

**Oppenheim-Ephratah-St. Johnsville School District Wide School Safety Plan**

**PROJECT SAVE**  
(Safe Schools Against Violence in Education)  
Oppenheim-Ephratah-St. Johnsville School District  
DISTRICT – WIDE  
**SCHOOL SAFETY PLAN**  
Commissioner's Regulation 155.17  
  
Updated July 2022

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## **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school 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 plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of 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 each school district and its schools.

The Oppenheim-Ephratah-St. Johnsville (OESJ) School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

The OESJ School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the OESJ School District Board of Education, the Superintendent of the OESJ School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan. The district wide plan was updated as of July 2022.

### **B. Identification of School Teams**

As per Commissioner's Regulation, Section 155.17 (c)(13), the OESJ School District-Wide Safety Team is comprised of representatives of the teachers, administrators, school safety personnel, other school personnel, and local law enforcement. The district's Chief Emergency Officer is the school superintendent, Adam Heroth.

### **C. Concept of Operations**

1. The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plans for the school building. This District-Wide School Safety Plan will guide the development and implementation of Building Level Safety Plans.
2. This Plan has been developed using the New York State Education Guidance Document.
3. In the event of an emergency or violent incident, the initial response to all emergencies will be by the School Emergency Response Team.
4. Upon activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, when appropriate, local emergency officials will also be notified.
5. County and State resources through existing protocols may supplement emergency response actions, including post-incident responses.

### **D. Plan Review and Public Comment**

- This plan has been reviewed as of July 2022.
- The district-wide and building-level plan was adopted by the School Board in 2001 after a public hearing that provided for the participation of school personnel, parents, students and any other interested parties. The plan must be

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formally adopted by the Board of Education. A public hearing will be held on August \_\_\_\_, 2022 to approve the school district safety plan.

- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.
- This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review occurred in July 2022. Building-level Emergency Response Plans will be supplied to local police, the Sheriff's department and the State Police within 30 days of the update.
- While linked to the District-Wide School Safety Plan, Building-Level Safety 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 Education Law Section 2801-a.

## **Section II: Risk Reduction/Prevention and Intervention Strategies**

### **A. Prevention/Intervention Strategies**

#### **Program Initiatives**

- Character Education Program
  - Assemblies to discuss pertinent issues
  - Agency consultation provided in schools
  - Dignity for All Students Act policy
  - Code of Conduct policy
1. Information will be available to parents/guardians on how to identify potentially violent behaviors.
  2. If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel to determine the next step.
  3. An interpersonal violence prevention education package will be taught as appropriate.
  4. The OESJ School District recognizes that communication is a vital key in the prevention and intervention of violence in schools; the District will continue to explore programs based on need.
  5. The District's referral process is utilized for the reporting of potentially violent incidents and following the District's Code of Conduct.
  6. Additionally, counselors are available in every school for students to share information where the source can be confidential.

#### **Training, Drills, and Exercises**

Three levels of annual multi-hazard school training will be considered in this plan for the upcoming school year:

- Required Drills to be held throughout the school year (8 evacuation, 4 lockdown drills);
  - general staff awareness training conducted during by BOCES HSRM staff, SRO or other emergency services staff and:
  - general student awareness training of emergency response procedures conducted by building staff (i.e. fire drills, lockdown drills)
1. Each year the District-Wide School Safety Team and/or Building-Level Teams will consider appropriate training for each of the groups listed above.

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- Lockout and Lockdown drills are conducted throughout the school year, also, an evacuation drill is done at least once a year
- A table-top exercise with response staff to discuss emergency procedures will be conducted once a year
- After each drill we have a building level meeting to discuss the drill and make changes if necessary

### **Implementation of School Security**

#### **Safety Response**

School staff is trained to be vigilant pertaining to threats against students and staff (i.e. bullying). The district continues to promote a culture of respect for the students and staff through the Dignity for All Students Act.

#### **Security Devices**

- Surveillance cameras placed on buses and also various locations in both buildings and bus garage..
- Photo ID cards are issued to staff and badges to visitors, plus a sign in and sign out log. Visitors are required to wear a "Visitor" tag.
- Swipe card system used for all staff.
- All outside doors to remain locked, but will be accessible as an exit.
- Buzzer system with camera at each main entrance.
- Raptor visitor management system used.
- School Resource Officers at both buildings.
- District is looking into adding panic devices in main offices in each building.

#### **Vital Educational Agency Information**

Each Building-Level Safety Plan will include the following information:

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials.

The Building-Level School Safety Teams will ensure that this information is accurate and will be updated routinely.

#### **B. Early Detection of Potentially Violent Behavior**

1. Paying attention to early warning signs can help prevent or minimize violence to self and others. Certain emotional and behavioral signs, when viewed in context, can signal a troubled student. Teachers are trained to recognize the signs that can be used to signal a

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student who may need help. The more signs a student exhibits the more likely it is that he or she may need intervention. Early warning signs include, but not limited to:

- Depressed mood or chronic crying
  - Decline in school performance
  - Verbal expressions about one's own death
  - Giving away important personal possessions
  - Use of alcohol or drugs
  - Sudden lifting of severe depression
  - Recent withdrawal from therapy or psychological counseling
  - Purchase of knives, guns, or ropes
  - Verbal or written communications which appear to be saying "good-bye"
  - Feelings of guilt
  - Violent, aggressive behavior
  - Exaggerated mood swings
  - Running away
  - Talking about revenge or getting even with parents
  - Confusion and despair resulting from sudden death or suicide of a peer
  - Any sudden obvious changes in behavior
  - Eating disorders - changes in eating habits
  - Sleeping disorders - insomnia or excessive sleeping
  - Low energy level, constant fatigue
  - Decreased productivity or effectiveness
  - Pessimism about the future or brooding about the past
  - Loss of interest in formerly pleasurable activity
  - Inability to show pleasure
  - Reactions that seem inappropriate to the situation
  - Statements of inadequacy or low self-esteem
  - Social withdrawal - pulls away from friends
  - Irritability or excessive anger (which may be directed towards parents, caretakers, or siblings), rebelliousness, and belligerence
  - Neglect of personal appearance
  - Physical complaints
  - Preoccupation with illness, death, or catastrophic events
  - Decreased attention, concentration, or ability to think clearly
2. If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel to determine the next step.
  3. The Superintendent of Schools will set specific times for the building principal(s), in conjunction with the District Professional Development Committee, to organize activities of particular concern as needed.

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**C. Hazard Identification**

The District has established procedures in the Building-Level Safety Plans for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department, and law enforcement agencies, and the use of a Risk Probability Checklist.

<i>Location of Potential Sites</i>	<i>Internal or External Hazard</i>
<b>State Hwy 5 and 29</b>	<b>External</b>
<b>School Heating System</b>	<b>Internal</b>
<b>School Bus</b>	<b>External</b>
<b>Athletic Fields</b>	<b>External</b>
<b>Field Trips</b>	<b>External</b>
<b>NYS Thruway</b>	<b>External</b>
<b>Railroad</b>	<b>External</b>

**Hazard Assessment (some external hazards are county wide)**

Type	Predictability	Approx. Frequency	Warning Time	Seriousness	Possible Responses
<b>Intruder</b>	1	5	1	2	4,5
<b>Bomb Threat</b>	1	5	1	5	1,3
<b>Hazmat</b>	1	2	1	4	1,3
<b>High Winds</b>	3	2	2	5	1,3
<b>Bus Accident</b>	1	5	1	3	2
<b>Winter Storm</b>	5	1	4	5	1,3

Predictability: 1) unpredictable through 5) very predictable  
 Frequency: 1) more than once/year; 2) annually; 3) every 2-3 years; 4) every 5-10 years; 5) rarely  
 Warning Time: 1) none; 2) minutes; 3) hours; 4) days; 5) exact likely dates known  
 Seriousness: 1) disaster (entire community w/casualties); 2) disaster (entire school w/casualties); 3) emergency (affects one or more individuals w/casualties); 4) emergency (entire community no casualties); 5) emergency (entire school no casualties)  
 Possible Responses: 1) Shelter-in-Place; 2) Hold-in-Place; 3) Evacuation; 4) Lockout; 5) Lockdown



## **Section III: Response**

### **A. Notification and Activation**

Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident.

- The person in charge (Incident Commander) 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 the district’s Code of Conduct). If appropriate, the Incident Commander will call 911.
- In a crisis situation involving a violent incident, school staff should call 911 and notify the Incident Commander.

Procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal

- Parents/Guardians will be contacted via telephone, school website and/or the all call system-automatically by the school district. In some cases, the public/parents may also be notified via media outlets.

### **B. Situational Responses**

#### **Response Protocols**

The district uses emergency information folders in each room for important directional information when a response action is needed. The Building-Level Safety Plans include identification of specific procedures for each action depending upon the emergency.

We have incorporated response protocols defined by the state education department. It establishes definitions of lockout, lockdown, sheltering, hold-in-place and evacuation. Our responses are based upon these guidelines and are included in the Building Level School Safety Plan.

#### **Responses to Acts of Violence: Implied or Direct Threats/Acts of Violence**

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community, as well as the range of disciplinary action to be used when responding to threats or acts of violence.

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### **Bomb Threats**

Procedures and Guidelines are included in the Building-Level School Safety Plans for the OESJ School District. We use the NYS Police guidelines to bomb threats as protocol.

### **Hostage Taking**

Procedures and Guidelines are included in the Building-Level School Safety Plans for the OESJ School District.

### **Intrusions**

Procedures and Guidelines are included in the Building-Level School Safety Plans for the OESJ School District.

### **Kidnapping**

Procedures and Guidelines are included in the Building-Level School Safety Plans for the OESJ School District.

### **Pandemic**

Procedures and Guidelines are included in the Building-Level School Safety Plans for the OESJ School District. **See Appendix 7 for the OESJ CSD Pandemic Plan.**

### **Arrangements for Obtaining Emergency Assistance from Local Government**

Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are included in the Building Level Response Plan for OESJ School District.

- The person in charge (Incident Commander) 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 the district’s Code of Conduct). If appropriate, the Incident Commander will call 911.
- In a crisis situation involving a violent incident, school staff should call 911 and notify the Incident Commander.

### **Arrangements for Obtaining Advice and Assistance from Local Government Officials**

Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law.

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- The person in charge (Incident Commander) will decide if the level of the incident warrants obtaining emergency assistance. If appropriate, the Incident Commander will call 911
- In a crisis situation, school staff should call 911 and notify the Incident Commander

**District Resources Available for Use in an Emergency**

Building Resources	kitchen and serving areas
Transportation Resources	School buses, school vans, and maintenance vehicles
Personnel Resources	Staff with CPR/FA training, bus drivers
Other Resources	AEDs, Portable Fire Extinguishers

**Agencies authorized to Request Use of Resources:**

<b>Agency</b>
County Emergency Management Office
NYS Police
St. Johnsville Police Dept.
St. Johnsville Fire Dept.
Oppenheim Vol. Fire Dept.
Fulton County Sheriff’s Office
American Red Cross
Montgomery County Sheriff’s Office
Village/Town Government

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### 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 K-12 students to notify the school district where their child should go in the event that they are not home during school hours. Drivers will be alerted and substitutes contacted by the Transportation Office as to the possibility of an early or emergency dismissal.
- 2) Dismissal of Bus Students :
  - a) The main office will notify the Transportation Office of the decision to take pupils home
  - b) The Transportation Office 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 Office will remain at his station until all buses have completed their runs and returned. The Transportation Office will notify the main office when all runs have been completed.
- 3) All students are transported by bus or picked up by parent/guardian for an early dismissal

#### **Evacuation (before, during and after school hours)**

Procedures and guidelines are included in the building-level school safety plans for an evacuation.

#### **Sheltering Sites (internal and external)**

Procedures and guidelines are included in the building-level school safety plans for the OESJ School District for sheltering sites.

## **Section IV: Recovery**

### **District Support for Building**

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.

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.

### **Disaster Mental Health Services**

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

### **VISITORS ON CAMPUS**

Only essential visitors, approved by OESJ CSD, will be allowed on school campuses. and their access to our school buildings may be limited. Parents/guardians will report to the front office and not go beyond unless it is for the safety or well-being of their child.

### **SCHOOL SAFETY DRILLS**

The OESJ CSD will conduct fire (evacuation) drills and lockdown drills as required by education law and regulation and the fire code without exceptions. Embedded programs will participate in home school drills as required. Drills will be conducted to prepare students to respond in emergencies.

## APPENDICES

### Appendix 1: Listing of all school buildings covered by the district-wide school safety plan

<i>Building</i>
<b>OESJ Jr./Sr. High School</b>
44 Center St.
St. Johnsville, NY 13452
<b>OESJ Elementary School</b>
6486 State Hwy 29
St. Johnsville, NY 13452

### Appendix 2: Policies and procedures for working with the Media

#### Information

- Media interaction may be handled by: **Superintendent or Designee**
- A law enforcement / emergency response agency PIO; or
- Jointly, by both PIO's listed above

#### Public Information Officer Information

- Incident Commander and PIO functions may be handled by two different persons.
- The School District PIO may work under, over or in cooperation with law enforcement and emergency response agency PIO's.
- The PIO should set forth clear media guidelines and communicate these guidelines to the media in writing
- The PIO should use a press release template for both a news conference script and/or a written press release.
- The PIO should receive information and forms from the Incident Commander and other key function personnel on a regular basis throughout the emergency event

#### Student/Parent/Guardian Information

- Students, Parents and Guardians should be mindful of the situation during an emergency event when approached by the media for an interview. Safety and security issues may be comprised

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- Students should not communicate with the media via cell phone or other type of communication when on campus during any type of emergency situation.

### **Appendix 3: Student Release in an Emergency**

Students will be released only to parents and persons identified on the School District Emergency Card, you may be asked to provide proof of identification upon arrival in order for the school to release the student(s). During an extreme emergency, students will be released at designated reunion location(s). Parents should be patient and understanding with the student release process.

### **Appendix 4: Emergency Contact information form**

Located within each Main Office

### **Appendix 5:**

Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel, and visitors to the school:

- Corporal Punishment
- Alcohol and Other Substances
- Child Abuse and Maltreatment
- Drug Free Workplace
- Firearms in School
- Policy for Maintenance of Public Order on School Property
- Code of Conduct
- Sexual Harassment
- Student Management Policy
- Title IX/504/Civil Rights

### **Appendix 6: MOA with Village of St. Johnsville for School Resource Officers**

#### **INTERMUNICIPAL AGREEMENT**

This agreement is made as of August 19, 2020 between the Oppenheim-Ephratah-Saint Johnsville Central School District, with district offices in Saint Johnsville, New York (hereinafter “OESJCSD”) and the Village of Saint Johnsville, a municipal corporation of the State of New York, with offices at St. Johnsville, New York (hereinafter the “Village”).

WITNESSETH:

WHEREAS, municipal corporations are authorized, pursuant to both Article 9 (1) of the State Constitution and Article 5-G of the General Municipal Law to enter into intergovernmental agreements; and

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WHEREAS, Article 5-G of the General Municipal Law specifically authorizes and encourages municipal corporations to enter into agreements with each other in order to provide cooperatively, jointly, or by contract any facility, service, activity, or undertaking which each participating municipal corporation has the power to provide separately; and

WHEREAS, the Village has services which the OESJCSD is desirous of using; and

WHEREAS, the respective governing boards of the OESJCSD and the Village have determined that it is in their mutual best interests to enter into this agreement for the placement of a School Resource Officer (SRO) at the OESJCSD Elementary School campus located at: 6486 State Highway 29, Saint Johnsville, NY and the OESJCSD High School campus located at: 44 Center Street, Saint Johnsville, NY;

NOW, THEREFORE, in furtherance of their mutual interests and in consideration of the mutual covenants and agreements herein contained, and compliance with the terms and conditions specified herein, the OESJCSD and the Village hereby agree to the following:

1. The Village agrees to provide the OESJCSD with two armed, certified police officers to serve as School Resource Officers at the OESJ High School and Elementary School campuses for the 2020-2021 school year to maintain a safe campus environment that is conducive to learning, to create a relationship based upon cooperation and mutual support between law enforcement and OESJCSD officials, to improve relationships between law enforcement, OESJCSD, community and youth of the OESJCSD, to serve as consultants to OESJCSD staff, parents and youth on safety matters and other matters which will provide a better environment for the students and teachers to pursue their respective tasks, and to serve as a role model to students:

a. The SRO's shall be subject to the administration, supervision and control of the Village of Saint Johnsville Police Department at all times and subject to the OESJCSD's policies and procedures when performing functions at the OESJCSD, unless otherwise provided in this agreement.

b. The officers assigned as the SRO's will be selected by the Chief of Police based upon the Police Chief's judgement and discretion, taking into consideration among other criteria the officer's training, qualifications, experience, interest in the position and the officer's ability to effectuate the goals and objectives set forth in paragraph 1.

c. The OESJCSD shall have the right to request the removal of any SRO and have an armed certified officer substituted in his or her place by communicating such request to the Chief of Police at any time during the school year, which request will not be unreasonably denied.

d. The Village agrees to provide and pay the SRO's salary and employment benefits in accordance with the applicable collective bargaining agreement. The Village of Saint Johnsville will submit a statement of hours worked by each officer in monthly increments, consisting of the first day of each month through the last day of each month, and payable after such costs have



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been audited by the OESJCSD Claims Auditor, within 30 days of receipt of the bill from the Village.

e. The SRO's shall report for regular duty on each day school is in session. Regular duty shall consist of seven and one-half (7.5) hours per day unless otherwise requested by the school principal, superintendent, or Chief of Police. When school is not in session for scheduled recesses (vacations, holidays, etc.) the SRO's are not required to report for duty unless otherwise requested by the OESJCSD administration. The OESJCSD will not be billed for these instances unless the SRO's are requested to report for duty at their respective school campuses.

f. The SRO's shall report to the Main Office at the start of each work day and shall sign-in on a log provided by the OESJCSD. The SRO shall sign-out at the end of each work day using the same log.

g. It is understood the OESJCSD will be responsible for any overtime pay earned by the officer serving as an SRO in connection with his or her duties as SRO. This may include attending school functions (sporting events, special events, open house, etc.) as requested by OESJCSD administrators. Any court appearance resulting from a violation or crime that has occurred on the campuses of the OESJCSD will be compensated under the SRO program. All other court appearances will be compensated by the Village of Saint Johnsville Police Department. (i.e., violation or crime reported to SRO but did not occur on school campuses) All efforts will be taken by the OESJCSD building principals and school superintendent to minimize overtime expenses by modifying the work day hours of the SRO as needed. The overtime rate will be calculated at time and one-half of the SRO's hourly rate and will be payable when the SRO is required to work beyond forty-hours in one pay period.

h. In the event an SRO is absent from work, the SRO shall notify both the Chief of Police and the principal of the school to which the SRO is assigned. The Chief of Police shall make every possible effort to fill the position during the absence of the SRO.

i. It is understood and agreed upon that should an SRO be absent the STJPD duty officer will make two walk-throughs of the High School and in the event the elementary school SRO is absent the High School SRO will make arrangements to handle at least two walk-throughs of the elementary school or solicit the assistance of the NYSP or FCSO for same.

j. In the event of an emergency the SRO's may be ordered by the Saint Johnsville Police Department to leave school grounds during the normal duty hours as described above to perform other services for the police department. In such instances, the time spent away by the SRO's from school grounds will not be billed to the OESJCSD.

k. The SRO's shall report each duty day in the prescribed uniform of the Saint Johnsville Police Department.

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- l. The OESJCSD shall provide the SRO's with the usual and customary office supplies and forms required in performance of their duties. In addition, the SRO's shall be provided with a private office within the school that is accessible by the students. The SRO's shall be provided by the OESJCSD a desk, chair, computer, communication device and access to a private fax machine for confidential intelligence sharing with other police department personnel.
- m. It is agreed the SRO's shall not transport students in their vehicles except when the students are victims of a crime, under arrest, or some other emergency circumstance exists. If circumstances other than an arrest require the SRO to transport a student, then a school administrator shall accompany the officer and the student in the vehicle. Students shall not be transported to any location unless it is determined that the student's parent, guardian or custodian is at the destination to which the student is being transported. The SRO's will not transport students in their personal vehicles. The SRO's shall notify the building principal before removing a student from the school grounds.
- n. It is understood and agreed upon that the SRO's shall have the following qualifications:
  - (i) The SRO's shall be a NYS Certified Police Officer as required under the New York State General Municipal Law with a minimum of two (2) years of law enforcement experience;
  - (ii) The SRO's shall possess sufficient knowledge of applicable Federal, State and County laws and Village ordinances as well as the OESJCSD Board's policies and regulations;
  - (iii) The SRO's shall possess an even temperament and set a good example for students;
  - (iv) The SRO shall possess good communication skills, to enable the SRO to function effectively within the school environment.
- o. The duties of the SRO's shall be those described on Attachment "A" to this Agreement.
- p. The Village shall provide the appropriate in-service training for the SRO's, to enable the SRO's to function efficiently. The OESJCSD may also provide training in OESJCSD policies, regulations and procedures, or additional training in other matters related to students and their safety.
- q. At the request of the OESJCSD the SRO's may attend a SRO certification training and the expenses related to the training (training tuition, overnight accommodations, meals, travel, wages) will be the responsibility of the OESJCSD. Reimbursement for reasonable conference travel expenses will be in accordance with the OppenheimEphratah-St. Johnsville Board Policy #6161 which are modeled after the United States General Services Administration per diem rates. If arrangements are made by the Chief of Police at the request of the OESJCSD the Village will bill the aforementioned costs at the end of the month the costs were incurred. All efforts will be made by the Village of Saint Johnsville and OESJCSD to minimize costs related to conference attendance and only those expenses accompanied by a receipt will be reimbursed after the training/conference.

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r. School Officials shall allow SRO's to inspect and copy any public records maintained by the school as permitted by law. If some information in a student's cumulative record is needed in an emergency to protect the health or safety of the student or other individuals, school officials may disclose to the SRO's that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety. If confidential information is needed but no emergency situation exists, the information may be released only upon the issuance of a search warrant or subpoena to produce the records, or as may otherwise comply with the Family Education Rights and Privacy Act (FERPA). For purposes of FERPA, the OESJCSD hereby designates records kept and maintained by the SRO's as records of a law enforcement unit.

2. The OESJCSD and the Village shall each procure and maintain at their own cost and expense, during the term of this Agreement, comprehensive general liability insurance to the effect that both parties are insured against any liability in connection with the services provided under this Agreement.

3. Neither the OESJCSD nor the Village may assign this Agreement.

4. This Agreement shall remain in effect for the period of September 1, 2020 through June 30, 2021, and may be renewed upon mutual agreement of the OESJCSD and the Village. The OESJCSD and the Village may also terminate this Agreement upon at least 30 days written notice to the other party. Any notice will be sent by certified mail, return receipt requested, by personal delivery or overnight services.

5. This Agreement may only be modified, amended or terminated by an instrument in writing, duly executed and acknowledged by the authorized representative of each party, after approval by the governing body of each party.

6. In the event a dispute arises as to the responsibilities of the parties under the terms of this Agreement or as to the performance or nonperformance of the parties of the terms, conditions and covenants of this Agreement, the parties' sole remedy shall be upon application to a court of competent jurisdiction in Fulton County, New York.

7. If any provision of this Agreement is deemed to be invalid or inoperative for any reason, that part shall be deemed modified to the extent necessary to make it valid or operative, or if it cannot be so modified, then severed and the remainder of the contract shall continue in full force and effect as in the contract had been signed or filed with the designated filing agent with the invalid portion so modified or eliminated.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed the day and year first written above.

OESJCSD

BY: \_\_\_\_\_

BOARD PRESIDENT

**Oppenheim-Ephratah-St. Johnsville School District Wide School Safety Plan**

VILLAGE OF SAINT JOHNSVILLE

BY: \_\_\_\_\_  
MAYOR

ATTACHMENT "A"

SRO Job Duties

Purpose of Position:

The SRO serves as a resource throughout the school system and will be required to perform the functions of educator, counselor, and law enforcement officer while becoming an integral member of the school community. The SRO serves as the responsible person in school building to provide for the safety and welfare of students and school personnel under the direction of the Principal, and/or his/her designee. The SRO position involves the responsibility for maintaining order within the school and on school property. This is to be done through proactive prevention and diversion programs, as well providing expertise and guidance in the area of school safety and security.

The SRO is responsible for campus patrol, assisting with the development and implementation of safety protocols, conducting initial case investigations, and subsequent follow-up. The SRO may also provide classroom presentations and counsel students and parents to foster a better understanding of his/her role as an SRO and to develop a collaborative working relationship with those stakeholders. The SRO is tasked with enforcing all local ordinances and state-statues as they pertain to their assignment. The SRO collaborates with the School Principal or his/her designee in the performance of his/her duties; however, in the chain of command reports to the Saint Johnsville Chief of Police or designee who reviews work through written reports and personal conferences.

Essential Duties:

1. Consult with and coordinate activities as requested by a OESJCSD Principal;
2. Abide by the OESJCSD Board policies to the extent that such compliance does not interfere with or impede the SRO in the performance of his/her duties as a law enforcement officer;
3. The SRO shall develop an expertise in presenting various subjects; including Federal and State mandates in drug abuse prevention education and shall provide these presentations at the request of OESJCSD personnel in accordance with the established curriculum;
4. Encourage group discussions about law enforcement with students; faculty and parents;
5. Under no circumstances shall the SRO be an OESJCSD disciplinarian. The SRO will not be involved in the enforcement of disciplinary infractions that do not constitute violations of law;

## Oppenheim-Ephratah-St. Johnsville School District Wide School Safety Plan

6. Attend meetings with parents and faculty groups to solicit their support and understanding of the SRO OESJCSD program and to promote awareness of law enforcement functions.
7. To confer with the principal of the OESJCSD to which the SRO is assigned to develop plans and strategies to prevent and/or minimize dangerous situations on or near campus or involving students at OESJCSD related activities;
8. Perform such duties as described herein as requested by the OESJCSD principal. However, such duties shall not include things normally assigned to OESJCSD personnel such as lunchroom or hall duty. Nothing herein shall preclude the SRO from being available in areas where interaction with students is expected;
9. The SRO shall familiarize himself/herself with and shall abide by OESJCSD policy and applicable law concerning interviews with students should it become necessary to conduct formal law enforcement interviews with students or staff on OESJCSD property or at OESJCSD functions under the jurisdiction of the OESJCSD insofar as same shall be in harmony with standard police practices and standing general orders;
10. Initiate law enforcement action as necessary and notify the Principal as soon as possible, and, whenever practicable advise the principal before requesting additional law enforcement assistance on campus and undertake all additional law enforcement responsibilities as required by standard police practices and standing general orders;
11. The SRO shall affirm the role of law enforcement officer by wearing the Village of Saint Johnsville Police Department uniform, unless doing so would be inappropriate for scheduled activities. The uniform shall be worn at events where it will enhance the image of the SRO and his/her ability to perform his/her duties;
12. The SRO in pursuing the performance of his/her duties shall coordinate and communicate with the principal or the principal's designee;
13. The SRO will be available for such other duties and activities as may be appropriate and set forth by the Superintendent of Schools;
14. Responsible for protecting the safety and welfare of students and school personnel in accordance with policies, regulations and administrative procedures of the School District;
15. Advises school officials of any situation that may create potential harm to individuals or damage to or loss of property of students, faculty and staff;
16. Reports all violations of law and school district policies to school officials;
17. Patrols school building and grounds and responds to emergency situations on the campus and adjacent areas;

## **Oppenheim-Ephratah-St. Johnsville School District Wide School Safety Plan**

18. Maintains high visible presence through the school day in corridors, lobby, cafeteria, restrooms, and parking lot to protect persons and property, maintain order and insure compliance with safety and security rules/protocols;
19. Assists with fire drills, lockdown drills, emergency response situations;
20. As requested, provides leadership and guidance to the students, parents and faculty addressing such topics as tobacco, alcohol, other drug issues, violence diffusion, violence prevention, crime prevention, character education, and safety issues;
21. Maintains record of incidents, provides written descriptive reports as requested;
22. Performs all other related duties as assigned by the Chief of Police.

### **Appendix 7: OESJ CSD Pandemic Operations Plan**

#### **Oppenheim Ephratah St. Johnsville Central School District Communicable Disease/Pandemic Plan**

Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a. The Plan addresses the required components in the sections as noted below:

#### **Prevention/Mitigation**

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

**Protection/Preparedness**

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

**Response**

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

**Prevention/Mitigation:**

- We will work closely with both the Fulton County and Montgomery County Departments of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, and school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
  - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Fulton County and Montgomery County Departments of Health.
  - Based on direction from the NYSDOH, we may be required to report the daily number of teachers, staff and students who tested positive for COVID-19 and the counties in which they live, as well as the number of people referred for testing and submit to: NYS Department of Health.
- The Fulton County and/or Montgomery County Departments of Health will monitor county-wide cases of communicable disease and inform school districts as to appropriate actions.
- The Superintendent of Schools will help coordinate our Pandemic planning and response

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effort, working closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the District Safety Team. Because of the potential importance of technology in the response effort (communication and notification), the school district Director of Technology will also be an important Team member. The District Treasurer, Director of Facilities, Food Service Director, Transportation Dispatcher, Public Information Officer (Superintendent), Director of Student Support Services and School Building Principals will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.

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

### **Section 1: Essential Positions/Titles**

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning, we are now required to provide information on those positions that would be required to be on-site or in-district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized)?



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<b>Essential Employee Determination</b>				
<b>Title</b>	<b>Description</b>	<b>Justification</b>	<b>Work Shift</b>	<b>Protocol</b>
<b>Business Office</b>	<b>District Treasurer, Account Clerks</b>	<b>Payroll, Bookkeeping, Budget, Accounts Payable-Receiveable</b>	<b>Staggered days/shifts to meet CDC guidelines</b>	<b>Time Sheets</b>
<b>Administrative Assistants</b>	<b>General Clerical/Office Operations, Superintendent's Secretary</b>	<b>Assist with misc. office operations (filing, communicating with staff and families, attendance, student records, etc.;</b>  <b>Monitoring communication via phone, email, and mailings.</b>	<b>Staggered days/shifts to meet CDC guidelines</b>	<b>Time Sheets</b>
<b>Transportation</b>	<b>Bus Drivers</b>	<b>Coordinate transportation of students, services, and resources. (food distribution, delivery of student materials, etc.)</b>	<b>Staggered days/shifts to meet CDC guidelines</b>	<b>Time Sheets</b>
<b>Food Service</b>	<b>Head Cook</b>	<b>Meal Prep for Students</b>	<b>Staggered days/shifts to meet CDC guidelines</b>	<b>Time Sheets</b>
<b>Technology</b>	<b>Director of Technology, Tech Support Personnel</b>	<b>Managing mobile devices and technology needs of the district</b>	<b>Staggered day/shifts to meet CDC guidelines</b>	<b>As Needed</b>

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<b>Facilities</b>	<b>Director of Facilities, Maintenance, Cleaners</b>	<b>Messenger and mail services, upkeep of buildings and grounds</b>	<b>Staggered day/shifts to meet CDC guidelines</b>	<b>Time Sheets</b>
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**Section 2: Protocols Allowing Non-Essential Employees to Telecommute**

**Ensure Digital Equity for Employees**

- o Mobile Device Assessments:**
  - Survey agency departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services
  - Conduct a cost analysis of technology device needs
- o Internet Access Assessments:**
  - Survey agency departmental staff to determine the availability of viable existing at-home Internet service
  - Conduct a cost analysis of Internet access needs
- o Providing Mobile Devices and Internet Access:**
  - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
  - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

**Technology & Connectivity for Students - Mandatory Requirements:**

- o** To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- o** To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and

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- o Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed Internet.

### **Mobile Devices Delivery:**

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- o Communication (e-mail, phone, online conferencing, social media)
- o Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- o Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- o Learning Materials and Content (digital content, online learning activities)
- o Additional Technology Devices Assessments:
  - Identify students' technology needs to include adaptive technologies
  - Use the Asset Tracking Management System procedures to check out all mobile devices
  - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- o Providing Multiple Ways for Students to Learn:
  - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet. For additional information, see **"Instructional Packets" heading on the Remote Instruction Schedule** page.

### **Section 3: Staggering Work Shifts of Essential Employees – Reducing Overcrowding**

Depending on the exact nature of the communicable disease and its impact, the OESJ School District is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.

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- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

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

**Protection/Preparedness:**

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Fulton County and Montgomery County Departments of Health, Police Department, Office of Emergency Management, Department of Mental Health and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic-related issues.

- The District-wide Command Center and its alternative are listed in the building level safety plan and will be activated at the direction of the School District Incident Commander. Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.
- The school district has designated the building principals as the COVID-19 safety coordinator (administrator) for each of its schools, whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels. The coordinators shall be the main contact upon the identification of positive COVID-19 cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school. The Coordinators will work directly with their school nurses.

<b>School/Program</b>	<b>COVID-19 Safety Coordinator/Administrator</b>	<b>Contact #</b>
OESJ Elementary School	Principal	518-568-2014 x2101
OESJ Jr/Sr High School	Principal	518-568-2011 x3114

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- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. The Superintendent of Schools, as the school district's Public Information Officer (PIO), has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Director of Technology to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. The district will use Parent Square as well as postings on the District's website and Facebook page, mass mailings and local television and radio announcements.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
  - Overall Operations – we have defined the following decision-making authority for the district Superintendent, District Treasurer, Building Principals, Director of Technology, Director of Facilities, Director of Student Support Services and Transportation Dispatcher. Recognizing the need for these essential individuals to have frequent communication, we have established as many redundant communication systems as possible. Our primary communication will be through Parent Square, email, hand-held radios, video conferencing, and district-automated phone notification system.
  - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in these areas: Account Clerks. Recognizing the need for job cross-training, we have trained individuals with the following job titles: Account Clerks, District Treasurer and Guidance Secretary. We have also established the ability to maintain these essential functions off-site.
  - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the Business Office informed of such status and of the point at which buildings can no longer be maintained. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Training for teachers on this process will be provided.

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- The Superintendent's Secretary, Director of Technology, Director of Facilities, Transportation Dispatcher and Building Secretaries will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by the Superintendent, building administration, or office staff. Cross-training of staff to ensure essential functions are operational is reviewed and regularly implemented in each department. The Superintendent will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Superintendent will determine if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department and DCS Instructional Teams throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:
  - Use of Google Classroom to provide opportunities for synchronous or asynchronous instructional opportunities, including live Google Meets, recorded instructional videos, daily lessons and assignments for self-directed or interactive learning.
  - SeeSaw will be used in prekindergarten through 3rd grade.
  - Hard copy, self-directed lessons
  - Use of mobile media storage devices for lessons (CDs, Jump Drives)
  - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages: e-mail, automated notification systems, website and social media postings

### **Section 4: Obtaining and Storing Personal Protective Equipment (PPE)**

#### **PPE & Face Covering Availability:**

- The school district will provide employees and students with an acceptable face covering at no cost to the employee and have an adequate supply of coverings in case of replacement.

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- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases, will be done on a consolidated basis to ensure that the District is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff when their use is required.
- All protocols regarding mask wearing will be based on the most current guidance from the NYSDOH. We encourage all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals who are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work in partnership with the Fulton County and Montgomery County Departments of Health to provide this capability. Parents will also be encouraged to provide face coverings for students; however, face coverings will be provided for any student who cannot provide their own. Masks will be available on our school busses.

**PPE Supply Management**

- The Facilities Department is working with programs to determine the overall PPE needs of the District. Centralized purchasing will be used when possible.

<b>Disposable Face Covering Supplies</b>					
Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students	100 Masks per Week	1200	600	300	1 Disposable Mask per week per Student (supplements parent provided)
Teachers/Staff	500	6000	3000	1500	5 Disposable Masks per week per Teacher

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Nurse/Health Staff	1000	12,000	6000	3000	10 Disposable Masks per week per School Nurse
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<b>PPE for High Intensity Contact with Students</b>			
Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 per week per Staff
Disposable Gowns	10	120	10 per week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable per Staff
Waste Disposal Medium	1	n/a	1 Unit per Staff Total
N-95 Respirators*	10	120	10 per week per Staff

**Response:**

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Fulton County and Montgomery County Departments of Health, NYS Department of Health and the NYS Education Department and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan’s activation and review responsibilities and communication procedures.
- The PIO will work closely with the Director of Technology to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will



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monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.

- The Director of Facilities will meet with staff and monitor ability to maintain essential function. The Director of Facilities will review essential building function procedures with the Building Principals and command chain. Sanitizing procedures will be reviewed with teachers and other staff. The Director of Facilities will work closely with the District Treasurer or designee to implement different phases of the Plan as necessary.
- The Superintendent of Schools will meet with staff to review essential functions and responsibilities of back-up personnel. The Human Resources Director will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- If the decision is made to close a school building in consultation with Fulton County and Montgomery County Departments of Health, the school district will notify the NYS Education Department and District Superintendent at HFM BOCES.

### **Section 5: Preventing Spread, Contact Tracing and Disinfection**

#### **Confirmed COVID-19 Case Requirements & Protocols**

Instructional programs must be prepared for communicable disease outbreaks in their local communities and for individual exposure events that occur in their facilities, regardless of the level of community transmission. The CDC has provided a decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation

#### **Staff Absenteeism**

- Instructional staff will call into the Absence Management System (formerly known as AESOP) when they are absent due to illness. Substitutes will be provided as necessary and as requested. Teachers will leave detailed plans and safety protocols for substitutes to follow.
- The Directors will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.
- The Building Principals will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

### **Employee Assistance Program (EAP)**

- The Business Office will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

### **Medical Accommodations**

- The Superintendent and School Nurses will continue to handle medical accommodations.

### **Contact Tracing (when required)**

The OESJ CSD will notify the state and local health department immediately upon being informed of any positive diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

To assist the local health department with contact, the OESJ CSD has developed a plan to trace all contacts of exposed individuals in accordance with protocols, training, and tools provided through the New York State Contact Tracing Program through a web-based program.

The OESJ CSD will assist with contact tracing by:

- Keeping accurate attendance records of students and staff members using the Frontline absence reporting system for employees and SchoolTool for students.
- Ensuring student schedules are up to date.
- Keeping a log of any visitor, which includes date and time, and where in the school they visited.
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program.

### **Facilities: Cleaning and Sanitizing**

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

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Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection. The District has purchased Clorox 360 Electrostatic Sprayers to use on deep cleaning days or as needed.

### **Routine cleaning of school settings includes:**

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

### **Classroom/Therapy Rooms:**

District will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

### **Common Areas:**

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. If users cannot maintain six feet of distance, they shall wear a mask. Signage has been posted in common areas to remind staff of health and safety etiquette.

### **Disinfecting:**

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

- o Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- o Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.

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- o Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- o Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- o Regular cleaning and disinfection of restrooms will be performed.
- o Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- o Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration.
- o Additional paper towel dispensers may be installed in other designated spaces.

Upon request, Facilities Services will provide CDC approved disinfecting solutions for additional on-the-spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include, but are not limited to:

- o Bus seats and handrails
- o Buttons on vending machines and elevators
- o Cafeteria Tables
- o Classroom desks and chairs
- o Door handles and push plates
- o Handles on equipment (e.g., athletic equipment)
- o Handrails
- o Water fountains
- o Kitchen and bathroom faucets
- o Light switches
- o Lunchroom tables and chairs
- o ISS Room
- o Related Services Spaces
- o Shared computer or piano keyboards and mice
- o Shared desktops/tables
- o Plastic partitions/shields
- o Shared telephones

**Hand Sanitizing:**

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

**Trash Removal:**

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

**Section 6: Documenting Precise Hours/Work Locations of Essential Workers**

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified, it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. Refer to Section 2 for a list of employees and the protocols used for tracking their location.

**Section 7: Emergency Housing for Essential Employees**

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. If deemed necessary, school districts will work closely with the Office of Emergency Management and Fulton County and Montgomery County Departments of Health to determine housing options.

**Section 8: Recovery**

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.

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- Each Building-Level Post-Incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to debrief and determine lessons learned. Information from the PIO, Business Office, Director of Technology, Building Principals, Director of Student Support Services and Director of Facilities will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum and social/emotional activities that may address the crisis will be developed and implemented.

### **Section 9: Resources to Reference**

**CDC School District Pandemic Influenza Planning Checklist: [HERE](#)**

**CDC K-12 Schools Mitigation Tool Kit: [HERE](#)**