DRAFT DISTRICT WIDE SAFETY PLAN 2023-2024

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-Wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The District-Wide School Safety Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. School districts and other educational agencies stand at risk from a wide variety of acts of violence and nature, and man-made or technological disasters. To address these threats, the State of New York has enacted the **S**afe **S**chools **A**gainst **V**iolence in **E**ducation (**SAVE**) law. Project SAVE is a comprehensive planning effort that addresses risk reduction & prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Onteora Central School District (CSD) supports the SAVE Legislation. The Superintendent of Schools encourages and advocates on-going district-wide cooperation with, and support for, Project SAVE.

Section I: General Considerations and Planning Guidelines

Purpose

The Onteora CSD District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Onteora CSD Board of Education, the Superintendent of Schools appointed a District-Wide School Safety Team and charged it with the development, maintenance, and update of the District-Wide School Safety Plan. As per the amendments to 155.17, the District-Wide School Safety Plan supersedes the district's Emergency Management/Disaster Preparedness Plan.

Identification of School Team

The Onteora CSD has created a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, staff members, administrators, parent organizations, school safety personnel and other school personnel. The members of the team for 2023-2024 are identified in Appendix A.

Concept of Operations

The District-Wide School Safety Plan is directly linked to the individual Building-Level School Safety Plan for each school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of individual Building-Level School Safety Plans. In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. Upon the activation of the School Emergency Response Team, the Superintendent of Schools or her designee will be notified and, where appropriate, local emergency officials will also be notified.

Emergency response efforts may be supplemented by local, county and state resources through existing protocols.

Plan Review and Public Comment

This plan will be reviewed periodically during the year and will be maintained by the District-Wide School Safety Team. A copy of the plan will be available at Onteora CSD, Administrative Offices, Route 28, Boiceville, NY 12412.

Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its original adoption. Public hearings will be held pursuant to plan updates. The District-Wide and Building-Level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

While linked to the District-Wide School Safety Plan, Building-Level School Safety Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-Level School Safety Plans will be supplied to both local and the NYS Police within 30 days of adoption.

Section II: Risk Reduction/Prevention and Intervention

Risk Reduction/Prevention and Intervention is comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence, or reduce the impact, of such emergency if it does occur.

Prevention/Intervention Strategies

Program Initiatives

The following programs and activities are available to building administrators for improving communication among students and between students and staff:

___Dignity for All Students Act

___Peer mediation programs at Woodstock Primary School

___ Student Government, SADD, GSA

___ PBIS (Positive Behavior Intervention and Supports) program

___ Building assemblies to empower students

___Character Education

___ Child Study Case Management, Response to Intervention, Multi-DisciplinaryTeams

___ Prime for Life (Drug/Alcohol Program)

___ Teaming up for Success (Adult-Student Mentoring Program)

___ Social Thinking Curriculum

___ Too Good For Drugs

___ Responsible Social Media Initiative

___ Anonymous Reporting System

Training, Drills, and Exercises

The Onteora CSD shall arrange to provide annual multi-hazard school training for staff and students at each educational site. Such training may include Incident Command Training for administrators and selected faculty members and other multi-hazard training for staff and students as deemed appropriate by the Board of Education and Superintendent of Schools.

The Onteora CSD annually performs twelve (12) fire and emergency drills at each of its school buildings which are documented for review. Eight (8) of the drills are fire drills and four (4) are lock down drills. Eight (8) of the drills are completed by December 31st. In addition, the district participates in the annual Go-Home Early Drill. The efficacy of these drills is assessed annually by building administrators, SRO and staff. Participation in the annual Weather Hazards Awareness Drill, sponsored by the National Weather Service, is also required.

Clinical Staff: Social Workers, School Counselors, School Psychologists, Nurses and Nurse Practitioner. These professionals are trained to provide

1. Crisis intervention services
2. Behavior Intervention
3. Counseling services
4. Risk assessments for self-harming behavior
5. Mediation services
6. Re-entry for students returning to school after an extended absence due to psychiatric hospitalization, drug rehabilitation, or suspensions. Social Workers & Psychologists are assigned to all the buildings. School Counselors are assigned at the intermediate and secondary level. Psychologists are more involved in special education evaluations; however, they also provide ongoing counseling services.

PBIS Training:

- Establish “Coaches” and building teams who will attend PBIS trainings and bring PBIS back to the district to train all staff
- Attend PBIS trainings and coach or co-coaches delegate tasks
- Train all staff on PBIS
- Provide community and parent information on PBIS Technical Support
- The district will provide professional development for the volunteers on mentoring.
- Positive Behavioral Interventions and Supports (PBIS) as our district wide behavior system and make recommendation to the Core Team

Social Emotional Well Being:

Research shows the importance of mental and emotional well-being for students and staff, which has both psychological and ultimately academic outcomes. The District has partnered with the Morningside Center for Teaching Social Responsibility. The work is grounded in the belief that the most equitable opportunities for educational success relies upon the comprehensive support for students and families provided in our schools with our professionals and the systems of support we have built. These supports include academics as well as the social and emotional well-being of our students. We are committed to prioritizing social emotional well- being - not at the expense of academics, but in order to create the mental, social and emotional space to access rigorous academic content with confidence. The Onteora Central School District has a team of professionals prepared to support the Social-Emotional Learning well-being of our students

that includes certified teachers, certified school counselors, licensed mental health professionals, community members and school administrators. Professional development in the concept of self-care and social emotional well-being will be offered to all teachers, staff and students. The district will actively support student and staff well-being and mental health concerns through a range of pre-determined tactics to be employed by those dealing with difficult situations.

School Resource Officer

The District has a contractual relationship with the Ulster County Sheriff's Department for the services of a School Resource Officer. The SRO maintains an office in the MS/HS building, but is a presence in all of the District buildings. The SRO develops a positive relationship with students and staff and provide resources and guidance to the District.

Implementation of School Security

The Onteora CSD uses the following security procedures in its school buildings and on school buses:

a) Monitor west end and front hallway in Middle School/High School during Instructional Time
b) Securing those exterior doors not routinely used for student or staff entrance.
c) To the extent possible, limiting entrance to the main door of each school building.
d) Require use of the Visitor Management System for all visitors who enter the building past the main office
e) Requiring all employees to wear identification badges.
f) Electronic door monitors at all buildings
g) Independent contractors will wear identification at all times
h) Camera surveillance system in the in all school buildings
i) Cameras on each large and small bus that is District owned and requires cameras on each large or small bus provided by transportation contractor that services the District.

Vital Educational Agency Information

Each individual educational program within the Onteora CSD collects and maintains vital educational information, i.e. student enrollment, number of staff, etc. (see chart below). Transportation needs are assessed by the Transportation Department in conjunction with district administrators. Vehicle need based on 65 passenger bus utilization. Internal divisions (e.g. the Business Office) maintain and update listings of home and business telephone numbers for key personnel throughout the district.

Location	Contact Person	Phone Number	Approximate Enrollment	Evacuation Vehicles Needed	Approximate Number of Staff
Onteora Middle/High School	**Lance Edelman/ James DiDonna**	**845.657.2373**	**610**	**18**	**106**

Bennett Elementary School	**Gabriel Buono**	**845.657.2354**	**240**	**7**	**59**
Phoenicia Elementary School	**Liz Fallo**	**845.688.5580**	**140**	**5**	**41**
Woodstock Elementary School	**Scott Richards**	**845.679.2316**	**150**	**5**	**38**

Critical Office & Fax Numbers

Name	Office Number	FAX
Superintendent	845.657.8851	845.657.8742
Asst. Super. for Business	845.657.8499	845.657.8742
Transportation	845.657.2537	845.657.7079
Buildings & Grounds	845.657.6384	845.657.6835
HS Principal	845.657.2373	845.657.7763
MS Principal	845.657.2373	845.657.7763

Emergency "Red Phone" Numbers

In the event of a power outage, there are direct phone lines into each building and several offices that can be connected with a traditional rotary phone. These were historically red phones. The direct numbers are below by location:

Location	Emergency Phone Number
Superintendent's Office	845.657.7805
Central Administration Conference Room	845.657.7804
Transportation Department	845.657.7803
HS/MS Main Office	845.657.7808
High School Principal's Office	845.657.7806
Middle School Principal's Office	845.657.7807
Bennett Elementary Main Office	845.657.2038
Woodstock Elementary Main Office	845.679.7726
Phoenicia Elementary Main Office	845.688.2096

Dignity for All Students Act (DASA)

The Onteora Central School District has and will continue to meet all requirements of the Dignity for All Students Act as a means for providing a safe and welcoming learning environment. Each building will have a trained and Board of Education approved Dignity Act Coordinator who will be responsible for educating parents, students, and teachers as well as receive and investigate all complaints regarding bullying and harassment. The Dignity Act Coordinators will be responsible for reporting to the state those incidents that meet the requirements identified in the law in a summative report. Onteora Central School District will continue to promote those programs and curriculums that educate students on civility and citizenship.

Early Detection of Potentially Violent Behaviors

Where a student is deemed by an appropriate staff member to require attention in this area the school principal, school counselor, social worker, school psychologist, and/or the CSE Chairperson of the district in which the student is enrolled shall be notified. Police shall be notified in the event of any crime, violent act, or threat of violence to self or another. Parents will be notified and family court may also be contacted. If concerns are raised about a student's mental health, parents and school district personnel shall be contacted.

Hazard Identification

Each Onteora CSD educational site is evaluated annually by the Buildings & Grounds Department (in conjunction with Ulster BOCES Risk Management) for potential hazards, both on and off school grounds. Such hazards include fire, explosion, chemical spills, biological contamination, and criminal mischief. There are fuel tanks at the Transportation Building on the Middle/High School campus, all buildings have heating fuel tanks, and the High School has chemical storage closets. A copy of the current hazard assessment can be found with each school's Building-Level School Safety Plan.

Section III: Response

Notification and Activation (Internal and External Communications)

In the event of a violent incident, either implied or direct, the Onteora CSD shall use Ulster County's 911 system to contact available law enforcement personnel. The Superintendent or his/her designee will contact local government officials including the county or city officials responsible for the implementation of article 2-B of the Executive Law (State and Local Natural and Man-Made Disaster Preparedness).

In the event of an emergency or disaster that may impact school facilities or programs, the Onteora CSD will use the following means to communicate with the community and between educational facilities within

the district. This list is in no particular order and the use of communication will vary depending on the nature of each individual situation:

Facebook
Telephone & Fax
Radio Systems
Electronic Mail
Onteora Central School District App.
Infinite Campus Auto Dial Feature *(Shoutpoint)*
Local Media (WKNY - WPDH - WPDA - WRRV - WRRB - WCZX - WKXP – WZAD – WRWD – WRNQ – WBWZ – WKIP – WPKF – WRNN-TV – WDST – WHUD – WSPK – WBNR – WLNA – WXPK – WBPM – WKZE – WHVW – YNN – FOX5 – NBC TV – School Closings Network – Cancellations.com – WJFF Jeffersonville – WABC TV)
Onteora CSD Web Site (http://www.onteora.k12.ny.us)

In the event of an early dismissal or other event that warrants such action, persons in parental relations will be notified via the local media, Facebook, the Onteora website and App. and/or automated telephone calls.

Situational Responses

Multi-Hazard Response Protocols

Onteora CSD has developed multi-hazard response plans, based on the Incident Command System and the National Incident Management System (NIMS), for the following emergency situations:

Hazard Category	Type
Civil Disturbance	Bomb Threat Intruder Alert Hostage Taking Kidnapping Physical Assault or Threat
Environmental Emergency	Flood Hazardous Materials Incident Snow/Ice Storm Tornado Warning Thunder/Lightning Storm Fire Explosion Gas Leak

Building Failure	System Failure Structural Failure
Medical Emergency	Sick/Injured Person School Bus Accident Mass Illness/Epidemic Influenza Pandemic

Please see **Appendix D** for an outline of the sequential response action for each emergency situation.

Responses to Acts of Violence: Implied or Direct Threats

- Students, staff and visitors of the Onteora CSD are expected to abide by normal standards of civility (see **Appendix B**: Onteora CSD Code of Conduct. In the event of a direct or implied threat, by a student, staff member or visitor, the building administrator should be informed as soon as possible by the threatened individual or other involved party. The administrator shall make the appropriate contacts (e.g. crisis intervention, law enforcement, District Superintendent) based on the nature of the threat.

- The Onteora CSD Code of Conduct contains Board of Education Policies and Procedures regarding conduct on school property and is incorporated by reference into this District-Wide SafetyPlan.

Acts of Violence

Any act of violence against themselves or another, by a student, staff member or visitor, will not be tolerated by the Onteora CSD. In the event of such an incident the building administrator or his/her designee shall notify law enforcement and the Superintendent of Schools, where appropriate. If law enforcement is called, the building administrator or his/her designee shall meet with representatives when they arrive on site. Depending on the nature of the emergency, other actions (e.g. evacuation, lockdown) will be taken where appropriate.

The Principals district wide are alerted by the Director of Technology when the district's filtering and behavioral application, identifies students on school owned devices that are searching for high-risk topics such as: suicide, drugs, making bombs, sexual content. The Director of Technology can track the exact websites the student has been on, how long and the keywords that were searched. The Principals then share the information with a school-based counselor, social worker or psychologist to connect with the identified at-risk student regarding their mental health to identify if they need further assistance/support."

Arrangements for Obtaining Emergency Assistance from Local Government

When appropriate, the Onteora CSD shall make use of the following local government agencies during emergencies;

Fire, Police, Medical	911
Central Hudson (Gas Odors)	800-942-8274
Congressional Offices	845-331-4466
Department of Environmental Conservation	845-256-3000
Family Court	845-340-3600
Poison Control Center	800-222-1222
American Red Cross of the Mid-Hudson	845-471-0200
Ulster County District Attorney	845-340-3315
Ulster County Emergency Management	845-331-7000
Ulster County Health Department	845-340-3150
Ulster County Mobile Mental Health	844-277-4820
Ulster County Highway/Bridge Department	845-340-3100
Ulster County Sheriff's Office	845-338-3640
NYS Police	845-338-1702
Town of Olive Police	845-331-3115
Town of Shandaken Police	845-688-9902
Town of Woodstock Police	845-679-2422
Ulster BOCES Traumatic Event Team	845-255-1402
Child Protective Services	800-342-3720

Procedures for Obtaining Advice and Assistance from Local Government Officials

When deemed appropriate, the Superintendent of Schools or her designee will contact the appropriate local government district or agencies for advice or assistance during an emergency situation.

District Resources Available for Use in an Emergency

Each Onteora school facility is equipped with resources available for use during emergency situations. These include communication devices, first aid and medical supplies, food/water, fire extinguishers, automated external defibrillators (AEDs), flashlights, batteries, and emergency phone number lists. Additional resources (e.g. tools, duct tape, hardware) are located in the maintenance shop in Boiceville. Each Onteora CSD facility can serve as a sheltering site, if required, during most emergencies.

The Onteora CSD Transportation Department maintains a fleet of 15 vehicles, which are currently in service. This fleet includes 6 large buses, 6 small buses, 1 suburban, 2 small SUVs and a minivan.

The Onteora CSD Facilities and Operations Department maintains 3 pickup trucks, 1 dump truck, 2

box trucks, 1 front end loader, 1 small utility vehicle – 4wd, 1- small utility vehicle – 2wd.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The use of manpower and resources during an emergency shall be coordinated at each facility utilizing incident command protocols.

An inventory of resources will be made periodically but no less than annually and following each activation of the Building-Level School Safety Plan.

Protective Action Options

(a) School Cancellation or Delay

The decision to implement a cancellation or delay of the Onteora Central School District educational programs shall be made by the Superintendent or her designee. The Onteora Central School District Director of Transportation is then notified to contact both District employees and the contractor to send their buses to pick up students at the designated time. Persons in parental relations are notified via the local media, Facebook, the Onteora website and App. and/or automated telephone calls.

(b) Early dismissal

Early dismissal shall be implemented under conditions when it is imperative to return students to their homes as quickly as possible. The decision to dismiss school early shall be made by the Superintendent or her designee. The Onteora Central School District Director of Transportation is then notified to contact both District employees and the contractor to send their buses to pick up students at the designated time. Persons in parental relations are notified via the local media, Facebook, the Onteora website and App. and/or the automated notification systems.

(c) Emergency Evacuation

Emergency evacuation is implemented under conditions when it is no longer safe for students and staff to remain in the building. The decision to evacuate is made by the building administrator or his/her designee. Once out of the building, students will be assembled by class groups, or some other means, and at designated areas to be accounted for by staff members. In some cases, students will be taken to an alternative location off site. All students and staff shall remain outside the building until it has been deemed safe for them to return by local emergency responders and the District administration. If the decision is made to dismiss for the day, the conditions of section (b) apply.

(d) Sheltering

Sheltering, inside the school, is implemented under conditions when it is safer for students and

staff to remain inside the building than to evacuate or be dismissed early. The decision to shelter students on site is made by the building administrator or his/her designee. Where to shelter students and staff on site will depend upon the nature of the emergency. During a high wind advisory or tornado warning, for example, sheltering should take place at the building's lowest level in interior rooms or corridors (preferably away from windows & doors). Other emergencies may call for students and staff to remain where they are (i.e. lockdown).

Sheltering off site may be required when students and staff cannot remain in the building or on school grounds but also cannot be dismissed. Such conditions require that an alternative site be available and that a means of moving or transporting students be arranged.

(e) Terrorist Threats & Activities

In the event of terrorist threats or activities, building administrators shall be instructed by the District Superintendent or her designee to follow the recommended actions outlined in the NYS Homeland Security System for Schools (**see Appendix E for an excerpt or** https://www.dhs.gov/sites/default/files/publications/18_0711_USSS_NTAC-Enhancing-School-Safety-Guide.pdf **for the entire document**). The actions recommended are based on the level of alert declared by the state and federal governments.

Section IV: Recovery

The extent of, and need for, disaster or emergency recovery depends in large part upon the nature of the incident. The administration of the Onteora CSD will provide the necessary resources to ensure as smooth a transition back to normal operations as possible following an emergency or violent incident.

A. The Onteora CSD will support the Emergency Response Teams and the Post-Incident Response Teams in school buildings affected by emergencies or disasters by providing both financial and logistical support. The district will also assist these teams by interfacing with relevant regulatory agencies and the media.

B. The Onteora CSD's administrative offices, under the direction of the Superintendent of Schools, shall facilitate the coordination of disaster Mental Health Resources by interfacing with the State Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross.

C. BOCES Traumatic Event Team may be called to assist in the recovery.

D. The Onteora CSD will document damage to facilities and provide any required information to our insurance carrier.

E. The Onteora CSD Information Officer, Superintendent or designee, will interact with the community to provide timely and relevant information.

Appendix A
DISTRICT WIDE SAFETY TEAM MEMBERS

Victoria McLaren	Superintendent of Schools/Chief Emergency Officer
Stephanie Laffin	Assistant Superintendent for Curr. And Instruction
Monica LaClair	Assistant Superintendent for Business
Kyle Harjes	Director of Operations and Maintenance/ ONTSA
Nicole Sommer	Director of Transportation
Lance Edelman	Principal – H.S./OAA
James DiDonna	Principal – M.S./OAA
Gabriel Buono	Principal – Bennett/OAA
Dr. Woodley	District Medical Director
Karen Hansen	HS/MS Nurse/OTA
Sarah Turck	Guidance and Counseling Department Chairperson/OTA
Maegan Schenker	Social Worker/OTA
Valerie Storey	Board Member/Parent Rep
John Reimer	Director of Technology/ONTSA
Jim Stoothoff	BOCES Environmental Rep
Louis Casciaro	Insurance Representative/Community Member
John Lauffer	Insurance Representative
Tom Sharon	School Resource Officer
Ray Clinton	Dispatcher/ONTEA

Appendix B
CODE OF CONDUCT

The full Onteora Central School District Code of Conduct, Policy #3410, can be found on the District Website at https://www.onteora.k12.ny.us/about/about-clone/code-of-conduct.
The Code of Conduct should be reviewed for social media as well as restorative practices. This is a process which will involve all stakeholder groups.

APPENDIX C
USE OF SURVEILLANCE CAMERAS

The Onteora Central School District Use of Surveillance Camera Policy, Policy #5686, can be found on the District Website at https://www.onteora.k12.ny.us/board-of-education/policies This policy is in the process of being revised given the installation of the Smart Bond Cameras.

APPENDIX D

CIVIL DISTURBANCES

BOMB THREAT

Emergency Planning: Utilize the NYS Education Department Bomb Threat Response Guideline to develop a bomb threat response protocol. Provide training for those employees who volunteer to serve on search teams.

Response Protocols

Action	Responsible Individual
Upon receipt of bomb threat phone call ask questions as listed on the NYS Police Bomb Threat Instruction Card.	Person receiving call
Record answers to questions.	Person receiving call
Call 911 and listen carefully for instructions. ***Do not use cellular phone or radio.***	Person receiving call
Notify Building Administrator.	Person receiving call Member of Building Response/Safety Team
Use appropriate means to notify building staff (do not use fire alarm) and enact bomb threat response protocol.	Building Administrator Member of Building Response/Safety Team
Notify Superintendent	Building Administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement of the situation, follow instructions, and provide any necessary assistance.	Building Administrator Member of Building Response/Safety Team
Upon recommendation from law enforcement, terminate emergency & return to normal operations or close building.	Law enforcement Building Administrator Superintendent

CIVIL DISTURBANCES

INTRUDER ALERT

Emergency Planning: Develop appropriate procedures for identifying unauthorized visitors and intruders.

Response Protocols

Action	Responsible Individual
Identify suspected intruder	First person on scene
Notify building administrator	First person on scene Member of Building Response/Safety Team
Confront intruder/unauthorized visitor and ask for identification	Building administrator Member of Building Response/Safety Team
Escort intruder/unauthorized visitor out of the building	Building administrator Member of Building Response/Safety Team
If intruder refuses to leave, call 911 and maintain surveillance	Building administrator Member of Building Response/Safety Team
If warranted, notify staff that appropriate protocol is in effect. Notify Superintendent	Building administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement of the situation, follow instructions, and provide any necessary assistance.	Building administrator Member of Building Response/Safety Team
Upon recommendation from law enforcement, terminate emergency and return to normal operations or close building.	Law Enforcement Building Administrator Superintendent

CIVIL DISTURBANCES

HOSTAGE TAKING

Emergency Planning: Meet with local and state police to review appropriate responses.

Response Protocols

Action	Responsible Individual
Identify and evaluate hostage-taking situation.	First person on scene
Notify building administrator	First person on scene Member of Building Response/Safety Team
Call 911 and listen carefully for instructions.	Building administrator Member of Building Response/Safety Team
Notify Superintendent	Building administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement of the situation, follow instructions, and provide any necessary assistance.	Building administrator Member of Building Response/Safety Team
Notify parent(s) or spouse.	Building administrator Superintendent
Upon recommendation from law enforcement, terminate emergency and return to normal operations or close building.	Law Enforcement Building Administrator Superintendent

CIVIL DISTURBANCES

KIDNAPPING

Establish attendance procedures to account for pupils and staff members including unscheduled releases during the school day.

Response Protocols

Action	Responsible Individual
Identify kidnapping situation.	First person on scene
Notify building administrator	First person on scene Member of Building Response/Safety Team
Call 911 and listen carefully for instructions.	Building administrator Member of Building Response/Safety Team
Notify Superintendent	Building administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement of the situation, follow instructions, and provide any necessary assistance.	Building administrator Member of Building Response/Safety Team
Notify parent(s) or spouse.	Building administrator Superintendent

CIVIL DISTURBANCES

PHYSICAL ASSAULT OR THREAT (To Self or Others Including Suicide Attempt)

Emergency Planning: Meet with local and state police to review appropriate responses.

Response Protocols

Action	Responsible Individual
In the event of physical assault attempt to break up confrontation and/or de-escalate the situation.	Building Administrator Member of Building Response/Safety Team
After controlling situation, notify building administrator	Building Administrator Member of Building Response/Safety Team
If necessary, call 911 to summon law enforcement or emergency medical services.	Building Administrator Member of Building Response/Safety Team
Upon their arrival, appraise law enforcement or emergency medical services of the situation, follow instructions, and provide any necessary assistance.	Building Administrator Member of Building Response/Safety Team
In the event of a threat, notify the Building Administrator	Person on scene Member of Building Response/Safety Team
Evaluate the level of threat and take appropriate action (e.g. call 911 to summon law enforcement or emergency medical services, call Superintendent).	Building Administrator Member of Building Response/Safety Team
Notify parents if student or students are involved in physical assault or threat against self or others	Building Administrator Member of Building Response/Safety Team

ENVIRONMENTAL EMERGENCIES

FLOOD

Emergency Planning: Monitor weather reports and cancel educational programs if appropriate.

Response Protocols

Action	Responsible Individual
Be familiar with the local flood plain.	Building Administrator(s)
If school is in session when flood watch/warning is received, monitor weather and road conditions.	Director of Transportation Director/Asst. Director of Facilities & Operations Building Administrator(s)
Based on weather and road conditions, take one of the following actions: a. Continue normal school operations; b. Enact Early Dismissal Plan; c. Enact Sheltering Plan	Building Administrator(s) Superintendent
If Early Dismissal Plan or Sheltering Plan is enacted, inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator(s)

ENVIRONMENTAL EMERGENCIES

HAZARDOUS MATERIALS INCIDENT

Emergency Planning: Provide First Responder Training & Incident Command Training for those individuals who are likely to encounter a HazMat Incident. Provide those individuals with copies of current Emergency Response Guidebook. Provide local fire company with copy of hazardous materials inventory.

Response Protocols

Action	Responsible Individual
If adequately trained, take appropriate actions to control spill. If not trained, keep others away and isolate the location of the spill.	First person on scene.
Call 911 and the Department of Environmental Conservation.	First person on scene. Member of Building Response/Safety Team
Notify Building Administrator.	First person on scene. Member of Building Response/Safety Team
Notify Superintendent	Building Administrator Director/Asst. Director of Facilities & Operations Member of Building Response/Safety Team
Upon their arrival, give fire service/emergency response personnel all relevant information, and provide any necessary assistance.	Building Administrator. Member of Building Response/Safety Team
Based on advice of emergency responders, take one of the following actions: a. Enact Evacuation Plan; b. Enact Early Dismissal Plan.	Building Administrator.
If Early Dismissal Plan or Sheltering Plan is enacted, inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator.

ENVIRONMENTAL EMERGENCIES

SNOW/ICE STORM

Emergency Planning: Monitor weather reports and cancel educational programs if appropriate.

Response Protocols

Action	Responsible Individual
If school is in session, monitor weather and road conditions.	Director of Transportation. Building Administrator(s)
Based upon road conditions, take one of the following actions: a. Continue normal school operations; b. Enact Early Dismissal Plan; c. Enact Sheltering Plan.	Building Administrator(s) Superintendent Director/Asst. Director of Facilities & Operations
. If Early Dismissal Plan or Sheltering Plan is enacted, inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator

ENVIRONMENTAL EMERGENCIES

TORNADO WATCH/WARNING

Emergency Planning: Establish tornado sheltering locations within each school building. These locations should be on the building's lowest level and interior locations away from windows and doors. Areas with long-span roofs (e.g. gymnasiums) should be avoided. Monitor weather reports and cancel educational programs if appropriate.

Response Protocols

Action	Responsible Individual
Monitor NOAA Weather Radio.	Building Administrator(s)
If Tornado Watch is issued, continue to monitor weather radio and utilize tornado spotters, if available. Curtail all outdoor activities.	Building Administrator(s) Member of Building Response/Safety Team
If Tornado Warning is issued, immediately bring all students and staff inside the building and assemble in tornado sheltering locations.	Building Administrator(s) Director/Asst. Director of Facilities & Operations
Inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator(s)
After the Tornado warning is discontinued, terminate emergency and return to normal operation or close building.	Building Administrator(s)

ENVIRONMENTAL EMERGENCIES

THUNDER/LIGHTNING STORM

Emergency Planning: Monitor weather reports and cancel educational programs if appropriate.

Response Protocols

Action	Responsible Individual
If school is in session, monitor weather and road conditions.	Director of Transportation Building Administrator(s)
Curtail all outdoor activities.	Building Administrator(s)
Based upon weather and road conditions, take one of the following actions: a. Continue normal school operations; b. Enact Early Dismissal Plan; c. Enact Sheltering Plan.	Building Administrator(s) Director/Asst. Director of Facilities & Operations Superintendent.
If Early Dismissal Plan or Sheltering Plan is enacted, inform those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator(s).

ENVIRONMENTAL EMERGENCIES

FIRE

Emergency Planning: Prepare staff and students for fire emergencies by performing required fire drills. Post emergency escape plans in all classrooms and other locations of pupil occupancy. Ensure all building occupants are familiar with the building.

Response Protocols

Action	Responsible Individual
Upon discovery of smoke, fire or evidence thereof, activate the building's fire alarm system.	First person on scene
Notify Building Administrator.	First person on scene Member of Building Response/Safety Team
If the fire occurs during the normal school day, call 911 to notify the fire department to dispatch to the building.	Building Administrator Member of Building Response/Safety Team
Assemble in predetermined locations and perform headcount.	Faculty members Director/Asst. Director of Facilities & Operations
Upon their arrival, apprise fire service of the situation, follow instructions, and provide and necessary assistance.	Building Administrator
After the Fire Chief returns control of the building back to the agency, terminate emergency and return to normal operations or close the building.	Building Administrator Superintendent

ENVIRONMENTAL EMERGENCIES

GAS LEAK

Emergency Planning: Know the location of the propane tank shut-off and emergency gas shut offs in science labs and other relevant locations. Train new administrators on this procedure. Call 911.

Response Protocols

Action	Responsible Individual
Upon discovery of a gas leak or the detection of gas odors (i.e. mercaptan) notify the building administrator. Turn off the propane tank located outside of the building, if safe to do so.	First person on scene. Other staff member.
Notify Director/Asst. Director of Facilities & Operations.	Building Administrator. Maintenance/Custodial staff.
If location of leak is found or isolated (e.g. in a science lab) activate emergency gas shut off for that location. Make necessary repairs.	Maintenance staff.
If cause of leak is unknown, call 911 to alert fire service and call Central Hudson gas leak response.	Building Administrator.
Evacuate building according to established emergency escape plans.	All building occupants.
Assemble in predetermined locations and perform head count.	Faculty members.
Upon their arrival, appraise fire service & utility representatives of the situation, follow instructions, and provide any necessary assistance.	Building Administrator.
After the Fire Chief returns control of the building back to the agency, terminate emergency and return to normal operations or close building.	Building Administrator. Superintendent.

ENVIRONMENTAL EMERGENCIES

BUILDING FAILURE

SYSTEM FAILURE

Emergency Planning: All relevant personnel should be familiar with the basic operation of the major systems in the building (e.g. HVAC, electrical). Know the location of the valves that shut off the fuel supply to the building. Have architectural drawings that depict the building's mechanical systems readily available.

Response Protocols

Action	Responsible Individual
Upon discovery of a building system failure, notify the building administrator.	First person on scene.
Notify Director/Asst. Director of Facilities & Operations.	Building Administrator. Maintenance/Custodial staff.
Investigate problem to determine the cause and assess danger to building occupants.	Maintenance staff. Building Administrator.
If problem can be readily fixed, effect repairs.	Maintenance Staff.
If problem cannot be readily fixed and there is a danger to the health and safety of building occupants, initiate Evacuation Plan.	Building Administrator.
Notify Superintendent.	Building Administrator.
If deemed appropriate enact Early Dismissal Plan.	Superintendent.
Notify those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator. Superintendent.
Reopen the building once the problem has been corrected and all vital services (e.g. heat, water, electricity, sewer) are being provided.	Superintendent.

ENVIRONMENTAL EMERGENCIES

BUILDING FAILURE

STRUCTURAL FAILURE

Emergency Planning: Have readily available structural plans for the building and a copy of the
results from the most recent Building Condition Survey.

Response Protocols

Action	Responsible Individual
Upon detection of a suspected structural failure, notify the Building Administrator.	First person on scene.
Notify Director/Asst. Director of Facilities & Operations	Building Administrator. Maintenance/Custodial staff.
Investigate problem to determine the cause and extent of damage.	Maintenance staff. Building Administrator.
Assess danger to safety of building occupants. Notify Superintendent	Director/Asst. Director of Facilities & Operations. Maintenance staff. Building Administrator.
If problem is deemed sufficiently dangerous, initiate Evacuation Plan. If problem does not appear to be an imminent threat continue normal operations.	Building Administrator. Director/Asst. Director of Facilities & Operations.
Notify Superintendent.	Building Administrator. Superintendent
Initiate Early Dismissal Plan or continue normal operations.	Superintendent.
If Early Dismissal Plan is initiated, notify those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator. Superintendent.
Contact the agency's architectural/engineering firm to assess the problem and provide a report.	Superintendent. Director/Asst. Director of Facilities & Operations.
Reopen the building once the problem has been corrected or find alternate facilities.	Superintendent.

MEDICAL EMERGENCIES

SICK/INJURED PERSON

Emergency Planning: Have First Aid kits and medical supplies readily available at each site. Maintain a listing of those staff members certified to perform First Aid and/or CPR.

Response Protocols

Action	Responsible Individual
Identify sick/injured person.	First person on scene.
Contact main office and/or nurse's office.	First person on scene. Other staff member.
Provide comfort and, if qualified, basic first aid to sick or injured person.	First person on scene. Other staff member.
If necessary, call 911 to emergency services.	School Nurse. District Medical Director. Other staff member.
Apprise medical responders of any specific medical conditions the victim may have.	School Nurse. Building Administrator.
Notify parent(s), guardian(s) or emergency contact	Building Administrator.
Notify Superintendent, if called for.	Building Administrator.

MEDICAL EMERGENCIES

SCHOOL BUS ACCIDENT

Emergency Planning: Establish procedures for responding to a school bus accident, including provisions for adequate communication.

Response Protocols

Action	Responsible Individual
Radio in accident to Director of Transportation.	School bus driver.
Call 911 to summon emergency response, contact Medical Director.	Director of Transportation. Other Transportation Department Staff.
Notify Superintendent	Director of Transportation or Dispatcher
Take names and addresses of all passengers, make seating chart, and keep passengers on the bus unless it is hazardous to do so.	School bus driver.
Contact Assistant Superintendent for Business and Building Administrator.	Superintendent
Contact parents and spouses if necessary.	Director of Transportation and/or, Building Administrator. Transportation Department Staff.
Notify School Nurse and Medical Director	Building Administrator

MEDICAL EMERGENCIES

MASS ILLNESS/EPIDEMIC/PANDEMIC

Emergency Planning: Maintain open dialogue with county health officials. Have first aid and medical supplies on hand at each facility. Maintain a listing of those staff members certified to perform First Aid and/or CPR.

Response Protocols

Action	Responsible Individual
Identify illness pattern.	School Nurse. Building Administrator.
Attempt to determine the causative or etiologic agent.	School Nurse.
Notify Superintendent and Medical Director.	Building Administrator.
Notify the Ulster County Health Department.	Building Administrator. School Nurse, Medical Director
Notify the parents of any stricken students.	Building Administrator.
Meet with public health officials, apprise them of the situation, and provide and necessary assistance.	Building Administrator. School Nurse. Medical Director
If warranted, initiate Early Dismissal Plan or School Closure Plan	Building Administrator. Superintendent.
If Early Dismissal Plan/School Closure Plan is enacted, notify those in parental relations via local media, Facebook, Onteora Website and App. and/or automated telephone calls.	Building Administrator. Superintendent.
Reopen building upon guidance from public health officials.	Superintendent.

MEDICAL EMERGENCY

BLOODBORNE PATHOGENS EXPOSURE

Emergency Planning: Train staff annually in the hazards of bloodborne pathogens and how to avoid exposure. Offer the Hepatitis B vaccination series to all employees with occupational exposure to blood or other potentially infectious materials (OPIMs). Make arrangements with a medical provider for post-exposure prophylaxis.

Action	Responsible Individual(s)
Upon being exposed to blood or OPIMs take steps to wash the material off skin & remove contaminated clothing. Report incident to the school nurse or other responsible party.	Exposed Individual
Examine and evaluate the exposed individual and perform required medical intervention (e.g. first aide, disinfection).	School Nurse
Determine whether or not exposed individual needs further medical intervention.	School Nurse
If needed, send exposed individual to local hospital or Kingston Worx for post-exposure prophylaxis.	Building Administrator/ Medical Director
Follow up with post-exposure provider regarding further steps.	School Nurse
Ensure the exposed individual completes the Exposure Incident form.	School Nurse Building Administrator

Appendix E
Terrorist Threats & Activities

Grades K-12 Procedure to Pivot to Remote Instruction

Remote Learning Preface

Remote learning provides an opportunity for students and teachers to remain connected and engaged with the content while working from their homes. The key to success in remote learning is flexibility and consistency. Having a consistent daily meeting time, schoolwork calendar, and office hours allows students and parents to plan accordingly.

Remote Learning is designed to provide students with an engaging online learning experience that includes clear expectations and outcomes for each week. The learning experience will include online and offline learning activities that are aligned with the New York State Learning Standards. This may include instructional videos, live and recorded sessions, and/or online resources. Offline resources may also be provided. The work in each content area can be found on District approved learning platforms such as Google Classroom and SeeSaw. Classroom teachers will announce the platform they will be using and will be able to help if necessary.

Asynchronous: Students learn at different times

- Communication is not live
- Possibly more convenient and flexible
- Allows students to work at their own pace
- Recorded and pre-recorded lessons may be reviewed multiple times as needed
- Google Classroom, SeeSaw, and other teacher-assigned platforms

Synchronous: Students learn at the same time

- Communication happens in real-time (live)
- Allows for instant feedback and clarification
- Utilizes Google Meet
- Students will follow their normal schedule. Students will sign on to the learning platform assigned to them by the classroom teacher.

Distribution of one-on-one devices and Internet Connectivity Access

At the beginning of each school year, all students were provided a Chromebook. If any family does not have internet access, please reach out to the building principal.

Any student for whom remote instruction by digital technology is not available or appropriate will be provided learning materials consistent with the materials provided to other students on that day. Each case will be addressed on an individual basis.

Student Supports

School psychologists, school social workers, and guidance counselors will collaborate with classroom teachers to meet the social/emotional needs of all students and are available for parents to speak to if they have any questions or concerns.

Communication and Expectations

Communication between the teacher, student, and parent is critical for success. The teacher will establish times that they will be available to meet virtually with students and parents as needed. Google Meet, email, learning platforms, letters sent home and phone calls are all ways in which the teacher may communicate.

Assignments will be expected to be turned in on due dates and students will receive feedback from the teacher in a timely manner.

It is important that students understand their responsibility as learners who engage in their classrooms each day. In addition, they are responsible for the same regulations that are in the building Code of Conduct. This includes appropriate online behavior when working within the learning platform and during live classes.

Student Communication

- Students will communicate during scheduled times
- Students will use platforms predetermined by the teacher
- Students will show evidence of participation in completing assignments and attending live sessions

Student Responsibilities

- It is expected that students and parents will not record remote learning sessions or content in any way, including, but not limited to, taking videos, photos or screenshots. Remote learning sessions and the content used will not be shared on any social media platform or other similar means.
- Create a space and dedicated time for learning
- Wear attire acceptable for school (during online conferences)
- Follow class schedule and be punctual to be their productive best
- Seek help when needed (by teachers, principals, etc...)
- Log into Google Classroom daily
- Demonstrate learning with the completion of assignments by established deadlines
- Engage in class conversations and focus on instructional videos, etc.
- Watch all instructional videos before completing assignments
- Communicate with their teacher
- Look back at assignments the teacher has reviewed and given feedback
- Follow the Code of Conduct and demonstrate acceptable online behaviors
- Collaborate with peers using respectful language and behaviors
- Use equipment as outlined in the Acceptable Use Policy #7314
- Support each other in this new way of learning
- Be patient with themselves and their teachers- everyone is learning together

Attendance

- The district's attendance policy will be followed
- Attendance at all classes is expected
- Teachers will take attendance for each subject
- Notify the teacher of the need for absence from class
- Contact the teacher for missed assignments
- Missed assignments must be made up by established deadlines

If a Teacher is Absent

If a teacher is absent, they will post classwork on Google Classroom that should be completed and turned in that day.

Schedule

A remote learning schedule will be provided to parents/guardians, students, faculty, and staff. The schedule will be the letter day originally designated for that day.

The instructional delivery methodology will be determined by the teacher to ensure that the instruction being delivered is aligned with the NYS Learning Standards.

Essential Elements for Remote Instruction:

The teachers will provide students with synchronous instruction remotely. The instruction will consist of live interaction between the teachers and students. The online learning experience will be standards-based and will include high-quality rigorous instructional opportunities and learning experiences. It is important to note that the hours of instructional time are not defined as a student's time spent in front of the teacher or in front of a screen, but as time engaged in standards-based learning under the guidance and direction of a teacher.

Specials – Elementary Level (only)

Students will follow the daily schedule for specials. The special schedule will be shared with the parents/students by the classroom teacher. The Art, Music, PE, and Library teachers may also post lessons to Google Classroom.

Special Education

During Remote Learning, our special education staff (which includes special education teachers, teaching assistants (TAs), speech and language pathologists, social workers, school psychologists, occupational therapists, and physical therapists) will provide special education services using a variety of different strategies and online platforms based on an individual student's needs. Individualized materials will be used to meet the needs of each student based on their Individualized Education Plan (IEP). Special education staff will collaborate with families.

Academic Intervention Services (AIS)

Intervention services will be provided to students as originally scheduled for that day. Parents/guardians will be notified if their child qualifies for extra help to meet or continue his/her progress toward meeting the state standards. The goal of AIS is to provide targeted instruction necessary for students to meet grade-level proficiency. During remote learning, the reading or math specialist will give live instruction via Google Meet. The link and the schedule will be shared with the parents/students by the classroom teacher.

English as a New Language (ENL)

The ENL teacher will provide support for students that meet their needs based on state regulations. The teacher will work with the classroom teacher to create and provide a schedule. The link and the schedule will be shared with the parents/students by the classroom teacher.

Faculty-Staff Procedures to Pivot To Remote Learning

If a building or the District needs to pivot to remote instruction, the following steps will be taken to ensure a smooth transition:

1. The Superintendent of Schools/Designee will send out a ShoutPoint (voice call, email, and/or text message) informing parents and employees that a building(s) or District will pivot to remote learning for a specified date(s) and reason. In addition, information will be posted on the District's website, radio stations, and television stations.

2. Faculty/Staff will be notified if they need to report to the building or if they will work from home.
   Please note: This is dependent on the reason why the building or District is pivoting to remote instruction.

   - Teachers will need to communicate to students in advance where the Google Meet or other District approved platform will be posted if a pivot to remote learning is necessary.
   - Teachers will remind students that they need to bring school-issued Chromebooks home daily for grades 7-12 and as anticipated for grades K-6.
   - Teachers will instruct live via a District approved platform (e.g. Google Meet) and need to ensure that they have the technology at home to do so.
   - Instruction will be synchronous.
   - Attendance will be taken.
   - The schedule will be designated for the letter day or day of the week originally scheduled for that day.
   - At the secondary level, related service providers and guidance counselors will provide student support as scheduled for the day.

- At the elementary level, special area teachers/related service providers will provide the classroom teachers the link to access the special area/related service provider lessons.
- Teaching assistants will follow their normal schedule for the day and/or follow a schedule assigned by the building principal.
- Office staff will perform their daily duties and/or perform duties assigned by the building principal.
- If you are unable to perform your duties that day, put the absence in AESOP and notify your building principal.

Please review this information carefully. It is imperative that we communicate to our students where they will be able to access live instruction if a pivot to remote instruction is necessary.

Parent-Guardian Procedures to Pivot to Remote Learning

If a building or the District needs to pivot to remote instruction, the following steps will be taken to ensure a smooth transition:

1. The Superintendent of Schools/Designee will send out a ShoutPoint (voice call, email, and/or text message) informing parents and employees that a building(s) or District will pivot to remote learning for a specified date(s) and reason. In addition, information will be posted on the District's website and Facebook.
2. Additional information for parents/guardians:
    - Teachers will inform students where the Google classroom/meet link or other District-approved platforms will be posted if a pivot to remote learning is necessary (example: Google Meet).
    - Students will need to bring school-issued Chromebooks home daily and/or as directed by the classroom teacher.
    - Instruction will be synchronous (live).
    - Attendance will be taken.
    - The schedule will be the letter day or day of the week originally designated for that day.
    - At the secondary level, related service providers and guidance counselors will provide student support as scheduled for the day.
    - At the elementary level, special area teachers/related service providers will provide the classroom teachers the link to access the special area/related service provider lessons.
    - Participation in the classroom online environment is limited only to the students who are assigned to that class.

Public Employer Health Emergency Plan for the Onteora School District

Date of Approval: March 23, 2021

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

Promulgation

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

This plan has been developed with the input of labor unions of the Onteora Central School District, as required by the amended New York State Labor Law.

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

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

--

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

Signed on this day:____March 23, 2021____

By: Victoria McLaren Title: Superintendent Signature: Victoria McLaren

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

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

Scope

This plan was developed exclusively for and is applicable to the Onteora 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 employees and contractors, and the continuity of our operations that we have promulgated this plan.

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

Concept of Operations

The Superintendent of Schools of the Onteora 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 of Schools.

Upon the determination of implementing this plan, all teachers, staff and contractors of the Onteora Central School District may be notified by phone, email, or any other means determined to be necessary, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Parents, students, and other community members will be notified of pertinent operational changes by way of email notifications, social media messaging, and local news outlets, amongst others. Other interested parties, such as vendors, 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 Schools of the Onteora 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. Updates of this plan will be published on the District Website and posted conspicuously in all school buildings.

Upon resolution of the public health emergency, the Superintendent of Schools of the Onteora Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Onteora Central School District is committed to ensuring that essential functions will be continued in the event of a school closure even under the most challenging circumstances.

Essential functions are those functions that require staff to remain in the building and 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 Onteora Central School District

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

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others

- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions that are required to be maintained within the school buildings to be successful, with priority 4 identifying functions that are essential, but least among them to be maintained successfully within the school buildings.

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

Essential Function	Description	Priority
District Office	Oversight and management of the functions performed by employees in the superintendent's office, the assistant superintendent's office, the business office, and the human resources office to ensure that regular business operations and services continue as necessary and/or mandated.	1
Building/District Administrators	To ensure critical day-to-day operations are met, including support for remote instruction	1
Information Technology/Continuity of Operations and Instruction	Provides hardware and software for staff and students to facilitate continued education in remote learning environments necessary for continuity of instruction and education. Also responsible for troubleshooting technical issues that may arise during the distance learning process, the offering of best practices in communication to ensure that students are able to access curricular materials, and for helping staff members disseminate information related to both academic and social-emotional education.	1
Buildings and Grounds/ Maintenance	Continues to upkeep the campus during remote work and learning and ensures that all buildings and grounds are properly maintained, regularly cleaned, and disinfected as necessary to ensure the safety of school community members.	1
Health Office/Health Services	Upon consultation with the district's Medical Director and the County Department of Health, school nurses may be responsible for assessing ill staff and students, providing consultation to the district office, following up with healthcare providers, and aiding with contact tracing efforts as necessary.	1
Food Service	Ensure that food can be provided to students	1
Transportation	To ensure that meals may be delivered to students	1
School Building Main Office Staff	Oversight of mail, phones, sign-in procedures, and building utilization and operations.	2
Instructional Staff	These individuals are responsible to provide instruction and support to our students and staff.	3
Other Instructional/ Non-instructional Staff	They assist with the supervision and instruction of students.	3

Essential Positions

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

Essential Function	Essential Positions/Titles	Justification for Each
District Office	Superintendent of Schools	Responsible for making day-to-day decisions about educational programs, budget/spending, staff, and facilities
	Assistant Superintendent for Instruction and Curriculum	Responsible for assisting the Superintendent in the administration of educational programming and the development of goals to foster school improvement
	Assistant Superintendent for Business	Responsible for assisting the Superintendent in the administration of business affairs in such a way to provide the best services with the financial resources available
	Treasurer, Payroll Clerk, Account Clerk, Program Planning Secretaries, Sup't Secretary, Admin Assistant and general office staff	As needed for the processing of Accounts Payable, Accounts Receivable, Payroll, Tax Collection, Registration of Students, and general office work that requires interaction with the public via the phone or potentially in-person
Building/District Administrators	Building Principals Director of PPS Ass't Director of PPS	Responsible for overseeing the day-to-day functioning of the school community and supporting the academic success of students, promoting a positive school climate, and assisting educators.
Information Technology/Continuity of Operations and Instruction	IT Director	Responsible for overseeing the local area network and the subsequent ongoing maintenance of this network for the district. Oversees the district's internet access, phone systems, and cell phone plans
	IT Network Support Specialists	Responsible for providing support to teachers and students in regards to computer hardware and software. Will respond to "help desk" and troubleshooting concerns.
Buildings and Grounds/Maintenance	Director of Facilities Ass't Director of Facilities Facilities Secretary	Responsible for overseeing and providing direction to the B&G department and employees to ensure a safe working environment. Tracking work flow.
	Custodians Custodial Workers Building Mechanics Groundskeeper	Responsible for routine cleaning, disinfecting, and maintenance tasks. Responsible for performing a wide variety of tasks related to the maintenance and upkeep of campus grounds, parking lots, and fields.
Health Office/Health Services	School Nurses School Medical Director Nurse Secretary	Assists building and district administrators by communicating with the local health department for guidance, may act as the liaison to the school physician, and is responsible assessing ill students and staff and assisting in contact tracing efforts

Food Service	Food Service Manager	Responsible for overseeing the preparation of meals and coordinating with the Transportation Director to ensure that meals are distributed.
	Food Service Staff	Responsible for the preparation of and making of meals for students.
Transportation	Transportation Director/Dispatcher	Responsible for the safety and efficient operation and maintenance of the transportation department. Coordinates with the Food Service Manager on meal deliveries.
	Bus Drivers/Monitors	Needed for distribution of food, instructional materials and technology to families in the District
	Bus Mechanics	Responsible for maintenance of District transportation and facilities vehicles needed for delivery and travel
Building Office Staff	Typist/Senior Typists	Responsible for answering phones, providing support to building administrators, responding to emails, greeting visitors, assisting in building sign-in procedures, accepting deliveries, and helping disseminate mail.

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 at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
    a. Internet capable laptop
    b. Necessary peripherals
    c. Access to VPN and/or secure network drives
    d. Access to software and databases necessary to perform their duties
    e. A solution for telephone communications
        i. Note that staff have access to voicemail from an outside phone line

Remote work protocols shall be developed and facilitated through coordination with district administrators, building administrators, and the IT department to ensure that all needs are met and that safety, security, and functionality are at the forefront of any and all discussions.

Approval and Assignment of Remote Work

The Superintendent or designee, in consultation with the Assistant Superintendent for Business and other administrators and/or supervisors as needed, will review requests for remote work and corresponding work assignments to aid in the decision-making process. Final decisions will be communicated to the Assistant Superintendent for Business and building/department administrators for dissemination to their respective staff.

The Assistant Superintendent for Business will notify payroll of such decisions to ensure employee time and attendance is tracked accurately.

Equipping Staff and Students for Remote Learning

The school district shall work with the Director of Technology to support non-essential employees and students during an extended school closure. In order to support this, students K-12 and instructional faculty and staff shall be provided with Chromebooks/laptops, as possible, to ease the transition to remote learning/working. Non-instructional staff who work remotely will have access to Chromebooks/laptops based on their individual needs for them to effectively perform their job duties remotely. In addition, the IT Department has established protocols for the repair of Chromebooks/laptops, as well as protocols for assisting in the procurement of internet access at an individual's home, if they do not have internet. The IT Department will also be responsible for assisting essential individuals with VPN or other secure network drives as is deemed necessary and for providing access to software and databases that are deemed necessary for somebody to perform their duty.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, individual building principals and department supervisors will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure and review it with Central Administration. Regardless of changes in start and end times of shifts, the Onteora Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

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

Identification of Positions with Staggered Work Hours and Approval Process

District buildings and grounds staff may be assigned to staggered shifts to ensure coverage before, during, and after core business hours. Nurses and other building positions may also be realigned to ensure greater coverage during the day and to line up with the needs of our population.

The approval and assignment of changed work hours must be reviewed by the district's Building Administrator or Supervisor. Factors such as staffing levels, the ability to provide physical distancing, and ways to improve efficiency and/or effectiveness will be considered in the decision-making process.

Personal Protective Equipment

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

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

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are

including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
    a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
    b. Public employers must be able to mitigate supply chain disruptions to meet this requirement

3. Storage of, access to, and monitoring of PPE stock
    a. PPE must be stored in a manner which will prevent degradation
    b. Employees and contractors must have immediate access to PPE in the event of an emergency
    c. The supply of PPE must be monitored to ensure integrity and to track usage rates

    To meet these requirements, the District has purchased both cloth and disposable masks to supply students and staff as needed. In addition, a stock of face shields, gloves and disposable gowns are on hand in the District supply area in the basement of the HS. The Stores Clerk will be responsible for the monitoring of PPE, which will be ongoing, to ensure a sufficient supply is available when needed and that the supply has not been damaged or deteriorated. The District is part of a CoSer through Ulster BOCES for the purchase of PPE products as well as purchasing products from other vendors that have supplied the District with PPE products. All PPE will be stored at a location that is easily accessible to distribute to all buildings should the need arise in the Central storage area located in the basement of the HS.

Identification of Personal Protective Equipment Based on Job Duties

Each building shall be provided with a supply of disposable masks and hand sanitizer for use by students, employees, contractors, and/or visitors, as necessary. The Stores Clerk shall be responsible for monitoring and replenishing those supplies as necessary. Individuals with a medical necessity and an approved reasonable accommodation will be provided N-95 respirators as necessary.

Given the nature of their work, buildings and grounds staff and health office staff will be supplied daily access to disposable masks, disposable gloves, face shields, and gowns as necessary. Individuals who have a job position that requires the wearing of an N-95 respirator shall be entered into a respiratory protection program, fit tested, medically cleared, and provided N-95 respirators as required.

Procurement of Personal Protective Equipment

The Stores Clerk shall track PPE inventory for the District in the form of an inventory report /spreadsheet that will be submitted to the Assistant Superintendent for Business for review each month. When inventory gets low (i.e., having less than two pieces of PPE for each essential employee for at least a six-month period), the Stores Clerk will contact one or more of the vendors on the District-approved supplier's list to procure the necessary PPE. The district maintains a supplier list with backup suppliers listed in an effort to mitigate any supply chain disruption. For unforeseen disruptions or shortages, the district shall work with the Ulster County Department

of Health for assistance. Personal protective equipment shall be stored within the buildings where they can be tracked and accessed in the event of an emergency, and maintained in a way that prevents degradation.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. When or if a staff member is exposed, we will follow applicable Ulster County Department of Health, New York State Department of Health, and CDC guidelines as is required and best practices.

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.

In the event a staff member is working remotely and contracts a communicable disease, the District will be notified by the local Department of Health. Additionally, contact tracing may occur to assist the Department of Health with tracking of the disease.

Staff are eligible to use sick leave accruals in the event of testing, treatment, isolation, or quarantine. All health information privacy requirements will be followed and no protocols shall violate any existing federal, state, or local laws.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Students will not partake in any cleaning and/or disinfecting. Present guidance for routine cleaning during a public health emergency includes:

Daily

1. Throughout the day the following must occur
    a. Day custodians all must have a spray bottle to utilize for the following tasks throughout the day:
        i. All door handles cleaned
        ii. Wipe down railings where applicable
        iii. Wipe down tabletops where applicable
        iv. Light switches cleaned
        v. All exterior doors cleaned (both inside and outside)
        vi. Cafeteria doors cleaned
        vii. Cafeteria tables/desks to be cleaned after each service
        viii. Gymnasium doors cleaned
        ix. Clean high touch glass areas
        x. Bathrooms cleaned each hour
    b. Night Custodians
        i. All desktops, countertops and tables are to be cleaned daily with the following procedures:
            1. Use soap and water first
            2. Then use disinfectant solution

ii. Light switches in each room/area (gymnasium, etc.…) are cleaned
iii. Phones and keyboards wiped down
iv. All door handles are cleaned
v. All faucets and sinks are cleaned
vi. All uninvent tops cleaned daily
vii. All bathrooms are cleaned
    1. Toilets
    2. Sinks
    3. Door handles in stalls
    4. Door handles entering and exiting the bathrooms
viii. All exterior doors are cleaned
ix. Clean high touch glass areas
x. Nursing offices deep cleaned nightly
xi. Offices desktops cleaned nightly

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
    a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected according to a preset schedule that emphasizes their cleaning and disinfection.
    b. Buildings and grounds staff, with possible assistance from others, will be responsible for cleaning and disinfecting common areas, based on the requirements of each individual situation and influenced by factors such as frequency of use, the specifics of the communicable disease, and recommendations from local, state, and federal authorities.
2. Staff tasked with cleaning and disinfecting areas will be issued and asked to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned prior to being disinfected.
4. Surfaces will be disinfected with products that meet EPA and safety criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Cleaning procedures for areas after probable or confirmed positive case

1. Close off areas used by the individual who is suspected or confirmed to have the disease
2. If possible, open outside doors and windows to increase air circulation in the area
3. If feasible, wait 24 hours before cleaning and disinfecting all affected areas
    a. Follow cleaning guidance document (based on CDC guidelines) to clean and disinfect all areas of potential exposure
4. Once affected area(s) have been cleaned and disinfected, the area(s) may be reopened for use

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 Onteora Central School District to support contact tracing within the organization and may be shared with local public health officials.

To that end, employees and contractors performing essential functions will have their hours and work locations, including off-site visits, documented for the purpose of contact tracing in a manner designated by the District. Where applicable, employees will utilize their fobs for entrance and/or sign in and out of each building, which will document their presence.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Onteora Central School District's essential operations. If such a need arises, the school district shall work with local and state authorities to help identify and arrange for housing needs.