



West Valley Central School District Communicable Disease Related Operation Plan

[N.Y. Labor Law 27-c]

5359 School Street
West Valley, NY
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716-942-3100

Dr. Taweepon Farrar, Superintendent

The safety of our students, staff and community are of the utmost importance. The West Valley Central School District's COVID-19 Reopening Plan establishes and explains the procedures, practices and safeguards needed to meet the recommendations and guidance outlined by the following governmental agencies:

Centers for Disease Control and Prevention (CDC) CDC Guidance for K-12 Schools
Federal Occupational Safety and Health Administration (OSHA) www.osha.gov
New York State Department of Health (NYSDOH) <https://coronavirus.health.ny.gov/home>
New York State Education Department (NYSED) <http://www.nysed.gov/coronavirus>
New York State's "New York Forward" guidelines <https://forward.ny.gov/>

**West Valley Central School District
Contact Information**

WVCS Communicable Disease Related Operation Plan – February 2021

For Questions About....	Contact Information
A course, assignment or resource	Assigned classroom teacher
A technology-related problem or question	Technology 942-3100 Ext. 4108
Social-emotional or academic concern	School Counselor 942-3100 Ext. 4148 School Psychologist 942-3100 Ext. 4166 Social Worker 942-3100 Ext. 4153
School meal questions	Cafeteria 942-3100 Ext. 4171
COVID-19 Health Screening Questions	School Nurse 942-3100 Ext. 4123
Building Related Questions	Maintenance Mechanic 942-3100 Ext.4122
Transportation Related Questions	Bus Mechanic 942-3100 Ext. 4179
District-wide Curriculum and Instruction Questions	Pre-K-12 Principal/Curriculum Coordinator 942-3100 Ext.4106
Special Education Questions	CSE/CSPSE Chairperson 942-3100 Ext. 4149

New York State Provided Resources

Quick Resource Guide

The everchanging nature of the situation provides new resources to school districts and communities on an almost daily basis. These resources links and information were up to date at the time of the publication of this document.

Resource	Where to find it...
NYSED Recovering, Rebuilding, Renewing: The Spirit of New York's Schools	http://www.nysed.gov/reopening-schools/school-reopening-resources
Department of Health Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools - During the COVID-19 Public Health Emergency	https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/Pre-K to Grade 12 Schools MasterGuidence.pdf
Interim Guidance for Sports and Recreation During the COVID-19 Public Health Emergency	https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/SportsAndRecreationMasterGuidance.pdf
Western New York and for Cattaraugus and Allegany Counties Infection Rate Website	https://covid19tracker.health.ny.gov/views/NYS-COVID19-Tracker/NYSDOHCOVID-19Tracker-Map?%3Aembed=yes&%3Atoolbar=no&%3Atabs=n
Percentage Positive Results By County Dashboard	https://forward.ny.gov/percentage-positive-results-county-dashboard
Cattaraugus County – COVID 19 Case Tracker	https://maps2.cattco.org/covid_19/covid_19.html
NYS Labor Law 27-c	New York Consolidated Laws, Labor Law - LAB §27-C NY State Senate (nysenate.gov)
Pre-K to Grade 12 COVID-19 Toolkit	prek-gr12_toolkit.pdf (ny.gov)

Communicable Disease Operation Plan Timeline

Plan Developed from January 25, 2021-February 3, 2021

Plan shared with WVCS Bargaining Units by February 5, 2021

- West Valley Administrators Association
- West Valley Teachers Association
- West Valley Service Employees Association

Finalization of plan based on WVCS Bargaining units' recommendations by February 19, 2021

Presentation of plan to WVCS Board of Education by February 23, 2021

Final plan provided to WVCS staff as an addendum to District Safety Plan by March 1, 2021

Plan was revised in June 2023.

Plan was approved by the WVCS Board of Education on August 22, 2023.

Introduction

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m 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 the West Valley Central School District's Unions (WVTA, WVSEA, WVAA) as required by the amended New York State Labor Law. This plan was developed by engaging a cross-section of stakeholders from our district and our community as well as from each of our employee groups. All aspects of the New York State Education Department's reopening guidance for **Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools** was taken into consideration with the development of this plan.

As this plan evolved, we viewed ourselves as a school with students, teachers, support staff, classrooms, and offices. We must take into consideration that our classrooms are composed of students whose families are concerned about their education and their safety.

The following plan is WVCS's response to our employees and community to ensure the students and adults who are in our educational care are provided with the quality education and services they expect from us in an environment that is safe and remains flexible in our rapidly changing world.

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. The West Valley Central School District attests 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 paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of WVCS Communicable Disease Related Operation Plan – February 2021

2016), as applicable, to address public health emergency planning requirements.

The purpose of this plan is to offer how WVCS will adapt and adjust to changing situations.

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.

WVCS Prevention and Mitigation

We will work closely with the Cattaraugus County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administration and the school nurse for reporting communicable disease to the Health Department. The District will report suspected and confirmed cases of influenza to the Cattaraugus County Department of Health

The Cattaraugus County Department of Health will monitor county-wide cases of communicable diseases and inform school districts of appropriate actions.

The Superintendent will help coordinate our communicable disease planning and response effort. The Superintendent will work closely with the Emergency Response Coordinator who has the responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. Because of the potential importance of technology in the response effort (communication and notification) the Technology Manager will also be an important team member. The Business Official, Maintenance Mechanic, Food Services Manager, Transportation (Bus Mechanic), Principal and, CSE/CPSE Chairperson will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the team.

The District will emphasize handwashing and cough/sneezing etiquette through educational campaigns including CDC materials.

We will educate and provide information to parents, staff, and students about our Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

WVCS Essential Positions

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the Spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning, we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

1. Title of Position
2. Justification that includes a brief description of critical responsibilities that cannot be performed remotely
3. Work shift includes information on how the work shifts will be staggered to reduce overcrowding
4. Protocol that includes hours and work locations, including off-site, documented for essential positions

As per the NYS Department of Health COVID-19 toolkit guidance (published September 2020), school staff are not essential workers. As a District, we are able to designate positions/titles as essential to allow the District to assist in response to a pandemic or communicable disease outbreak.

Title	Deemed Essential	Justification	Work Shift	Protocols
Superintendent	X	Responsible for the daily operations of the District.	Varies based on need & protocols to ensure social distancing	Daily Reporting
Business Official	X	Essential for maintaining overall functions and facilities operations.	Varies based on need & protocols to ensure social distancing (can function from home)	Daily Reporting
Building Principal	X	Manage populations of buildings, communication to families & staff members	Varies based on need & protocols to ensure social distancing (can function from home)	<u>Every Other Day</u> Week 1 – 2 days Week 2 – 3 days
Technology Manager	X	Ensure District is meeting the technology needs required as part of emergency closure	Varies based on need & protocols to ensure social distancing (can function from home)	<u>Every Other Day</u> Week 1 – 3 days Week 2 – 2 days
CSE/CPSE Chairperson	X	Maintain services for special education population	Varies based on need & protocols to ensure social distancing (can function from home)	<u>Every Other Day</u> Week 1 – 3 days Week 2 – 2 days
Maintenance Mechanic	X	Maintain building and grounds	Varies based on need & protocols to ensure social distancing	<u>Every Other Day</u> Week 1 – 2 days Week 2 – 3 days
Food Services Manager	X	Provide meals, if directed by NYSED. If meals are not required, position would be non-essential.	Varies based on need & protocols to ensure social distancing	<u>Every Other Day</u> Week 1 – 2 days Week 2 – 3 days
Bus Mechanic	X	Provide distribution of meals and other materials to students. If meals are not required, position would be non-essential.	Varies based on need & protocols to ensure social distancing	<u>Every Other Day</u> Week 1 – 2 days Week 2 – 3 days
Secretaries	x	Provide communication to students and families, maintain offices.	Varies based on need & protocols to ensure social distancing	Based on the needs of your direct supervisor

The following positions are deemed non-essential. Status change to essential may occur based on District needs. (Essential positions are those that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely.)

- Bus Drivers and Bus Mechanics
- Food Service Staff
- Cleaners and Maintenance Staff (some staffing will be needed based on number of staff in building)
- Members of WVTA-including classroom teachers, teaching assistants and teacher aides

Protocols for Non-Essential Employees

Ensure Digital Equity for Employees

Device Assessment

- All classroom teachers are provided with a District owned device (Chromebook, Surface Pro, etc.).

- Survey additional District staff including secretaries, aides, and clerical staff regarding technology needs.
- Conduct a cost analysis of technology device needs.

Internet Access Assessment

- Survey of District staff to determine availability of viable existing at-home Internet service
- Conduct a cost analysis of Internet access needs

Providing Mobile Devices and Internet Access

- To the extent practicable, decide upon, develop procurement process for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
- To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Wi-Fi hot spot access to those determined to be in need. Wi-Fi hot spots as an option will be evaluated for anticipated effectiveness in particular situations.

Technology & Connectivity for Students

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband that students have in their place of residence
- To the extent practicable, address the need to provide devices and Wi-Fi hot spot access to students who currently do not have sufficient access
- Provide adequate ways /methods for students to participate in learning and demonstrate knowledge of Learning Standards in remote or blended models.

Mobile Devices Delivery

Technology offers schools and districts increased options for continuing learning during extended closures.

Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous and/or asynchronous distance learning (referred to as remote instruction))
- Learning materials and content (digital content, online learning activities)
- Additional technology devices assessments
- Identify students' technology needs to include adaptive technologies
- If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- Providing multiple methods for students to learn
- Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of learning standards in remote or blended models
- In some situations, packets of information may be required for students who simply do not have sufficient access to the internet

Protocols to Reduce Overcrowding

Depending on the exact nature of the communicable disease and its impact, WVCS is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50%, or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.

- Stagger arrival and dismissal times.
- Alternate workdays or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The District will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

Protection Protocols

The District has a designated COVID-19 Safety Coordinator for the District, whose responsibilities include continuous compliance with all aspects of the District reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels. Daniel Amodeo, Principal will assist the Superintendent as needed. The coordinators are the main contacts upon the identification of positive COVID-19 cases and are responsible for subsequent communication.

School/District	COVID-19 Safety Coordinator/Administrator	Contact Number
WVCS District	Superintendent	942-3100 x 4101
Building	Principal	942-3100 x 4106

Communication will be important throughout a communicable disease outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include websites, school postings, general mailings, e-mails, special presentation, phones and cell phones, texting, district automated phone notification system, social media and the public media. A District Public Information Officer (PIO), Superintendent, has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with the Director of Technology to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.

Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:

- Overall Operations – we have defined the following decision-making authority for the District: Superintendent of Schools, Pre-K-12 Principal, Business Administrator. Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones, e-mail, district automated phone notification system.
- The Business Administrator is essential for maintaining overall functions and facilities operations. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibilities in these areas Payroll Clerk/District Treasurer and Account Clerk. We will establish, when appropriate, the ability to maintain these essential functions off-site from remote locations.
- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Head Custodian will keep the Business Administrator informed of the status and of the point at which buildings can no longer be maintained. The Maintenance Mechanic has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will coordinate the maintenance and cleaning staff to form a team to help assist in essential building functions and cleaning of critical

areas. Teachers and staff may be asked to assist in this effort. If necessary, we will provide sanitizers for disinfection. Desktops will be misted with the provided disinfectant and wiped down or left to dry.

- Human resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to Board of Education approved District policies and procedures to reflect crisis response may be necessary and will be implemented by the Business Official along with the Superintendent. The Administrators will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal workday such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Business Official along with the Superintendent will decide if the school needs to be closed.

Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Department of Education on this potential result throughout the communicable disease closure period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:

- Hard copy, self-directed lessons
- Use of mobile media storage devices for lessons (jump drives)
- On-line instruction including on-line resources and on-line textbooks
- Platforms and communication tools including Seesaw, Microsoft Teams, Zoom, etc. (Ensuring compliance with NYS Ed Law 2-d)
- Communication modalities for assignment postings and follow-up: telephone, postal service, cell phone, cell phone mail, text messages, e-mail, automated notification systems, District website postings

Protocols for Procurement of Personal Protective Equipment

Personal Protective Equipment (PPE) and Face Covering Availability

- The District will have available for employees an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of need for replacements.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected.
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the District is getting the most for its PPE dollars.
- The District will teach, and reinforce, the use of face coverings with all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for employees requiring PPE to perform their assigned roles. Specialized PPE (N-95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided by the District when deemed essential. Those individuals who are required to wear N-95 respirators will be fit-tested and medically screened prior to use to ensure they are physically able to do so. We will work in partnership with the Cattaraugus County Department of Health and the School Physician to provide this capability. Parents will be encouraged to provide face coverings for students; however, face coverings will be provided for any student that cannot provide their own.

PPE supply management is handled by the Business Official. The Business Office works with administrators to determine the overall PPE needs for the District.

Containment Protocols

Confirmed COVID-19 Case Requirement and Protocols

Instructional programs must be prepared for COVID-19 outbreaks in local communities and for individual exposure events to occur in facilities, regardless of the level of community transmission. CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation.

CDC and Department of Health Recommendations

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfecting has occurred.
- Opening outside doors and windows to increase air circulation in an area
- Waiting at least 24 hours before cleaning and disinfecting. If waiting 24 hours is not feasible, wait as long as possible
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas
- Once the area has been appropriately cleaned and disinfected it can be reopened for use
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfecting.
- Refer to Department of Health guidance for public and private employees returning to work following COVID-19 infection or exposure.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary, but routine cleaning and disinfection should continue.

Return To School After Illness

Schools must follow CDC and DOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay home until they are free of symptoms or released by their doctor or the DOH.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. Check the CDC or Cattaraugus County Department of Health for up-to-date information.

Staff Absenteeism

Staff will continue to contact the Building Principal to report absences due to sickness. Substitutes will be provided as necessary and as requested.

Medical Accommodations

The Business Office will continue to handle medical and COVID-19 accommodation.

New York State Contact Tracing Program

If a student or staff member tests positive for COVID-19, contact tracing will begin based on current Department of Health and CDC guidance.

Essential Employees Contact Tracing Documentation

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is

necessary during a communicable disease crisis. Essential workers will communicate to their direct supervisor their daily work schedules and work locations. Direct supervisors, after reviewing information, will forward information to Curriculum Coordinator for possible contact tracing.

Plans for Emergency Housing

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. However, we have canvassed local hotels/motels so we may be prepared for an unanticipated need and should be able to access the following if necessary:

- Wingate by Wyndham, Ellicottville 1-716-699-6000
- Inn at Holiday Valley, Ellicottville 1-716-699-2336
- Microtel Inn & Suites by Wyndham, Springville 1-800-477-4527