



Sullivan  
**BOCES**

**Sullivan BOCES  
District-Wide School Safety Plan  
2022-2023**

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## **PURPOSE**

Emergencies in schools are defined as events that occur and have the potential to cause injury or illness to members of our school community and/or disrupt the orderly educational process. They range from acts of bullying or harassment to catastrophic natural or man-made events. Emergency management means dealing with and avoiding risks. It involves preparing for an emergency situation before it occurs as well as supporting and rebuilding from the emergency after an event has occurred.

Emergency management in our schools is the continuous process by which staff, students, administrators, parents, emergency responders and the community manage hazards in an effort to avoid or ameliorate the impact of disasters resulting from hazards. Preventive measures and good planning will reduce the likelihood that emergencies will occur and allow us to address those that do in an expeditious and effective manner.

Districts are required to develop district-wide school safety and emergency management plans designed to prevent and effectively manage such events to minimize the effects of serious incidents and emergencies. These plans also facilitate the coordination of the District with local and county plans and resources when incidents and emergencies occur.

The district-wide plan is responsive to the needs of all schools in the District and is consistent with the more detailed school emergency plans required at the building level. Districts are vulnerable to a wide variety of acts of violence, natural and man-made disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law. Project S.A.V.E. is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The District Superintendent or designee requires each building principal to maintain a Building-level Emergency Response Plan in compliance with Commissioner of Education Regulation 155.17. Each plan should be updated annually with the assistance of the School Emergency Response Team (SERT). The plan shall provide for lockdown, lockout, hold in place, evacuation, early dismissal, fire and other emergency planning and notification (when necessary) to students and staff, annual drills and exercises, and coordination with local and county emergency preparedness agencies. These plans shall be submitted to the District's Emergency Response Team for annual approval and incorporation into the overall District-wide Safety and Emergency Management Plan.

## **DISTRICT CHIEF EMERGENCY OFFICER**

The Sullivan BOCES District Superintendent & Chief Executive Officer is designated as the Agency Chief Emergency Officer and will provide:

- Coordination of communication between school staff and first responders
- Assurance that the district-wide school safety plan and building-level emergency response plans are developed and updated annually
- Assurance of coordination between the district-wide school safety plan and building-level emergency response plans
- Assistance in the selection of security related technology and the development of associated policies
- Assurance that all required evacuation and lockdown drills are performed in accordance with Education Law section 807
- Appropriate safety, security, and emergency training for all staff including ensuring that all staff members are familiar with the district-wide school safety plan

## **DISTRICT-WIDE SCHOOL SAFETY TEAM**

The District-Wide School Safety Team is appointed by the Sullivan Co. BOCES Board and shall include the following members:

### **Team Members:**

Gary Bowers, Health and Safety	845-295-4110
Asst. Superintendent for Instruction	845-295-4030
Megan Becker, Executive Principal	845-292-5618
Linda Blanton, Executive Principal	845-295-4145
Adam Riehl, Executive Principal	845-295-4107
Jeffrey Molusky, Executive Principal	845-295-4183
Donna Hemmer, Director of Communications	845-295-4011
Kelly Levi, School Nurse	845-295-4114
Kurt Mall , Interim Director of Facilities	845-295-4028
Robert Cintron, School Resource Officer	845-295-4179
Deb Charlton, Teacher/ Union President	845-295-4226
Sam Rogers, Teacher	845-295-4269
Jillian Smith, Administrative Assistant	845-295-4102

## **RESPONSIBILITY OF THE DISTRICT-WIDE SCHOOL SAFETY TEAM**

- Development of the District-Wide School Safety Plan
- Review and update the District-Wide School Safety Plan as needed but at least annually
- Development of policies and procedures for responding to implied or direct threats of violence by students, staff, and visitors as well as threats by students against themselves, including suicide.
- Development of policies and procedures for communication with law enforcement and parents/guardians
- Recommend prevention and intervention strategies to improve communication with students
- Development of plans and procedures to coordinate with emergency services and local government agencies
- Identification of district resources available in the event of an emergency
- Recommend staff and student school safety training programs (all staff will receive training by September 15<sup>th</sup> on the school safety plans, violence prevention, and mental health)
- Development of policies and procedures related to school building security
- Arrange for drills and exercises to test plan components

## **BUILDING-LEVEL EMERGENCY RESPONSE TEAM**

Each school building will have a Building-Level emergency Response Team, appointed by the building principal, responsible for the development of the confidential Building-Level Emergency Response Plan. The Building-Level Emergency Response Team will appoint:

- Emergency Response Team (members have specific roles and responsibilities in an emergency)
- Post-Incident Response Team (assists with the aftermath of a violent incident or emergency)
- Any other Incident Response Team(s) deemed necessary

## **CONCEPTS OF OPERATION**

- The District-wide School Safety and Emergency Management Plan will be directly linked to individual Building-level Emergency Response Plans for each school. Protocols developed in the District-wide School Safety and Emergency Management Plan will guide the development and implementation of Building-level Emergency Response Plans. Response Plans developed for classrooms located at SUNY Sullivan Campus and Catskill Regional Medical Center, are consistent with BOCES District-wide Safety Plan and the safety plans of their respective facilities.
- All District building plans have been standardized to the extent possible so that leadership decisions are consistent and leaders may be interchangeable as necessary. The training and expectations set at the district level are applicable to all building team members.
- In the event of an emergency or violent incident, the initial response at an individual school will be by the School Emergency Response Team.
- Once the Superintendent and/or his/her designee are notified, the district-wide school safety team may be mobilized to respond, and when appropriate, local emergency officials will be notified. All will follow the emergency management protocols and practices outlined in the National Incident Management System (NIMS) and will practice Incident Command System (ICS) techniques to better manage these events.

## **PLAN REVIEW & PUBLIC COMMENT**

- The District-Wide School Safety Plan shall be monitored and maintained by the district-wide school safety team and reviewed at least annually and updated as necessary and adopted by the school board by September 1st. A copy of the plan will be available at the district office.)
- Building-level Emergency Response Plans shall be confidential and not subject to disclosure under Article 6 of Public Officers Law or any other provision of law in accordance with Education Law Section 2801-a.
- Within 30 days from adoption, the District-Wide Safety Plan will be posted on the district website. The URL will be submitted to the Education Department via the annual Basic Educational Data System (BEDS) collection.
- The District-wide Plan must be formally adopted by the Board of Education whenever changes, other than simply updating contact information, are made to the plan. Pursuant to Commissioner's Regulation, Section 155.17(e)(3), this plan will be made available for public comment at least 30 days prior to its adoption.

- Building-Level Emergency Response Plans will be supplied to the New York State Police and Sullivan County Sheriff's Department within 30 days of adoption, but not later than October 15<sup>th</sup>.

## **PREVENTION AND INTERVENTION STRATEGIES**

The District utilizes a variety of intervention strategies to reduce risk and prevent critical incidents.

- Training for school staff working in an incident control capacity may include:
  - Individual and group de-escalation techniques
  - Non-violent conflict resolution skills and
  - Mediation
- The District will provide de-escalation techniques and non-violent conflict resolution training to other staff annually. Each building/division will have staff trained in non-violent conflict resolution.
- Training is available during staff development sessions or on conference days.
- Procedures relating to building security including utilization of staff and security equipment may include:
  - Surveillance Cameras
  - Door-lock (buzzer) entry systems
  - Portable Radios
  - Alarm Systems
  - Keypad or swipe entry systems
  - Single Point of Entry
  - Vaping detectors and phone application
  - Wireless classroom lockdown system

The District continually investigates other security measures and conducts staff development training to ensure schools are as safe as possible.

## **IMPROVING COMMUNICATION WITH STUDENTS**

Each of the schools within the district provides school safety-related initiatives. These programs include peer mediation, bullying prevention, conflict resolution, social skills development, anger management and components of character education. Students are involved in a wide variety of safety activities through both their classes as well as through work with counselors, social workers, and school psychologists.

## **REPORTING THREATS OR ACTS OF VIOLENCE**

Students, staff, parents, and others are educated annually about the importance of reporting threats or acts of violence and the procedures of reporting.

The District has developed a system for reporting threats of and actual acts of violence. The procedure for reporting is as follows:

- Students are educated to report threats and acts of violence to staff members.
- Each school has designated a reporting process, which can be done anonymously.

- Staff members are to report student referrals to the administration for investigation.
- Staff training programs meet S.A.V.E. requirements. Instruction on issues of school safety is provided to all employees each year.

## **TRAINING, DRILLS, AND EXERCISES**

### **DRILLS AND EXERCISES:**

The District will conduct Emergency Management drills and exercises annually including, but not limited to:

- **FIRE AND LOCKDOWN DRILLS:** Fire and Lockdown Drills will be conducted during school days in each school within the District with staff and students twelve (12) times annually (September - June). The first eight (8) drills are conducted prior to December 31st of each school year.

Eight of all such drills shall be fire evacuation drills. Four of all such required drills shall be lockdown drills. The appropriate Fire Department may, upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding effective building evacuation in the event of a fire. The appropriate Police Department may upon mutual agreement with the District, participate in some or all of the lockdown drills and offer feedback regarding the effectiveness of these drills. Drills shall be conducted at different times of the school day with at least one of the eight required evacuation drills occurring during a mass gathering event such as lunch or assemblies.

- **EARLY DISMISSAL DRILL:** The District will conduct an Early Dismissal drill annually wherein students are dismissed early from each school. Parents will be notified of these drills well in advance. Transportation Officials may also take place in conducting, and evaluation of this drill.
- **HOLD IN PLACE:** Each school in the District will conduct at least one (1) Shelter-in-Place Drill annually utilizing Shelter-in-Place protocols. The appropriate Police Department may upon mutual agreement with the District, participate in some or all of the drills and offer feedback regarding the effectiveness of these drills.

### **STAFF DEVELOPMENT TRAINING:**

All general staff will receive training on district-wide procedures as well as specific procedures contained within their respective building-level emergency response plan. This training shall occur prior to September 15th of each school year or within 30 days of joining the district.

The District will provide advanced training for each School Emergency Response Team (SERT) and District-Wide School Safety Team annually. The training will include practices and procedures to educate, evaluate, update and review all emergency management protocols and procedures the teams perform including, but not limited to Lockdown, Lockout, Evacuation, Shelter-In-Place, Early Dismissal, and Fire. The District may involve local emergency responders as well to participate in this training.

Training may include but is not limited to:

- de-escalation training/warning signals for violence and mental health concerns
- non-violent conflict resolution
- emergency physical intervention
- emergency response team training

- social skill development
- character education
- social, emotional learning

## **PROACTIVE BUILDING SECURITY MEASURES**

- BOCES buildings use a single point of entry system. All exterior doors are locked except the main entrance. Signs are in place directing visitors to sign in at the reception desk at each school. Main doors are controlled by remote “buzzer” entry during normal school hours.
- All schools have security guards just inside the entrance of each school in the district. Guards monitor visitor sign-in procedures and help supervise building traffic flow. Security guards maintain licensing in accordance with the New York Security Guard Act. Licenses are issued by the New York Dept. of State, Division of Licensing Services and require 8 hours of pre-assignment training, 16 hours of on-the-job training, and 8 additional hours of in-service training annually.
- Staff members are required to wear visible identification badges.
- Classroom doors shall be closed and locked. Overhead doors shall be closed when not in use.
- Visitors are required to sign in and wear visitor identification.
- Visitor access is limited to specific areas of the school building.

## **VITAL EDUCATIONAL INFORMATION**

Information on each building’s students and staff, transportation needs, and the telephone numbers of key officials are outlined in each Building-level Emergency Response Plan.

## **EARLY DETECTION OF POTENTIALLY DANGEROUS BEHAVIOR**

This section contains the District policy and procedure for disseminating information regarding the early detection of potentially dangerous behavior.

- A summary of the District’s Code of Conduct is provided to all students in the district at the start of every school year to ensure that all students understand acceptable behavior in the school setting. The Code of Conduct delineates, among other behavior, a lack of tolerance for bullying, violence, and harassment.
- A “plain language” summary of the Code of Conduct is mailed to all parents/guardians of students in the District at the start of each school year and is disseminated at the time of registration thereafter.
- All new employees will be provided access to a copy of the Code of Conduct at the time of hire. All teachers and other staff members will be provided access to a copy of the Code of Conduct annually.
- Efforts are made on the building level in each of the schools to identify, prevent, and resolve potentially dangerous behavior at the earliest possible stage. Counselors, school psychologists, school social workers, nurses, outside agencies (as appropriate), administrators, teachers, and support staff are essential participants in this process.
- Secondary health curricula incorporate information regarding emotional health, the impact of drugs and alcohol on an individual’s behavior, and on responsible decision-making.



- School psychologists, social workers, and counselors facilitate counseling groups for identified students around issues related to poor social skills development, anger management, and good decision-making.
- Certified and non-certified staff members working with students who are at-risk for engaging in violent behaviors receive annual training in crisis prevention and intervention. Further, these staff members benefit from technical assistance within the context of the instructional setting across the year.

## **IDENTIFICATION OF POTENTIALLY DANGEROUS OR HAZARDOUS SITES:**

Each school will identify and locate areas of potential emergencies in and around their building. The Director of Facilities and building custodians will locate these sites.

- These sites are to include electrical, gas, heating, ventilation, water supply and sewage systems locations and shut-off valves.
- These sites of potential emergencies will be listed in each Building-level Emergency Response Plan supplied to police, fire, emergency management services, and district personnel
- Potentially dangerous sites will be checked regularly and inspected by building safety personnel on a regular schedule, at least annually. They include but are not limited to:
  - Electrical panels/shut-offs
  - Gas lines/shut-off
  - Gas appliances
  - Heating plant
  - Sewage system
  - Structural failure
  - HVAC
  - Water supply/shut-off
  - Chemical storage and cleaning supplies
  - Paper supply storage
  - Industrial arts room
  - Science rooms and labs
  - Isolated areas near the school
  - Nearby streams, ponds, rivers (flooding)
  - Steep areas near school
  - Unprotected exterior gas/electric, air conditioning supplies, equipment

## **TYPICAL EMERGENCY SITUATIONS:**

The District has procedures for emergencies including but are not limited to:

- Bomb Threats
- Building Collapse
- Civil Disturbance
- Earthquakes
- Explosion
- Fire

- Floods
- Hazardous Materials and Radiological Incidents
- High Winds
- Hostage Situations
- Intrusions
- Kidnappings
- School Bus Accidents
- Suicide
- Suspicious Packages
- Tornadoes
- Pandemic Illness

## **NOTIFICATION AND ACTIVATION - INTERNAL AND EXTERNAL COMMUNICATIONS**

### **EXTERNAL**

Anyone with knowledge of an incident is encouraged to immediately call 911 in an emergency. Notify the Main Office immediately when calling 911; SC BOCES may need to activate the emergency teams, and arrangements must be made to meet the responders.

The District's mass communication system will be used to provide information to parents/guardians and emergency contacts. The District website may also be used to provide updated information throughout an incident as deemed appropriate by the Incident Commander. The District may also use social media for announcements or updates as directed by the Incident Commander.

### **INTERNAL**

After receiving information from the Incident Commander at the scene, an email will be sent from the superintendent's office to all administrators and administrative offices alerting them to the nature and status of any incident in the district. The mass communication system may be used to provide information as deemed appropriate by the Incident Commander. Portable radios will also be used when possible.

### **MULTI-HAZARD RESPONSE**

In the event of an emergency, a Command Center will be set up at a safe location in collaboration with emergency responders. Each building has specific plans for dealing with a wide range of hazards.

Specific response procedures are sensitive in nature and therefore are contained within each confidential building-level emergency response plan.

In each emergency, the building's administrator will contact the District office for assistance. The District office will provide support as appropriate and deemed necessary by the Incident Commander on the scene (i.e. sending additional mental health resources). The superintendent or his/her designee will be the sole contact person for releasing information to the media and for communicating the status of the emergency with other district schools, private schools, and outside agencies.

## **RESPONSES TO ACTS OF VIOLENCE AND IMPLIED OR DIRECT THREATS**

- Students are required to inform school staff about any direct or indirect threat of violence or actual act of violence to themselves, others or school property.
- Staff members are required to immediately inform the Principal or his / her designee of any direct or indirect threat of violence or actual act of violence to students, themselves, others or property. The Principal or her/his designee decides whether or not to utilize the building's trained clinician(s) in an effort to de-escalate or defuse the situation.
- Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence or actual act of violence towards students, themselves, others or property.
- After considering the specificity/generality of the threat or severity of the violent act, the Principal or her/his designee will decide whether or not to immediately contact the Superintendent of Schools, Deputy or Assistant Superintendent to advise them of the threat, get help to determine the level of threat or report the violent act.
- The Principal or her/his designee will also decide whether or not to contact the SRO or other law enforcement personnel. Threats or actions placing students, staff and others in imminent danger require an immediate LOCKDOWN protocol followed by a call to the police and the District Superintendent (if safe to do so). Violent offenses defined in the S.A.V.E. regulations will also require the involvement of the police.
- The principal, and/or her/his designee then determine the appropriateness of directing the School Emergency Response Team to be activated.
- The School Emergency Response Team (SERT) consisting of trained staff and school personnel may assist with an Evacuation, Lockout, Shelter – In – Place, Fire or Early Dismissal and will follow the appropriate protocol (see appendixes for further information). The Incident Command System (ICS) under the National Incident Management System (NIMS) should be followed as closely as possible to ensure good coordination between the building level teams, district leadership, and responding agencies.
- If the threat of violence or danger is imminent, a Lockdown may be utilized. A Lockdown is time sensitive and therefore may be requested by any school staff member based on the incident and timely need for the Lockdown. During the Lockdown, all school staff, students, and visitors (including all SERT members) are required to Lockdown in the nearest lockable space and await further instruction.
- Procedures for contacting parents, guardians and persons in parental relation to students in the event of a violent incident or early dismissal are outlined by each building. The use of the District's mass communication system is typically utilized.
- Aggressively dangerous and violent students should be physically restrained by qualified staff. Police should be called when necessary to assist school staff in managing the situation. Violent adults are to be reported to the building administrator immediately, and the police called.
- The building administrator will investigate reported threats and reported acts of violence and will make the determination of disciplinary measure consistent with the District's Code of Conduct. Chronic offenders may require a behavior intervention plan, close monitoring, and police or other agency involvement.
- School administrators must keep records of serious threats and acts of violence and report them annually to the state.

## **SCHOOL CANCELLATION**

- The Superintendent or his/her designee (IC – Incident Commander) will monitor any situation that may warrant a school cancellation and will make the determination to do so.
- Use of the District’s mass communication system will be activated by the Director of Communications as directed by the Superintendent or designee.
- The Director of Communications will contact local media, post the information on the website and social media sites utilized by the District.

## **EARLY DISMISSAL**

- The Superintendent or his/her designee (IC) will monitor any situation that may warrant an early dismissal and will make the determination to do so.
- The Director of Transportation will designate people to arrange transportation for students.
- Use of the District’s mass communication system will be activated by the Director of Communications as directed by the Superintendent or designee.
- The Director of Communications will contact local media, post the information on the website and social media sites utilized by the District.

## **EVACUATION**

- The Superintendent or his/her designee will determine the level of the threat.
- The Director of Transportation will arrange transportation. The principals will arrange for student-parent reunification.
- Principal(s) will evacuate all staff and students to pre-arranged evacuation sites as outlined in building plans. He/she will report to the superintendent or his/her designee any missing staff or students. All building administrators will remain at work until dismissed by the District Incident Commander.

## **SHELTERING SITES (INTERNAL AND EXTERNAL)**

- The Superintendent or his/her designee (IC) will determine the level of the threat and communicate with building principal(s) who are affected by the emergency.
- Principal(s) will move all staff and students to pre-arranged sheltering sites as outlined in building plans. He/she will report to the (IC) any missing staff or students. All building administrators will remain at work until dismissed by the District Commander.
- The Principals will make appropriate arrangements for human needs in the event of a long- term situation.

## **PARTICIPATING IN UNIFIED COMMAND UNDER ICS PRINCIPLES**

### **ASSIGNMENT OF RESPONSIBILITIES**

A chain of command consistent with the National Interagency Incident Management Systems (NIMS) /Incident Command System (ICS) will be used in response to an emergency. Members of the School, Emergency Response Team, will be part of this system. In the event of an emergency, the response team

will adopt NIMS/ICS principles based on the size, scope, and character of the emergency.

- All administrators and Building-level Emergency Response Teams members shall complete the incident command training level one.
- District-Wide School Safety Team members shall complete incident command training level one and level two.

## ICS POSITIONS

The number of ICS positions filled will be dependent upon the scope of the incident.

- **Incident Commander** – Responsible for the direction of the building response in a building- level emergency (Building Administrator/designee).
- **Public Information Officer** – Compiles and releases information to the news media.
- **Safety Officer** – Monitors the response in an attempt to prevent injuries from occurring to both those involved in the incident and those trying to resolve it.
- **Liaison** – Represents the District by working with responding agencies (law enforcement, fire department, EMS, utilities, etc.) and other school districts that may be involved in the incident.
- **Incident Log** – Keeps a written log of all incident events and updates appropriate command post personnel on significant developments.
- **Operations** – responsible for directing the implementation of action plans and strategies for incident resolution.
- **Logistics** – Responsible for providing all resources (personnel, equipment, facilities and services) required for incident resolution.
- **Planning/Intelligence** – Responsible for collecting, evaluating and disseminating the information needed to measure the size, scope and seriousness of an incident and to plan a response.
- **Administration/Finance** – Responsible for all cost and financial matters related to the incident.

## DISTRICT COMMAND POST (DCP):

Unless otherwise specified, The DCP will be located in the District Offices. If necessary, the command post may be moved to an alternate site including non-district owned buildings.

## DISTRICT SUPPORT FOR BUILDINGS

When the District-Wide School Safety Team leader is notified that an emergency exists, he/she will activate the District Emergency Plan and follow the Incident Command guidelines.

Members of the District-Wide School Safety Team will assist as needed either at their respective Building Command Posts or by responding where directed by the Incident Commander(s). The District-Wide School Safety Team will assign such other personnel as deemed necessary to meet the needs of the situation.

The District-Wide School Safety Team members will remain at their assigned posts until the Incident Commander(s) has determined that the emergency is over, or it is unsafe, or no longer necessary to remain, or need to relocate.

Should the incident involve a single building, at the discretion of the District-Wide School Safety Team

leader in consultation with that building’s administrators and School Emergency Response Team (SERT), other school buildings may be called to support the School Emergency Response Team in that building.

Should the incident involve multiple buildings, at the discretion of the District-Wide School Safety Team leader, in consultation with building administrators, additional mental health support and local area hospitals may be solicited to support the Emergency Response Teams in the affected building(s).

In any case, a “debriefing”, or post-incident analysis, will be facilitated by the District-Wide School Safety Team. This process will include a review of the actual incident, the Team’s response to the incident, and post-traumatic incident debriefing.

District clinicians (or, mental health professionals from outside agencies if they have been involved) will provide on-going as-needed support to the Team members, and will monitor post-traumatic stress symptoms in team members. As appropriate, team members may be provided with a referral to EAP and/or with information regarding private mental health providers in the area.

Principal(s) are expected to consult with the Superintendent or designee when composing letters to parents following any emergency. The Director of Communications will assist in sending mass communication messages to affected groups.

## **DISTRICT RESOURCES AVAILABLE IN AN EMERGENCY**

The District-Wide School Safety Team is responsible for maintaining a list of resources to be made available to Emergency Response Teams and Post-Incident Response Teams in the event of an emergency.

## **DISASTER MENTAL HEALTH SERVICES**

The Principals or designees will communicate with outside agencies, such as the County Health Department, in order to provide necessary mental health services following any emergency. District mental health providers may be temporarily re-assigned to assist in the recovery process.

### **ADDITIONAL EMERGENCY NUMBERS:**

Sullivan County Sheriff’s Dept.	845-794-3872
New York State Police	845-292-6600
Poison Control	800-336-6997
Federal Bureau of Investigation	914-989-6000
US Environmental Protection	212-264-5175
Sullivan Co. Health Dept.	845-794-2045
NYSDEC Region 3	845-256-3000

## **APPENDIX 1- BUILDING-LEVEL EMERGENCY RESPONSE PLANS**

Due to the sensitive safety and security information contained in each Building-level Emergency Response Plan, these plans are confidential and not available for public dissemination. Copies of plans are maintained at each school building and the district office.

### **Annex – PUBLIC HEALTH EMERGENCY CONTINUITY OF OPERATIONS**

#### **Purpose**

This Public Health Emergency Annex exists as a continuation of operations plan in the event that the Governor of the State of NY declares a public health emergency involving communicable disease. This document:

- Identifies the job titles and employees that are considered essential to BOCES operations
- Outlines the protocols the BOCES will follow to enable all non-essential employees to work remotely
- Dictates how work shifts will be staggered to reduce the in-person workforce
- Describes how PPE will be procured and distributed
- Dictates the protocols to follow if disease is identified in the workplace
- Describes how work shifts and locations of essential employees and contractors will be documented
- Discusses the concept of local emergency housing for essential employees

#### **Scope**

This Annex encompasses the activities necessary to continue the operations of a school facility in the event that a public health emergency involving communicable disease is declared. In that event, the following steps and procedures will be enacted to protect students, staff and the larger community. The BOCES recognizes that all plans are subject to change as conditions warrant. This Annex may be altered, changed or amended as the need arises.

#### **Identify Essential Employees**

**Title-** positions and titles considered essential to perform on-site activities in the event of a declared public health emergency

**Description-** brief description of job functions

**Justification-** brief description of critical responsibilities that could not be provided remotely

**Work shift-** brief description of how shifts will be staggered to reduce density

## Essential Employee Determination

Title	Description	Justification	Work Shift
Director of Facilities	Manage facilities	Direct on-site activities	day
Maintenance supervisor day	Supervise maintenance and custodial personnel	Supervise facilities maintenance activities	day
Maintenance supervisor night	Supervise maintenance and custodial personnel	Supervise facilities maintenance activities	night
Maintenance worker	Facilities maintenance	On-site maintenance activities	day
Maintenance helper	Facilities maintenance	On-site maintenance activities	day/night
Cleaner	Custodial	On-site cleaning and sanitation activities	day/night
Health & Safety Coordinator	Safety, health, and risk management	Inspections and audits	day
Courier	Package and mail transportation	Pick-up and delivery district mail	day
Food services	Conduct food service operations	Prepare and deliver student meals	day
Information Technology	Manage all IT systems and operations	Repair and maintenance of systems	day
Nurses	Student care	On-site student care	day
Designated Administrators	Manage/attend to critical issues	On-campus if emergency warrants it	day/night
Designated BOCES Business Office & Central Business Office Staff	Payroll processing and check distribution - accounts payable (AP) check processing for necessary bills	On-site to print checks for both payroll and AP and for necessary mail distribution	day

Staff members designated to work on-site during the same shift may be assigned to physically distanced work areas. All other employees of the BOCES will be required to work remotely during any State ordered reduction in workforce. The following protocols will allow Sullivan BOCES to assist its employees who require additional technology or technological upgrades so that they may work remotely in the most efficient manner possible.



## Technology & Connectivity of Staff and Students

Sullivan BOCES established protocols for its staff to work remotely including disseminating laptops and Chromebooks as well as remote login credentials to connect to the BOCES network. The BOCES utilizes Google Classroom and is fortunate that both its student management and financial management systems (including banking) are web-based products that can easily be accessed remotely. In addition, the BOCES utilizes a web-based time and attendance tracking system, and its human resources recruitment and hiring system is online as well. Employees utilize cell phones, email, and their work phone voice-mail messages can be forwarded to their BOCES email account so communication systems are also in place. In fact, beyond the pandemic, the remote work environment has been utilized for snow days.

## Cohorts & Staggering Shifts

Sullivan BOCES will, to the extent possible, stagger the scheduled work shifts of the essential employees and contractors, in order to reduce overcrowding on public transportation and at work sites.

- Sullivan BOCES will schedule its essential workers in such a way as to attempt to control the spread of disease in the workplace.
- Sullivan BOCES will utilize alternating schedules, staggered work hours, and physically remote work sites as appropriate for employees deemed essential in an effort to mitigate virus transmission and maintain continuity of operation.
- While on-site, workers will not take breaks or lunch together as a group. The shift supervisor will determine break and lunch times for each employee to be different from those of the other employees.

## Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is necessary for some tasks performed by essential employees and contractors. Sullivan BOCES, in consultation with its Health & Safety Office, has determined which types of PPE are appropriate and necessary for staff and contractors, based on assigned tasks. Essential staff who are issued PPE will be trained on the appropriate use, care, and maintenance of their district-issued PPE.

Sullivan BOCES has a Respirator Program in place. N95 masks may be issued to those essential staff members whose job roles may lead them to be exposed to sick individuals or bodily fluid cleanups. The BOCES has already secured a supply of N95 masks. Any BOCES employee who is to be issued an N95 mask will first be medically cleared, fit-tested, and trained on its appropriate use and care.

Sullivan BOCES recognizes that the following job titles will require varying amounts and types of PPE:

- **Cleaners** – Cleaners will require access to safety goggles, cloth and/or paper facemasks, face shields, vinyl/nitrile gloves, isolation gowns, and shoe covers as needed during the course of each shift. They may also require access to N95 masks, based on assigned tasks.
- **Nurses** – Nurses will have access to safety goggles, cloth and/or paper facemasks, face shields, vinyl/nitrile gloves, isolation gowns, shoe covers, and N95 masks as needed during the course of each shift.
- **Maintenance Workers** – Maintenance workers will need access to safety goggles, cloth and/or paper facemasks, face shields, vinyl/nitrile gloves, isolation gowns, and shoe covers as needed during the course of each shift. They may also require access to N95 masks, based on assigned tasks.

- **Health & Safety Personnel** – Health and Safety personnel will have access to safety goggles, cloth and/or paper facemasks, face shields, vinyl/nitrile gloves, isolation gowns, and shoe covers as needed during the course of each shift. They may also require access to N95 masks based on specific tasks.
- **Administration and CBO Staff** – Essential members of the BOCES Administration and Central Business Office will have access to cloth and/or paper facemasks and vinyl/nitrile gloves as needed.

The Sullivan BOCES has on hand enough of the PPE identified above to furnish its essential employees with at least 2 pieces of each type of PPE, for each work shift, over a period of 6 months. There are two types of PPE; disposable and re-usable. The BOCES has taken into account that burn rates for disposable PPE are higher than those for re-usable PPE, and will order and stock them accordingly. Additional PPE is sourced and acquired through state contract, the county health department, local vendors, or the internet as needed.

Inventory of the existing stock of BOCES owned PPE is conducted bi-weekly. Inventory totals are tallied and shared with Administration via email. PPE inventory is stored in the locked office of the ~~Assistant~~ Health & Safety Coordinator. N95 masks are further secured in a locked cabinet. The Facilities Director, the Maintenance Manager, the Health & Safety Coordinator, and the second Shift Manager all have keys to the inventory area and can access and distribute inventory to staff. Staff begins each shift with a full selection of necessary PPE, and can obtain more from their Supervisor as needed.

## Response Actions

In the event that an employee or contractor is exposed to a known case of the illness, exhibits any symptoms of the illness, or tests positive for a communicable disease, the BOCES will enact the following protocols in an effort to prevent the spread or contraction of the illness in its facilities:

- Classroom staff members that become sick while at work are asked to notify their Administrator to arrange for class coverage, and then immediately leave the building by the nearest exit. All other staff members should immediately leave the building and notify their supervisor. Do not linger within the building and do not visit other staff members before departing. Schedule an appointment with your health care provider and follow NYSDOH Guidelines for when to return to work.
- If a student becomes ill during the course of the school day, staff members will call and alert the Nurse. Follow the Nurses instructions regarding where to send the ill student. Ill students will be escorted by the Nurse, or by staff, to the Nurse's office or isolation room, as directed by the Nurse.
- Once the ill student is safely handed over to the Nurse, staff will call and notify their Administrator of the development, and ask to be relocated to a secondary room until such time as the primary room can be cleaned and disinfected.
- Administrator will assign the affected staff and students to a secondary room until the primary room can be cleaned and disinfected.
- Administrator will contact the BOCES Facilities/Maintenance to arrange for the area to be cleaned and disinfected following NYSDOH and CDC protocols.
- Once the students and staff are removed from the affected room they should not re-enter the room for **ANY** reason until it has been verified by their Administrator that it has been cleaned and disinfected by BOCES Maintenance Staff. Take any necessary items with you when you leave.

- After being notified of the existence of a room or area in need of being cleaned and disinfected, BOCES Maintenance Staff will open the windows of the affected room to increase ventilation, per CDC guidelines.
- After this, the room will be closed off and locked for up to 24 hours before cleaning and disinfecting takes place. In the event this scenario occurs on a Friday, the room may remain locked over the weekend. Again, NO ONE will be allowed entry, nor should they attempt to enter, for their own best interests.
- Once a sufficient amount of time has passed, per CDC and NYSDOH guidelines, BOCES Maintenance staff will don appropriate PPE and enter the room to clean and disinfect all affected areas.
- After the room has been properly cleaned and disinfected, the BOCES Facilities Director will call and notify the Administrator who initiated the process and inform them that the room is ready to be re-occupied.
- Administrator will arrange for the staff and students to re-occupy their primary room. No special waiting time is required **after** cleaning and disinfection, per CDC and NYSDOH guidelines.
- After staff and students re-occupy their primary room, as a precaution, Administrator will make arrangements with Facilities to clean and disinfect the secondary room that was temporarily used by the transplanted staff and students.
- Administrator will document all relevant information related to the above actions... # of ill students/staff, the original area of illness, staff who perform the cleaning and disinfection, area remaining staff/students were relocated to, dates and times of everything, etc...

## **Record Keeping**

The Sullivan BOCES will document the precise hours and work locations, including off-site visits, for all essential employees and contractors.

- BOCES staff will utilize their BOCES issued ID cards to clock in and out of the WinCap Web Employee Management System. This system will record the time, date, and location of each employee punch. This procedure will be used any time an employee works a shift at their regularly assigned location.
- Use of the WinCap Web website from a BOCES owned computer will be acceptable as well.
- Essential contractors will sign in and out of a Visitor/Contractor Logbook each time they enter and leave a BOCES facility. Contractors will be supervised to ensure they remain in their designated areas and follow infection control protocols. Visitor/Contractor logbooks are to be kept at the front entrance of each BOCES facility. Logbooks will be reviewed by the Facilities Director, Health & Safety Coordinator Building Administrator weekly.

Attention paid to proper record keeping will assist the County Health Department in their contact tracing efforts, and allow the BOCES to determine at a glance who may have been compromised by an exposure.

## **Emergency Housing for Essential Workers**

It is generally recognized that emergency housing for essential workers is not required for school employees, as it may be for other employees of employers subject to New York Labor Law 27-c. In the event it does become necessary, the Sullivan BOCES will work within its locality to source and secure emergency housing for essential workers, in order to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.

Options for essential employee emergency housing include the following:

- Resorts World Catskills – (833) 586-9358
- Days Inn by Wyndham Liberty – (845) 747-0062
- Villa Roma Resort- 1-800-533-6767