

*Cornwall Central School District
District-wide School Safety Plan
Appendix D: Public Health Emergency*

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 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 continuation of 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 Cornwall Central School District. 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 students, 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 against continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

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 students, employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our school district's 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 the Cornwall Central School District, 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.

Upon the determination of implementing this plan, all employees and contractors of the Cornwall Central School District shall be notified by email as well as by automated phone or text message, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Police, fire, and other interested parties will be notified by phone and/or email as necessary. The Superintendent or their designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of the Cornwall Central School District, 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, 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, Cornwall Central School District 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 Cornwall Central School District

The Cornwall Central School District 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 one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 3 being functions that are essential, but least among them.

The mission essential functions for the Cornwall Central School District have been identified as:

Essential Function	Description	Priority
Information Technology	Provides all hardware and software support for the district. Maintains the school's network, phone, and other notification systems, payroll and accounts payables systems, as well as housing data that is essential to the ongoing operation of the district.	1
Buildings and Grounds	Provides repair and continuation of systems such as water, lavatories, kitchens, generators, HVAC systems, and snow removal as necessary to maintain safe access to the buildings. Cleans, sanitizes and disinfects occupied spaces.	1
District Office	Coordinates district wide communications, safety teams, vendor/contractor responses, and crisis intervention supports. Also provides payroll and accounts payable	1

	functions to keep essential/designated employees paid and keep essential supply orders flowing.	
Food Service	Provide meals for students in need.	2
Transportation	Provides immediate transport of students to/from school directed at the onset of the emergency. Follow-up roles include delivery of food, medical supplies, and learning materials in the event of a long-term closure.	3

Essential Positions

Each essential function identified above requires certain positions to be 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
Information Technology	<ul style="list-style-type: none"> • Director of Technology • Senior Network Specialist • Technicians 	<p>The Director of Technology establishes all priorities for IT tasks and organizes staff.</p> <p>The Senior Network Specialist ensures the functionality of essential equipment necessary to keep operations running and coordinates moves to secondary data centers and/or data disaster recovery in order to restore systems that may go down.</p> <p>IT staff members provide support in setting up hardware and software, network management, and help desk support and ticket escalation and resolution.</p>
Buildings and Grounds	<ul style="list-style-type: none"> • Director of Facilities • Custodial Workers • Ground Maintenance • Building Maintenance • Trade Workers 	<p>The Director of Facilities establishes all priorities for maintenance and cleaning tasks and organizes staff.</p>

		Custodians/Ground Maintenance/Building Maintenance employees will implement all directives relating to cleaning, sanitizing, and distribution of supplies within district buildings.
District Office	<ul style="list-style-type: none"> • Superintendent • Asst. Superintendent for Business • Asst. Superintendent for Instruction 	<p>The Superintendent will oversee and coordinate all operations. He/she will act as the Chief Communications Officer, unless otherwise delegated. The Superintendent will work with the Asst. Superintendent for Business, Asst. Superintendent for Instruction, Director of Human Resources, District Clerk, Emergency Services Personnel, and Building Administrators.</p> <p>The Asst. Superintendent for Business will directly oversee and coordinate all aspects of operation support services. He/she will work directly with the Director of Technology, Director of Facilities, Transportation, and all Business Office Staff in the coordination of supplies, services, payments, and movement of materials.</p>
Food Service	<ul style="list-style-type: none"> • Director of Food Services • Food Service Staff 	The Director of Food Services will coordinate with vendors and the business office for supplies necessary in the event a building closure is necessary and to-go meals must be provided. At all times throughout the school year, the Director of Food Services will ensure at least

		one week's worth of supplies are on hand to prepare, package, and distribute student meals.
Transportation	<ul style="list-style-type: none"> • West Point Tours • Bus Drivers 	The management of West Point Tours will establish priorities, in coordination with the Asst. Superintendent for Business, for transportation of students, goods, and/or services to or from student's homes or temporary places of residence. He/she will coordinate drivers as necessary to accomplish the tasks as directed.

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.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so to 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 with any needed devices or technology
4. Access to VPN and/or secure network drives
5. Access to software and databases necessary to perform their duties
6. A solution for telephone communications (note: phone lines may need to be forwarded to off-site staff)

Staggered Shifts

Implementing staggered shifts may be possible for essential personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. When possible, management will identify opportunities for staff to work outside of core business hours as a strategy of limiting exposure. Staggering shifts requires:

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

Within each department, the director will identify and prioritize work that necessitates on-site personnel. That work, where appropriate, will be divided into shifts with the highest priority work being performed by the first available shift.

Personal Protective Equipment (PPE)

The Cornwall Central School District has identified the following personal protective equipment (PPE) for essential workers and contractors:

- Face masks
- Face shields
- Disposable gloves
- Gowns and aprons
- Portable hand sanitizer
- Sneeze guards (where appropriate)

The district has identified the Director of Facilities to be the point person and the person in charge of the administration of said supplies. The Director of Facilities has identified the following sources for PPE procurement:

- HD Supply Works
- Grainger
- EA Morse, Inc.
- Sterling, Inc.

The Director of Facilities will ensure that there is at least a six month supply of PPE and will also approve the distribution to essential workers and visiting vendors as needed. Storage of all PPE is housed within a special room located within the maintenance building, which also houses the office of the Director of Facilities.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and the presence of symptoms. The following protocols are based on current CDC guidelines:

- 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 the 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. If possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Superintendent must be notified of all exposed individuals.
 - c. See the section titled Documentation of Work Hours and Locations for additional information for 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.
 - 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 protocols. See the section on Cleaning and Disinfection for additional information.
 - d. If at any time they exhibit symptoms, refer to the item B below.
 - e. The Superintendent will make all final determinations regarding whether an employee's duties are immediately essential to be performed on-site and will notify the affected employee's supervisor via email of the determination.
- 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. Cornwall Central School District 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 questions is other than COVID-19, CDC and other public guidance shall be referenced.
 6. The Superintendent must be notified in any case where an employee, or contractor is exhibiting symptoms.
- 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, the Superintendent shall designate an individual or team of individuals to inform all contacts of their possible exposure. Confidentiality shall be maintained as required.
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. The Superintendent must be notified of an employee or contractor who has tested positive for the communicable disease and will ensure that all required protocols are followed.

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, essential employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
2. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected as necessary.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Soiled surfaces will be cleaned with soap and water before being disinfected.
5. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
6. 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 the Cornwall Central School District is committed to reducing the burden on our employees and contractors.

The Cornwall Central School District will provide paid leave in accordance with federal and/or state regulations, laws, executive orders, etc. that may be promulgated to address the public health emergency. If an employee is able to effectively work remotely and the need exists for them to do so, the district will review/approve the situations on a case by case basis to meet district needs.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Cornwall Central School District, and as such are not provided with paid leave time by the district, 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 and off-site visits. This information may be used by the Cornwall Central School District to support contact tracing within the organization and may be shared with local public health officials.

The Cornwall Central School District may implement, as part of the public health emergency, additional documentation requirements for work hours, both for hourly and salaried employees, where the district identifies the need to account for both work performed and contact tracing. The Superintendent will be responsible for making the determination as to which departments or groups of employees are required to utilize such documentation and the Asst. Superintendent for Business will be responsible for collecting and managing the information.

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 that will help prevent the spread of the subject communicable disease. This could, in turn, help protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Cornwall Central School District'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, the Cornwall Central School District will coordinate with the American Red Cross or other organizations who can assist with the supplies necessary to house employees within the district's buildings. The Superintendent and the Asst. Superintendent for Business will be responsible for coordinating this effort.

Appendix D: Public Health Emergency

Emergency Remote Instruction Plan

In a memo dated May 4, 2023, the New York State Education Department (NYSED) established the expectation that all school districts must develop an Emergency Remote Instruction (ERI) plan beginning with the 2023-24 school year. NYSED has stated that the following components are required for each school district's ERI plan:

- Assurance that computing devices are available to students for synchronous instruction
- Assurance that students have access to internet connectivity
- Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction for students, with an expectation that asynchronous instruction is supplementary to synchronous instruction
- Assurance that accommodations will be made for students for whom remote instruction by digital technology is not available or appropriate
- Assurance that special education and related services will be provided to students with disabilities
- An estimated number of instructional hours that the district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions

The Cornwall Central School District has transitioned to a one-to-one computing device district as of September 1, 2023. This means that every student in our school district has access to a chromebook (grades 1-12) and an iPad for our kindergarteners. We have survey data which allows us to know which families do not have internet access in their homes. In the case of a public health emergency, we will partner with local telecommunications agencies to provide hotspot access to those families.

NYSED has made it clear that synchronous instruction is the priority for remote instruction for extended periods of time. Therefore, our district will continue to provide livestreamed, synchronous instruction to our students to the greatest extent practicable during extended school closures due to emergency conditions. Families will be vital partners in our students' success. We will communicate the remote instruction plan to our families, including the need for asynchronous instruction during periods of transition into this plan, and scheduled times during the remote instructional day. Our district will seek to claim approximately 5 hours (grades K-4) and 5 ½ hours (grades 5-12) of instruction for each day spent in remote instruction due to emergency conditions. Again, this instruction will primarily be synchronous, with asynchronous instruction as the supplement.

Teachers, administrators and staff will communicate regularly with any families requiring special education and related services, along with any students for whom remote instruction by digital technology is not available or appropriate. The purpose of this communication will be to discuss how instruction will be personalized to support students in meeting the goals in their individualized education plan.