Eastern Suffolk BOCES

PROJECT SAVE

District Wide Safety Plan

January 2026

PROJECT SAVE

District-Wide School Safety Plan

II. ORIGINAL DISTRICT WIDE SAFETY PLAN PREPARATION AND INFORMATION

General Considerations and Guidelines

Eastern Suffolk BOCES refuses to tolerate violence or threats of violence on school grounds and by implementation of this Plan will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our plan requires the prompt reporting of all violent incidents or threats and assures that victims or reports of incident of violence will not be discriminated against.

Using student and staff input, each building shall establish an appropriate mechanism for the anonymous reporting of school violence and harassment that will meet the needs of their student population (e.g., Internet, telephone hot line to central office or school, outside agency, suggestion box, etc.).

Purpose

The Eastern Suffolk BOCES District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Eastern Suffolk BOCES Board of Education, the District Superintendent of Eastern Suffolk BOCES appointed a District-wide School Safety Team and charged it with development and maintenance of the District-wide School Safety Plan.

Identification of and Charge to the Original School Safety Planning Team

The School Safety Planning Team drafted an Agency-wide School Safety Plan for Eastern Suffolk BOCES that conformed to requirements of the relevant provisions of the Safe Schools against Violence in Education (SAVE) Act. The draft of the school Safety Plan was submitted to the BOCES Board for adoption following a public hearing and comment period.

The Team included representatives of the Board, students, parents, instructional staff, support staff, administrative staff, school safety personnel, and other personnel from outside agencies and was approved by the BOCES Board.

Concept of Operations

The Eastern Suffolk BOCES District-wide Safety Plan is linked to the individual Building Level Emergency Response Plans in that it provides the framework for emergency response protocols upon which the Building Level Plans have been developed.

The Team:

- Familiarized itself with the provisions of the SAVE Legislation, particularly those related to school safety planning.
- Reviewed available supplemental information related to school safety planning.
- Developed and implemented a work plan leading to the establishment of an Agency-wide School Safety Plan conforming to the requirements specified in the SAVE legislation.
- Drafted the Agency-wide School Safety Plan.
- Conducted a Public Hearing on the Agency-wide School Safety Plan in cooperation with the BOCES administration.
- Assured sufficient time for public comment and considered such comment before finalizing the Plan for consideration of the Board.
- Coordinated efforts with the Board Policy and the Safety Committee's as necessary.
- Completed activities in accordance with Implementation Timeline.
- Developed a list of required follow-up activities to fully implement safety planning related measures of SAVE.

In the event of an emergency or violent incident, the initial response at an individual school will be by the School Emergency Response Team. The School Emergency Response Team will follow the protocols and processes as delineated in the Building Level Emergency Response Plans. Upon activation of the School Emergency Response Team, the Building Administrator or designee as delineated in the Building Level Emergency Response Plan will notify the District Superintendent or designee and if deemed appropriate under the protocols of the Building Level Emergency Response Plan and the District-wide Safety Plan, local emergency officials may be notified. District representatives will meet periodically with county and state representatives to refine emergency response protocols and coordination of local, county and state resources for possible utilization in the event of a school emergency.

Upon Review and Public Comment

The public hearing was advertised in advance and was held at the James Hines Administration Building in Patchogue. In accordance with Project SAVE legislation, the Plan was widely distributed to personnel both inside and outside of the BOCES at least 30 days prior to its adoption by the Board. The Plan was reviewed by the BOCES Board for a first reading and approved at a second reading.

In accordance with Project SAVE legislation, the Plan was then filed with the Commissioner of Education and sent directly to the State Education Department. This plan will be reviewed

periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed before September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the James Hines Administration Building, 201 Sunrise Highway, Patchogue, New York and is available on the ES BOCES website.

II. UPDATING THE DISTRICT WIDE SAFETY PLAN

Annual Updating

The Board shall annually adopt a team of individuals and designate them as the District-Wide Safety Team. In accordance with Project SAVE legislation, the District Wide Safety Plan shall be updated annually after review and input of the District-Wide Safety Team.

The Updated Plan shall be available publicly for thirty days posted on the ES BOCES website. Public input is accepted at an annual public hearing as well as during the thirty day public comment and posting period as directed in the annual public notification. Subsequent to the comment period the final version of the Updated DWSP shall be Board approved annually by September 1st.

The most recent annual updates shall be recorded in the table below.

Annual Updates to DWSP			
Public Meeting	**Public Comment Start**	**Public Comment End Date**	**Board Adoption**
August 6, 2020	July 17, 2020	August 17, 2020	August 26, 2020
July 30, 2021	July 15, 2021	August 13, 2021	August 25, 2021
August 10, 2022	July 18, 2022	August 18, 2022	August 24, 2022
July 24, 2023	July 16, 2023	August 15, 2023	August 23, 2023
August 5, 2024	July 9, 2024	August 8, 2024	August 21, 2024
July 30, 2025	July 9, 2025	August 8, 2025	August 20, 2025
December 15, 2025	November 26, 2025	December 26, 2025	January 14, 2026*

*Note 2026 Revision due to new regulatory requirements and their effective dates

III. DISTRICT WIDE SAFETY PLAN DETAILS

Risk Reduction/Prevention and Intervention

Prevention/Intervention Strategies

Program Initiatives

Building administrators shall conduct an opening day meeting with all students and staff to:

- All faculty and staff will foster open communications with students to encourage reporting potentially violent behaviors and any threats of harassment, intimidation, exclusion or other matters of potential conflict without fear of repercussion
- Advise students of the proper procedures to report incidents and the appropriate support staff resource personnel available to them; this notification will be in writing (i.e., calendar or beginning of year communications), posted on the agency public website (www.esboces.org) and reinforced verbally during instructional time in the initial days of the school year. Mid-year student admissions are advised of this information during the pre-admission process and/or by the classroom instructor/mental health provider after they begin the program.
- Inform students of support staff/administrator availability to them to discuss any concerns/problems they do not feel comfortable to discuss with their classroom teachers.
- Advise students of appropriate staff members to contact in the event of a conflict on the bus and/or other serious incidents occurring on school property.
- Inform students of existing youth-run programs, peer mediation programs, conflict resolution and student mentoring programs.

In compliance with DASA legislation, ES BOCES has created an agency-wide policy regarding bullying, violence and harassment, which shall be disseminated to all staff and students on the first day of school.

- All staff members must be trained in recognizing and effectively dealing with these behaviors.
- Each building shall create clear and concise enforceable consequences for all inappropriate behaviors, which follow the Code of Conduct; including compliance with the Dignity for All Students Act.

In compliance with the 2016 Mental Health Education Literacy in Schools all ES BOCES mental health providers and educators are trained and guided in mental health instructional components along with advising them of the strategies for supporting students. Professional development of key stakeholders offers additional support by infusing mental health awareness into the instructional curriculum. The instructional components include numerous areas of outreach and prevention based strategies to support students who may be suffering from

social/emotional concerns and apprising them of the resources available to them within the community. Supplemental support is given by qualified mental health providers and information/referral services are provided to outside providers for students requiring more extensive mental health support.

All employees of ES BOCES along with the immediate family members are eligible for free confidential mental health support from the BOCES Employee Assistance Program. All staff are made aware of the programs availability during initial orientation trainings and on-going throughout the year via posted propaganda, email communications and during regular staff/faculty meetings.

Training Drills and Exercises

Multi-hazard school safety training will be completed by September 15th of each school year. Employees that start after the initial training – will be trained within 30 days of their start date.

The best way to ensure students and staff are proficient in emergency response procedures is through drills and training ~~exercises~~ in each school building. A minimum of four lockdown drills and eight evacuation~~/fire~~ drills will be completed per school year. Based on the determination of the District-Wide School Safety Team and the Building-Level Emergency Response Planning Team additional drilling may be performed and the following methods may be used:

- Early go-home drill
- Live drill including shelter-in-place or evacuation
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Tabletop exercises
- Emergency Response Team exercises
- Building pre-clearance searches
- Functional exercise (only after parental consent)

Trauma means an emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss. *Trauma-informed* means an understanding of trauma and how it affects the physical, emotional, and mental health of students and adults. *Trauma-informed drills* means avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma. All drills shall be conducted as Trauma-informed drills. At the time that drills are conducted, students and staff shall be informed that the activities being conducted are a drill.

Training, drills and exercise programs aim to improve awareness and to enhance knowledge skills and abilities of the school community to prevent, respond, and take protective measures in a variety of situations. ES BOCES recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, ES BOCES will invite local agencies to participate in and to help evaluate exercises. These agencies may include, but not be limited to, local Police and Fire Departments, Rescue and Ambulance Services and Local Emergency Management Offices.

Faculty, custodial staff, office staff, administrators, other support staff and students will participate in multi-hazard trainings and drills. The trainings and drills will focus on the various components of the Emergency Response Plan and will be used in conjunction with Emergency Response Procedures, emergency communications, evacuations, and the District Incident Command System to test the components of the plan. Following a training or drill, coordinators and participants may be debriefed.

The building administrator for each facility will establish an annual schedule of drills in the Building Level Emergency Response Plan. Students shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly, provided, however, that such additional instruction may be waived where a drill is held during the regular school lunch period or assembly. At least two additional drills shall be held during summer school in buildings where summer school is conducted, and one such drill shall be held during the first week of summer school.

One Emergency Dismissal (Go-Home-Early) drill shall be conducted to test emergency response procedures that require early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time. Such drills shall test the usefulness of the communications and transportation system during emergencies.

Full-scale exercises in conjunction with local and county emergency responders and preparedness officials that include props, actors, simulations, or other tactics intended to mimic a school shooting or other act of violence or emergency shall not be conducted on a regular school day or when school activities are occurring on school grounds. Such exercises may not include students without written consent from parents or persons in parental relation.

Implementation of School Security

Building Safety/Security

BOCES shall provide the necessary physical environment, security devices, security personnel and procedures/policies to ensure the safety of all students, staff, and visitors who lawfully enter BOCES property. BOCES shall ensure that each facility is physically secure by:

- Installing building alarms, fire alarms, proper lighting, appropriate locking systems, cameras and card access systems

- Conducting ongoing visual inspection, testing and systematic maintenance of security alarms, fire alarms, inside and outside doors, locking devices, cameras and card access systems
- Establishing staff, student and visitor procedures for building access with all entrances remaining locked from the outside at all times

BOCES has identified staff members who will be responsible for the effective administration of safety/security regulations and shall provide the necessary time and resources to those employees. BOCES shall establish and implement an ongoing mechanism to provide schools with the availability of school safety/security personnel for appropriate security in the hallways, entrances, exits, and parking lots. Building administrators, the Building Level Safety Team and the Security Committee will review the security needs of their facilities and make recommendations to implement the required changes.

BOCES provides appropriate staff, security devices and training to all sites to ensure the safety and security of students, staff, and visitors. Security devices include, but are not limited to, cameras (internal/external), proximity access cards, vestibule access, Raptor visitor management system, metal detectors (handheld wands), panic buttons (offices), lockdown buttons, lockout capabilities, two-way radios, detection alarms, phones (regular/cell phones), intercom systems, and lockdown blue lights.

BOCES shall promote an ongoing assessment of safety and security concerns of students, staff and visitors to maintain a safe learning environment.

School Building Monitors

Monitors work in an atmosphere that is closely related to the educational process with a constant contact with the student population. They provide a sense of smooth transition and security while students, staff, and visitors move about the halls in the BOCES school buildings. Hall monitors are Teachers, Professional Support Staff Members, Teacher Aides or Teacher Assistants, and the number of hall monitors and their working hours are determined by building site/population needs. Eastern Suffolk BOCES follows all state mandates and utilizes independent screening by an outside organization regarding the hiring and screening of school building hall monitors. The duties may include:

- Direct hall traffic (check all passes)
- Patrol hallway
- Patrol lavatories (not clean them)
- Door security
- Alert building administrator or his/her designee about altercations/situations
- Interaction/intervention as required
- Report vandalism and unsecured areas to building administrator or his/her designee
- Other duties specific to security purposes as determined by the building administrator

Required training and required knowledge shall include:

- School violence prevention and intervention training including three (3) day initial Crisis Prevention Institute's (CPI) Nonviolent Crisis Intervention® with Applied Physical Intervention Training
- Annual Refresher courses in CPI with ongoing Professional Development including verbal and non-verbal students
- Site-specific training (minimum half-day initial training/ongoing/annual refresher) including review of all manuals (e.g. BOCES policies, School Safety Plan, Staff Handbook, etc.)
- Bloodborne Pathogens Training
- DASA Training
- Mental Health Education Literacy
- Suicide Prevention
- Diversity, Equity and Inclusivity
- Cultural Awareness
- School Safety
- Erin's Law (Child Protection and Prevention)
- Digital Security and Protection

Security Guard

Security Guards regularly monitor a wide variety of safety and security related concerns as they patrol BOCES grounds to prevent the endangerment of students, staff, visitors and property. Security Guards are contracted through an outside company for station and patrol of BOCES buildings and grounds. The number of Security Guards and their working hours are determined by building site/population needs. Eastern Suffolk BOCES shall contractually require the security company follows all state mandates and utilizes independent screening by an outside organization regarding the hiring and screening of Security Guards. At the discretion of the Security Coordinator and Building Administrators, the duties may include:

Security Guards:

- Provide protection for students, staff, visitors and property.
- Patrol parking lots, outside entrances and doorways, outside walkways and secured areas (e.g., automotive corrals)
- Control flow of campus traffic, particularly at bus arrival/dismissal
- Oversee parking
- Conduct periodic checks of doors, windows and parking areas to prevent trespassing and vandalism
- Interaction/intervention with buses as required
- Provide information and directions as may be required

- Intervene and deescalate in the event of disturbances from parents, staff, visitors or outside individuals, and contact appropriate officials
- Respond to emergencies such as bomb threats and building evacuations
- Assist in calming disturbances and crowd control
- Assist law enforcement officers in the performance of their duties
- Work with police and rescue personnel with medical emergency situations
- Bring any fire hazards and building safety problems to the attention of the building administrator
- Alert building administrator about altercations/problems
- Report vandalism and unsecured areas to building administrator and Security Supervisor
- Support building administrators in emergency response drills
- Perform other duties specific to security purposes as determined by site

Required training shall include:

- State certification in accordance with Section 89-G of Article 7A at the Division of Criminal Justice Services (DCJS) approved school facilities.
- Eight (8) Hour Pre-Assignment Training
- Sixteen (16) Hour On-The-Job Training within ninety (90) days of employment as an ES BOCES Security Guard.
- Eight (8) Hour Annual In-Service Training

A Security Coordinator and Assistant Security Coordinator position has been established to oversee the above Security Guards.

Vital Educational Agency Information

ES BOCES maintains the following listings regarding Vital Educational Agencies located within the First Supervisory District of Eastern Suffolk BOCES.

Eastern Suffolk BOCES Building and Staff Locations
Directory of Suffolk County Public Schools
Directory of Recognized Nonpublic Schools
School District Enrollment
NY State Office of Addiction Services and Supports Students (Residential)
Office of Mental Health (NYS and Suffolk County) Students (Residential)
McKinney Vento (Homeless) Students

Early Detection of Potentially Violent Behaviors

Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. ES BOCES educates students with mental health disorders,

behavioral challenges and special needs. Staff involved with ES BOCES students shall receive additional training on proactive strategies to de-escalate emotional regulation and diminish disturbed states of anxiety including the warning signs and symptoms of suicidal ideation, complex trauma (including Post Traumatic Stress) and antecedents to violent behavior. The training program and implementation allows staff to build the knowledge and skill needed to recognize and manage crisis behaviors and to establish a common philosophy and culture of safety in our schools.

- All staff receives annual training on NYS SAVE Act including violence prevention and mental health.
- All new staff that interacts with students shall be additionally trained utilizing the evidenced based curriculum offered by CPI as early in the school year as possible including strategies for verbal and non-verbal students (as appropriate).
- Initial training, re-certification and turn-key training are available through ES BOCES by certified trainers at the Agency Level and Building Level.
- For students observed or reported to be in a troubled state, the Building Administrators will coordinate with social workers, psychologists, and/or guidance counselors to conduct behavioral risk assessments, self-harm assessments and determine interventions and/or if external medical support is appropriate including; Suffolk County Crisis Response (DASH Program), the Comprehensive Psychiatric Emergency Program at Stony Brook Hospital (CPEP) or another licensed emergency room, hospital facility or psychiatric provider.

In order to provide and maintain a safe and secure environment for all staff, it is imperative to follow established policies and procedures for annual school safety training. ES BOCES has implemented a staff development program to assure that staff incorporate the necessary knowledge and skills to assure their own safety, as well as the safety of students and visitors. Training shall be implemented as follows:

- School violence prevention and intervention training including initial and refresher courses in CPI Nonviolent Crisis Intervention® with Physical Intervention Training for verbal and non-verbal students as appropriate
- Violence prevention training (annually)
- Right-to-know training (as required by law)
- Bloodborne Pathogens training (as required by law)
- Mental Health Awareness (as required by law)
- Erin's Law [Child Protection Requirements] (as required by law)
- Sexual Harassment Prevention (as required by Law)
- Additional building-based training based on site discretion and needs
- Knowledge of ES BOCES Board Policies related to safety and security
- Knowledge of School Safety Plan and specific roles related to plan
- Training in the use of security devices as needed.

Dissemination of Information

- Each building-level plan shall include mechanisms such as direct mailings, newsletters, meetings, open house presentations, and counseling sessions for disseminating materials regarding early detection of potentially violent behaviors
- Annual review of student handbook and Code of Conduct (including compliance with Dignity for All Students Act) as early in the school year as practical
- Review and explanation of policies and procedures for emergency response drills prior to actual drills
- Classroom and/or assembly orientations on security and safety issues approximately twice per year
- Nonviolent conflict resolution, peer mediation and youth courts (in some divisions) which are currently a part of the Eastern Suffolk BOCES safety culture will continue to be available as part of the Safety Plan
- Minimum of two school safety programs such as Olweus Anti-Bullying Program, PSEG, LIRR, police, and fire as determined by the building Shared Decision Making (SDM) Committee

Hazard Identification/Sites of Potential Emergencies

The District-Wide Safety Plan requires each Building Level Emergency Response Planning Team to identify sites of potential emergencies including both internal and external hazards that may warrant protective actions such as the evacuation and sheltering of the school population.

It will be the responsibility of the building level teams to determine sites of potential emergency situations. Sites shall include, but are not limited to:

- Airports
  - MacArthur Airport
  - Bayport Airport
  - Westhampton Beach airport
  - Calabro Airport
  - Montauk Airport
  - East Hampton airport
- Brookhaven National Laboratory
- Plum Island Research Facility
- Long Island Railroad Facilities
- Stony Brook Research Facilities
- Highways & Related Thoroughfares
- Hazardous Waste Sites
- Areas prone to natural disasters
- Fireworks Warehouses, Displays and Events
- United Riverhead Terminal & Deep-water Platform in Northville, Riverhead

- Vulnerable Shorelines

Response

Each building administrator shall establish an ongoing rapport with local law enforcement officials in order to maintain appropriate safety and security policies and procedures.

Notification and Activation (Internal and External Communications)

- In the event of a violent incident, personnel will notify the main office regarding the nature of the incident and the potential need to call 9-1-1 for law enforcement agencies. Office personnel will immediately contact the Building's Principal and or designee, Central Office and call 9-1-1 if a building administrator cannot be immediately reached. If the main office is involved with the incident, the alternative site as designated within the "Building Level Emergency Response Plan" will be utilized to call 9-1-1. Additionally, based upon the nature and severity of the violent or potentially violent incident, any individual may notify or call 9-1-1 on an agency or personal phone. All ESBOCES phones comply with Kari's Law, which requires any calling device within a U.S. organization to be able to directly dial 9-1-1, without a prefix.
- Where available SAVE Hotline phones have been installed in ES BOCES facilities. These phones are to be used in worst case scenario situation (i.e. armed intruder). Said phones will by-pass any waiting period and will go to a special ops board which will pre-populate with school information based on the calling number. Emergency responders will respond to all calls coming in on this line even if it is just knocked off the hook.

Eastern Suffolk BOCES recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each Building Level Emergency Response Plan specifically addressing various threats and hazards. Each Building Level Emergency Response Planning Team will be responsible for reviewing and updating these responses and communicating them to students and staff.

Internal communication is also of prime importance and will be specifically defined in the Building Level Emergency Response Plan. Depending on the nature of the emergency, some of the communication methods will include public address system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the District-wide School Safety Team.

Contacting other educational agencies

If a disaster occurs in an ES BOCES facility, the ES BOCES administrator for that facility shall, at the earliest practical opportunity, notify their Program Director who shall inform the ES BOCES District Superintendent and the Chief Operating Officer. ES BOCES District Superintendent shall notify the superintendent of the component school district in which the ES BOCES facility is

physically located about the event, providing as much information as possible to help safeguard their students, faculty, staff and visitors.

Contacting Parents, Guardians in the Event of an Incident

Building administrators shall develop policies and procedures for contacting parents or guardians in the event of violent incidents, emergencies, or crisis situations. All procedures shall be in accordance with ES BOCES' Code of Conduct and New York State Law. When a student is involved in any violent situation, a parent or guardian shall be contacted. Further notification will be made on a case by case basis to those individuals deemed necessary to know.

In general, in the event of a violent incident or an early dismissal, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building or via the telephone automated communications system. However, in some cases it may be necessary to also include the use of other means such as local media, social media, email and the ES BOCES website. Prior arrangements will be established with the appropriate media outlets.

Threats of Suicide

Whenever a threat of self-harm or suicide is made by a student, an assessment will be made by a qualified mental health professional within the school/agency. Licensed Mental Health Staff will determine if it is appropriate for the individual to be assessed by the Suffolk County Crisis Response (DASH Program), the Comprehensive Psychiatric Emergency Program at Stony Brook Hospital (CPEP) or another licensed emergency room, hospital facility or psychiatric provider. Interventions will be contingent upon several variables including parental cooperation/support/assistance, severity of behaviors presented (threat to self or others) and individual levels of compliance. Parental consent is not always necessary, however, simultaneously the person(s) in the parental guardianship relationship will be notified and strongly encouraged to support the treatment plan.

Suicidal assessment will include a record of evaluation instruments and progress notes (statement, objective, assessment and plan) to be maintained in students confidential and secured counseling files. Outcome actions and student return to school settings will be individually assessed based upon the best recommendations by the psychiatric team in coordination with school mental health providers. This may include the need for re-evaluation of current special education placements, ability of the program to continue to meet the students' educational needs, the necessity for additional support services and a coordination of services with outside providers. Documentation requests and assessment plans indicating ability to return to school setting may be made and required in compliance with both Health Insurance Portability and Accountability Act (HIPAA) and/or the Federal Educational Right to Privacy Act (FERPA) and will also be maintained in confidential counseling files.

In addition, mental health providers will comply with The New York Secure Ammunition and Firearms Enforcement Act (SAFE) of 2013. "The SAFE Act amends the Mental Hygiene Law (MHL) by adding a new §9.46, which requires that mental health professionals who are currently providing treatment services to an individual make a report, if they conclude, using reasonable professional judgment, that the individual is likely to engage in conduct that would result in serious harm to self or others."[1]

Implied or Direct Threats of Violence, Acts of Violence and Response Protocols

Each building shall develop a Building Level Emergency Response Plan and shall provide instruction to students, staff and visitors to prepare them to respond to disaster and emergency situations in a practical way. It shall be standard operating procedures for staff and students to be familiar with the Building Level Emergency Response Plan procedures to ensure each individual knows what to do in an emergency and how to do it should the need arise. The Plans shall identify potential sites of emergency including but not limited to, buildings, grounds, buses, field trips, and work sites and shall contain the following elements.

- Procedures for the safe evacuation of students, staff and visitors in the event of a serious violent incident or other emergency

- Designation of an emergency response team comprised of school personnel, local law enforcement officials, and representatives from local, regional and/or state emergency response agencies; other appropriate incident response teams; and a post-incident response team that includes appropriate school personnel, medical personnel, mental health counselors and others who can assist the school community in coping with the aftermath of a violent incident

- Procedures for assuring that crisis response and law enforcement officials have access to floor plans, blueprints, schematics or other maps of the school interior, school grounds and road maps of the immediate surrounding area

- Establishment of internal and external communication systems in emergencies

- Definition of the chain of command in a manner consistent with the National Incident Management System/Incident Command System

- Coordination of the school safety plan with the statewide plan for disaster mental health services to assure that the school has access to federal, state, and local mental health resources in the event of a violent incident

- Procedures for review and the conduct of drills and other exercises to test components of the emergency response plan

[1] Source: https://safeact.ny.gov/

- Policies and procedures for securing and restricting access to the crime scene in order to preserve evidence in cases of violent crimes on school property

The implementation of the District-wide School Safety Plan begins with the adoption of basic preventative measures prior to a crisis. These measures shall be practiced on a daily basis by all personnel.

- Each teacher/staff member who occupies a room or area must scan the room or area upon first entering.

- The building administrator or his/her designee should be notified immediately if anything looks suspicious.

- After opening the room, staff should key the corridor doors in the locked position, if possible.

- When leaving the room vacant, staff should lock and close the door.

- All exterior entrances shall remain locked at all times, including those monitored or where access is otherwise controlled.

- All visitors must enter the building through the designated visitors entrance and will be vetted prior to gaining access, visitors must obtain a visitor's pass from the Greeter Station which utilizes the Raptor System and all visitor passes must be returned at the end of the visit.

All Eastern Suffolk BOCES employees have been trained in appropriate responses to emergencies including but not limited to shelter-in-place, hold-in-place, evacuation, lockdown, secure lockout, bomb threats, hostage taking, intrusions and kidnapping via instructions in the Building Level Emergency Response Plans. The Plans include step by step instructions for responding to these threats of violence, acts of violence, and other potentially violent and non-violent emergencies. Additionally, zero tolerance policies were considered and discussed at District-wide Safety Planning Team and Code of Conduct meetings. The District-wide Safety Planning team made the recommendation that zero tolerance policies will not be applicable to Eastern Suffolk BOCES student population. Alternatively, student incidents will be handled on a case by case basis.

Emergency Assistance from Local Government

Depending on the nature of the emergency, ES BOCES may need to obtain assistance from local government agencies. During an emergency, ES BOCES will contact 9-1-1 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the local/state

representative for the Federal Emergency Management Agency (FEMA), American Red Cross, local fire department, Suffolk County Emergency Services Unit, local police, private industry groups, religious organizations, community service agencies (i.e., homeless shelters, food pantries, emergency supply providers) among others. These contacts will be clearly delineated in the School Building Level Emergency Response Plans.

Advice and Assistance from Local Government

In the event that the Suffolk County Executive implements Article 2B of the Executive Law, the District Superintendent or Designee will obtain advice and assistance, as necessary, from the Suffolk County Executive's Office 631-853-4000 and the Suffolk County Emergency Management Office 631-852-4900.

District Resources Available for Use in an Emergency

Crisis Kits

Each building has at least one crisis kit located at a location specified by the Building Safety Team. The kit is a designated go-bag that contains resources that may be needed during an emergency situation.

Vehicles

Eastern Suffolk BOCES maintains a listing of vehicles that may be used in an emergency.

First Aid

Nurse's Offices at each school building contain first aid and medical supplies. Additional staff at each building are trained in The American College of Surgeons STOP THE BLEED® program. This program raises awareness and teaches people three quick actions to control serious bleeding which can be deployed in times of emergency. STOP THE BLEED® kits are available throughout each building.

Each instructional school facility and school sponsored event shall provide and maintain on-site automated external defibrillator (AED) equipment. Such AEDs shall be clearly marked, accessible, and maintained consistent with guidelines set by the American Heart Association, or other nationally recognized guidelines focused on emergency cardiovascular care. AEDs are placed in centralized locations such that a trained operator could optimally respond to the site of a cardiac event in a period of not more than three (3) minutes. AEDs are not located in locked rooms or where access is restricted, unless the AED is meant to be an additional device or is secondary to the AEDs installed for regular daily access.

Administrators responsible for such facility will ensure the presence of at least one staff person who is trained in the operation and use of an AED to respond to incidents involving any individual experiencing sudden cardiac arrest or similar life-threatening emergency. Training shall be compliant with nationally recognized, evidence-based core elements, such as those recommended by the American Heart Association.

Each BLERP details procedures for responding to medical emergencies including sudden cardiac arrest at each instructional school facility or school sponsored event.

Other Equipment

Standard Buildings and Grounds Maintenance equipment is located in the custodial office/storage area of each building.

Coordination of District Resources and Manpower

An ESBOCES District-wide Administrative Support Team will be available when necessary to assist all school buildings in their response efforts. This team will be comprised of:

- District Superintendent or Designee
- Chief Operating Officer
- Associate Superintendent for Educational Services
- Associate Superintendent for Management Services
- Assistant Superintendent of Human Resources
- Director for Administrative Services
- Director of Special Education
- Director of Career Technical Education & Adult Programs
- Director of Facilities
- Security Coordinator
- Transportation Coordinator
- Program Administrator for Safety & Health
- Program Administrator for Human Support Services and/or EAP Clinical Supervisor
- Supervising Nurse

In the event of an emergency, the team will be notified and will serve as support to the Building Emergency Response Team.

Protective Action Options

To account for the variable character of disaster emergencies and the extent of advance warning, there are several differing plans of action to ensure the health and safety of students, staff and visitors: Cancellation Prior to the Start of School, Evacuation (including evacuation of

handicapped individuals), Go-Home Early, Shelter-in-Place, Hold-in-Place, Lockdown and Secure Lockout. Additional actions are covered in the Building Level Emergency Response Plans.

1. Cancellation Prior to the Start of School

The COO or his/her designee(s) shall make the decision to close schools/offices for the health, welfare, and safety of students, staff, and visitors. Notice will be given to staff, parents and students through the use of telephone automated communications system, radio and television stations, social media, email and other appropriate procedures. Each individual building shall additionally establish and implement a telephone notification chain for staff or telephone automated communications system. As a general statement, staff are expected to report for service as usual unless specifically relieved via the telephone notification chain. Additional notifications may be made via the Agency website.

2. Evacuation

This plan shall be used as a guideline when conditions within a building present an immediate health or safety risk to the occupants and vacating the building would reduce or eliminate those risks.

ES BOCES maintains this sequential response information within each Building Level Emergency Response Plan.

3. Go-Home Early Plan

This plan shall be used when it is necessary to return students to their homes as rapidly as possible.
ES BOCES maintains this sequential response information within each Building Level Emergency Response Plan.

4. Shelter-In-Place / Hold-In-Place

This plan shall be used in situations when it has been determined that being inside the building is safer than being outside and remaining in one specific location is necessary for safety. Hold-in-Place is meant as a very temporary version of shelter-in-place where all individuals remain in their current location for an expected brief period while an emergency situation is handled or evaluated.

ES BOCES maintains this sequential response information within each Building Level Emergency Response Plan.

5. Lockdown Plan/ Secure Lockout Plan

In certain critical situations, it may be determined that the safest place for the students, staff and other occupants is inside a secured building and under such circumstances, the building will be secured by using either the Lockdown or Secure Lockout Plan. After Lockdown has been initiated Lockdown will only be released via door to door opening with ES BOCES personnel or law enforcement. Secure Lockout will be lifted once an all clear is provided via building wide communication.

ES BOCES maintains this sequential response information within each Building Level Emergency Response Plan.

6. Evacuation of Disabled Students, Staff, and Visitors

Each Building Level School Safety Plan shall include evacuation procedures for all disabled persons and shall identify assigned responsibilities and procedures to assist the disabled. Each building administrator shall work with local emergency responders to ensure their understanding of the protocols included in their Building Level School Safety Plan.

ES BOCES maintains this sequential response information within each Building Level Emergency Response Plan.

7. Evacuation / Reunification Areas

Evacuation / Reunification areas must be identified in the Building Level School Safety Plan, and staff should know the location of the evacuation / reunification areas where students will be taken during emergencies. Students and parents shall only be notified of evacuation / reunification areas as needed, due to security considerations and confidentiality. Students shall remain in designated evacuation areas until dismissal or parental/guardian pickup, as appropriate.

ES BOCES maintains this sequential response information within each Building Level Emergency Response Plan.

8. Weather Conditions and Evacuation

The possibility always exists that students and staff may have to evacuate a building during inclement weather conditions. The Building Level School Safety Plans should

address procedures for prolonged outdoor exposure; therefore, administrators at each school must determine how best to provide temporary shelter should the time outside be prolonged.

ES BOCES maintains this sequential response information within each Building Level Emergency Response Plan.

9. Re-Occupancy of a School Building

After a building has been cleared and released by law enforcement or fire department personnel, the building administrator or his/her designee shall be responsible for making the decision to reenter the school building. Based upon information received, one of three decisions shall be considered by the building administrator: (1) reoccupy the building and resume classes; (2) evacuate the building occupants to the pre-designated off-site facility ; or (3) activate the Go-Home-Early plan(early dismissal) or Reunification plan.

Recovery

Agency Support for Building:

The School Emergency Response team and the Post- Incident Response teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County, State, and local resources and personnel will be obtained as dictated by the nature of the emergency.

Designation of an Emergency Response team comprised of school personnel, local law enforcement officials and representatives from local, regional and/or state emergency response agencies, other appropriate incident response teams, and a post-incident response team that includes appropriate school personnel, medical personnel, school health counselors, mental health counselors and others who can assist with the school community in coping with the aftermath of a violent incident.

10. Disaster Mental Health Coordination

Coordination of the School Safety Plan with the statewide plan for disaster mental health services to assure that the school has access to federal, state and local mental health resources in the event of a violent incident.

- Ensure that Emergency Response Team has access to appropriate local law enforcement agency.

- Ensure that Emergency Response Team has access to appropriate resources as listed below.

District-Wide Disaster Support Team

Chief Emergency Officer Designation		
District Superintendent	Dr. Jasmin Varela	631-687-3006
Superintendent's Designee	David Wicks Chief Operating Officer	631-687-3006
Chief Emergency Officer	James Stucchio Associate Superintendent	631-687-3109

Eastern Suffolk BOCES

Agency/Department	Office	Phone
Agency Crisis Response Team	David Wicks	631-687-3006
	Dr. Jasmin Varela	631-687-3006
	Claudy Damus-Makelele	631-687-3056
	James Stucchio	631-687-3109
	Nichelle Rivers	631-687-3029
	Mark Finnerty	631-472-8771
	Lou DiPaola	631-472-8778
	Kristen Nannini	631-472-8785
	Gina Reilly	631-244-4033
	Leah Arnold	631-244-4099
	Joe Lesnick	631-472-8764
	Director of Administrative Services, TBD	631-687-3038

Suffolk County

Agency/Department	Office	Phone
Fire, Rescue & Emergency Services	Commissioner's Office (Nights, weekends & holidays) Emergency Preparedness Office	631-852-4855 631-852-4815 631-852-4900
Health Services	Information & Referrals (Nights, weekends & holidays) Poison Control	631-853-3000 631-852-4820 1 800 222-1222 / 516-542-2323
Environmental Quality Services	Administration (Nights, weekends & holidays)	631-852-5800 631-852-4820
Public Health	Commissioner's Office Administration Environmental Protection	631-853-3005 631-853-3055 631-852-5998
Police	Headquarters Local Precinct	631-852-6000
Public Works	Main Office (Nights, weekends & holidays)	631-852-4010 631-852-4256
General Information (County)		631-853-5593
Division of Mental Hygiene	Community Response Team Dr. Karen Martin	631-853-3114 631-853-3109

State

Agency/Department	Office	Phone
Environmental Conservation/Spills	Regional Office – Spills Enforcement 24-Hour Emergency Spill Hotline	631-444-0320 631-444-0240 / 877-457-5680 1-800-457-7362
Health Department	Environmental Health Information	1-800-458-1158
Labor Department/PESH	Safety & Health Regional Office	516-228-3970
Emergency Management Office	24-Hour Number	518-292-2200

Federal

Agency/Department	Office	Phone
Federal Emergency/FEMA	Region II Office 24-Hour FEMA Operations Center (FOC)	212-225-7209 202-898-6100
Occupational Safety & Health	Long Island Regional Office Emergency Number	516-334-3344 1-800-321-6742
Energy Department	Emergency Radiological Assistance	631-282-2222
Public Affairs Office		212-225-7707

Other

Agency/Department	Office	Phone
Chemtrec	Chemical Emergency Information (24-Hr)	1-800-424-9300
PSEG	Emergency Outage	1-800-490-0075

19/20

11. Continuity of Operations

Continuity of Operations Plan
During Public Health Communicable Disease Emergency

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Continuity of Operations Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Planning Team. Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans substantially consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a. This Continuity of Operations Plan (Plan) addresses the required components of these laws.

Prevention/Mitigation of Communicable Disease:

- Eastern Suffolk BOCES will work closely with the Suffolk County Department of Health to determine the need for activation of our Plan. The Suffolk County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- Nursing staff will follow procedures as directed by the local health department for reporting of communicable disease and for communicating with the local Health Department.
- The Supervising Nurse will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The Agency Supervising Nurse and nursing staff will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification), the school district Director of Technology Integration will also be an important Team member. Many of the Agencies Directors, Administrators and Program Coordinators will also be vital to the planning effort, including business services, facilities and food services. Other non-traditional individuals will also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* was reviewed on December 11, 2020 for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.

- The Agency will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at http://www.cdc.gov/flu/school/.
- We will educate and provide information to parents, staff, and students about our Continuity of Operations Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings, email and take-home pamphlets for this purpose.

Each public employer in the state of New York shall prepare a plan for the continuation of operations in the event that the governor declares a public health emergency involving a communicable disease. The following sections detail Eastern Suffolk BOCES Continuity of Operations Plan.

(1) Essential Positions/Titles

In the event of a government ordered reduction of in-person workforce or shutdown, we are required to consider how we would prepare for future public health emergencies. As part of our planning, we have considered who would be designated as an essential worker, that is, who is required to be physically present at our work site to perform their job duties that allow us to continue to operate and maintain a safe and healthy working facility. The designation as an essential employee may be temporary, permanent and may be changed at any time at the sole discretion of the employer.

The following table addresses the identification of essential personnel:

Essential Positions To Report to Work In Person		
Type of Position	Description	Justification
Cabinet	Individual job titles within the department shall be designated as essential and required to attend work in-person on a temporary and/or as-needed basis by the supervising Administrative Council Member	Agency needs for continuity of business operations or educational services, including providing meals to students, will change over time depending on the length of a reduced workforce or shut-down and the time of the year. Certain job titles within the Department may be required to come in routinely, or on a limited periodic basis, or may remain remote full time. Designation of the employee's essential job functions is at the discretion of the Administrative Council Member.
Human Resources		
Business Services		
Technology Integration		
Facilities		
Administrative Services		
Employee Assistant Program		
Regional Information Center		
Career, Technical & Adult Education		
Special Education		
Educational Support Services		
Diversity, Equity, & Inclusivity		

(2) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, Eastern Suffolk BOCES is prepared to enact numerous strategies to minimize building occupancy in order to maintain social distancing requirements as well as reduce overcrowding on public transportation systems. The following will be considered by department Supervisors and Administrative Council;

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance or Executive Order.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit or eliminate in person meetings and gatherings, post-pone or make use of virtual meeting tools.
- Stagger arrival and dismissal times.
- Stagger entire shifts.
- Alternate workdays or workweeks.
- Limit or eliminate visitors to the building.

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

(3) Telecommuting

Eastern Suffolk BOCES considers the safety of its students and employees to be of the utmost importance. Generally, the Agency believes that its goals and objectives are best served when employees work in-person on Agency premises. However, the Agency recognizes that, in certain circumstances, remote working or telecommuting may be advantageous to both the employee and the Agency. It may also be deemed warranted or necessary in the event of an extraordinary circumstance such as a public health emergency involving a communicable disease or other emergency situation that may make the Agency premises unsafe or otherwise interrupt our ability to effectively operate.

In these circumstances, Eastern Suffolk BOCES will follow its previously developed policies, procedures, and plans including, but not limited to, the District-Wide School Safety Plan and the Building-Level School Emergency Response Plan(s). To the extent that any policy, procedure, or plan is in any way inconsistent with or conflicts with federal, state, or county law, regulation, or executive order released for the purpose of addressing the extraordinary circumstance, the federal, state, or county law, regulation, or executive order will govern. Additionally, the Board may adopt resolutions or take other actions as needed to respond to changes in federal, state, or county law, regulation, or executive order to provide further direction during an extraordinary circumstance.

Upon request, an employee's supervisor and Administrative Council member, may grant individual employee(s) a full-time, part-time, or short-term remote work arrangements, provided that the employee's work is able to be performed remotely.

In the event of an extraordinary circumstance such as a communicable disease pandemic or other emergency situation, it may be necessary to even establish remote working arrangements for most or all non-essential employees. In these circumstances, the Agency will notify employees of whether they are expected to work at home full-time, part-time, or not at all. Specific arrangements for working from home shall be coordinated through an employee's supervisor and Administrative Council member.

Agency employees who are working remotely are required to comply with any and all applicable Agency policies, procedures, and other related documents as they normally would if they were working on Agency premises. Including;

> ***Eastern Suffolk BOCES Board Policy 5113***
> *Telecommuting or working remotely allows an employee to perform his/her regular duties at home for either a portion or the entirety of the employee's normal workday or workweek. In special circumstances, with the*

authorization of an employee's supervising Administrative Council member, an Eastern Suffolk BOCES employee may be permitted to telecommute or work remotely.

Telecommuting is an arrangement applied as an accommodation, when appropriate, and subject to review of employee's medical documentation in accordance with Regulation 5113R.1. Working remotely is a temporary arrangement not contingent upon a medical condition and not afforded as a medical or disability accommodation.

Telecommuting or working remotely is not an entitlement, is not an Agency-wide benefit, and in no way changes an employee's terms and conditions of employment with ES BOCES. An employee telecommuting or working remotely is expected to meet the same performance standards previously applicable to the employee, and the employee's supervising administrators are expected to use the same performance review criteria previously applicable to the employee.

When an employee has been approved to telecommute as described above, the employee must ensure that the hours and workload reflect equivalency to such employee's normal work location and responsibilities. This policy does not reflect an opportunity for an approved employee to modify working conditions and responsibilities to less than normal duties.

References:

- *Fair Labor Standards Act*
- *Administrative Regulation 5113R.1 – Telecommuting/Working Remotely*

First Adopted: 7/8/2015
Updated: 3/11/19
Revised: 4/4/19
Readopted: 6/26/2019

The Office of Technology and Integration (OTI) will continue to support the Agency and it's employees during a limited or mass telecommuting event following the same protocols and procedures in place during a normal working period unless otherwise directed by Administrative Council. Administrative Council will provide OTI with priorities to meet the needs of the Agency while facilitating meeting the individual requests for support.

All members of the Eastern Suffolk BOCES instructional staff (inclusive of teachers, paraeducators, related service providers, and special subject teachers) and families have been surveyed to assess the level of access to devices and high-speed internet available in their places of residence. Additionally, the Agency shall conduct an internal assessment of each non-instructional department's need for access to devices and potential needs for home access to internet. Options will be reviewed and made available in the event of a need for employees to telecommute. Additional surveys will be conducted as necessary.

Administrators and support staff that are provided with Agency issued laptops will maintain remote access capabilities to ensure continuity of business operation in the event of an unforeseen need for telecommuting. Educational staff shall maintain remote teaching capabilities to allow for a quick transition to a remote teaching model in accordance with direction given by the Chief Operating Officer or as mandated by federal, state, or local directives or executive orders.

Upon direction to begin a period of telecommuting, employees may enable call forwarding from their direct Agency office phone to an Agency or personal cell phone. OTI is available to assist in call forwarding if an employee is unable to perform this function from their office, prior to leaving, or from home on their cell phone. Employees will maintain access to their Agency email when working

remotely as this is a necessary means of communications in an emergency pandemic situation where updates are frequent and swift.

(4) Obtaining and Storing Personal Protective Equipment (PPE)

When faced with a communicable disease public health emergency, personal protective equipment (PPE) is vital for maintaining a healthy and safe working environment. Essential employees reporting in-person completing necessary work orders must have equitable and immediate access to the appropriate level of PPE for their situation.

In the event of a public health emergency potentially resulting in limited in-stock availability of PPE through the approved Cooperative Bidding Program, the Purchasing Department must have the ability to immediately make purchases of these essential goods, as vendors will not hold these necessary products to await a competitive bidding process. Therefore, upon the declaration of a public health emergency, the Agency Board shall adopt a resolution to first instruct the Purchasing Department to exhaust all contract efforts to purchase in accordance with General Municipal Law. If unsuccessful, make necessary purchases pursuant to Section 103(4) of General Municipal Law, in the case of a public emergency arising out of an accident or unforeseen occurrence or condition whereby circumstances affecting public buildings, public property or the life, health, safety or property of the inhabitants of a political subdivision, require immediate action which cannot await competitive bidding, contracts for public work or the purchase of supplies, material or equipment, may be let by the appropriate officer, board or agency of a political subdivision. In other words, the Agency may purchase PPE through vendors not currently listed on a bid or contract, if those listed vendors are unable to fulfill orders.

PPE supplies shall be stored in a locked indoor controlled environment at either the Agency warehouse or in-building supply room. Agency wide or specific allotment for delivery may be arranged through the Capital Assets Management (CAM) Department. Building distribution shall be conducted through the Building Administrator or their appointee. Although the PPE shall be made readily available, it must be kept secure to ensure equitable and appropriate distribution.

PPE that will be made available, as appropriate to the public health emergency, may include the following:

- The Agency will provide employees with an acceptable reusable cloth face covering at no-cost to the employee and have an adequate supply of coverings in case of needed replacement. Cloth face coverings are intended to protect other people in case the wearer is unknowingly infected (asymptomatic individuals). Cloth face coverings are not considered surgical masks or respirators. Information shall be provided on proper use, removal, and washing of cloth face coverings.
- Disposable face masks or surgical masks
- Face shields or eye protection (to be worn in addition to a face mask or respirator)
- Disposable Gowns
- Disposable Gloves
- N95 Respirator; those individuals that are required to wear N95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so in accordance with OSHA's Respiratory Protection Regulation.

PPE Supply Management

- The Health & Safety, Operations & Maintenance and Purchasing Departments shall work with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible however, if supply demands cannot be met, individual Departments may obtain supplies in accordance with the prevailing procedures at the time of need.
- The Agency shall maintain a minimum initial one (1) month stockpile of PPE for essential workers, prior to the declaration of a public health emergency. Additional supplies will be purchased in anticipation of, or upon, an emergency declaration. Supplies will then be purchased on an as-needed and as available basis for the duration of the public health emergency.

(5) Exposure Control and Prevention of Spread

Exposure control will be accomplished in accordance with the protocols available from The Centers for Disease Control and Prevention (CDC) and/or Department of Health (DOH) in the event of a declared public health emergency involving a communicable disease. Whether school is in session, remote learning, or required shut down with only essential employees working in person, the guidance will continue to be followed as applicable to the current situation and current building use. Universal precautions shall continuously be followed by on-site personnel including; wearing a face covering within six (6) feet of other individuals or public/shared spaces, social distancing of six (6) feet or more, and frequent washing of hands or use of a sixty (60) percent or more alcohol based hand sanitizer.

Ill students and staff shall be assessed by the school nurse (registered professional nurse, RN). Students with a temperature, signs of illness, and/or a positive response to the daily screening questionnaire, if applicable, will be picked up or otherwise sent home for follow-up with a healthcare provider. If parents are unable to pick up an ill student, we will utilize a “sick” bus to transport the student home. Staff who become sick during the day with a temperature, signs of illness, and/or a positive response to the daily screening questionnaire shall go directly home and reach out to their supervisor for further guidance.

If applicable, all visitors, guests, contractors, and vendors shall adhere to the same screening protocols required of staff. This will be communicated to individuals with planned visits beforehand and communicated via signage and verbally by building greeters. Thermometers will be provided to those referred to above who cannot attest to having taken their temperatures prior to arrival.

Eastern Suffolk BOCES will provide written protocol to instruct parents/persons in parental relation to observe for signs of illness in their children that require remaining at home.

The signs and symptoms of the specific disease shall be continuously monitored in accordance with current CDC and DOH guidelines. Adjustments to the daily screening, attestation and nurse’s observations shall also be in accordance with current CDC and DOH guidelines.

In the event a vaccine is available or becomes available for a public health emergency involving a communicable disease, the Agency will follow directives by the Federal, State and Local authorities. Under the discretion of the authorizing Agency Medical Provider, the Agency will comply with guidance on a vaccination distribution plan including, as applicable; procurement, use, follow-up and reporting. If required or requested, the Agency nursing staff under the direction of the Agency Medical Provider, will

be available to disseminate vaccines to employees and/or students on-site, as applicable. If a vaccination is available off-site, the Agency will communicate appropriate ways to access it.

Preventing Spread and Contact Tracing

Instructional programs, administrative offices and support staff must be prepared for communicable disease outbreaks in their local communities, residences and for individual exposure events to occur within their facilities, regardless of the level of community transmission.

Should a suspected or confirmed positive case be identified in one of our facilities, the following current CDC and NYSDOH recommendations shall be followed;

- Closing off areas used by a symptomatic sick person or confirmed positive case and not using these areas until after cleaning and disinfection has occurred;
    - Opening outside doors and windows to increase air circulation in the area, as appropriate.
    - Waiting at least 24 hours before cleaning and disinfection. 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 contracted the disease, such as offices, classrooms, bathrooms, lockers, common areas and common equipment.
    - Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the suspected or confirmed person can return to the area and resume activities immediately after cleaning and disinfection.
- Individuals identified as having close or proximate contract with the suspected or confirmed case, shall be informed to follow current DOH guidelines and referred to their personal physician for follow-up and reported to the DOH.

Schools must follow CDC, DOH and SED guidance for allowing someone to return in person after exhibiting symptoms or receiving a positive test for the declared public health emergency communicable disease or being designated a close or proximate contact.

When school is in regularly scheduled session, employees and students are expected to exhibit healthy in-person attendance, that is, only individuals who deem themselves healthy and well and are without a recent close or proximate contact to an infected or suspected infected individual should report to the school building or office. Employees shall be granted the ability to receive testing, treatment, isolation or quarantine in accordance with DOH guidelines for the specific communicable disease. All leave time and related absence protocols shall be in accordance with existing employee and union contracts and may first make use of any available guidance or grants from the local, state or federal government. The human resource department shall continue to coordinate any requested leave or medical accommodation.

Employee Assistance Program (EAP)

The Agency will continue to disseminate information to employees about Employee Assistance Program (EAP) resources. EAP is a voluntary, work-based program that offers free and confidential

assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders. These issues can be enhanced or begin during the stressful situation surrounding a public health emergency. All employees who need help are encouraged to contact the EAP.

Facilities Cleaning and Disinfection

In the event of a declared public health emergency involving a communicable disease, cleaning and disinfection will be accomplished in accordance with current protocols provided by the Centers for Disease Control and Prevention (CDC), and guidance or regulation provided by NYS DOH, the Governor's Office, and NY SED.
The custodial staff cleans and disinfects high-touchpoint surfaces throughout the day in occupied buildings. Teachers and Building Administrators will keep desktops and surfaces in offices and classrooms clear of items so they may be cleaned more efficiently. CDC's High-touch surfaces shall be disinfected during the course of the workday, as well as after normal school and office hours. As best as able, cleaning chemicals, including emergency purchases due to low supply of product, shall be chosen from products listed in the Green Cleaning Program in accordance with Education Law 409-I. These products minimize adverse impact on children's health and the environment. Disinfectants must be chosen from those listed on both the United States Environmental Protection Agency's (US EPA) and New York State Department of Environmental Conservation's (NYS DEC) approved list of disinfectants.

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

<u>Routine cleaning of school settings includes:</u>

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

<u>Disinfecting:</u>
Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed positive, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration.
- Additional paper towel dispensers may be installed in other designated spaces.

Upon request, the Facilities Department will provide approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- Bus seats and handrails.
- Buttons on vending machines and elevators.
- Changing tables.
- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Handrails.
- Dance studio floors.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Positive Academic Support Solution (PASS) Rooms.
- Related Services Spaces.
- Shared computer or piano keyboards and mice.
- Shared desktops.
- Shared telephones.

<u>Hand Sanitizing:</u>

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by Supervisors and Administrative Council members.
- Ensure that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

<u>Trash removal:</u>

- Trash will be removed daily.
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

(6) Documenting Hours/Work Locations of Essential Workers

As the work environment changes to adapt to an emergency situation and typical work schedules and locations 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 emergency. In an effort to allow for contact tracing should an individual present in our buildings become symptomatic or confirmed positive, additional efforts must be made to document hours and work locations, for essential employees. As individuals may fall ill quickly, may be otherwise obligated to care for sick family members, or lose access to transportation, it is imperative to track employees daily presence in real-time and not rely on pre-scheduled groupings of employees to determine individuals presence and potential exposures.

Options to be deployed during a public health emergency shall be specific to the circumstance and department and may include;

- Building administrators maintain a daily sign-in and sign-out paper sheet or electronic form for each office cluster, department, or building, as appropriate
- An email protocol notifying the department supervisor of your completed daily working hours and location, records maintained with building administrator
- Notification to the department supervisor if employees remove supplies or equipment to track assets and allow for proper disinfection upon return
- All options performed under the specific direction of your Supervisor or Coordinating Administrator

(7) Emergency Housing for Essential Employees

Emergency housing for essential workers is not considered generally required for Agency employees in order to contain the spread of the communicable disease. This option is mostly reserved for healthcare workers and other critical care employees. Suffolk County School Districts have established school building shelter sites across the County in cooperation with the Suffolk County Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, the Agency will work closely with Office of Emergency Management to determine housing options.

(8) Additional Actions

Eastern Suffolk BOCES acknowledges that during the time of a state declared public health emergency involving a communicable disease additional necessary protocols may need to be instituted or changed. Therefore, the Agency will coordinate with and comply with any directives regarding other requirements as determined by the department of health such as contract tracing or testing, social distancing, hand hygiene and disinfectant, or mask wearing.

12. Remote Learning Plan

Special Education Elementary and Secondary Remote Model

- Teachers will provide virtual instruction aligned with IEP goals, grade-level content, and standards using synchronous and asynchronous online platforms.

- Related services will be provided to students during the regular school day schedule.

- All materials and technology will be provided to align with grade level learning experiences.

CTE

- Special Career Education and Secondary Career Technical Education can only be offered in-person due to New York State CTE and license requirements for some courses and seat time requirements for technical diploma endorsement and hands-on experiences. Remote instruction cannot be offered. Determinations on how to continue the education and technical goals when remote learning is not available will be handled on a per program per situation basis.

Technology and Connectivity

Students that are required or potentially opting in to remote instruction will be surveyed to assess the level of access to devices and high-speed internet available in their places of residence.

ATTACHMENT A

MEMORANDUM OF UNDERSTANDNG
(MOU)