

***WICSD Continuation of Operations Plan for a Public Health  
Emergency Involving Communicable Disease***

**Relating to Education Law §2801-a**  
*For Incorporation in District Safety Plan*

## Table of Contents

Table of Contents .....	2
Required Information .....	3
List and Description of Positions and Titles Considered Essential.....	3
Telecommuting Protocols .....	5
Telecommuting Hardware .....	5
Telecommuting Software.....	5
Networking.....	5
Phone Support .....	5
Shift Staggering to Reduce Overcrowding .....	6
Procurement of PPE .....	7
Exposure Protocols .....	8
Documenting Work Hours and Locations for Contact Tracing.....	9
Identifying Emergency Housing .....	10
Plan Approval .....	11
Definitions .....	12

## ***Required Information***

### ***List and Description of Positions and Titles Considered Essential***

**Requirement:** A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. Note that per [NYS Department of Health COVID-19 toolkit guidance](#), school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide child care for children of first responders or health care workers, you may need to designate certain positions/titles *as essential for this purpose*.

<b>Administration</b>	<b>Justification</b>
Superintendent	Management of school district functions
Asst. Superintendent for Finance	Pandemic response coordinator
Asst. Superintendent for HR	Personnel management coordination
Asst. Superintendent for Instruction	Continuation of instructional services
Principals	Continuation of instructional services – Report as needed
Public Information Director	Communication of pandemic-related issues to community – Report as needed

<b>Community Education</b>	<b>Justification</b>
Director of Community Education	Management and coordination of child care needs for children of first responders or health care workers

<b>Data Services</b>	<b>Justification</b>
Director of Data	Management of accounts and services for continuity of instruction and operations and disease testing coordination and reporting

<b>Environmental Services</b>	<b>Justification</b>
Executive Director of Operations	Maintenance and coordination of district services, security, facilities, and potential testing / vaccination services
Security Worker(s)	Security of personnel and facilities, intercampus deliveries
Maintenance Mechanics	Maintenance of the district plant/facilities as needed
Custodian(s)	Specific to disinfecting occupied spaces, as needed
Grounds workers	Plowing, mowing – limited as needed

<b>Food Services</b>	<b>Justification</b>
School Lunch Director	Coordination and management of meal provisions
Cooks and food service helpers	Provide remote meals to students as required

<b>Health Office</b>	<b>Justification</b>
Nurse(s)	If required to provide childcare services.

<b>Student Services</b>	<b>Justification</b>

Director of Student Services	Continuation of instructional and support services, as needed
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<b>Technology Services</b>	<b>Justification</b>
Director of Technology	Management of technology support services for district staff as well as student instructional continuity and disease testing coordination
Network Administrator	Maintenance of district network services for district staff and remote student needs
Senior Network Technician(s)	Maintenance of district technology resources (physical and virtual) supporting staff and students
Network Technician(s)	Maintenance of district technology resources (physical and virtual) supporting staff and students
Computer Support Assistant(s)	Maintenance of district technology resources (physical and virtual) supporting staff and students
Help Desk	Coordination of staff and student account needs, purchasing, and technical support.

<b>Business/HR Office</b>	<b>Justification</b>
Payroll Supervisor	Maintain payroll functions
Treasurer	Maintain cash flow, accounting and banking deposits
Accounts Payable Clerk	Pay bills, receive and cross-check invoices
Business Office/HR Clerk (general)	Mail, checking phones, review recent records

## ***Telecommuting Protocols***

**Requirement:** A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable.

## ***Telecommuting Hardware***

Mobile computers are provided to all district teachers as part of the district's ongoing 1:1 technology program during the normal instructional cycle, which include required software and networking tools. Additional laptop computers are provided for key non-teaching faculty and staff members from student reserves while the district transitions from desktop computers to hub-based laptop computers.

Home computing devices may be utilized to access key online district resources such as productivity tools and learning management systems. Computers are provided on an as-available basis to prioritized support staff who do not have home access. As needed, district desktop systems may be authorized for home deployment to support telecommuting functions.

## ***Telecommuting Software***

Many district technical resources are available from a basic internet connection and web browser, including both productivity software and learning management systems.

## ***Networking***

Faculty, staff and students in need of internet access for telecommuting purposes may contact the Irondequoit Public Library at 336-6060 or emailing [irondequoit@libraryweb.org](mailto:irondequoit@libraryweb.org).

## ***Phone Support***

Only VOIP (Voice-Over-Internet Protocol) phones provide easy phone forwarding capability. Instructions on using these phones and forwarding features are available on the district knowledgebase website at [techhelp.westiron.monroe.edu](http://techhelp.westiron.monroe.edu).

## Shift Staggering to Reduce Overcrowding

**Requirement:** A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.

### Example Staggered Schedule:

5/18/20		5/19/20		5/20/20		5/21/20		5/22/20	
Monday		Tuesday		Wednesday		Thursday		Friday	
6:30 am - 1:00 pm		6:00 am - 3:30 pm		6:30 am - 1:00 pm		6:00 am - 3:30 pm		6:30 am - 1:00 pm	
Schmeer	Linda	Jones	Rich	Schmeer	Linda	Jones	Rich	Schmeer	Linda
McCabe	Matt	Grimm	Justin	McCabe	Matt	Grimm	Justin	McCabe	Matt
Miller	Kurt							Miller	Kurt
Porcello	Rob							Porcello	Rob
Terry	Sorbo	Hertlien	Mark	Terry	Sorbo	Hertlien	Mark	Terry	Sorbo
Knight	Rory	Whitney	Patrick	Knight	Rory	Whitney	Patrick	Knight	Rory
Brinkman	Kurt			Brinkman	Kurt			Brinkman	Kurt
		6:30 am - 1:00 pm				6:30 am - 1:00 pm			
		Caracci	Bob			Caracci	Bob		

5/18/20		5/19/20		5/20/20		5/21/20		5/22/20		5/23/20	
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
<b>TO DO LIST</b>											
Brinkman	Kurt	Caracci	Bob	Grimm	Justin	Hertlien	Mark	Jones	Rich	Knight	Rory
MOW & LINE TRIM		SPRING CLEAN-UP		PRIORITIZE		WIDE AREA MOWING & LINE TRIM		PRIORITIZE		LINE TRIM	
Brookview		Rogers		Electrical related issues		Pinegrove		plumbing needs		Work with Kurt B	
Rogers		Brookview		Camera installation		GRASS REPAIR		HVAC unit maintenance coordinate with Rob			
Seneca		District Office		Ethernet installation for time clocks		RG, Sproule, LW, BW		Backflow tests???			
Iroquois		Listwood				OVERSEED		CATCH BASIN CLEAN-OUT		CATCH BASIN CLEAN-OUT	
Colebrook		Iroquois				Rogers	IRQ	Located in grass area		Located in grass area	
GRASS REPAIR		GRASS REPAIR				BW	Pinegrove			GRASS REPAIR	
Seneca		Seneca				TREE SERVICE				Seneca	
Other		SECURITY				HNC				Other	

## ***Procurement of PPE***

**Requirement:** Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.

The West Irondequoit Central School District will provide the job specific required PPE for employees during a pandemic. Consulting with local and state health departments and the district physician required PPE will be determined. The Executive Director of Operations or designee will work to allocate supplies and manage inventory of PPE supplies. Initial amounts of PPE will provide all identified essential employees at least a 6-month supply of PPE. As additional needs are identified, The Executive Director of Operations In close collaboration with the Assistant Superintendent of Finance, they will develop projected PPE needs. The procurement of PPE will be attained from various vendors across the country. This will include working with Monroe County for pandemic supplies.

Inventory of PPE will be stored in a regularly monitored, secured climate-controlled location at the Environmental Services facility. The distribution will occur through the Executive Director of Operations Office.

## ***Exposure Protocols***

**Requirement:** Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols shall not violate any existing federal, state, or local law, regarding sick leave or health information privacy, and must include:

- Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and
- The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

In the event of an employee or contractor is determined to have tested positive for the disease or has exhibited symptoms of the disease, the following disinfecting procedures will be utilized in the area where they work.

Disinfecting Procedures:

**SUPPLIES:** Spray N Go or Virex II 256, Spray bottle, towels

**PROCEDURE:**

1. Put on disposable gloves
2. Properly dispense Virex II 256 or Spray N Go into a spray bottle. Spray N Go is ready to go from the container.
3. Thoroughly spray tabletop or desk
4. Properly fold a clean towel.  
(Fold the long side of the towel in half, next fold short side of the towel in half, you now have 8 sides to clean with.)
5. Cleaning Process:
  - TABLES:**  
Wipe and scrub as needed one table and turn the towel to a clean side for the next table.
  - DESKS:**  
Clean approximately 4 desktops and turn the towel to a clean side.
6. Once all eight sides of the towel have been used for cleaning, submerge towel in Virex II or Spray N Go again and repeat.
7. Allow the surface to air dry or to remove water droplets wipe with a clean towel.

Employees who are positive, exhibiting symptoms of the disease or have been determined to be in close contact with another individual who have the disease will not attend the worksite until cleared to return by a medical authority (local health department and medical provider). The employee may access their accrued leave allowances (personal, vacation or sick) under these circumstances. As state or federal law provides additional leave allowances, they will also be made available to the employee.



## ***Documenting Work Hours and Locations for Contact Tracing***

**Requirement:** Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.

When essential employees or contractors enter the facility, they will be required to sign in and out of the building (Name, Date, Time in & out, and area(s) they are reporting to.) The **main entrance** will serve as the primary entry point. IHS will have two entry points. At these entry points, there will be a sign in sheet, symptom check material, and PPE. It will be the responsibility of the individual essential employee to sign in and out. Prior to or at these entry points, prescreening material or devices may be utilized to identify symptomatic people.

District Mechanics, which perform essential tasks onsite and offsite, will maintain log sheets in their vehicles. The log sheet will have a specific location, check-in and out time for each site visited. Executive Director of Operations will divide essential employees to separate reporting locations to protect the crew from employee to employee spread of the virus.

## ***Identifying Emergency Housing***

**Requirement:** Protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.

In the event that events require the use of emergency housing to contain the spread for essential employees, accommodations will be secured in the local hotels. The Assistant Superintendent for Finance would utilize the District's credit card to make reservations as needed. Accommodations would be for single occupancy to minimize risk of transmission between employees.

The following is a list of local hotels and their contact information:

Hampton Inn in Irondequoit  
1323 East Ridge Road, Rochester, NY 14621  
(585) 339-3500

Holiday Inn Express  
2200 Goodman St N, Rochester, NY 14609  
(585) 342-0430

## *Plan Approval*

**Requirement:** Once drafted, the plan must be presented to recognized or certified representatives of the employer's employees, who shall be granted an opportunity to review the plan and make recommendations. The Governor's press release states that "plans must be submitted to unions and labor management committees within 150 days," presumably requiring that the plans be shared by February 4, 2021. Draft of plan was shared with representatives of the respective bargaining units (WIMEO, IESA, WITA, WITA) and feedback was collected and incorporated into the plan.

The employer must consider and respond to such recommendations in writing within a reasonable timeframe. A copy of the final version shall be published in a clear and conspicuous location, and in the employee handbook, and in a location accessible on either the employer's website or on the internet accessible by employees. No employer shall take retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of the plan.

## *Definitions*

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

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

**"Contractor"** shall mean an individual performing services as party to a contract awarded by the state of New York or any other public employer defined in paragraph b of this subdivision.

**"Essential"** shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

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

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

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