

PORT JERVIS CITY SCHOOL DISTRICT

Health Emergency Action Plan

PROTOCOLS FOR THE CONTINUATION OF OPERATIONS DURING A PUBLIC HEALTH EMERGENCY INVOLVING A COMMUNICABLE DISEASE

BACKGROUND:

Whereas, legislation passed by the NYS Assembly and NYS Senate in September 2020 mandated all public employers to develop and adopt a plan for operations in the event of a declared public health emergency involving a communicable disease;

Whereas, school districts are composed of essential employees and provide essential functions and services to the community;

Whereas, the development and implementation of a comprehensive plan for personnel, health and safety, contact tracing, and communication are essential to mitigating the adverse effects of public health emergencies;

The Port Jervis City School District assembled a committee of stakeholders to review the requirements, current protocols, and best practices. The plan herein is compliant with Section 27-C of New York State Labor Law. Specifically, this plan includes the following tenets of the applicable law: designation of essential and non-essential positions and functions; provisions for remote workplace implementations; procurement, storage, and distribution of personal protective equipment; prevention of communicability of the disease in the workplace and response to infection; and contact tracing protocols.

PURPOSE:

The inherent purpose of this plan is to provide a thoughtful, deliberate, and strategic approach to continuing operations during a communicable disease health emergency.

ACTIVATION OF THE ACTION PLAN:

This plan will be activated following explicit direction and guidance from the Office of the Governor, Orange County Executive, Orange County Department of Health, New York State Department of Health, or other applicable/appropriate government entity or agency.

DEFINITIONS:

Personal protective equipment shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

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 2801-a of New York State Education Law.

Essential 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 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.

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.

(S8617/A10832 section 1(a), NYS Labor Law Section 27-c (1)(a)).

IDENTIFICATION OF ESSENTIAL POSITIONS

To allow for the continuation of essential operations in the Port Jervis City School District in the event of an Executive Order mandating a reduction on in-person personnel, the following titles have been designated as “essential positions.” Rationale for the designations is included to provide an overview of the scope of the role(s) individuals within these titles will perform.

<u>DEPARTMENT</u>	<u>TITLE / POSITIONS</u>	<u>RATIONALE</u>
Administration	<ul style="list-style-type: none">● Superintendent● Assistant Superintendents● Building Principals	Administrators will oversee the operations, inclusive of maintaining payroll, ordering supplies, management, etc.
Information Technology	<ul style="list-style-type: none">● Director● Specialists	IT personnel will be needed on-site to maintain infrastructure and internet access for business operations and continuity of learning via remote instruction. (Help Desk personnel will work remotely.)
Buildings and Grounds	<ul style="list-style-type: none">● Director● Custodians● Groundskeepers	Custodial and Lead positions will be utilized to continue to maintain, clean, and disinfect buildings and office spaces. Groundskeepers will be utilized to maintain the exterior spaces of the buildings, food service operations, and deliveries.
Clerical	<ul style="list-style-type: none">● Administrative Aides● Clerk Typists● Account Clerk Typists	Clerical will be provided with the technology and software to work remotely, however there will be instances including but not limited to purchasing and payroll functions that will require intermittent on-site presence.
Food Service	<ul style="list-style-type: none">● Cook Managers● Food Service Workers	To prepare and distribute meals.

Faculty	<ul style="list-style-type: none"> Teacher/Related Service Providers 	Faculty will be provided with the technology and software to work remotely, however there will be instances including but not limited to providing related services per Section 504/FAPE that will require intermittent on-site presence.
Nursing	<ul style="list-style-type: none"> School Nurses 	Nurses will be provided with the technology and software to work remotely, however there will be instances that will require intermittent on-site presence.

TELECOMMUTING PROTOCOLS

Listing of Non-essential position titles and contractor titles who will need to tele-commute along with equipment deemed essential to their role.

Non-essential shall refer to that employee who is not required to be physically present at a work site to perform his or her job and may perform his or her job remotely. There may be some staff who will not be able to telecommute nor will they be able to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

Port Jervis City School District's Information Technology Department has protocols in place to allow most employees to work remotely as determined by the Superintendent, Assistant Superintendents, and building-level administration. Equipment will be issued on an as needed basis after the appropriate administrator makes a formal request to the Director of Technology. The district has an inventory of chromebooks that will allow for all students, faculty, and staff to receive a device Below is the listing of non-essential personnel who have been identified as needing equipment.

Non –Essential Position Titles	Equipment assignment		
	Phone	Laptop	RSA
Building Administrator	X	X	
Business office off site	X	X	
District Administrator	X	X	
IT off site	X	X	
Nurse	X	X	
Support Staff – administrative	X	X	
Teacher		X	
Teacher Aide		X	
Related Service Providers		X	

DOWNLOADING AND INSTALLING SOFTWARE AND DATA.

All Port Jervis City School District equipment that is assigned to a staff member is preloaded with the appropriate software for that position. In addition, staff are trained and encouraged to share documents using Google Suite. Staff must receive approval from their direct supervisor or the Director of Technology prior to installing or downloading any software or applications.

TRANSFER OF PHONE LINES TO WORK OR PERSONAL CELL PHONE.

In the event of a pandemic, the district will use Cisco ip telephony services that will allow it to receive and make calls through employees' laptops and/or mobile devices.

STAGGERING OF WORK SHIFTS

Description of how the employer will stagger work shifts of essential employees and contractors to avoid overcrowding on public transportation and at work sites. (S8617/A10832 Section 3-c & NYS Labor Law Section 27-c (3)(c)).

Essential personnel at Port Jervis City School District will have several options to comply with this requirement.

- Buildings and Grounds Staff will have staggered shifts and assigned work locations to prevent any overlap or congregate areas.
- If necessary, essential personnel will be further divided into cohorts to reduce staffing in prescribed increments.
- All personnel that are reporting to work on-site will be assigned individual break areas and required to use prescribed entrances and exits to further reduce congregate settings.

PERSONAL PROTECTIVE EQUIPMENT

PLAN TO PROCURE PPE

Personal Protective Equipment supplies including but not limited to masks, gloves, and protective clothing will be stored and maintained to ensure a six month supply that will exceed minimum requirements of PPE for all personnel that will be potentially designated as essential. Plans for continued replenishment of supplies will be implemented to reduce any adverse effects from supply chain delays.

MINIMUM PPE REQUIRED

Minimum two pieces of each type of PPE for each essential employee and contractor for at least 6 months (26 weeks).

Position	Masks	Pairs of gloves	Face Shield
Minimum per person quantity for 6 months	130	260	6
Superintendent (1)	130	260	6
Assistant Superintendents (2)	260	520	6
Director of Facilities (1)	130	260	6
Director of Technology (1)	130	260	6
Building Principals (4)	520	1040	24
Head Custodians (4)	520	1560	24
Building Custodians (10)	1300	2600	60
IT Staff (3)	390	780	18
Faculty, Clerical	1300	2600	60
Nurses(2)	260	520	12
Total	4940	10400	222

PPE STORAGE

PPE type	Storage Location
Masks (reusable)	All Buildings
Gloves	All Buildings
Face shields	District Office; Buildings and Grounds; 209 Complex
Gowns	District Office; Buildings and Grounds; 209 Complex
N-95	District Office; Buildings and Grounds; 209 Complex

RESPONSE PROTOCOLS

PROTOCOL FOR SCREENING

- All individuals entering the school or office buildings in the district will complete a Symptom Attestation prior to arrival or entry.
- All individuals will have a symptom screening by school personnel upon arrival to the building. Screening will include, but is not limited to temperature screening.
- School personnel will confirm that all individuals seeking entry to the school or office building possess the required personal protective equipment. The school district will provide the appropriate PPE.
- All school personnel will be trained in the identification of applicable symptoms.
- All school personnel will be trained in the reporting protocols of symptoms, illness, and cleaning/disinfecting procedures.

PROTOCOL FOLLOWING EXPOSURE / SYMPTOMS

- The individual(s) suspected of exposure will be notified and isolated from others.
- School personnel will contact the Orange County Department of Health to report the exposure and seek guidance on the appropriate response.
- School personnel will contact the School Physician / District Medical Director to report the exposure and guidance provided by the Department of Health.
- School officials will determine all areas of the school and office buildings that may have been exposed. The appropriate cleaning and disinfecting protocols will be immediately implemented.
- Communication of the exposure/positive test result(s) will be communicated to all stakeholders. While Port Jervis CSD Board of Education Policies, HIPAA, and applicable confidentiality regulations will be followed, non-identifiable communication will be employed and may include posting information to the school district's website, www.pjschools.org, social media accounts, Port Jervis CSD App, and messaging through SchoolMessenger.

Protocol For Contact Tracing

- All personnel and visitors entering a school or office building will complete the attestation prior to entering.
- All visitors will provide appropriate identification and detailed contact information.
- All personnel and visitors will be logged into an electronic form documenting time of entry, purpose, location(s), and time of exit.
- All school personnel will be trained to document all locations visited throughout the time spent in the school or office building.
- All visitors will be required to be escorted/accompanied by school personnel at all times while in the school or office building.

- The detailed scheduling, assigning of personnel, and logs will allow for accurate and comprehensive contact tracing in the event there is a suspected or confirmed exposure in the workplace.
- All suspected proximate or direct contacts will be contacted by school personnel following consultation with the Department of Health.

EMERGENCY HOUSING

Emergency housing for essential workers is not normally needed for school employees. If needed, the district will arrange for emergency housing for essential employees at the following on site areas:

- Anna S. Kuhl Elementary School
- Hamilton Bicentennial Elementary School

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Updated	
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