

Addendum to the South Country Central School District Emergency Response Plan 2024-2025

Continuation of Operations Plan

Drafted December 2020-January 2021

This first draft of the addendum has been submitted on February 4th, 2021 to the following units within the South Country Central School District for review and recommendations due by February 26th, 2021:

- South Country Administrators Association (SCAA)
- Bellport Teachers Association (BTA)
- Bellport Teachers Association Affiliate (BTAA)
- Civil Service Employees Association (CSEA)
- South Country Guards Association (SCGA)
- Districtwide Health & Safety Committee

Relevant definitions associated with this addendum are as follows:

- **"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.

***Note: Any response to a declared public health emergency involving a communicable disease will be driven by guidance from the following agencies:**

- Federal Government Mandates (Fed)
- Center for Disease Control (CDC)
- Governor and New York State mandates
- New York State Department of Health (NYS - DOH)
- Suffolk County Department of Health (SC - DOH)

The attached addendum is a guide subject to change based on mandates and guidance from the above listed agencies.

(A) List of Essential Staff

Position	Description
Superintendent of Schools	Supervision of all essential & non-essential staff, provide updates to BOE, faculty and staff as needed
Assistant Superintendent/Business (Remote/Telework) Under the supervision of the Superintendent of Schools	Continuation of all budget matters as they relate to budget development and purchase of all materials needed for continuation of operations
Assistant Superintendent/Personnel & General Administration. Under the supervision of the Superintendent of Schools	Monitor communicable disease cases and all personnel needs while continuing to plan for staffing needs current and future during the health emergency involving said communicable disease
Assistant Superintendent/Curriculum (Remote/Telework). Under the supervision of the Superintendent of Schools	Monitor and develop all curriculum/instructional programs as they relate to in person and remote instruction districtwide, including but not limited to technology and software needed for the continuation of instruction during the health emergency
Principals <ul style="list-style-type: none"> • HS – E. Della Rosa • MS – J. Colson • 4-5 – S. Rucinski • Pre K-3 – R. Raymond, S. Clark, M. Mazziotti & B. Ginty 	Coordinate all aspects of remote instruction, telework, budget, food distribution, building purchasing, and any other aspect of building operations as deemed necessary by NYSED and the Superintendent of Schools

Assistant Principals (All Buildings) (As per schedule in item c.)	Assist Principals with all building operations as mandated by NYSED
Teachers (remote) Bellport Teachers Association (BTA) Under the supervision of the building Principal	Provide instruction as required by NYSED, consistent with NYSED guidelines and direction from the Assistant Superintendent for Curriculum and Accountability
Teaching Assistants (remote) Under the supervision of the building Principal	Assist Teachers with remote instruction for all students who will be reassigned to home in a model consistent with NYSED guidelines and direction from the Assistant Superintendent for Curriculum and Accountability
Nurses (As per schedule in item c.) Under the Supervision of the building Principal and the Director of Student Support Services	Monitor isolation of infected faculty, staff & students including testing and reporting to the DOH, Assist in the replenishing of all PPE at the building level. And any other required responsibilities as determined by the Centers for Disease Control (CDC), NYS DOH, SCDOH, the Superintendent and the BOE.
Clerical (building) (As per schedule in item c.) Under the supervision of the building Principal	Assist building administration with the operation of the buildings to which they are assigned
Custodial (As per schedule in item c.) Under the Supervision of the Supervisor of Operations and Maintenance	Cleaning and disinfecting as per Center for Disease Control (CDC) guidelines. Assist in the replenishing of all PPE at the building level.
Maintenance (As per schedule in item c.) Under the Supervision of the Supervisor of Operations and Maintenance	Maintain & repair buildings as necessary. Installation of any required PPE. Monitor and Maintain all ventilation systems.
Network & Systems Administrator (As per schedule in item c.) Under the Supervision of the Assistant Superintendent for Curriculum and Accountability	Oversee and monitor the continuation of operations in the area of IT systems including but not limited to: Hardware, software, security systems (cameras and Scholarchip check in/check out system)
Responders (As per schedule in item c.) Under the supervision of the Security Supervisor	Enforce safety protocol and food distribution.

(B) In an effort to fully support all non-essential employees and contractors to tele-commute, the following actions will continue to be implemented:

- Non-essential staff will be provided devices (chrome books, laptops, and surfaces), as needed, based on function and need of the staff member in question. To be determined by the Superintendent and the Assistant Superintendents.
- Request for devices will be made by the non-essential staff member to their direct supervisor. The direct supervisor will be responsible to provide devices to staff member from the building supply. If necessary, the direct supervisors will request device from the Principal at the building where the need exists. If there is no device available at the building level, the Principal will request the needed device from Central Office Administration and one will be provided.

- When necessary, software will be purchased at the building level, if appropriate, or at Central Administration if required. Once provided, the software will be downloaded by the districtwide Network Systems Administrator.
- The Network Systems Administrator and CORE (outside technology contractor) will be available to assist in forwarding office phone lines to home or cell phone where and if needed.

(C) Essential employees may practice staggered work schedules in one of the following formats:

1. Alternating Days: telework & in-person

Or

Shift A	Shift B
8-12 in person	8-12 telework
12-4 telework	12-4 in person

Shifts will rotate either daily or weekly.

(D) All PPE will be centrally ordered through the Business Office in quantities large enough to meet and exceed the required amount as specified by NYSED.

- 2 pieces of each type of PPE will be ordered and on hand for each essential employee and contractor during any given work shift for a minimum of 6 months.
- PPE orders and supplies will be delivered to one central location (Central Administration located at 189 Dunton Ave. East Patchogue New York 11772)
- PPE will be distributed to buildings in amounts based on essential staff numbers by the buildings and grounds department.
- Requests for supplies of PPE will be made by building Administration to the office of the Supervisor of Operations and Maintenance.
- The Supervisor of Operations and Maintenance will direct the night custodian assigned to the Administration building to deliver the requested/approved PPE to the appropriate building during the night shift hours on a nightly basis.

(E) Protocols in the event that an employee or contractor is exposed to a disease, exhibits symptoms of the disease, or tests positive for the disease, will follow the same protocol as followed for the COVID-19 pandemic unless alternate guidance is suggested by one of the agencies previously listed.

F. Management of Ill Persons

The school nurse will assess individuals who appear ill. If the school nurse is not available and there is no available medical director, the ill person will be sent home.

Students: Any ill student is to be isolated in an isolation room which has been set aside in each building. A staff member wearing appropriate PPE is to remain with the student during that time. The parent will be contacted to pick up their child immediately and will be instructed to contact his/her physician. Parents will be asked to report any communicable disease diagnosis to the Health Office as soon as possible. A record is to be kept of any staff or students that the ill child has encountered, in the event that there is a positive communicable disease diagnosis and notification of those exposed needs to take place. A doctor's note must be provided clearing the student to return to school. The isolation room is to be thoroughly cleaned and disinfected. Any area used by the sick student must be closed off until proper disinfection and cleaning occurs. Administration will be notified of any student diagnosed with a communicable disease. Administration or designee will notify local health officials of any confirmed cases of a communicable disease. They will follow the directives of the Department of Health on how to proceed with notifications of staff and families. Confidentiality will always be maintained while sharing any information as per the American Disabilities Act.

Adults: Any adult who is exhibiting signs and symptoms of a communicable disease, or a positive response to the district questionnaire is to be sent home or to an emergency health care facility immediately. They will be instructed to contact their health care provider for assessment and testing. Administration or designee will notify local health officials of any confirmed cases of the communicable disease. Administration will follow the directives of the Department of Health on how to proceed.

All work areas, common surfaces areas, and shared equipment will continue to be disinfected on a daily basis using CDC/DOH recommended product.

The South Country Central School District will continue to provide EPSLA leave to those employees in need, for the purpose of testing, treatment, isolation or quarantine, in a manner provided for by Federal and/or NYS mandates.

- (F) The South Country Central School District will continue the use of Scholarchip for check-in and check-out of all those who enter and exit the buildings. Logs for visitors and outside contractors will be utilized to track non-employees. The building and districtwide cameras and video system will be utilized in addition to Scholarchip to track individual movement in any given building for the purpose of contact tracing and investigation of exposure to any communicable disease.
- (G) Offsite housing for essential employees to contain the spread of a communicable disease is still to be determined as per guidance from the Federal Government, CDC, Executive action of the Governor of NYS, NYS DOH and SCDOH.