

Appendix A of the Cheektowaga-Sloan Union Free School District Safety Plan

RE: Public Employer Health Emergency Plan

TBD , 2025- Board Approval

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 the District Leadership Team, representatives of the Cheektowaga-Sloan District Safety Committee, the Teachers Association of Cheektowaga-Sloan Union Free School District (TAC), Civil Service Employees Association, Inc., (CSEA), the Sloan School Clerical Employees Association, and Cheektowaga-Sloan Union Free School District Administrators Association 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 Cheektowaga-Sloan Union Free 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: date

By: Andrea L. Galenski

Signature: _____

Title: Superintendent of Schools

Record of Changes

Date of Change	Description of Change	Implemented by

Table of Contents

Promulgation	1
Record of Changes	2
Purpose, Scope, Situation Overview, and Assumptions	4
Purpose	4
Scope	4
Situation Overview	4
Planning Assumptions	4
Concept of Operations	5
Mission Essential Functions	5
Essential Positions	6
Reducing Risk Through Remote Work and Staggered Shifts	7
Remote Work Protocols	7
Staggered Shifts	7
Personal Protective Equipment	8
Staff Exposures, Cleaning, and Disinfection	9
Staff Exposures	9
Cleaning and Disinfecting	10
Employee and Contractor Leave	11
Documentation of Work Hours and Locations	11
Housing for Essential Employees	12

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 Cheektowaga-Sloan Union Free 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.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you are not feeling well, contact your supervisor and do not report to work.
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

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 our employees and contractors, and their families, is of utmost importance
- 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 Cheektowaga-Sloan Union Free School District, her designee, or her 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 employees and contractors of the Cheektowaga-Sloan Union Free School District shall be notified through written communication or current communication methods that are in place within the District through the School Messenger system, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The Teachers Association of Cheektowaga-Sloan Union Free School District (TAC), Civil Service Employees Association, Inc., (CSEA), the Sloan School Clerical Employees Association, and Cheektowaga-Sloan Union Free School District Administrators Association will be notified of pertinent operational changes by way of written communication or current communication methods that are in place within the District through the School Messenger system. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent of Schools will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of the Cheektowaga-Sloan Union Free School District, her designee, or her 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.

Upon resolution of the public health emergency, the Superintendent of Schools of the Cheektowaga-Sloan Union Free School District, her designee, or her 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 Cheektowaga-Sloan Union Free School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that 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 Cheektowaga-Sloan Union Free School District

The Cheektowaga-Sloan Union Free School District has identified as critical only those priority functions that are required or are necessary to provide vital services. 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, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for the Cheektowaga-Sloan Union Free School District have been identified as:

Essential Function	Description	Priority
Cleaning, disinfecting and sanitizing	Cleaning, disinfecting and sanitizing are of critical importance to keep the school grounds safe.	1
Maintenance and groundwork	The District requires upkeep and security of buildings, school grounds, and mechanical systems.	1
Preparation and distribution of meals for students	It is essential that students be provided meals throughout a school closure period as required by State or Federal mandates. This includes ordering, preparation, and distribution of meals by District staff.	1
Technology	Maintenance of instructional technology related to instruction and day-to-day operations, MiFi units, software and equipment required for remote teaching and learning is essential to ensure educational programs continue for students throughout a school closure as required by State or Federal mandates.	1

Instruction for Students	During periods of school closure, it is essential to continue instructing students through a combination of synchronous and asynchronous tasks prepared and delivered by teachers as required by State or Federal mandates. The school principals and administrators will oversee this process and provide specific guidance and direction to comply with District and State requirements.	1
Communication	It is essential to have communication procedures in place so all educational stakeholders and the community are informed of important information throughout a school closure period.	1
Maintenance of operations and accountability related to internal District functions or State and Federal requirements	During periods of school closure, the District must still comply with required day-to-day internal operations and meet accountability requirements set forth by the State and Federal government.	2
Mail, package and supply delivery	It is essential to continue to resupply essential items for safety, disinfecting, cleaning and maintenance. Mail is an essential part of communications and fiscal operations.	2

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
Cleaning, disinfecting and sanitizing	<ul style="list-style-type: none"> Buildings and Grounds Facilities Manager Custodians Cleaners 	Custodians and cleaners are essential to clean, sanitize, and disinfect all buildings throughout the District. The Buildings and Grounds Facilities Manager is responsible for overseeing the custodians, cleaners and the entire Buildings and Grounds Department.
Maintenance and groundwork	<ul style="list-style-type: none"> Buildings and Grounds Facilities Manager Maintenance Mechanic Groundworkers 	The Maintenance Mechanic is essential for the upkeep of buildings and mechanical systems. The groundworkers are essential to maintain the school grounds as needed. The Buildings and Grounds Facilities Manager is responsible for overseeing the Buildings and Grounds Department.
Preparation and distribution of meals for students	<ul style="list-style-type: none"> School Lunch Manager Cook Manager Cook Baker 	The Cook Manager, Cook Baker, and food service helpers are essential in ordering, preparing and distributing food. The School Lunch Manager is responsible for overseeing the school lunch program and related managerial functions.

	<ul style="list-style-type: none"> ● Food Service Helpers 	
Technology	<ul style="list-style-type: none"> ● Coordinator of Data and Technology ● BOCES IT support specialists 	The Coordinator of Data and Technology oversees all technology needs for both students and staff and works in partnership with Erie 1 BOCES and their Technology Management Services Department to ensure that all technology needs are met.
Instruction for Students	<ul style="list-style-type: none"> ● District Leadership Team ● Principals ● Teachers ● Student Support Staff 	The District Leadership Team is responsible for taking direction from the State and Federal government and analyzing all requirements set forth during a public health emergency. This information is disseminated to all teachers and staff by the respective building principals. This collaborative process ensures compliance and clear communication. The main priority is making sure that all students continue to receive an education and are supported emotionally whether attending school in person or remotely.
Communication	<ul style="list-style-type: none"> ● Superintendent of Schools or her designee or successor ● District Leadership Team ● Principals ● Teachers ● Student Support Staff 	<p>Clear and consistent communication is of critical importance to our District so that we ensure all families and our community remain informed and involved throughout a public health emergency.</p> <p>The District Website will serve as the main communication tool where important letters, reminders, updates, and school specific information is regularly posted.</p> <p>Other forms of communication important to the District are the School Messenger System, which includes the ability to text, call and email. Each school also communicates through school newsletters, District email, and other written communication mailed home to families.</p>
Maintenance of operations and accountability related to internal District functions or State and Federal requirements	<ul style="list-style-type: none"> ● Superintendent of Schools ● District Leadership Team ● Principals 	It is critical to ensure that the District continues to comply with required day-to-day internal operations and meet accountability requirements set forth by the State and Federal government. The District Leadership Team will determine which faculty and staff are required to assist with needed tasks necessary to maintain daily operations.
Mail, package and supply delivery	<ul style="list-style-type: none"> ● District Leadership Team ● Custodians ● Clerical 	During a public health emergency, employees are needed to assist with critical tasks such as mail, package delivery and ordering/delivery of supplies. The District Leadership Team will determine which staff are required to assist with these important tasks and will assign them as needed.

	<ul style="list-style-type: none"> • Additional Support Staff 	
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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 and on public transportation

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 phone lines may need to be forwarded to off-site staff

The Superintendent of Schools, in conjunction with the District Leadership Team, will identify faculty and staff who can work remotely. The schedules for remote working are determined by the needs of the District to maintain operations. This may include having staggered work schedules where a combination of in-person and remote days are necessary. This may also include work schedules that are completely remote as determined by the Superintendent of Schools. Completely remote workers may be required to report in-person when the demands of a task cannot be completed remotely. If such tasks arrive, the direct supervisor will seek approval to request staff to attend in person by contacting the Superintendent of Schools. If approval is granted, the direct supervisor will communicate with their faculty and staff about in-person tasks. All in-person tasks will reflect the safety guidance provided by the Health Departments including but not limited to occupancy restrictions, protective barriers, social distancing and personal protective equipment (PPE).

Direct supervisors will communicate with faculty and staff the details of remote schedules through a variety of ways including phone calls, emails or in-person meetings (virtual and in-person with social distancing in place).

Once remote workers are identified, direct supervisors will work with their faculty and staff to identify critical equipment and tools needed to work remotely. All approved software and hardware requests should be submitted through a work ticket. These requests will be reviewed by the Coordinator of Data and Technology and approved by the Business Official and Superintendent of Schools pending available funding.

All essential District Office staff have been provided access to the District's VPN and provided laptops to ensure continuity of District operations. Any changes regarding systems access, must be approved by the Business Official and the Superintendent of Schools.

All teachers and clerical staff have been provided a District laptop. Faculty and staff who have been assigned District laptops understand that these devices must be used to conduct remote work in order to maintain security of information. It is critical that confidentiality is maintained at all times.

All District employees who were provided a District laptop have access to Jabber, which is a platform that turns a work computer or mobile device into an extension of their work phone. This program allows employees to receive and make phone calls from their mobile device so communication may be maintained. All employees provided a District laptop are required to put Jabber on their work device. For assistance with accessing Jabber, employees need to complete a work ticket.

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, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the Cheektowaga-Sloan Union Free 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

The Superintendent of Schools, the Business Official, the Direct Supervisors and Directors will determine if staggered shifts are necessary to maintain operations for their supervised area. If staggered shifts are deemed necessary for essential employees, Supervisors and Directors must develop written plans and submit them to the Superintendent of Schools for review and approval.

If Supervisors or Directors determine a change in work demands is necessary, a written explanation of these changes will be provided to the Superintendent of Schools. The Superintendent of Schools will review these requests for effectiveness of operations and compliance and will approve as appropriate.

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

The Superintendent of Schools will work in conjunction with the School Business Manager to provide the initial PPE as required in the [Reopening Schools: Recover, Rebuild and Renew the Spirit of Our Schools](#) to each department and school. The District maintains a supply of PPE on hand that meets the recommended quantities and consistently monitors inventory levels and reorders as needed.

The Supervisors and Directors will monitor their department's PPE supplies. When PPE supplies need to be replenished, Supervisors and Directors will complete a work order to request the needed PPE supplies. All requests will be reviewed by the Business Official who will work in conjunction with the Buildings and Grounds Facilities Manager to deliver the necessary supplies to the requesting building. All requests to purchase additional PPE will be managed by the Buildings and Grounds Facilities Manager and approved by Business Official. The Business Official maintains the list of approved vendors and contractors to purchase supplies.

Cleaning supplies needed to clean, disinfect and sanitize the District buildings are managed by the Buildings and Grounds Facilities Manager. The Buildings and Grounds Department are provided with approved cleaning supplies that meet the required State and Federal standards. They are also provided with the necessary training on safe use and storage of these chemicals/materials. Training protocols are established and overseen by the Buildings and Grounds Facilities Manager who also maintains proper documentation of required training.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Employees must report potential exposures to their direct supervisor. The direct supervisor will notify the Superintendent of Schools and the Executive Director of Curriculum, Accountability and Professional Development of this exposure. In partnership with the Superintendent of Schools, the Executive Director of Curriculum, Accountability and

Professional Development will work with the supervisor to gather the necessary information needed to contact the Erie County Department of Health (ECDOH). The Executive Director of Curriculum, Accountability and Professional Development will notify the direct supervisor of the recommendations of the ECDOH. The direct supervisor is responsible to communicate these requirements to the exposed employee.

- c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. All requests for critical essential employees to report must be submitted to the Superintendent of Schools for review. The direct supervisor is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. The Superintendent of Schools and the Executive Director of Curriculum, Accountability and Professional Development must be notified of employees who are exhibiting symptoms and it is the direct supervisor's responsibility to ensure these protocols are followed.
 3. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 4. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 5. All recommendations and directions for quarantining come from the Erie County Department of Health (ECDOH).
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be immediately sanitized followed by cleaning and re-sanitization.

- a. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - b. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Executive Director of Curriculum, Accountability and Professional Development works directly with the Superintendent of Schools and the ECDOH. The ECDOH directs the District on who meets the definition of close contact and ECDOH contact tracers notify the individuals by phone. The direct supervisors are kept informed and are directed to comply with the directives of the ECDOH.
 - b. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - c. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. The Superintendent of Schools and Executive Director of Curriculum, Accountability and Professional Development must be notified if employees test positive for COVID-19.

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.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As a joint effort, if 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 at least hourly.
 - b. Buildings and Grounds Facilities Manager is responsible to manage and document the cleaning of common areas, and the frequency of such cleanings.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA 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.

Employee Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Cheektowaga-Sloan Union Free School District is committed to reducing the burden on our employees and contractors.

The Cheektowaga-Sloan Union Free School District will provide paid or unpaid leave in accordance with applicable federal, state, or local laws and contractual arrangements for employees experiencing symptoms and seeking medical diagnosis or placed under a quarantine or isolation order duly mandated by an authorized government official or medical provider.

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, off-site visits. This information may be used by the Cheektowaga-Sloan Union Free School District to support contact tracing within the organization and may be shared with local public health officials.

Each employee must enter the school through the designated entrance(s) as communicated by their direct supervisors. Upon entry, each employee must complete a paper log which asks for the date, name of employee, time in, reason for entering, and time out. This log must be completed by all employees every day. The materials for these sign in stations are replenished by the designated clerical staff as determined by the direct supervisor of the location. In addition, each employee must complete the Daily Health Screener which is located next to the log. Upon completion, these logs are put into a box below the sign in log. Every Friday, designated clerical staff scan the sign in logs and daily health screeners separately. These files are saved with the name of the document (ex. sign in log or health screener) with the location and date range (ex. Weekly health screener Woodrow Wilson 01.04.2021-01.08.2021). These documents are emailed to the Director of Data and Technology for storage and retrieval when needed.

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 Cheektowaga-Sloan Union Free School District's essential operations. If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Cheektowaga-Sloan Union Free School District will coordinate with the Erie County Department of Health to help identify and arrange for these housing needs.