WYOMING CENTRAL SCHOOL DISTRICT

DISTRICT WIDE SCHOOL SAFETY & HEALTH EMERGENCY PLAN

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Introduction

Emergencies in schools must be addressed in an expeditious and effective manner. Schools are at risk for acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in schools.

The Wyoming Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going districtwide cooperation and support of Project SAVE.

In addition, emergency/crisis management is a continuous process in which all phases of this plan are being reviewed and revised. Good plans are never finished. They can always be updated based on experience, research, and changing vulnerabilities. With that in mind, the Wyoming Central School District also utilizes the methodology set forth by the United States Department of Education crisis planning model. This model consists of four steps that form a perpetual cycle. These steps are as follows:

Mitigation/Prevention addresses what schools and districts can do to reduce or eliminate risk to life and property.

Preparedness focuses on the process of planning for the worst-case scenario.

Response is devoted to the steps to take during a crisis.

Recovery deals with how to restore the learning and teaching environment after a crisis.

Section 1: General Considerations and Planning Guidelines

A. Purpose

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

B. Identification of Safety Team

Wyoming Central School District-wide School Safety, Emergency Response, and Post Incident Response Teams include but are not limited to the following members required by regulation:

- School safety personnel

- Appropriate school personnel
- Local law enforcement officials
- Representatives of teacher, administrator, and parent organizations
- Representatives from local, regional, and / or state
- Emergency response agencies
- Representatives from the Board of Education
- Medical personnel
- Medical health counselors
- Community members

At the present time the Safety Teams consists of, but not limited to: administrators, resource officer, teachers, administrative assistants, custodial personnel, school medical personnel, counselors and local law enforcement officials. The members of the team and their positions are as follows:

Wyoming Central School District-wide Safety Team

Emily Herman:	Administrator
John Szymkowiak:	School Resource Officer
Meghan Barker:	Director of Student Services
Joelle Stroud:	School Board / Administration
Michele Pearce:	Administrative Assistant
Christina Griffith:	School Secretary
Olivia Lamar:	Elementary Teacher
Tim Anderson:	Custodial
Maria Herman:	Registered Nurse
Mark Bissell:	Transportation

C. Concept of Operations

In the event of an emergency or violent incident, the initial response to all emergencies will be by the Superintendent or Designee.

With authorization from the Superintendent of Schools or Designee, local emergency response personnel (fire/police/EMS) shall be notified. If deemed necessary by the Superintendent of Schools or Designee, activation of the building District-wide Safety 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.

D. Plan Review and Public Comment

Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), a summary of this plan was made available for public comment 30 days prior to its adoption. The District Wide and Building

Level Plans were adopted by the School Board after one public hearing that provided for the participation of school personnel, parent/guardian, students and any other interested parties. These plans must formally be adopted by the Board of Education on an annual basis.

While linked to the District-wide School Safety Plan, Building-Level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Educational Law Section 2801-a.

Full copies of the District-wide School Safety Plan and any amendments are provided to the New York State Education Department. The Building-Level Emergency Response Plan is provided to both the local and State Police within 30 days of adoption.

This plan is reviewed periodically during the year and is maintained by the District-Wide Safety Team. The required annual reviews will be completed on or before **October 1st** of each year.

Each update or change shall be recorded in the following table:

Date of Change	Description of Change	Implemented by
7/2023	Addition- Emergency Remote Instruction Plan	Superintendent/BOE
6/2024	District-Wide Safety Plan review and update	WCS Health and Safety Committee
7/2025	District-Wide Safety Plan review and update	WCS Health and Safety Committee
6/2026	District-Wide Safety Plan review and update	WCS Health and Safety Committee

Section II: Risk Reduction/Prevention and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

- Building Personnel Training
- Trauma informed, developmentally and age-appropriate annual drills and exercises to test components of the safety plan which includes tabletop exercises.
- Annual Multi-hazard training for staff and students
- Emergency drills, seminars and forums may be utilized to accomplish the district's objectives
- Coordination with Local and County Emergency Responders and District Officials

Trauma- informed Training, Drills and Exercises

Three levels of annual multi-hazard school training will be considered in the district's plan:

1. Responder training for members of the Incident Response and Post-incident Response teams was provided.

2. General staff awareness training conducted during Superintendent's Conference Day each year by response agencies (2-hour violence prevention and intervention training; and (staff comes up with topics for the conference days)
3. Student awareness training of emergency response procedures conducted by building staff. Walkthroughs of Lockdown, Sheltering and Evacuation conducted throughout the year.

Each year the District-wide School Safety Team and/or Building-level Teams will consider training for each of the groups listed above.

Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials.

- Each year the District-Wide School Safety Team, in consultation with the Superintendent and local response agencies, will conduct emergency response drills. These drills will include at least tabletop exercises and will include full-scale exercises with the participation of local responders. Appropriate notifications of students, parent, and community stakeholders, will be made dependent upon the type of drill being conducted.
- Evaluations of each drill/exercise will be present to the District-wide School Safety Team in a timely manner following each drill/exercise.

Implementation of School Security

Safety Officers/Hall Monitors

- The District hosts a School Resource Officer (SRO) via a contract with the local village police department. The SRO is in addition to the local police department that drives around the property with unannounced visits into the building.
- All staff is required to enter the halls during pre-school hours, class change time, and after school.

Security Devices

- Surveillance cameras placed on buses
- Photo ID cards issued to staff and badges to visitors
- Visitor IDs screened through the Raptor Sex Offender System
- Video cameras at main entrances along with an entrance buzzer - Sign in and Sign Out logs in the building

Vital Educational Agency Information

Wyoming CSD K-8 Building (one building district)
Number of Staff - 44
Number of Students – 145
Key Contacts: Emily Herman; (585)495-6222 ext. 119

B. <u>Early Detection of Potentially Violent Behaviors</u>

Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents,

The district recognizes that communication is a vital key in the prevention and intervention of violence in schools. As such, the district continues to develop and investigate various strategies regarding violence prevention and intervention. To that end, the district remains or is exploring programs in the following areas:

- Director of Student Services with available office hours for consultation for all students.
- We require all staff to attend a violence prevention and intervention course, which addresses early signs of potentially violent students.
- We send out newsletters and pamphlets to parents/guardians with articles addressing bullying, conflict resolution and other issues. We include contact numbers to address all concerns.

C. Hazard Identification

The Wyoming Central School District has established procedures in the Building-Level Emergency Response Plans for the identification of potential internal and/or external hazards that may be present in them. These procedures have been developed in coordination with local emergency management office personnel, fire department, and law enforcement agencies. They are as follows:

Areas of Potential Emergencies – On Site:
School Building
Playground
Transportation Facility
Athletic Fields

Areas of Potential Emergencies – Off Site:
Railroad Crossings
Flooding of Creek (lower Main Street)

D. Public Health and Medical Emergency Procedures

1. Prevention/Mitigation

The School Nurse, in consultation with the District's Medical Director, will coordinate with the Wyoming County Department of Health and appropriate emergency response agencies to review public health guidance and prepare for medical and communicable disease emergencies.
The School Nurse will oversee first-aid and other school medical supplies. The Head Custodian will order, maintain, and monitor personal protective equipment (PPE) and cleaning supplies in consultation with the School Nurse, consistent with Appendix 4.

Staff will receive applicable infection-control, bloodborne-pathogen, and emergency response training. Designated personnel will maintain CPR/AED certification as identified in the Cardiac Emergency Response Plan (Appendix 3); appropriate first-aid training will be provided based on assigned duties.

2. Response

Staff will promptly notify the School Nurse and administration of a medical or suspected communicable disease emergency. For life-threatening conditions, staff will call 911 and initiate applicable first-aid, CPR/AED, or other emergency procedures within their training.

The School Nurse or designee will arrange appropriate care and separate potentially contagious individuals from others, with supervision and family notification as appropriate. The Superintendent or designee will coordinate with public health officials and emergency services, activate the district response structure as needed, and communicate timely information to families and staff while protecting confidential health information.

The Director of Student Services and designated mental health personnel will provide immediate emotional support and psychological first aid to affected students and staff and coordinate additional crisis services when needed.

3. Recovery

The Director of Student Services and school mental health personnel will arrange follow-up support and, when needed, referrals to Wyoming County Mental Health, the district's Employee Assistance Program, or other appropriate providers. Student attendance, learning, and social-emotional needs, together with staff well-being and operational impacts, will be monitored to identify ongoing support needs. The Head Custodian will coordinate cleaning, disinfection, and safe reoccupation of affected areas in consultation with the School Nurse and applicable public health guidance. Administration will assess any facility or operational impacts, and the District-Wide Safety Team will review the response and recommend improvements.

Section III: Response

Law enforcement officials and/or emergency response personnel (via 911) will be contacted by the Incident Commander, Superintendent or Designee in line with the Building-Level Emergency Response Plans and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible. The district will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies.

A. Notification and Activation (Internal and External Communications)

The following systems can be included as forms of communications

Telephone
District Radio Systems
PA System
ParentSquare Outreach System
Website
Fax / E-mail
Local Media

Upon being notified of an emergency, the Superintendent or Designee will contact law or emergency personnel in accordance with stated response protocol.

In an event of an emergency, the Superintendent or Designee will notify all building occupants to take the appropriate response action.

B. Assignment of Responsibilities

A Chain of Command consistent with the National Incident Management System (NIMS) / Incident Command System (ICS) will be used in response to all emergencies and training exercises.

The Superintendent of the Wyoming Central School District will be responsible for designation of response actions necessary to cope with an emergency.

Superintendent of Schools (Emergency Coordinator Officer)

In the event the Superintendent is not available, the response action designation responsibility shall be delegated as follows:

School Resource Officer followed by the Director of Student Services.

C. Situational Response

Multi-Hazard Response

We have incorporated New York State Education Emergency Response Plan into our plans. It addresses the systems as well as establishes definitions for lockout, lockdown, sheltering and evacuation. Our responses were amended based on these guidelines. These guidelines are confidential and we respectfully will not publish them to the public nor submit them at this time.

***In the event of a pandemic, the District will institute additional/alternative protocols to ensure the safety of its students and staff (i.e. COVID-19 protocols). The District will follow public health guidance and ordinances set forth for the area by the governing Health Departments. Such safety protocols will include, but not be limited to:*

- *Encourage six (6) feet of space between students and staff*
- *Require use of face coverings throughout the event*
- *Have extra face coverings on hand in the event that a person does not have one.*
- *Instruct anyone that does not have a face covering to use their shirt to cover their nose and mouth during the event.*

Bomb Threats

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School. (See Appendix for Bomb Threat Response Form)

Civil Disturbance / Prison Breaks

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School.

Hostage Taking / Kidnappings

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School.

Intrusions

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School.

Suspected student with a weapon

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School.

Shootings

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School.

Suicide Threats

Procedures and Guidelines are included in the Building-level School Safety Plan for Wyoming Central School.

D. <u>Responses to Acts of Violence:</u>

Implied or Direct Threats

The District has enacted procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence.

The purpose of these procedures is to provide mechanisms to assure those threats of violence in a school environment are addressed, whenever possible, before they occur. It is intended to identify credible threats of violence and address those threats and the individual making the threat before the threat is carried out. *NOTE: This procedure is applicable during any school sponsored event or function, whether the event or function be on school property or not.*

The following procedure is separated into several sections in order to reflect those instances where a threatened act of violence may be received by specific individuals. *The threatened act of violence may be on another individual, individuals, or themselves.*

1. Any student, upon receiving information that a person is threatening to commit an act of violence, shall:

    - Assume threat is serious.
    - Immediately report the threat to a parent/guardian, school staff, administrator or law enforcement officer.
    - Be available and cooperative in providing a statement of information, with the understanding that the information source (student) will remain anonymous to the greatest extent possible.

2. Any parent or guardian, upon receiving information that a person is threatening to commit an act of violence, shall:

    - Assume threat is serious.
    - Immediately report the threat to a school staff member, school administrator or law enforcement officer.
    - Be available and cooperative in providing a statement of information, with the understanding that the information source (parent/guardian) will remain anonymous to the greatest extent possible.

3. Any school staff member, upon receiving information that a person is threatening to commit an act of violence, shall:

    - Assume threat is serious.
    - Immediately report the threat to a Superintendent or Designee.
    - Be available and cooperative in providing a statement of information, with the understanding that the information source (the staff member) will remain anonymous to the greatest extent possible.

4. Any school administrator, upon receiving information that a person is threatening to commit an act of violence, shall:

   - Assume threat is serious.
   - Cause the student making the threat, if said student is on campus, to be immediately removed from the classroom and segregated into a secured area pending further investigation.
   - Immediately notify the designated law enforcement officer assigned to the school and provide the officer with complete information regarding the information received.
   - Require the school staff member, if this is the source of the information, to provide immediate written statements regarding the information received.

5. The designated law enforcement officer or administrator, upon receiving information that a person is threatening to commit an act of violence, shall:

   - Assume threat is serious.
   - Immediately conduct an assessment interview of the subject making the threat. The assessment interview will include at least one administrator.

   NOTE: The primary purpose of the interview is to engage in an assessment of the available information, in an attempt to determine the veracity of the threat, in order to decide what level of follow-up action is needed and appropriate.

6. Once the assessment is complete, law enforcement and administrators shall convene privately to discuss the threat and consider options for follow-up action.

   A. If it is agreed the threat is credible:
   - i) The law enforcement officer shall immediately follow standard operating procedures (SOP) as the situation dictates.
   - ii) The school administrator shall take administrative action in accordance with School Board policy.
   - iii) The student's parent/guardian shall be notified in accordance with School Board policy.

   B. If it is agreed that the threat is not credible, the school administrator shall assume responsibility to institute any further action deemed necessary.

E. Acts of Violence

The District recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency.

The Board of Education recognizes the danger that violent acts by students present to the safety and welfare of district students, staff and community. The Board acknowledges the need for an immediate and effective response to a situation involving such an act.

A violent act shall mean an offense against property or involving danger to another person, including oneself.

The Board prohibits any district student from committing violent acts directed at any student, employee, Board member, community member, school building or property.

The Board directs the Superintendent of Schools to react promptly and appropriately to information and knowledge concerning a possible or actual violent act.

The Superintendent of Schools shall be responsible for developing appropriate and necessary administrative regulations to implement these procedures.

Staff members and students shall be responsible for informing the Superintendent regarding any information or knowledge relevant to a possible or actual act.

When an administrator has evidence that a violent act has been committed, the following guidelines shall be applied:

1. The threat level will be determined.
2. If the situation warrants, the immediate area will be isolated and evacuated if deemed appropriate.
3. Administration will be notified.
4. If necessary, **LOCKDOWN** procedure will be initiated and appropriate law enforcement officials will be notified.
5. Situation will be monitored and the appropriate response will be adjusted accordingly. If necessary **EARLY DISMISSAL, SHELTER, or EVACUATE** procedures may be initiated.

F. *Response Protocols*

The person in charge (Superintendent or designee) will decide if the level of the incident classifies it as a “violent incident” (consistent with the definition of such an incident as defined in School-level Safety Plan. If appropriate, the Incident Commander will call 911 or will call/drive to the Wyoming County Sheriff’s Department or Fire Department.

In a crisis involving a violent incident, school staff should call 911 and notify the Incident Commander.

In the event of an emergency, the Superintendent or Designee will serve as Incident Commander. Upon arrival of law enforcement and/or emergency response personnel, the Building Incident Commander will relinquish command to the emergency response personnel.

After relinquishing command, the Superintendent or Designee may be asked to serve in a support role as part of a Unified Incident Command, if established, by the local emergency response agency.

In the event the incident is not classified as a “violent incident” the person in charge will decide if the level of the incident warrants obtaining emergency assistance. If appropriate the Incident Commander will call 911 or directly call the Wyoming County Sheriff’s Department.

In a crisis situation, school staff should call 911 and notify the Incident Commander. Local agencies base a response on “closest response agency” concept to ensure that response to the incident is as timely as possible.

G. District Resources Available for Use in an Emergency

Details of resources found in the Building-level Safety Plans.

Building Resources:
- Full kitchens and large open spaces.

Transportation Resources:
- 7 buses
- 3 vans
- 1 2x wheel drive tractor
- 1 John Deere Gator

Personnel Resources:
- Snow removal individual
- Bus mechanic
- Maintenance mechanic

Other Resources:
- Local Emergency Management Coordinator, emergency generator, portable welder, chain saw, assorted tools

Agencies authorized to request use of resources:
- County Emergency Management Office
- Wyoming County Sheriff’s Office
- Fire Departments
- Red Cross

H. Protective Action Options

School Cancellation:

Superintendent of Schools or designee will announce the closing of school. Communication will be sent to all officials needed to proceed with the cancellation.

Early Dismissal:

1. Preliminary procedures

    a. An annual request is made of parents of PreK-8 students to notify the school district where their child should go in the event that they are not home during school hours. Drivers maintain a list for their information in the event of an emergency.
    b. Drivers will be alerted and substitutes contacted by the Transportations Supervisor as to the possibility of an early or emergency dismissal.
2. Dismissal of Bus Students
    a. The main office will notify the Transportation Supervisor of the decision to take pupils home.
    b. The Transportation Supervisor will notify drivers and required substitutes.
    c. Bus pupils will remain in classroom or other designated areas until buses are spotted.
    d. Personnel will assume regular duties for bus dismissal.
    e. The Transportation Supervisor will remain at their station until all buses have completed their runs and returned. The Transportation Supervisor will notify the main office when all runs have been completed. (Estimated length of longest run is approximately one hour.)
    f. Walking students will be dismissed via an announcement from the main office.

Evacuation (before, during and after school hours, including security during evacuation and evacuation routes):

Procedures and Guidelines are included in the Building-level Safety Plan for Wyoming Central School.

Sheltering sites (internal and external):

Procedures and Guidelines are included in the Building-level Safety Plan for Wyoming Central School.

Section IV: Recovery

A. District Support for Buildings

All of the district's manpower and resources will be available during an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recover will be a district goal.

At the beginning of an incident, the district will start the process of recovery. The district's Incident Command Team will redirect their efforts into meeting the needs of those affected, and returning the educational environment back to normal, as quickly as possible.

The district will activate its counseling services to assist with the mental health needs of students and staff. If additional assistance is required the district will contact the following mental health professionals for additional assistance.

GVEP Employee Assistance Program
Wyoming County Mental Health

After normal business hours call
the Wyoming County Sheriff's Department - (585) 786-8989

Request mental health worker on duty - give the information.

Recognizing that not all teachers would be comfortable speaking to students about death the district will provide:

- A simple script teachers can read to students

- Provide teachers with a daily update on details about planned viewings, funerals and discussion points for what students may or might expect to see and experience at the services

  Currently the Superintendent of Schools or Designee acting as the Incident Commander and the Public Information Officer will provide information to families and students to:

- Dispel rumors about incident and any student/staff involved

- Provide parent/guardian with information on where they can receive status updates without calling the district
  - District web site
  - TV and radio stations

- Provide information on condition of school building and steps being taken to reopen building

- Provide information to parent/guardian on scheduling of classes

- Provide parent/guardian staff, and students with information about counseling services that is available to them and their families

- Provide parent/guardian with handouts on symptoms for depression and other mental health issues that students and family members may experience

Work with the local news media by providing parameters for media contact with students and staff and stipulate a central location where such contacts may take place.

B. <u>Disaster Mental Health Services</u>

The district understands how an emergency can have a major effect on the wellbeing of students, staff and community at large. The district will coordinate resource with County Mental Health Services and the Post-Incident Crisis Response Team. Upon notification of an

emergency, the Superintendent or designee will contact the Director of Student Services, who will coordinate the district's mental health response with the School Psychologist and other available mental health personnel.

Individual counseling and psychological first aid will be provided in the Director of Student Services' office, School Psychologist's office, or another designated private location. These areas will be selected based on safety, accessibility, privacy, and confidentiality.

The Superintendent or designee will assign appropriate staff members to escort affected students, staff, and visitors away from the emergency scene and to designated support areas, ensuring appropriate student supervision.

If additional mental health resources are needed, the district will seek assistance from neighboring school districts and Genesee Valley BOCES. The district will also coordinate with Wyoming County Mental Health and the Post-Incident Crisis Response Team to obtain supplemental crisis intervention and counseling services.

Off-site counseling and follow-up services may be accessed through Wyoming County Mental Health and other appropriate community providers. District employees may access services through the GVEP Employee Assistance Program. After-hours assistance may be requested through the Wyoming County Sheriff's Department at (585) 786-8989.

C. Recovery Review

Besides building security and restoration, the strategies will also include damage assessment, relocation and continuation of the educational process. A Post-Incident Response critique, the notes from the incident command team and lessons learned will be assessed. Plans to mitigate the likelihood of occurrence or impact, if the incident does occur again, will be reviewed. If possible, efforts will be made to improve district facilities resulting in them being more resistant to suffering similar or worse damage.

Appendix 1:

List of all school buildings covered by the District-wide School Safety Plan:

Wyoming Central School
1225 State Route 19
Wyoming, NY 14591
Emily Herman, Superintendent of Schools
(585)495-6222

Wyoming Central School Bus Garage
2 Academy Street
Wyoming, NY 14591
Mark Bissell, Transportation Supervisor
(585)495-6420

Appendix 2:

BOMB THREAT RESPONSE FORM (CHECKLIST)

FILL OUT COMPLETELY, IMMEDIATELY AFTER BOMB THREAT

When is the bomb going to explode? _____

Where is it right now? _____

What does it look like? _____

What kind of bomb is it? _____

What will cause it to explode? _____

Did you place the bomb? _____

Why? _____

What is your address? _____

What is your name? _____

EXACT WORDING OF THREAT: _____

_____

_____

Sex of caller: _____ Race: _____ Age: _____

Number where call was received: _____ Time: _____

Date: _____ Length of call: _____

CALLERS VOICE

☐ Calm	☐ Loud	☐ Nasal	☐ Clearing Throat
☐ Angry	☐ Laughing	☐ Stutter	☐ Deep Breathing
☐ Excited	☐ Crying	☐ Lisp	☐ Cracking Voice
☐ Slow	☐ Normal	☐ Raspy	☐ Disguised
☐ Rapid	☐ Distinct	☐ Deep	☐ Accent
☐ Soft	☐ Slurred	☐ Ragged	☐ Familiar

If voice is familiar, who did it sound like? _____

BACKGROUND SOUNDS

☐ Street Noises	☐ Music	☐ Factory Machinery	☐ Local
☐ Kitchen Sounds	☐ House Noises	☐ Animal Noises	☐ Long Distance
☐ Voices	☐ Motor	☐ Clear	☐ Booth
☐ PA System	☐ Office Machinery	☐ Static	Other _____

THREAT LANGUAGE

☐ Well Spoken (educated)	☐ Foul	☐ Incoherent	☐ Message Read by Threat Maker
	☐ Irrational	☐ Taped	

REMARKS: _____

_____

Report call immediately to: _____

Superintendent of Schools Phone Number

Date: _____ Name: _____

Phone Number: _____ Position: _____

BOMB THREAT FORM

Appendix 3:

CARDIAC EMERGENCY RESPONSE PLAN (CERP) ANNEX

(Sudden Cardiac Arrest Preparedness – Desha's Law Compliance)

Purpose

Wyoming Central School District ("the District") establishes this Cardiac Emergency Response Plan **(CERP)** Annex in accordance with Education Law §2801-a(n), commonly known as **Desha's Law**, and **Public Health Law §917**, requiring all NYS schools to adopt a coordinated, evidence-based response plan for sudden cardiac arrest (SCA).

The purpose of this CERP is to ensure a prompt, organized, and effective response to any suspected SCA on school grounds or during school-sponsored events, including athletics and off-site activities, in order to maximize survival and minimize preventable harm.

This annex serves as the district-wide framework; each building's Building-Level Emergency Response Plan (BLERP) will contain its venue-specific CERP annex with detailed procedures, AED maps, staffing assignments, and drill documentation.

Warning signs or signs of a Sudden Cardiac Arrest (SCA) or similar life-threatening emergency:

- Racing heart, palpitations, or irregular heartbeat
- Dizziness, lightheadedness, or extreme fatigue with exercise
- Chest pain or discomfort with exercise
- Excessive shortness of breath during exercise
- Excessive unexpected fatigue during or after exercise
- History of recurrent fainting or unusual seizures
- Sudden collapse or "passes out"
- Not responsive
- Abnormal breathing
- No pulse

Steps to take in school building, on school grounds, or at athletic events

1. Ensure scene safety

- Survey the area to protect the victim, yourself, and anyone else nearby (e.g., remove victim from water or unstable surface to a stable level surface, cease athletic play, move bystanders from area etc.)

2. Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 or in accordance with district policy and obtain Automatic External Defibrillator (AED)

a. Follow 911 emergency dispatcher's instructions.

b. *Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) certified school personnel and notify administration or designee.

3. CPR by CPR/AED certified school personnel

- Check for breathing - if none or person gasping begin CPR immediately.

4. Defibrillation by CPR/AED certified school personnel

- Use an AED to restore the heart to its normal rhythm.

5. EMS assumes lead upon arrival.

- If a student is the person needing care, school administration or designee should accompany the student to the hospital until the parent/guardian arrives.
- Be prepared to download the school's AED data onto a flash drive to provide to EMS to give to the emergency department's physician.

6. School administration or designee notifies

- Parent/guardian or staff member's emergency contact in accordance with district policy.

7. Document

- In accordance with district policy, document event including observations, all steps taken and by whom, who was notified, and information reported to EMS.

8. Hold a post event debriefing meeting Emergency contact numbers for obtaining help

- Number to call for help in school building: 911
- Number to call for help on school grounds: 911
- Number to call to notify if SCA occurs at offsite location: 911
- Secondary contact number if primary not available: 911

Automated External Defibrillator (AED) Locations

Main Hallway	Outside District Office and Gymnasium	Accessible at all times
Nurses Office		Accessible during school hours

CPR/AED Certified School Personnel

Staff Name	Title	Telephone Number	Location	Availability
Emily Herman	Superintendent	(716)982-1771	Main Building	☑ Before School ☑ After School ☑ School Day ☑ Athletic Events ☑ School Events ☑ Other
Tim Anderson	Supervisor of Buildings & Grounds	(585)322-5375	Main Building	☑ Before School ☐ After School ☑ School Day ☐ Athletic Events ☑ School Events ☑ Other
Meghan Barker	Director of Student Services	(585)599-5180	Main Building	☑ Before School ☑ After School ☑ School Day ☑ Athletic Events ☑ School Events ☑ Other
Maria Herman	School Nurse	(585)233-4121	Main Building	☑ Before School ☑ After School ☑ School Day ☐ Athletic Events ☐ School Events ☐ Other
Travis Fenstermaker	Teacher / Athletic Director	(585)356-3366	Main Building	☑ Before School ☑ After School ☑ School Day ☑ Athletic Events ☐ School Events ☐ Other
Jacob Hayes	Teacher / Coach	(585)472-4592	Main Building - 2nd Floor	☑ Before School ☑ After School ☑ School Day ☑ Athletic Events ☐ School Events ☐ Other
Alycia Yax	Teacher / Coach	(585)322-5375	Main Building - 1st Floor	☑ Before School ☑ After School ☑ School Day ☑ Athletic Events ☐ School Events ☐ Other

Appendix 4:

Health Emergency Plan

This plan has been developed in accordance with NYS legislation S8617B/A10832

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Wyoming Teacher's Association and the Wyoming Support Service 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.

Purpose, Scope, Situation Overview, and Planning 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 that requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. This plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to the Wyoming Central School District. This plan is pertinent to a declared public health emergency in the State of New York

which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

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

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

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tablets, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crock of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or the County Health Official.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public, and our constituency, expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be

impacted due to the public health emergency, causing delays or other disruptions in their services

- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, “essential employee” is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, “non-essential employee” is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Superintendent of Schools of Wyoming Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools.

Upon the determination of implementing this plan, all employees and contractors of the Wyoming Central School District shall be notified by letter, ParentSquare Outreach System or the school’s website, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Wyoming Board of Education, Wyoming Transportation Department, and the Town of Middlebury will be notified of pertinent operational changes by way of email, phone calls, ParentSquare Outreach System or correspondence. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Secretary to the Superintendent will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of Wyoming Central School District, their 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 Schools of the Wyoming Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Medical Oversight and Public Health Coordination

The Wyoming Central School District's Medical Director, Dr. Collins, in collaboration with the School Nurse and Superintendent, will provide medical oversight for the development, review, and implementation of communicable disease prevention and response protocols.

Responsibilities will be assigned as follows:

Medical Director- Dr. Collins: Provides medical guidance regarding communicable disease prevention, infection control, suspected outbreaks, isolation procedures, and return-to-school recommendations. Collaborates with the School Nurse and Superintendent to review and update district health protocols consistent with applicable public health guidance.

School Nurse- Maria Herman, RN: Oversees the daily implementation of communicable disease protocols, monitors student and staff health concerns, and serves as the primary liaison with the Wyoming County Health Department. The School Nurse will promptly report suspected outbreaks, reportable communicable diseases, and unusual medical situations as required.

Superintendent- Emily Herman: Oversees district-wide implementation of public health recommendations, coordinates operational decisions, and ensures appropriate communication with staff, families, and public health agencies.

Reporting and Notification

The School Nurse will contact the Wyoming County Health Department when a suspected outbreak, reportable communicable disease, or unusual medical situation is identified. The School Nurse will consult with the Medical Director and notify the Superintendent as appropriate. Emergency medical services will be contacted immediately when necessary.

Wyoming County Health Department: (585) 786-8890

After-hours public health emergencies: NYSDOH Duty Officer, 1-866-881-2809.

The district will cooperate with public health officials regarding disease investigation, exposure notifications, and recommended preventive measures while maintaining appropriate confidentiality.

Mission Essential Functions

When confronting events that disrupt normal operations, the Wyoming Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Wyoming Central School District

The Wyoming Central School District has identified as critical only those priority functions that are required, or are necessary, to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, or 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

Level 1 identifies the most essential of functions, with Level 4 identifying functions that are essential, but least among them.

The mission essential functions for the Wyoming Central School District have been identified as:

Essential Positions

Per the NYSDOH COVID-19 toolkit guidance that was released October 2020, "school staff are not essential workers." It is important to note that school districts were the only entity throughout New York State without the autonomy to designate which positions were essential and which were not, and that arbitrary decision was contradictory to the May 2020 "Return to Work" Guidance:
https://coronavirus.health.ny.gov/system/files/documents/2020/06/doh_covid19_publicprivateemployeereturntowork_053120.pdf

The Wyoming CSD recognizes the challenges facing governing officials in New York State in balancing the responsibility to uphold students' state constitutional right to a sound basic education with the responsibility to establish good public health policies related to communicable diseases. Unfortunately, neither the hybrid teaching model nor the online learning model provide a sound basic education, and aspects of the pandemic response resulted in increased mental and emotional distress for students. With this in mind, the Wyoming CSD embraces its civic duty and moral responsibly to provide a sound basic education to the fullest extent possible within the parameters of state law and executive orders which are meant to reduce the spread of communicable diseases.

However, **if the State authorizes schools to be open for in-person learning, then schools should have the autonomy to determine what positions and titles are essential and critical for the operation of the workplace**. As a small rural school district, Wyoming CSD does not have adequate access to substitute teachers to sustain proper supervision of in-person learners during circumstances when numerous healthy and asymptomatic employees are forced to be absent due to precautionary quarantines. Additionally, a number of positions and titles are unique, and substitutes for those positions do not even exist. In lieu of the NYSDOH deeming all school staff as non-essential, we are prepared to establish additional measures to reduce the spread of communicable diseases, as outlined in the May guidance and in this plan. **Nonetheless, if the NYSDOH maintains its stance that all school staff are nonessential, the Wyoming CSD will comply** and continue to strive to fulfill its Mission despite that questionable stance.
Per the requirements of section 27-c of the Labor Law, this section lists the positons and titles identified as essential in the event of a state-ordered reduction of in-person workforce, including a description and justification for each. The section is divided into 4 levels, ranging from least disruptive to a sound basic education (Level 1) to most disruptive to a sound basic education (Level 4).

Level 1: In-Person Learning Monday-Friday, with Option for 100% Online Learning, with Essential Positions Working Onsite

Level 2: In-Person Learning Hybrid Model, with Option for 100% Online Learning, with Essential Positions Working Onsite

Level 3: 100% Online Learning for Most Students, with Essential Positions Working Onsite

Level 4: 100% Online Learning for All Students, with Essential Positions Working Offsite

The Wyoming CSD considers all positions to be essential if we are authorized for in-person learning. Certain positions are designated as less essential in the event the entire student body is required to shift to online learning and then depending on whether or not the district requires all essential employees to report to work onsite. Employees in positions and with titles identified as essential who are required to work from home will be provided everything necessary to do so, as described in this plan. Employees in positions and with titles ***not*** identified as essential may experience temporary loss of pay unless legally entitled to leave time.

The chart below identifies which positions are essential and which are not, dependent on the 4 levels.

E	=	Essential to work onsite
M	=	May be essential to work onsite depending on circumstances
NE	=	Not Essential to work onsite unless unique circumstances exist.

Position/Title	**Essential Rating for Work Levels**				**Position Title Description and Justification for Being Essential at Levels 3 & 4**
	1	**2**	**3**	**4**	
Superintendent	**E**	**E**	E	M	Chief School Officer responsible to facilitate and lead all statemandated actions. Some functions of position can be done well offsite and some cannot. No substitute is available to cover all aspects of the role.
Superintendent's Secretary / Data Coordinator	**E**	**E**	E	M	Secretary to the Superintendent; responsible to assist in facilitating and lead all state-mandated actions. Some functions of position can be done well offsite and some cannot. No substitute is available to cover this role. D.C.: This employee manages the input and use of data within the student management system for State Reporting. Many

					tasks can be completed from home, but some are necessary to accomplish onsite. There is no one to substitute for this role.
District Treasurer	**E**	**E**	E	M	Responsible to maintain and repair all buses to DOT Standards. If school is open for in-person learning, then these employees are essential to ensure. Substitute driver are extremely limited and often unavailable. If schools are closed for in-person learning, then bus drivers may not be necessary. Manages all payroll and many HR tracking functions, using onsite and web-based software programs. Some functions of position can be done offsite and some cannot. No substitute is available to cover the role.
Account Clerk	**E**	**E**	E	M	Inputs and manages all requisitioning, ordering, billing, PO tracking, etc. Some functions of position can be done offsite and some cannot. No substitute is available to cover this role.
Director of Student Services	**E**	**E**	M	NE	Responsible to assist the Superintendent in facilitating and leading all state-mandated actions at the building level. Some functions of position can be done well offsite and some cannot. If school is open for in-person learning, then this position is essential to maintain compliance to the emergency protocols. No substitute is available to cover this role. If schools are closed for in-person learning, then this position may not be necessary.
C.S.E. Chair	**E**	**E**	E	M	Responsible to facilitate and lead all state-mandated actions related to Special Education students throughout the district. Some functions of position can be done well offsite and some cannot. No substitute is available to cover all aspects of the role.
School Psychologist	**E**	**E**	E	M	Responsible to assist in facilitating and leading all state mandated actions related to Special Education students throughout the district. Some functions of position can be done well offsite and some cannot. No substitute is available cover this role.
School Secretary / CSE Secretary	**E**	**E**	E	M	Responsible to assist in documenting all state-mandated actions related to Special Education students throughout the district. Some functions of position can be done well offsite and some cannot. No substitute is available cover all aspects of the role. Responsible to assist administration in managing all aspects of the buildings and departments. If schools are closed for in person learning, then some or all of these positions may not be necessary.

School Nurse	**E**	**E**	E	M	Our school nurse is a Registered Nurse (RN) who manages all of the health and wellness issues associated with sick students, and they serve as the primary liaisons between the school and the local DOH School Specialists. Substitute nurses are extremely limited and do not have the same level of knowledge and understanding of state mandates for schools. Substitutes are limited or not available.

K-8 Special Education Teachers and Related Services (5)	**E**	**E**	E	M	In the event all students are required to shift to 100% online learning, special education students are prioritized to continue in-person learning to the fullest extent possible if permitted. Their IEPs are legal documents that must be fulfilled, and the employees that fulfill IEPs are specially certified to do so. Substitutes are limited.
K-5 Classroom Teachers	**E**	**E**	E	NE	Providing a sound basic education necessitates that students meet state requirements. Elementary classroom teachers are highly qualified to teach young students, and substitutes are limited. If a teacher is working from home while the students are in school, then in-school supervision becomes a significant issue. Asymptomatic classroom teachers should be deemed essential if a school district is open for in person learning. If all students are required to learn online, then working from home is more plausible if it becomes necessary. Substitutes are limited.
6-8 Teachers of Mandated Courses	**E**	**E**	E	NE	Providing a sound basic education necessitates that students meet the requirements to graduate. Teachers hold specific certifications and are highly qualified to teach specific courses, and substitutes are limited or non-existent for many subjects. If a teacher is working from home while the students are in school, then in school supervision becomes a significant issue. Asymptomatic teachers of mandated courses should be deemed essential if a school district is open for in person learning. If all students are required to learn online, then working from home is more plausible if it becomes necessary. Substitutes are limited.
Teachers of Non-Mandated Courses, AIS Teachers, PE, Art, Music	**E**	**E**	M	NE	Providing a sound basic education necessitates that students meet the requirements to graduate. Teachers hold specific certifications and are highly qualified to teach specific courses, and substitutes are limited or non-existent for many subjects. If a teacher is working from home while the students are in school, then in school supervision becomes a significant issue. Asymptomatic teachers of non-mandated courses should be deemed essential if a school district is open for in-person learning. If all students are required to learn online, then working from home is more plausible if it becomes necessary, and it is possible that these positions could be reduced or unnecessary depending on the online schedule that is developed. Substitutes are limited.

Teaching Assistants	**E**	**E**	M	NE	TAs meet the needs of numerous IEP mandates for Sp.Ed. students. A number of these positions may be needed if school is closed for in-person learning in order to continue with Sp.Ed. onsite.
Head Custodian	**E**	**E**	E	M	Manages physical operations, maintenance, cleaning and disinfecting practices throughout the district. Uses onsite and web-based software programs to control HVAC system. Some functions of position can be done offsite and some cannot. Substitutes are limited.
Custodians / Cleaners	**E**	**E**	M	M	These employees meet all maintenance needs in given school buildings. They are needed to assist in maintaining operations throughout the District. They are on-call and
					properly trained to clean and disinfect infected areas on the spot. Substitutes are limited.
Senior Automotive Repairman	**E**	**E**	M	NE	Responsible to maintain and repair all buses to DOT Standards. Responsible to facilitate and lead all state-mandated actions for Transportation of all students throughout the district. Some functions of position can be done well offsite and some cannot. If school is open for in person learning, then this position is essential to manage the fleet of buses/bus drivers. If schools are completely closed for in-person learning, then this position may not be necessary. Substitutes are limited or unqualified.
Bus Drivers	**E**	**E**	M	NE	Responsible to transport all students throughout the school district. If school is open for in-person learning, then bus drivers are essential to ensure a sound basic education. Substitute drivers are limited and often unavailable. If schools are closed for in-person learning, then bus drivers may not be necessary.
Cafeteria Manager / Cook	**E**	**E**	M	M	This employee is responsible to prepare and distribute meals to all students whether school is opened or closed for in-person learning. This is a contracted position.
Information Technology: Director & Analyst	**E**	**E**	E	M	Leads, facilitates and manages all aspects of the computerized system throughout the district. These positions become even more essential as more students engage in online learning. Some functions of position can be done offsite and some cannot. These positions are contracted positions.

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 buses.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
    a. Internet capable laptop
    b. Necessary peripherals
    c. Access to VPN and /or secure network drives
    d. Access to software and databases necessary to perform their duties
    e. A solution for telephone communications
        i. Note that phone lines may need to be forwarded to off-site staff

Superintendent or designee will identify staff who will work remotely and the approval of remote work to be done. IT will make sure that each person has a laptop and the secure network in which to work remotely. They also will make sure of VPN for those who require them. Phone lines forwarded to individual will be the responsibility of each individual who is remote.

Work Shifts

Per the requirements of section 27-c of the Labor Law, this section addresses how the Wyoming CSD will reduce overcrowding at worksites, if necessary. Staggering work shifts is generally unnecessary, but would be considered if unique circumstances arise. Otherwise, adjustments to decrease the number or people in each building will be made as follows at each level, pending the directives given by the governing authorities in the event of a public health emergency:

Level 1: All employees will report to work onsite, and parents will have the option to select 100% online Learning for their children. During the COVID-19 pandemic, this measure resulted in approximately a 20% reduction of students onsite. That, coupled with the implementation of numerous other protocols, enabled Wyoming CSD to remain open for in-person learning five days a week for the entire 2020-21 school year, while contributing to the reduction of spread.

Level 2: All employees will report to work onsite, and parents will have the option to select 100% Online Learning for their children. The rest of the student body will participate in a hybrid model, divided into groups that alternate in attending school inperson and online. This measure is projected to reduce the number of people onsite up to 50%.

Level 3: All employees will report to work onsite, and most students will participate in 100% Online Learning. Exceptions will include students with special needs, and those determinations will be decided collaboratively with parent input. Teachers will be

completely separated into their assigned classrooms/workspaces and isolated for the majority of the time. Employees who work together in a given classroom will have ample space to maintain social distance as needed. This measure is projected to reduce the number of people onsite up to 85%.

Level 4: Most employees and all students will engage in work and 100% Online Learning from home. This measure is projected to reduce the number of people onsite up to 97%.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
    a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractors during given work shifts for at least six months.
    b. Public employers must be able to mitigate supply chain disruptions to meet this requirement.
3. Storage of, access to, and monitoring of PPE stock:
    a. PPE must be stored in a manner which will prevent degradation.
    b. Employees and contractors must have immediate access to PPE in the event of an emergency.
    c. The supply of PPE must be monitored to ensure integrity and to track usage rates.

The head custodian/building person will be responsible to order and maintain all PPE for essential workers. He/she will consult with the school nurse to verify the correct PPE for each person. Cleaning supplies will also be maintained and ordered by the head custodian/building person. We will consistently have enough PPE for two months on hand at all times.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

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

A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
   1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
      a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
      b. Superintendent, Secretary to the Superintendent, and/or the Director of Student Services must be notified and they will then ensure that protocols are followed.
      c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
   2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
      a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
      b. IN-person interactions with the subject employee or contractor will be limited as much as possible.
      c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See section on Cleaning and Disinfection for additional information on the subject.
      d. If at any time they exhibit symptoms, refer to item B below.
      e. The Superintendent or designee is the decision maker in the circumstances and is also responsible for ensuring these protocols are followed.

B. If an employee or contractor exhibit symptoms of the communicable disease that is the subject of the public health emergency:
   1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, students, and visitors. They should immediately be sent home with a recommendation to contact their physician.
   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 health care provider.

4. The Wyoming Central School District will require sick employees to provide a negative test result or the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
6. The Superintendent/designee and school nurse must be informed in these circumstances and will ensure these protocols are followed.

C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
   1. Apply the steps identified in item B, above, as applicable.
   2. Areas occupied for prolonged periods of time by the subject employee or contractor will be 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, the superintendent or designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA)
      b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
   4. The school nurse and Superintendent of Schools must be notified in these circumstances and will ensure protocols are followed.

We recognize there may be nuances or complexities associated with potential exposure, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

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

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
   a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.

    b. The Head Custodian/ building person is responsible for cleaning common areas, and the frequency of such.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water with a disinfectant.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Wyoming Central School District is committed to reducing the burden on our employees and contractors. The Families First Coronavirus Response Act provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulations, as applicable.

It is our policy that employees of the Wyoming Central School District will follow the New York State Law that applies when there is a specific, government-ordered quarantine. These orders result from: testing positive, being a close contact, or in some cases when there is travel (school requested an employee to travel). If travel is voluntary, then the law will not apply and the circumstance may necessitate deductions from accrual or days without pay.

- In order to access the benefit, an employee (not a family member) must be under a government or medical professional's ordered quarantine.
- We will still complete a daily screening form.
- If the employee is displaying symptoms, then the employee is not to report to work. They will contact the school nurse. The school will request testing from the DOH. If found positive, then the NYS provision will apply. If found negative, the NYS provision will not apply and the appropriate accrual time will be charged.

NYSPLA: The NYS Leave Act covers pay for at least fourteen (14) calendar days, for DOH mandatory quarantines, for the individual only. The NYS Leave Provision:

- Does not cover pay when a child is quarantined.
- Does not cover "loss of child care"/school closure situations.
- Does not cover quarantines/isolations for anyone who does not adhere to the travel advisory.

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 the Wyoming Central School District, and as such are not provided with paid leave time by the Wyoming Central School District, unless required by 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, off-site visits. This information may be used by the Wyoming Central School District to support contact tracing within the organization and may be shared with local public health officials.

Each employee will sign in and out with allocated time and location via time cards, hand written timesheets with signatures or emails. These logs will be done on a daily basis and may be used for contact tracing if needed. The superintendent's secretary will maintain logs as needed.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Wyoming Central School District essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Wyoming Central School District will coordinate with the Wyoming County Health Department to help identify and arrange for these housing needs. The Superintendent or designee will be responsible to coordinate the housing needs.

Appendix 5:

Emergency Remote Instruction Plan

Learning Materials and Content

- Paper textbooks, and other content (books, magazines, etc.)
- Digital copies of textbooks
- Digital content and activities provided by the district, either free or subscription-based
- Online learning courses or course content modules

Communication Tools

- Telephone and/or video calling
- Email
- Video Conferencing
- Social Media
- Website

All news, information and resources will be posted to the District's webpage (https://www.wyomingcsd.org), ParentSquare portal (https://www.parentsquare.com/schools/17196/feeds), and Facebook page (https://www.facebook.com/wyomingcsd). Parents/guardians will receive automatic calls from the ParentSquare system reminding them to access the aforementioned resources for up-todate news, information and resources. The District will inform parents/guardians it will provide paper correspondence upon request. The District will allow parents/guardians to retrieve their students' materials at secure locations. The District will deliver instructional materials to students who are unable to travel to the District's secure locations.

Parents/guardians may request access to their students' established Google Classrooms to view classwork and assignments.

The District will coordinate translation of District communications for non-English speaking families.

Teacher/Student Interface

- Teacher office hours, virtually (online) via video conferencing and/or chat, and/or phone
- Scheduled teacher/student(s) check-ins, virtual (online) and/or via phone
- Asynchronous communication, feedback, and support via email

Student interactions/engagement are tracked using the following methods:

- Call logs with parents/guardians and students.
- Email correspondence.
- Google Classroom assignment completion.
- Google Hangout participation.

- Clever application log-in. This allows the District to track students' progress in: iReady (Math and ELA).

Classroom teachers, and the Director of Student Services are responsible for identifying students who are not participating. Interventions are scaffolded as follows:

- Google Hangout/Meet to establish face-to-face contact.
- Phone call to parent/guardian.
- Email to student and parent/guardian.
- Home visitation (Exercising social distancing protocols)

When contact is established, a plan will be developed to overcome any learning barriers. If students cannot access virtual instruction, hard-copy materials will be delivered to households and collected when assignments are completed.

Instruction

- Hard copy (paper) instructional materials provided to students
- Instructional materials provided vis technology, such as posted on a teacher website or available through an LMS
- Individual or small group synchronous instruction facilitated using technologies such as telephone or video conferencing
- Large-group or whole class synchronous instruction facilitated using technologies such as telephone or video conferencing
- Recorded instruction disseminated through technology, including via podcast, dedicated website, or Learning Management System, scheduled or on demand television, DVD/CD

The District has directed parents/guardians to contact the District's Director of Technology, Matthew Hollister (mhollister@wyomingcsd.org), for technical support. The District has developed a wireless internet solution in its parking lot. Parents/guardians may drive into the lot, park, and students may access the wireless network using District devices while adhering to social distancing protocols. The District has (and will) communicate additional locations where parents/guardians and students may access wireless internet signals at no cost.

Parents/guardians and students, who cannot access the aforementioned wireless internet solutions, will be directed to contact their teacher(s), Director of Student Services or Superintendent of Schools. If parents/guardians and students are experiencing barriers to access virtual learning materials, hard-copy materials will be provided by the District.

Technology Access

Student Devices

The District provides all students with a computing device.

Teacher Devices

The District provides all teachers with a computing device.

Student Home Access

Not all students have high-speed internet access at home.

The District has directed parents/guardians to contact the District's Director of Technology—Matthew Hollister (mhollister@wyomingcsd.org)- for technical support. The District has developed a wireless internet solution in its parking lot. Parents/guardians may drive into the lot, park, and students may access the wireless network using District devices while adhering to social distancing protocols. The District has communicated additional locations where parents/guardians and students may access wireless internet signals at no cost.

Teacher Home Access

Not all teachers have high-speed internet access at home.

The District has directed teachers and related service providers to contact the District's Director of Technology—Matthew Hollister (mhollister@wyomingcsd.org)–for technical support. The District has developed a wireless internet solution in its school parking lot. Teachers and related service providers may drive in to the lot, park, and access the wireless network using District devices while adhering to social distancing protocols. The District has (and will) communicate additional locations where teachers and related service providers may access wireless internet signals at no cost.

The Wyoming Central School District's plan addresses continuity of learning for IEP, ELL, Homeless and Alternative Placed students in the following ways:

- **IEP** - Students will receive instructional and social emotional support to the greatest extent possible as prescribed by their IEPs. Students in self-contained special education settings will receive direct instruction through Google Hangouts from their special education teachers, and instructional support from the support staff members in their respective classrooms. Consultant teachers will actively engage in Google Hangout lessons with the general education classrooms to which they are assigned. Special education teachers have established Google Classrooms to provide additional instruction and resource rooms for their students. Related service providers will be providing services to students on their caseloads.
- **ELL** – If, students are receiving instruction from the District's ELL teacher, the instructor will establish Google Classrooms for students to provide direct instruction through Google Hangouts.
- **Homeless** - The District's Homeless Liaison will track the students currently identified as homeless. These students will receive the same instruction as their peers.
- **Out-of-District Placed Students** - The District has constructed social-emotional surveys, for parents/guardians and/or students to complete if they have any concerns. Surveys may be accessed on the District's website.

The District's Director of Student Services and District Psychologist conduct individual and group counseling sessions using Google Hangout. The District is in direct contact with local law enforcement agencies to discern any issues related to families or domestic violence. The District

is in direct contact with Wyoming County agencies to follow-up on any family concerns or domestic violence reports.

Access to High-Speed Internet

The District will conduct annual surveys of its students and staff to discern access to high-speed internet in the event remote learning must be implemented.