

Pandemic Planning Appendix to TST BOCES District Wide Safety Plan

Subject: Documents in accordance with section 27-c of the labor law of New York which requires operational plans be established to provide a continuity of operations plan (COOP) in the event of a public health emergency is declared involving communicable diseases.

Content: The Appendix includes:

- a description of positions, titles and responsibilities of positions and staffing that would be considered essential to maintain during such an emergency including justification for each position;
- protocols to be followed in order to enable all non-essential employees and contractors to telecommute;
- description of modifying work shifts and times for essential employees;
- protocols for obtaining, dispensing and maintenance of personal protective equipment (PPE) for essential employees and contractors based upon tasks;
- protocols to deal with potential exposure to a known case of the communicable disease or the contraction of a communicable disease by an essential employee or contractor including disinfection procedures and communication of these requirements for essential employees and contractors;
- protocols for documenting precise hours and work locations, including off-site visits for essential employees and contractors to allow for contact tracing and tracking; and
- protocols for identifying sites for emergency housing for essential employees and contractors to further contain the spread of the disease;

Definitions:

Contractor – shall mean an individual performing services as a party to a contract awarded by the state of New York or any other public employer defined in section 27-c or the Labor Law.

Essential Employee – any supervisor and minimal staff required to provide tasks that are appropriate to support the efforts in providing needed services to the community served and the municipal system during a communicable disease emergency. Examples could include preparing and distributing meals in accordance with required state mandates and providing support for medical outreach to the community and other tasks as determined as critical to support the outbreak or emergency. This shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

Non-essential Employee – shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

Telecommute – the employer shall facilitate or request the procurement, distribution, downloading and installation of any needed devices or technology, including software,

data, laptop computers or cell phones, and transferring of office phone lines to work on cell phones or other means as practical and applicable within the policies of the school district.

Personal Protective Equipment (PPE) – The employers shall reduce all potential hazards regarding communicable diseases during a pandemic to the furthest extent through elimination, substitution, engineering controls, administrative controls and through. If hazard cannot be mitigated by these measures, then PPE must be made available, appropriate for the required tasks, be fitted for use and all affected employees trained on use and care of the PPE.

Public Employer – shall mean the state of New York, a county, city, town, village or any other political subdivision or civil division of the state, a public authority, commission or public benefit corporation, or any other public corporation, agency, instrumentality or unit of government which exercises governmental power under the laws of this state, provided however that this subdivision shall not include any employer as defined in section twenty-eight hundred one-a of the education law.

Communicable disease – shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal vector or the inanimate environment to a susceptible animal or human host.

Retaliatory action – shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Essential Employees

Only services deemed as essential by New York State, qualify as essential services. Because schools are not considered essential services, Employees must follow the guidance issued from the state or local health department regarding identification of any services that may become deemed as essential. The TST BOCES District Superintendent will always be considered an essential employee and shall be allowed to determine and identify other essential employees with agreement by the board of education. These categories may include limited, but are not limited to, transportation, food service and facilities maintenance and cleaning as well as those positions that perform these tasks. Depending upon the nature of the pandemic, TST BOCES will create a re-opening plan for initial operations and subsequent phases of operations as services are allowed or are deemed to be essential. These plans will be shared and communicated to all affected employees based upon the pandemic phase. TST BOCES will activate positions in accordance with the National Incident Management System (NIMS) Incident Command System (ICS) for the command staff which will include:

- Incident Commander – District Superintendent
- Safety Officer – Health & Safety Coordinator

- Liaison Officer – District Superintendent or designee
- Public Information Officer – District Superintendent
- Operations Section Chief – Director of Facilities
- Planning Section Chief - Assistant Superintendent Superintendent for Student Services
- Logistics Chief – Assistant Superintendent for Administrative Services
- Finance/Administration Section Chief – Assistant Superintendent Administrative Services

Some of the Incident Command staff will not be required to report to the campus and may be required to perform their duties in a remote manner utilizing available communications tools and protocols established by TST BOCES.

Typically anticipated essential employees during a pandemic include:

- Board of Education – To maintain oversight of the TST BOCES from remote locations.
- District Superintendent – (Incident Commander) To identify and strategize effective responses and programs that may become essential during the various stages of the pandemic. To provide authorization to essential staff. To coordinate and communicate with component school's districts for the region.
- Assistant Superintendent for Administrative Services – (Finance Section Chiefs/Logistics Section Chief) To maintain business operations for paying salaries, benefits and expenses incurred to TST BOCES for any authorized operations deemed essential. To obtain necessary resources including personnel and software and hardware as deemed essential for operations.
- Assistant Superintendent for Student Services – (Planning Section Chief) To plan and communicate continuity of educational opportunities for remote learning and other educational needs.
- Director of Facilities – (Operations Section Chief) To provide logistical support and coordination of maintenance, custodial and transportation needs based upon campus space and vehicle use.
- Maintenance Supervisor – (Operations) To oversee functionality of all occupied facilities and provide weather related duties to maintain safe operations.
- Custodial Supervisor – (Operations) To manage cleaning and disinfecting of occupied spaces by cleaning staff.
- Head Mechanic or Director of Facilities – (Logistics/Operations) To manage and coordinate transportation of essential services such as food deliveries is deemed essential and to clean and disinfect vehicles.
- Food Service workers – (Operations) To provide food services for delivery if deemed essential.
- Bus Drivers – (Operations) To deliver food to students is food delivery is deemed essential.

- Health & Safety – (Safety Officer) To provide guidance on responses to a pandemic and respond to emergencies within the component districts of TST BOCES only when deemed essential.
- Clerical Staff – Only those clerical staff that are considered essential based upon direction from the Board of Education and the District Superintendent. This includes business department and facilities staff.

TST BOCES will establish work schedules to reduce the contact between essential employees including creating shift rotations and physical separations within facilities to provide the least opportunity for the transmission of any infectious disease during a pandemic.

Non-essential workforce

All employees and contract workers for TST BOCES will be required to provide work from remote locations based upon the established work hours and days established in the annual school calendar. TST BOCES will be required to provide necessary access to equipment for remote working and teaching processes to include telephone access, network connectivity to TST BOCES and computers capable of being used for remote teaching and teleworking. TST BOCES will also forward all phone calls from assigned BOCES telephone extensions to each assigned employee either in audible mode or electronically communicated. This may include the issuance of cellular phones, software distribution and laptop computers.

Any non-essential workers needing access to the campus may be granted access based upon timing and occupancy of spaces by other employees which may include allowing access after normally occupied hours on a case-by-case basis.

Personal Protective Equipment

TST BOCES will provide necessary Personal Protective Equipment (PPE) for any employee that will report to the campus or to component districts to perform their duties. PPE will include any items identified in the phased re-opening plan. If the job requirements of any affected employee would necessitate the use of a respirator, the rules under the Respiratory Protection Program will be followed, including qualifying physical for the use of such respirator and fit-testing for a medically cleared employee capable of wearing a respirator. TST BOCES will provide respirators to these employees at no cost to the employee. TST BOCES will permit employees to wear respirators under Appendix D of the respiratory Protection Standard for the voluntary use of a respirator but, TST BOCES will not provide these respirators to employees. TST BOCES will provide any necessary disinfecting and cleaning materials, soap for hand washing and appropriate methods for hand hygiene as seen as acceptable under the phased reopening plans. TST BOCES will also provide gloves for employees for their use in maintain hand hygiene.

TST BOCES Facilities Department along with the Health and Safety Department will stockpile sufficient quantities of all PPE and cleaning/disinfecting products at all times during a pandemic to assure that employees will have access to PPE.

Positive Cases of Infectious Disease

TST BOCES has written cleaning and disinfecting procedures in place should an employee be identified as have contracted the infectious disease which includes isolating the targeted room for 24 hours, deep cleaning of all surfaces including doors and door hardware, application of EPA registered disinfecting products in accordance with manufacturer's written procedures and increased air filtration through mechanical equipment. TST BOCES also maintains a log of cleaning within each space which includes when the cleaning/disinfecting was done and by which employee. TST BOCES will separate and isolate employee work areas to lessen the potential exposure to another person that might become infected. If additional people occupy the same location, they may be relocated to another location, might be converted to remote working, or be asked to quarantine based upon potential exposure. Any employee that is required to enter into quarantine will be subject to the quarantined rules established for the reopening program and phase in conjunction with state and local health department rules.

During a pandemic emergency, TST BOCES requires all employees to keep track of where they are during the work day including times for entering and leaving facilities in written format. These forms are then used to facilitate contact tracing based upon the whereabouts of each employee.

In the event that certain essential employees that are critical to maintain operations cannot safely reside in their own residence, TST BOCES will need to provide alternate quarters for those affected employees which may include sheltering on campus or in alternate housing.