EDEN CENTRAL SCHOOL DISTRICT

DISTRICT-WIDE SAFETY PLAN

TABLE OF CONTENTS **2**

INTRODUCTION **3**

SECTION 1: GENERAL CONSIDERATIONS **4**

A. Purpose 4
B. Identification of School Teams 4
C. Responsibilities of the District-Wide Safety Team 5
D. Building-Level School Emergency Response Plan 5
E. Concept of Operations 6
F. Plan Review and Public Comment 6
G. Prevention/Intervention Strategies 7
H. Early Detection of Potentially Violent Behavior 8
I. Hazard Identification 9

SECTION 2: GENERAL EMERGENCY RESPONSE PLANNING **9**

A. Training, Drills and Exercises 9
1. Emergency Closing 10
2. Early Dismissal 10
3. Evacuation (Before, During and After School Hours) 11
4. Shelter in Place 11
5. Hold in Place 11
6. Lockdown 11
7. Lockout 12
B. Implementing School Security 13

SECTION 3: RESPONDING TO THREATS AND ACTS OF VIOLENCE **13**

A. Communication 13
B. Situational Response 14
C. Response Protocols 15
D. Resource Coordination 16

SECTION 4: POST-INCIDENT COORDINATION & COMMUNICATION **17**

SECTION 5: BUILDINGS COVERED BY THE DISTRICT SAFETY PLAN **17**

SECTION 6: SRO AGREEMENT AND DUTIES. **19**

SECTION 7: CONTINUATION OF OPERATIONS PLAN. **21**

SECTION 8: CARDIAC ARREST EMERGENCY **37**

EDEN CENTRAL SCHOOL DISTRICT
DISTRICT-WIDE SAFETY PLAN

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. District are at risk of a wide variety of violence, natural disasters and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence (Project SAVE) in Education legislation. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools. As required, Eden Central School District has developed this Comprehensive District-Wide Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies, and to facilitate the coordination of the District with local and county resources in the event of such incidents or emergencies. The District-Wide School Safety Plan is consistent with the more detailed Building-Level Emergency Response Plan required at each school building level in the district. Both plans will be reviewed by the appropriate school safety teams on an annual basis, and updated as needed.

The New York State Board of Regents approved amendments to the Regulations of the Commissioner of Education as emergency measures in July 2016 regarding school safety plans, including drills and training for staff. The School Building Emergency Response Plan and the District-Wide Safety Plan, together, are to provide the means for each school district and all the buildings in the district to respond to acts of violence and other disasters through prevention, intervention, emergency response, and management.

The Eden Central School District supports the SAVE Legislation and intends to engage in a planning process. The District Superintendent of Schools encourages and advocates ongoing districtwide cooperation and support of Project SAVE.

SECTION 1: GENERAL CONSIDERATION

A. Purpose

The Eden Central School District District-Wide Safety Plan (as required by the SAVE Law–Safe Schools Against Violence in Education– Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff. Eden Central School District refuses to tolerate violence or threats of violence on school grounds and by implementation of this District-Wide Safety Plan, it will make every effort to prevent violent incidents from occurring in the district. The appropriate authority and budgetary resources are provided 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 reporters of incidents of violence will not be discriminated against in our schools.

At the direction of the Eden Central School District Board of Education, the Superintendent of Eden Central School District appointed a District-Wide School Safety Team that was subsequently approved by the Board of Education.

B. Identification of School Teams

The Eden Central School District has appointed a District-Wide School Safety Team that is charged with the development and maintenance of the District-Wide Safety Plan. The Eden Central Schools District-Wide Safety Team consists of, but not limited to, representatives of the school board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel. The members of the team and their positions or affiliations are as follows:

Name	**Position**
Jeffrey Sortisio	Administration (Superintendent) Chief Emergency Official
Frances May	Administration (Asst Superintendent)
Jason Iwankow	Director of Athletics
Branden Watson	Administration (Director of Technology)
William McDonagh	Principal – High School
Kelly LaRosa	Principal – Elementary School
Jeffrey Cervoni	Principal – G.L.P. Primary
Merrie Maxon	Chief Emergency Official/Alternate
Eden Police Department	Law Enforcement/SRO
Eden Fire Department	Fire Chief

Eden Emergency Squad	Local Emergency Services
Richard Chase	Safety Risk Coordinator

Membership in the District Safety Planning committee will be reviewed annually to maintain a balanced representation on the District Safety Planning Team.

C. Responsibilities of the District-Wide Safety Team

The District-Wide Safety Team recommends actions that they feel are necessary to prevent school violence in the Eden Central School District to the Superintendent and Board. The Team has the responsibility for developing and auditing the Comprehensive District-Wide Safety Plan to determine its success in violence prevention. Some of the team's primary responsibilities include recommending training programs for students and staff in violence prevention, dissemination of information regarding early detection of potentially violent behavior, developing District-Wide Response Plans to acts of violence and communicating the Plan to students and staff.

D. Building-Level School Emergency Response Plan

Commissioner of Education Regulation 8 NYCRR Section 155.17 (a) and 155.17 (c)(2)(ii) - requires that each school shall have a Building-Level School Safety Team. The team will consists of representatives from the following groups: teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, local law enforcement officials, local ambulance or other emergency response agencies, and any other representatives the board of education, chancellor or other governing body deems appropriate.

The Building Level School Emergency Response Team is responsible for the overall development, maintenance, and revision of the Emergency Response Plan (ERP) and for coordinating training and exercising the School ERP. Team members are expected to work closely together to make recommendations for revising and enhancing the plan.

Various agencies and services are involved in responding to school incidents, including emergency responders from law enforcement, fire, emergency medical services, mental health and other community organizations. An important component of the School ERP is advanced planning with various federal, state, county and/or local agencies, as well as community service providers to aid in a timely response to an incident.

E. Concept of Operations

The methodology used for development of the district-wide plan began well before the SAVE legislation was passed in New York State. In its early beginnings collaborative meetings were held with district administrators that included the local chief of police, district fire chief, commander of the local police SWAT team and emergency services coordinator for the town. To ensure coordination between the district-wide School Safety Plan and the individual Building-Level Emergency Response Plans, each building administrator on the district-wide committee serves as the building chairperson for his respective building.

The District-Wide School Safety Plan includes the designation of the school Superintendent or school Superintendent's designee, as the district's **Chief Emergency Officer,** who is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring staff understanding of the District-Level Safety Plan. The Chief Emergency Officer shall also be responsible for ensuring completion and yearly update of the Building Level School Emergency Response Plan.

The District-wide School Safety Plan is directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-level emergency response plans. Copies of Building-level plans will be maintained in the Facilities Office.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school's Building Principal or Designee. With authorization from the Building Principal or Designee and or the Superintendent of Schools, local emergency response personnel (fire/police/EMS) shall be notified. If deemed necessary by the Building Principal or Designee and or the Superintendent of Schools, activation of the building **Emergency Response Team** shall take place.

Additional local/county/state resources could supplement the district efforts through existing protocols or emergency response actions, including post incident response, may be supplemented by county and state resources through existing protocols.

F. Plan Review and Public Comment

This plan is reviewed periodically during the year and is maintained by the District- Wide Safety Team. The required annual review is completed on or before September 1 of each year. The District-Wide School Safety Plan is located in the Director of Facilities Office.

Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan was made available for public comment 30 days prior to its adoption. The District-Wide School Safety Plan will be adopted by the School Board after at least one public hearing that provides for the participation of school

personnel, parents, students, and any other interested parties. The plan shall be formally adopted by the Board of Education. The District-Wide School Safety Plan is reviewed and updated annually.

Building-Level Emergency Response Plans are confidential and not submit to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Full copies of the district-wide School Safety Plan and any amendments will be made available to the public and the New York State Education Department within 30 days of adoption via the District website. The **Building Level Emergency Response Plan** will only be supplied to both local and State Police within 30 days of adoption.

G. Prevention And Intervention Strategies

The Eden Central School District continues to develop and investigate various strategies regarding violence prevention and intervention. These are the programs, strategies and activities that the Eden Central School District is using or may use for violence prevention and intervention and improving communication among students and staff, and for the reporting of potentially violent incidents. Due to the variety and nature of these programs, not all programs, strategies and activities are used in every program. Different ones are used in different programs as appropriate. These strategies may include but are not limited to the following:

- All applicants for a teaching certificate on or after February 2, 2001, are required to complete two hours of coursework or training in school violence prevention and intervention in accordance with section 3004 of Education Law.
- Compliance with District's Code of Conduct
- Crisis Prevention & Intervention (CPI) Training for Staff
- Annual trainings for all staff (review of Emergency Response Protocols).
- Bullying Prevention Programs. The District encourages the involvement of staff, students, parents and community members in the implementation and reinforcement of the Dignity for All Students Act (DASA)
- Drug Abuse Resistance Education
- Alternative Education programs which address the criteria under the section entitled *Early Detection of Potentially Violent Behaviors*
- Peer mediation and conflict resolution – counselors, principals, student coordinators, psychologists, and teachers work with students who are potentially violent
- Suicide Awareness Training
- Individual counseling for students

Eden Central School District encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, student coordinators, psychologists, and teachers or any other mentor without fear of retaliation. This is communicated to all students at the

beginning of the school year and periodically throughout the school year as appropriate. The district is committed to the Dignity for All Students Act (DASA).

Each school building has cultivated an atmosphere where students feel comfortable in talking with administration and teachers in their buildings regarding the welfare of the student body. This provides building staff with a level of awareness from the student's point of view that is extremely valuable in staying vigilant should a potential problem begin to develop in our schools.

Within the Eden Central Schools District, in order to maintain secure facilities, the following actions have been implemented:

- Video cameras are used on school grounds, in school buildings and buses to monitor activity.
- Faculty, staff, substitutes, volunteers, and interns are issued ID badges that are to be worn at all times.
- Signs directing visitors to the main office or reception desk in all buildings.
- After buses unload in the morning, school buildings are locked and monitored by a staff member. Visitors must use an intercom to state their name and purpose of visit to gain entry.
- All employees, including hall monitors, are authorized to question persons without visitors' badges and send and/or accompany them to the main office.
- The district conducts safety reviews annually to evaluate district and building level safety plans in accordance with New York State Safe School Against Violence in Education (S.A.V.E.) Law.

Due to our commitment to training staff during building meetings, general meetings on staff development days and conference opportunities, staff members have increased situational awareness of potential risks. Should a staff member observe behavior that might put others at risk, a system for reporting such is outlined for timely response by the building and the district.

H. Early Detection of Potentially Violent Behavior

Through the efforts of the district health office and school psychologists, materials have been made available to staff that illustrate characteristics of students who are potentially at risk. In accordance with the emergency regulatory measures passed by the Board of Regents in July 2016, all staff participated in mental health awareness training. Newly hired staff will receive this training in addition to Bullying Prevention Program training.

As a result of this information a protocol has been developed and disseminated that describes a format to be followed so that a prompt response is made once a student begins to exhibit behavior that would warrant a referral and response at the building level.

The Eden Central School District maintains policies and procedures for the dissemination of information regarding the early detection of potentially violent behaviors. These include, but not limited to the identification of family, community and environmental factors to teachers,

administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

I. Hazard Identification

1. In addition to all instructional buildings in general within the district, other specific potential sites where difficulties could arise:
   a. District Playgrounds.
   b. Athletic Fields

2. Potential disaster sites within the Town
   a. Roadway transport accidents
   b. Municipal services failures (water, sewage, phone, data and electricity)
   c. Severe weather/earthquake response

3. Types of disasters or threats
   a. Fire, Chemical, and/or Hazard materials are of concern in local businesses
   b. A terrorist attempt/attack
   c. Suspicious parcels and letters, including possible anthrax emergency
   d. A criminal event, armed gunman or demonstration/protest off school grounds in the district
   e. Aircraft crash into a building

SECTION 2: GENERAL EMERGENCY RESPONSE PLANNING

A. Training, Drills, and Exercises

The District has worked to develop plans for taking actions in response to an emergency. It is Eden Central Schools policy to fully comply with all applicable safety standards and laws and specially to be in compliance with the Commissioner of Education Regulation 155.17. Each facility has complete evacuation plans. These plans are confidential and are found in detail in the building level emergency response plan.

Opportunities for initial training for staff have included instruction programs presented jointly by both the New York State and Eden Police Department. Building safety committees have applied this background to both building and program needs unique to each age level of both students and building configurations. Building staff meetings have helped to bring the total staff together to

discuss building decisions. Each building conducts safety training throughout the year with faculty and staff. Each building will be required to keep a log of training offered and drills conducted.

In terms of drills, each building is required to conduct separate drills and exercises each year with the students and staff, with the cooperation and participation of the Eden Police and Fire officials when debriefing is part of the process. (Shelter in place, lockdown, evacuation, relocation, district-wide early dismissal).

Hall monitors and various aides are trained through building staff meetings, conferences, staff workshops and opportunities on Superintendent's Conference days. Secondary monitors have hallway, exit and parking lot responsibilities. The hiring process requires fingerprinting and reference checks.

The district may utilize the following procedures to respond to an emergency:

1. **Emergency Closing/School Cancellation**
    a. The Superintendent or his/her designee has the authority to close school. An internal coordinated communication plan has been established to notify local media stations designated by the Board of Education.
    b. When school is closed, all related activities, including athletic events and student activities will be suspended for that day and evening.
    c. The following media stations will be notified:
        i. WBEN/WDOE/WKSE/WTSS - Radio
        ii. WGRZ – TV (Ch. 2)
        iii. WIVB – TV (Ch. 4)
        iv. WKBW – TV (Ch. 7)
    d. Note: The District has specific detailed plans, which will not be publically shared in this document.

2. **Early Dismissal**
    a. Typically this will only be used when announced ahead of time so parents can plan for early arrival of children. An early exit at the high school may only be done to allow more driving time for buses and to purposely allow middle and elementary runs to remain as close to schedule as possible. Unscheduled early dismissals will be conducted by evacuating to another district building with public notification by email, website, and media ouitlets.

b. Note: the District has specific detailed plans, which will not be publically shared in this document.

3. Evacuation

a. In the event of an imminent emergency that requires evacuation of the building, the building principal or his/her designee may activate these procedures. In the event of an imminent emergency, standard fire evacuation procedures will be used.
b. As time permits, students will prepare for an evacuation, including retrieving coats, lunches, books, etc.
c. The building principal or designee will coordinate with district office and transportation.
d. Note: the District has specific detailed plans, which will not be publically shared in this document.

4. Shelter in Place

a. Shelter in Place is utilized when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building/room than outside.
b. Should weather threaten transportation, use of media will be used to alert parents to the delay of district transportation. Individual district staff will provide care to include food and water while retaining staff to handle the supervision of students held in the building until transportation home is possible.
c. Note: the District has specific detailed plans, which will not be publically shared in this document.

5. Hold in Place

a. An internal incident or administrative matter, such as students fighting in a hallway, maintenance issue or medical emergency that requires staff and students movement be limited, a Hold in Place may be initiated.
b. Note: the District has specific detailed plans, which will not be publically shared in this document.

6. Lockdown

a. While the principal or his/her designee generally initiates the aforementioned procedures, anyone can initiate a lockdown. In the event of imminent emergency that requires specific lockdown procedures, a lockdown can be initiated by anyone in the building at any time. An individual yells, “Lock Down, Lock Down, Lock Down” and anyone able to do so will call the main office so an announcement can be made.
b. Note: the District has specific detailed plans, which will not be publically shared in this document.

7. Lockout

a. A lockout is the response to an actual or perceived threat from outside the school building.
b. Note: the District has specific detailed plans, which will not be publically shared in this document.

Emergency notification of persons in parental relation to the students will be made using local media, social media, school website. If the emergency involves only a few students, the school will notify parents individually, (i.e. school bus accident, medical emergency).

The District has many protocols for emergencies. These protocols are kept confidential to protect the safety of out students and staff. The details of each protocol are found in the Building Level Emergency Response Plans. The protocols include, but are not limited to:

Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Pandemic	Suicide
	Medical Emergencies

In the event of an emergency, the District Emergency Response team will utilize the nationally recognized incident command system. The Incident Command structure for each school in the district can be found in the ICS portion of their Building-Level Emergency Response Plan. The Eden Central School District has many resources that can be used during an emergency. Each Building has a complete list of resources listed in their Building-Level Emergency Response Plan. Some of the resources available in the district include:

- Fire Extinguishers
- Alarm Systems/ Smoke Detectors
- Local Media and Emergency Alert
- Cell Phones
- Fax Lines
- First Aid Kits
- AED's
- Nurses
- Others as Deemed Necessary

B. Implementing School Security

Building administrators have the authority to determine the following:

- Entrance and hall monitoring practices based upon building configurations, locked doors and age level of students
- Visitor, substitute – sign in and identification badge use
- Planning and timing of secondary school drug searches using police dogs
- Recommendations to the district-wide safety committee, the administrative cabinet and superintendent of schools
- The timing of custodial building checks during the weekend as well as during the week

Each building has prepared building schedules, class lists by periods, staff rosters, and their daily school day locations, parent home and work phone numbers, plus lists of telephone numbers of district and building officials needed to implement the safety plan.

SECTION 3: RESPONDING TO THREATS AND ACTS OF VIOLENCE

The Eden Central School District will investigate all reported threats and acts of violence by students, teachers, other school personnel as well as visitors to the school and threats by students to themselves, including suicide.

Whether it is a direct threat, or an implied threat. Upon hearing information about a violent event, the person hearing the threat, or to whom the threat was reported, must report to the building administrator immediately. The building administrator will gather the necessary information to determine if a threat exists. If the threat is in fact real, the Superintendent of Schools must be notified, and disciplinary procedures will be carried out as outlined in the Eden Central School District's Code of Conduct.

In the event of a violent incident, potential incident, or intruder on school grounds (direct or implied threats), the building office staff or administrator will contact the Eden Police at 911 or 992-9211. The superintendent’s office will immediately be notified if another level of help is needed or if the seriousness of the situation (scope or intensity) would warrant it.

A. Communication

The district makes use of the following methods of communication for all school facilities within the district:

- Regular telephone system/cell phone system with numbers as follows:

Person	Position	School Phone	Cell Phone*
Jeffrey Sortisio	Superintendent	992-3629	confidential
Frances May	Asst. Superintendent	992-3613	confidential
Kelly LaRosa	Principal	992-3610	confidential
Jason Iwankow	Director of Athletics/P.E.	992-3634	confidential
Branden Watson	Director of Technology	992-3616	confidential
Mary Banko	Transportation Supv.	992-3633	confidential

**Note: cell phone numbers are published on internal documents, not for District Safety Plan posted on website.*

- District-wide radio system
- Email
- Building intercom/PA System
- Local media

In the event that specific parents need to be called, phone numbers of all students and parents are kept both at the building and district level offices.

In the event of a general notification, use of both radio and TV broadcasts will be employed upon order of the superintendent (through his immediate office or the assistants' offices or office of school information).

B. Situational Response

Plans have been developed through district committees that deal with the following situations:

- Intruder, violence, hostage
- Biological, hazardous material
- School bus accident
- Bomb threat
- Natural weather related – early dismissal, school cancellation
- Fire
- Suspicious mail (arriving at central office sorting station) Part of Building Plan

The district staff, including teachers, school-related personnel and school administrators, have been trained in de-escalation techniques by the New York State and Eden Police at past seminars held on superintendent's conference days. Follow up sessions will be held at both the district and building

level when staff and presenters are mutually available. An outline of early warning signs has been given to staff along with an appropriate response protocol.

In all cases the building principal or designee is immediately informed of the situation via staff members who may notify the superintendent of implied or direct threats. This may also involve immediate contact of Eden Police or the monitoring of the situation before police are initially called.

C. Response Protocols

In cases of intruders (hostages), biological hazard, or bomb threats, a specific response protocol is outlined for the building level, which integrates a district response team involvement.

Depending upon the nature of the situation, the following people (agencies) are in charge as follows:

- Intruder, violence or hostage threat: highest ranking responding Eden Police Officer.
- Biological, hazardous material or radiological threat: highest ranking fire official – Eden Fire District.
- Bomb threat: Building principal or ranking district office administrator.

Procedures to safeguard staff include shut downs, lock downs (secondary), level I and level II (elementary) actions at the building level, building evacuation, or site evacuation by district transportation.

Crime scene management, as outlined on the attachment, will be utilized to protect the potential crime scene by preserving evidence.

Procedures to inform parents include use of the local radio and television media as well as direct telephone calls to parents where only building personnel or response team member involves a few people.

Use of the East Eden Fire Station and Eden Fire Hall and the district office will allow parents to convene at a local site within the district for timely information updates.

Responses to arriving parents will be based on the best information made available approximately every half hour. Most information will come from local command posts set up by the appropriate agencies in charge at the site of the occurrence.

As a result of multiple meetings with local police, disaster and fire officials, group plans have been made in advance for appropriate responses of those agencies. Debriefings occur with police and EMS personnel after drills. Calls for assistance would be coordinated through the Eden Chief of Police and/or mayor's office if requested by the Superintendent or one of his assistants.

D. Resource Coordination

1. Vehicles & Transportation

   Use of the district's bus fleet and drivers, maintenance staff and trucks, as well as large group facilities at the schools in the district will provide opportunities for transportation, evacuation procedures and evacuation sites, as well as control of traffic around district facilities affected by the problem.

2. Coordinating District Resources and Manpower:

   Through the district-level Response Team, offices of the Superintendent, Director of Health, Physical Education & Athletics, and Supervisor of Buildings & Grounds, appropriate decisions are made to supplement procedures established with local police, fire officials and emergency response agencies.

SECTION 4: POST-INCIDENT COORDINATION & COMMUNICATION

After the safety and status of staff and students have been assured and emergency conditions have abated following an incident, staff, teachers and school officials will assemble to support the restoration of the school's educational programs. Defining mission-critical operations and staffing this effort is the starting point for the recovery process. Collecting and disseminating information will also facilitate the recovery process.

The Eden Central School District has outline actions needed to maintain and/or rapidly resume essential academic, business, and physical services after an incident. Eden Central School District relies on strong internal and external communication systems and partnerships with contractors and organizations to quickly recovery following an incident.

- District Support for Buildings: Through the efforts of the Superintendent, a post crisis team plan has been developed to supplement the building level post incident efforts.

- All the district's manpower and resources will be available if it should endure an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recovery will be a district goal.

- Disaster Mental Health Services: The district wide post incident team may consist of additional counselors from other district schools, along with psychologists and social workers from our district's department of pupil services. Referrals for both individual and small group counseling beyond the school efforts will be made to the appropriate community agencies when additional or long term recovering is needed.

SECTION 5: BUILDINGS COVERED BY THE DISTRICT SAFETY PLAN

BUILDING	ADDRESS	ADMINISTRATOR/PRINCIPAL	TELEPHONE
Middle/High School	3150 Schoolview Road, Eden, NY	Bill McDonagh	992-3641
Eden Elementary	8289 South Main Street, Eden, NY	Kelly LaRosa	992-3610
Grover L. Priess School	3000 Schoolview Road, Eden, NY	Jeff Cervoni	992-3638
Transportation Building	2902 Schoolview Road, Eden, NY	Frances May	992-3633

Although separate, the school facilities are located on a tract of land along Schoolview Rd, extending from Main Street to Jennings Road. Each “school” or building emergency response plan addresses the specific situations and conditions found in the respective facilities. The District-wide School Safety Plan links the Building Emergency Response Plans for each building through an Incident Command System consisting of a District Incident Management Team and a Building Incident Management Team (IMT). Protocols reflected in the District-wide School Safety Plan guide the implementation of the Building Emergency Response Plans.

SECTION 6: SRO AGREEMENT AND DUTIES

Eden Central School District and the Town of Eden Police Department have an agreement in place that will encompass the following duties.

Specific Duties of School Resource Officer (SRO)

In addition to any other duties set forth in the Agreement, the SRO assigned to the School District shall provide services that meet the program objectives, including, but not necessarily limited to the following:

- Patrol and observe all areas of the school building(s) and grounds;
- Be visible and available to the students, faculty, and administration;
- Keep the peace and help maintain a safe and orderly school community;
- Develop and maintain a positive and open relationship with students, administrators, faculty and parents;
- Present timely and relevant educational programs to students;
- Present educational programs to school employees, parents and school board members;
- Build relationships by being a liaison between the Eden Police Department and the School District;
- Survey the needs of schools and address crime and disorder problems and drug activities affecting or occurring in or around the School District's school(s);
- Assist schools with security concerns and identify physical changes in the environment that may reduce crime in or around the school;
- Develop or expand crime prevention efforts for students;
- Educate potential school-age victims in crime prevention and safety;
- Develop or expand community justice initiatives for students;
- Investigate reports of crimes, offenses, and infractions of law and issues of safety for students, staff, and the public;
- Abide by School District policies except to the extent such policies conflict with the Officer's responsibilities as a law enforcement officer or in a situation where life or property is in danger;

- At the request of the Superintendent of Schools or his/her designee, observe any Administration searches on school grounds which could affect the safety of students or staff involved;

- Should it become necessary to conduct formal law enforcement interviews with the students, the SRO shall adhere to Eden Police Department policy, School District policy, and legal requirements with regard to such interviews;

- Seize and store/dispose of any illegal substance or contraband seized by school officials as required/not required for evidence in prosecution;

- Maintain confidentiality of any personal information or records obtained, and shall not disclose the information except as provided by law or court order;

- Assist in developing school policy that addresses crime, safety issues and recommend procedural change where appropriate;

- Assist schools in meeting requirements mandated by New York State Law and school safety plan;

- Take appropriate law enforcement action with regard to any criminal activities that he/she observes or that are reported directly to him/her in accordance with New York State Law and Regulations and Eden Police Department rules and polices he/she observes or are reported directly to him/her.

- Investigate other emergency situations and summon aid and assistance as needed (e.g., fire department, ambulance, etc.);

- Attend after school activities that are open to all students such as sports games, dances, etc., if requested by the School Principal or Superintendent, as may be agreed by the Town. This applies only to activities held on the assigned campus with the exception of offsite school sponsored events;

- Comply with all other Written Directives for School Resource Officers prepared by the Town of Eden which shall be furnished by the Eden Police Department to the SRO assigned to the School District;

- Perform other duties which will promote the goals of the Program and which are mutually agreed upon by the School District and the Town

*The SRO shall not be required to enforce school rules. Matters of school discipline shall be referred to the appropriate building principal.

Eden Central School District

Continuation of Operations Plan

~Amendment to the District Safety Plan 2021

Thia plan has been developed In accordance with NYS leglalatlon 98617B/A10832.

TABLE OF CONTENTS

Promulgation 1

Definitions. 2

Purpose, Scope, Situation Overview, and Assumptions 3
Purpose 3
Scope 3
Situation Overview 3
Planning Assumptions 4

Concept of Operations 4

Mission Essential Functions 5
Essential Positions 8

Reducing Risk Through Remote Work and Staggered Shifts . . 9
Remote Work Protocols 9
Staggered Shifts 10

Personal Protective Equipment..... 10

Staff Exposures, Cleaning, and Disinfection 11
Staff Exposures 11
Cleaning and Disinfecting 13

Employee and Contractor Leave . 13

Documentation of Work Hours and Locations 14

Housing for Essential Employees 14

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 paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. Governor Cuomo signed into law Chapter 168 of the Laws of 2020 that requires public employers, including public school districts, to adopt a continuation of operations plan in the event that the governor declares a public health emergency involving communicable disease.

This plan has been developed with the input *of* Eden Teachers Association (Local #2627) , Eden School Employees Association (CSEA) , Eden Central Office Administrators and the Principals Association as required by the amended New York State Labor Law.

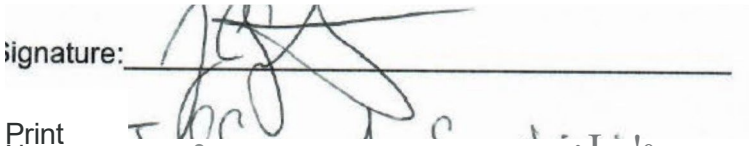
No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish 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 **Eden Central 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 paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Approval and Implementation

This Communicable Disease Plan CDP) has been approved for implementation by:



Signature: _____

Print Name: _____

liUe: _____

Signed on this Date: ___ (o-.1{ 0-.\

Definitions

Communicable disease: shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host. A communicable disease can be spread from one person to another through a variety of ways that include: contact with blood and bodily fluids; breathing in an airborne virus; or by being bitten by an insect.

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

Visitors: shall refer to a person who comes to spend time with or stay with others in a place temporarily.

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

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

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

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

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

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 law requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease, which shall include identification of essential personnel, needed personal protective equipment, staggering work shifts and providing necessary technology for telecommuting. Provisions and protocols for supporting contact tracing and to identifying sites for emergency housing for essential employees.

Scope

This plan is pertinent to a declared public health emergency involving communicable disease in the State of New York that may affect **Eden Central School District (ECSD).** It is in the interest of the safety of our students, staff, visitors and contractors, and the continuity of our operations that we have promulgated this plan. This plan has taken guidance from the **ECSD** reopening school plan developed in response to COVID-19. That plan establishes and explains the necessary policies and practices that were put into place following federal, state and local health official's guidelines.

Situation Overview

This plan has been developed in accordance with amended laws to support continued resilience to deal with infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our students, staff, visitors and contractors is crucial to maintaining our mission essential operations. Our plan incorporates recommendations and guidance from the Centers for Disease Control and Prevention (CDC), the New York State Department of Health (NYSDOH), and the New York State Education Department (NYSED). The fundamentals of reducing the spread of infection include:

- The District will emphasize washing hands with soap and water or using hand sanitizer frequently, including:
  - After using the restroom
  - After blowing your nose, coughing or sneezing
  - After touching/disposing of garbage
  - After handling your face covering
  - Before, during, and after preparing or eating food
  - Before touching your face
  - After using a public computer, touching tables, chairs and countertops, etc.
- Practice social distancing and wearing a face covering whenever it cannot be maintained;

- If you are sick stay home, notify your supervisor immediately;
- Staff, students, visitors and contractors do daily self-screening if necessary, based on guidance of symptoms from our local, state and federal health departments;
- Students or staff with a temperature, signs of an illness who come to school will be sent directly to a dedicated isolation area, prior to being picked up or otherwise sent home;
- Cleaning and disinfecting frequency, especially high touch areas;
- Any other guidance, which may be published by the Center for Disease Control and Prevention (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 from federal, state and local health officials. 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, visitors and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations and the way we teach our students in our facilities.
- 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 and local health officials and the Governor of New York State.
- 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 District Superintendent of Schools of **ECSD,** his/her designee, or his/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 District Superintendent of Schools.

Upon the determination of implementing this plan, all employees and contractors of **ECSD** shall be notified with details provided as possible and necessary, with additional information and updates provided on a regular basis. Identify constituency groups will be notified of pertinent operational changes by way of identifying means of public/constituent notification. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. title of communications lead will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of **ECSD**, his/her designee, or their 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 **ECSD**, his/her designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, **ECSD** 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 staff, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Maintain essential building functions and systems.
6. Uphold the core values of **ECSD** with a commitment to students, families and the community.

The **ECSD** 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

Our list of essential positions that may be physically present in the event of a state-ordered reduction of in-person staff are as followed to monitor buildings and maintain payroll and system management:

- School Superintendent with his/her necessary support staff;
- Finance Director and his/her necessary support staff;
- Director of Facilities and his/her necessary support staff;
- Maintenance Mechanics;
- Cleaners;

The mission essential functions for **eCSD** have been identified as:

1. Maintain the safety of staff, visitors, and contractors.;
2. Provide vital services;
3. Provide services required by law;
4. Sustain quality operations;
5. Maintain essential building functions and systems.
6. Uphold the core values of the **Eden Central School District.**

ECSD has determined the following functions are deemed essential to the fulfillment of our mission, in the event of a state-ordered reduction of in-person staff

Essential Function	Description/Role of Position
District Administration & Clerical Support	Making day-to-day decisions about educational programs, spending, staff, and facilities
Information Technology	Providing tech support to both students and staff. Maintains critical communication tools including the network, email and phone system.
Food Services	If schools are directed to provide meals to students and families that are eligible to receive free and/or reduced priced meals, personnel will be essential for this purpose. Distribute food to students who need nutritious meals while schools are closed.
Buildings and Grounds	If schools are directed to provide meals to students and families as outlined above, custodians and laborers will be essential in the safe opening of schools. Address requirements of facilities and facility systems (e.g. gas and electricity), as well as space use and management. Daily sanitation and cleaning, snow removal when necessary, etc. if personnel are working within our schools for meal, instructional resource distribution or other functions.
Business Office	The two essential functions that would need to continue in our business office at minimum would be payroll and accounts payable.
Personnel Matters	Ensuring compliance with regulation, policy, and legal requirements to ensure safety and continuation of the workforce needed to operate the District.
Transportation	If schools are directed by the state to provide meals to students and families, or if schools are directed to provide a continuity of instruction, transportation personnel will be essential for the distribution of meals and/or instructional resources, such as technology. Eden Central School District will comply with all mandated regulations in the needs of transporting students.
Curriculum Office & Students Support Services	Maintaining the instructional programs for our students

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
District Administration & Clerical Support	Superintendent Staff- As needed	Establishes all priorities for the district and provide support to staff Fulfilling tasks as directed by superintendent
Information Technology	Manger Staff- As needed	The IT manager establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support. Maintains critical communication tools including the network, email and phone system and help desk support
Food Services	Manager Food service staff/Teacher aides	To direct and organize staff. Overseeing inventory. Food service employees and teacher aides are needed for meal preparation and distribution.
Buildings and Grounds	Director of Facilities Mechanics/custodians/laborers	Prioritizes the duties of the department and oversees all staff. Fulfilling the essential functions in the district to maintain the safety of the staff in the facilities.
Business Office	Director of Finance Payroll clerk/District treasurer	Prioritizes the duties of the office and oversees all staff. Fulfilling the essential functions in the district (payroll, account payable and receivable)

Personnel Matters	Director of Finance Administrative assistants	Ensures regulatory, policy, and legal compliance during this time. To direct and organize staff. Maintain personnel matters and help employees work effectively and efficiently remotely.
Transportation	Supervisor Staff- As needed Bus drivers/clerical/ mechanics	Overseeing drivers, the safety of our bus fleet, and onsite operations of the transportation department. Aide in meal and instructional resource deliverv. Maintenance of our bus fleet.
Curriculum Office	Director of Curriculum	Develop and maintain the instructional program for students, either in a hybrid/remote leaminQmodel.

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

IT will provide infrastructure to support web meetings. Devices will be distributed to staff and students as needed for remote learning. Families that would like assistance from the district for connectivity issues, please call (716) 992-3616. Schools and districts should provide instruction on using technology and IT support for students, teachers and families and provide professional development for teachers and leaders on designing effective online/remote learning experiences.

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 :Nithin core business hours. If necessary, 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, **ECSD** will ensure that employees are provided with their typical or contracted minimum work hours per week.

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:

- Face Coverings
- 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 for PPE based upon job duties and work location:

    a. Superintendent & Staff, Business Office & Staff, Personnel Office & Staff and Curriculum Office --- PPE needed-Face Coverings
    b. Buildings & Grounds --- PPE needed-Face Coverings, gloves and eye protection
    c. Nurses --- PPE needed-Face Coverings, gloves and gowns
    d. Transportation --- PPE needed-Face Coverings and gloves

2. Procurement of PPE
    a. As specified in the amended law, **ECSD** will provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months
    b. **ECSD** is able to mitigate supply chain disruptions to meet this requirement by using Q Ware Inventory Management Software to track the usage of PPE. This system manages supply quantities and has a reorder threshold to help prevent running out of stock. We have set suppliers that are able to provide us with PPE and also have the ability to use the Erie County trusted vendors list in case of any disruptions.

3. Storage of, access to, and monitoring of PPE stock
    a. PPE is stored in a climate-controlled environment, which will prevent degradation
    b. Employees have immediate access to PPE in the event of an emergency
    c. The supply of PPE is monitored to ensure integrity and to track usage rates using Q Ware Software.

The Director of Facilities will work with the schools to determine inventory needed to support the district based on the numbers of staff and students, and with considerations necessary for essential workers to remain on site. PPE is stored in one location to maintain control of the inventory. Contractors, either independent or affiliated with a contracted firm, are not classified as employees of **ECSO,** and as such are not provided with PPE by **ECSD,** unless required by state and federal law. The contractor is accountable for supplying the appropriate PPE equipment to its workers prior to entering the facilities.

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 a student, staff, visitor 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}, CDC and Public Health guidance for the disease in question will be followed.

8.
    a. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately
    b. The District Superintendent will be notified .
    c. See the section on Cleaning and Disinfection for additional information on this subject
    d. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing

    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.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. identify who, by title/position, in the organization is the decision-maker in these circumstances and who is responsible for ensuring these protocols are followed

C. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:

1. Students, staff, visitors and contractors who exhibit symptoms in the workplace should be immediately separated from other students, staff, visitors and contractors. They should immediately be sent home with a recommendation to contact their physician, in the case of a student

2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.

3. 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.

4. The Schools District Offices must be informed in these circumstances and are responsible for ensuring these protocols are followed

D. 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 closed off.
   a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
   b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
   c. 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, appropriate position or title or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Health Insurance Portability and Accountability Act (HIPAA}.
   b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

4. The Finance Director for Personnel Matters must be notified in these circumstances and are responsible for ensuring these protocols are followed

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow the Center for Disease Control and Prevention (CDC) and the public health recommendations and requirements and

coordinate with our local public health office for additional guidance and support as needed. If it is determined by the New York State Department of Health to do Rapid Testing of individuals, which was used during COVID-19 to detect that virus, we will follow this requirement.

Cleaning and Disinfecting

The Center for Disease Control and Prevention (CDC) provides specific guidance for schools to aid in determining what level of cleaning and/or disinfection is necessary. Our cleaning will include classrooms, restrooms, cafeterias, libraries, playgrounds, busses and other surface areas. The guidance provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

1. We will identify cleaning and disinfection frequency for each facility and area type; and we will maintain logs that include the date, time, and scope of cleaning and disinfection in a facility or area.

2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate for the task.

3. Soiled surfaces will be cleaned with soap and water before being disinfected.

4. Surfaces will be disinfected with products that meet both the US Environmental Protection Agency EPA and the NYS Department of Environmental Conservation (DEC) criteria for use against the virus in question and which are appropriate for that surface.

5. Staff will be trained to follow instructions of cleaning products to ensure safe and effective use of these products.

The above protocols were used during the summer of 2020 in our Reopening Plan to safely reopen schools during the COVID-19 pandemic. This framework will be implemented, if appropriate, during a communicable disease public health emergency that may affect our district.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which **ECSD** is committed to reducing the burden on our employees and contractors. The Families First Coronavirus Response Act, for example, provided requirements related to the COVID-19 pandemic, for example, extended specific paid sick leave to employees. The **ECSD** will comply with any and all current leave requirements and benefits for our employees and contractors in accordance with New York State and federal law.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of **ECSD,** and as such are not provided with paid leave time by **ECSD,** unless required by state and federal law.

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, or off-site visits.

This information may be used by **ECSD,** in association with the Erie County Department of Health (ECDOH) to support contact tracing within the organization and may be shared with local public health officials.

The use of attendance records, timesheets, daily work schedules and time clocks for the maintenance and cleaning staff will document hours and locations to support contacting tracing. The Buildings and Grounds Department is responsible for managing both maintenance and the cleaning staff, along with outside contractors present inside the facilities. Any office and support staff will document their hours, areas of work and visits. The School District Offices will manage this information for contact tracing, in association with the ECDOH.

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. However, emergency housing is not considered to be generally required for school employees as opposed to critical healthcare or public utilities employees.

But, to ensure the health and safety of its staff and the continuity of **Eden Central School District's** essential operations, major tasks and skills needed have been identified. Staff have been cross-trained on some of these tasks and skills so that they can step in for support when needed in the event of the spread of the subject communicable disease in our community and within our staff.

If such a need arises where we need to isolate essential staff, 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 in the area, **Eden Central School District** will coordinate with the supervisor of the Town of Eden to arrange for these housing needs. The Superintendent of the School, or his/her designee, will be responsible for coordinating any housing for essential employees.