. Ed's Secretary District Clerk 	All Secretarial – Assist administration; assist with organization of instructional materials, assist with communication among all employees and families; some work may be done from home
Instructional Staff	<ul style="list-style-type: none"> Teachers Service Providers 	Provide instruction and support to students; much work can be done from home, access to the building required for access to materials and instructional tools as needed
Administration	<ul style="list-style-type: none"> Superintendent Principal / Asst. 	Operation of all aspects of the district, much of the work can be done from home

	<ul style="list-style-type: none"> • Director of Spec. Education 	
Instructional Support Staff	<ul style="list-style-type: none"> • Aides 	Provide support to students (much of this can be done from home) and provide clerical support as needed with food service and instructional materials
Finance/Human Resource	<ul style="list-style-type: none"> • Business Official • Treasurer 	In district as needed
Health Services	<ul style="list-style-type: none"> • School Nurse 	Provide health services and health guidance as needed, much work can be done from home

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation

Remote Work Protocols

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

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

Staggered Shifts

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

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

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.

Personal Protective Equipment

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

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

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

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

PPE Supply Management

- The Facilities Department is working with programs to determine the overall PPE needs of the Agency. 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	500 per week	6000	3000	1500	5 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					
<i>Item</i>	1 Week Supply for 1 Staff		12 Week Supply		Assumptions
<i>Disposable Nitrile Gloves</i>	10		120		10 per Week per Staff
<i>Disposable Gowns</i>	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.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

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

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Employee must notify their immediate supervisor of the potential exposure, and receive directive from the Superintendent and/or their designee with regards to remaining off of work and/or permission to work from home.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public. Bolivar-Richburg CSD will only allow these individuals to continue to work on site if there are no other employees that preform the necessary job duties.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.

- b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - a. Employee must notify their immediate supervisor of the potential exposure, and receive directive from the Superintendent and/or their designee for permission to continue to report to work.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 - 4. Bolivar-Richburg CSD will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 - 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 - 6. Employee must receive permission to return to work only if cleared by their healthcare provider. The employee must inform their supervisor of the clearance to return to work, and receive final permission from the Superintendent and/or their designee with regards to returning to work.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 - 1. Apply the steps identified in item B, above, as applicable.
 - 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 - 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, Superintendent or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

- b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
- c. The Superintendent and/or their designee is responsible to make sure all potential employee and contractor are notified of the possible exposure.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

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

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. The Director of Facilities and their custodial staff will follow daily cleaning / disinfecting schedules / protocols on days when the building / rooms are occupied to help assure compliance.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected, or as per the directions on the cleaning/disinfecting solution.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Bolivar-Richburg CSD is committed to reducing the burden on our employees and contractors. It is our policy that employees of Bolivar-Richburg CSD will not be charged with leave time for testing. If the employee is unable to return to work for an extended period of time it is our policy that Bolivar-Richburg CSD will make available to our employees any leave time grant by federal and state employment laws, FMLA, executive orders, contractual benefits, and other potential sources if and when available to the employees. This policy may be altered based upon changes in law or regulation, as applicable.

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

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by Bolivar-Richburg CSD to support contact tracing within the organization and may be shared with local public health officials.

Housing for Essential Employees

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

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Bolivar-Richburg CSD will coordinate with the Allegany County- Department of Emergency Services and/or American Red Cross (Emergency Shelter to help identify and arrange for these housing needs. This will be organized through the Superintendent of Schools Office.

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 faculty, 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.