

**Palmyra-Macedon Central School District
Public Health Emergency Communicable Disease Protocols**

Introduction

In accordance with New York Education Law § 2801-a(2)(m) and New York Labor Law § 27-c, the Palmyra-Macedon Central School District (the “District”) drafts the instant Public Health Emergency Communicable Disease Protocols (the “Protocols”) to guide District employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease (a “Disease”).

These Protocols will be presented to all certified representatives of the District’s employees, who will be provided an opportunity to review the plan and make recommendations in accordance with the law. The District will consider and respond to recommendations in writing within a reasonable timeframe. The District will not take any retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of these Protocols. A copy of the final version of these Protocols must be published in a clear and conspicuous location and in a location accessible on the District’s website.

The District publishes these Protocols based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a Disease. Accordingly, the Protocols may be updated over time. The District will comply with all applicable local, State, and federal orders, rules, laws, and regulations (collectively, the “Authority”). To the extent the Authority conflicts with any provisions of these Protocols, the District will comply with the Authority.

Nothing in these Protocols or their implementation shall be deemed to impede, infringe, diminish or impair the rights of a District employee or the District 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.

For purposes of these Protocols, the District will use the following definitions:

1. “CDC” shall refer to the Centers for Disease Control and Prevention.
2. “Communicable disease” means an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.
3. “Essential” means a designation made that a public employee or contractor is required to be physically present at a worksite to perform their job.

4. “Non-essential” means a designation made that a public employee or contractor is not required to be physically present at a worksite to perform their job.

5. “OSHA” shall refer to the U.S. Department of Labor Occupational Safety and Health Administration.

The Superintendent of Schools is responsible for the oversight of the implementation of these protocols and may designate one (1) or more employees to assist in such oversight. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.

These Protocols contain the following sections:

Section A: Essential Employees

Section B: Telecommuting Protocols

Section C: Work Schedules/Locations

Section D: Documenting Hours and Work Locations

Section E: Personal Protective Equipment

Section F: Exposure to Employee or Contractor

Section G: Emergency Housing

Addendum A: Log of Inspection of PPE Materials

Addendum B: Legal Requirements

Section A: Essential Employees

The following employees are considered “essential” in the event of a State-ordered reduction of in-person workforce. The justification for their categorization as such is included below.

- **Superintendent of School:** Chief executive officer of the district.
- **Deputy Superintendent:** Oversees budget, transportation, and building and grounds.
- **Assistant Superintendent for Instruction and Student Learning:** Oversees curriculum, instruction, and the delivery of remote learning.
- **Director of Instructional Support Services:** Oversees the personnel office and facilitates the collection of Communicable Disease related data pertaining to employees for the district.
- **Director of Instructional Technology:** Oversees the hardware and software required for remote learning.
- **Director of Special Services:** Oversee the special education programs and remote learning for students with Individualized Education Plans .
- **Director of Physical Education, Athletics, and Community Service:** Oversees the collection of Communicable Disease related data pertaining to students.
- **Director of School Safety:** Responsible for any and all School Safety related items, compliance, and serves as the District designee as Chief Emergency Officer.
- **Data Protection Officer:** Responsible for the collection and reporting of all data collected by the district.
- **School Nurse Coordinator:** Directly supports the administrators in the collection of Communicable Disease related data and serves as the liaison between the district and the District Medical Director.
- **School Nurses**
- **Executive Secretary:** Directly supports the Superintendent of Schools.
- **District Office Secretary:** Directly supports the Deputy Superintendent.
- **Secretary to the Assistant Superintendent for Instruction and Student Learning:** Directly supports the Superintendent of Instruction and Student Learning.
- **Personnel Secretary:** Directly supports the Director of Instructional Support Services.
- **Athletics Office Secretary:** Directly supports the Director of Physical Education, Athletics, and Community Service.
- **Committee On Special Education Office Secretaries:** Directly support the Director of Special Services.
- **Building Principals and Assistant Principals:** Educational leaders of the building and responsible for the remote instruction of their students.
- **Building Secretaries:** Directly supports the building administrators.

- **Director of Facilities and Operations:** Oversees the cleaning, maintenance and disinfection of all the buildings in the district.
- **Buildings, Grounds, and Technology Secretary:** Directly supports the Director of Instructional Technology and the Director of Facilities and Operations.
- **Senior Building Maintenance Mechanics, Building Maintenance Mechanics, Laborers, and Cleaners:** Clean, maintain, and disinfect the buildings.
- **Director of Food Services:** Oversees the preparation of breakfast and lunch for families who request the service.
- **Food Service Supervisors and Food Service Helpers:** Prepare breakfast and lunch for distribution.
- **Transportation Supervisor and Head Bus Driver:** Oversee the transportation department and facilitates the delivery of school breakfast and lunches for families.
- **Bus Drivers:** Delivery of school breakfast and lunches to families.
- **Head Mechanic and Mechanics:** Responsible for the maintenance and repair of school buses used to deliver food to families.
- **Teacher Aides:** On occasion, may be needed to support buildings and grounds, transportation, and food services.

Section B: Telecommuting Protocols

The following is intended to be a specific description of protocols the District will follow to enable all non-essential employees and contractors to telecommute to the extent possible including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.

Procurement

The District will abide by all State requirements for the procurement of any supplies or items required to facilitate telecommuting for employees and contractors.

Distribution and Installation of Devices or Technology (including downloading and installation of any software, data, office laptops or cell phones)

Teachers, administrators, administrative support staff and select non-teaching faculty (i.e., counselors, psychologists, nurses) where anywhere-access to school-related systems are deemed appropriate, are provided with a laptop and or tablet computing device. Employees agree to follow best practices to preserve and protect the security of the personally identifiable information of students and staff (PII), and recognize the need to protect this confidential data that is stored on or accessed using all devices, whether at home or on school grounds (4330-E Staff Responsible Computer Use Agreement). Any employee who is considered to be telecommuting is required to adhere to the same guidance and requirements in accessing any

district systems or data as set forth by district policy. Per NYS Education Law 2d, all faculty and staff are required to safeguard personally identifiable information when transmitted over communication networks. The district maintains third-party end-to-end email encryption tools which helps to ensure that the information is protected and securely delivered to its intended recipients. Employees are directed annually to utilize these tools, as well as to follow basic computer security best practices including the locking of any device accessing district data when not in use; to not download nor store documents with sensitive information on personal devices, and only use encrypted USB flash drives if used at all.

As a result of the district's adoption of web-based tools, with limited exceptions, the installation of software on these devices is unnecessary. All employees are able to access basic communication services such as email and ParentSquare (messaging portal), and any ancillary systems required as a function of their job including student information and learning management systems, transportation routing software, via any internet browser. Any employees that require access to the district's employee and financial management system (nVision) are able to do so via a virtual link using RDP services that is maintained by GV/WFL Educational Technology Services (EduTech). Windows-based laptops are prepared and provided to these employees upon request and as approved by the Director of Instructional Technology.

Remote access to any facilities and building operations management tools including but not limited to HVAC systems, video surveillance cameras, door access control panels, are provided by request to the Director of Instructional Technology and approval of the Superintendent. Connections are made via software which utilizes 4096 RSA private/public key exchange and AES (256-bit) session encryption and guarantees full client-to-client data protection.

Any requests for the transferring of landline calls to cellular phones should be made to the Director of Facilities and Operations. The district maintains cellular-based internet hotspots which can be assigned to any employee determined to be in need.

Section C: Work Schedules/Locations

The District recognizes that, although employees and contractors labeled as essential must be physically present at the worksite to perform their duties, the hours in which they must be at the worksite will not be identical. Below is a description of how the District will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.

Upon designation of a Disease under these Protocols, within four (4) business days, the immediate supervisor of each essential employee and contractor in consultation with the Director of Instructional Support Services shall determine the hours during which each essential employee and contractor must be present at the worksite and the worksite at which the employee or contractor is to be present. To the extent possible, the supervisor shall identify flexibility within

these hours and locations. Following this identification for all employees and contractors, the supervisor must submit the list of hours and locations required to the Superintendent (or identified designee) for their review.

Upon receipt of the list of hours and locations for each employee and contractor, the Superintendent or designee will, in turn, review the list and promulgate precise hours for each employee and contractor, adjusting hours as possible to reduce an influx of employees and contractors arriving at similar times to similar locations. The goal of the Superintendent or designee's oversight is to stagger work shifts and locations to reduce overcrowding at worksites. The Superintendent or designee must not adjust any hours contractually agreed upon within a collective bargaining agreement or employment contract, unless agreed to through a Memorandum of Understanding with all applicable parties. Upon any adjustment or approval of the hours and locations provided to the Superintendent/their designee, the Superintendent or their designee will provide a list of approved information to the immediate supervisor of each essential worker or contractor, and will keep such list in the Office of Instructional Support Services for purposes of implementation of the remainder of these Protocols, including disinfection and contact tracing.

Section D: Documenting Hours and Work Locations

Below is a protocol to document precise hours and work locations, including off-site visits, for essential employees and contractors.

In accordance with Section C, above, the list of the precise hours and locations of each employee and contractor will be finalized by the Superintendent or designee and stored in the Office of Instructional Support Services. The list will be used as the basis (1) to perform contact tracing for exposed employees and contractors, and (2) to outline the provision of any benefits which may be available to certain employees and contractors because of potential exposure.

When an employee or contractor performs tasks off-site, the employee or contractor must report such activity to their immediate supervisor. The immediate supervisor shall, in turn, communicate the off-site activity to the Superintendent for recording pursuant to this section. If the Superintendent has designated another individual to document hours and work locations, they will thereafter forward the information to such designee.

Essential employees and contractors will be required to use their issued access control cards to document entry and exit into any onsite work location. Should any essential employee or contractor visit a location without the District access control, the employee or contractor will document the visit in their calendar to include the time spent at said location, who they were in contact with, and any PPE used during the off-site visit.

Section E: Personal Protective Equipment

What follows is a description of the protocol the District will implement in order to procure the appropriate personal protective equipment (PPE) for essential employees and contractors. In addition, the plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration follows.

Identification of PPE Required

The identification of PPE shall be determined based on the nature of the Disease and may include disposable gloves, face masks (i.e., disposable surgical masks), respirator masks (N-95) that are fit tested, face shields, eye protection such as goggles and protective gowns or scrubs. The District will heed guidance from the CDC and OSHA regarding PPE.

The immediate supervisor of each essential employee and contractor shall determine, within two (2) business days of the announcement of a Disease covered by these Protocols, the required PPE per essential employee and contractor based on the various tasks and needs of the employees and contractors. Upon determination of the required PPE, the supervisor shall communicate the requirements to the Deputy Superintendent, who shall work with the Director or Facilities and Operations to identify existing supplies of the required PPE or procure additional supplies, as necessary. Required PPE shall be obtained in a quantity sufficient to provide at least two (2) pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six (6) months.

The District will abide by all applicable State requirements for competitive bidding for the procurement of any PPE supplies. In addition, the District will balance the need to obtain PPE in a timely fashion with responsible financial action. The District may consult its BOCES for assistance with procurement.

During the COVID-19 pandemic, the District obtained PPE from suppliers identified in the District's financial software package which it may use as a starting point from which to obtain additional PPE during a Disease. No past procurement binds the District from pursuing alternatives during any subsequent Disease or continuation of the COVID-19 pandemic response.

Storage and Monitoring of PPE

The District will store the necessary PPE in and examine it regularly but no less often than quarterly to account for changes in temperature to monitor potential degradation.

Area's for PPE storage:

High School = Store room on corner of Gym hall and 200 hall.

Middle School = House 3 store room

Intermediate School = SBMM Office / Store room

Primary School = Store room 110

The PPE supply will be climate controlled. The Director of Facilities and Operations will monitor the PPE supply and log each check in a log to be stored in the Office of Facilities and

Operations and forwarded to the Deputy Superintendent upon each check. A copy of the form of the log is at the end of this plan at Addendum "A".

In the event the Director of Facilities and Operations is unavailable for this duty, this responsibility will be held by a designated Senior Building Maintenance Mechanic. To ensure the supply is monitored as required, the Director of Facilities and Operations shall send a copy of the log to the designated Senior Building Maintenance Mechanic upon each check. Should the designated Senior Building Maintenance Mechanic not receive a copy of the log in the time required, they shall correspond with the Deputy Superintendent and Director of Facilities and Operations to determine if they should perform the check.

Access of PPE

In the event the Superintendent deems it necessary to permit immediate access to the PPE supply, they will direct the Director of Facilities and Operations to permit such access. The Director of Facilities and Operations will keep a record of the distribution of PPE materials.

Section F: Exposure to Employee or Contractor

This section outlines the protocols the District will follow in the event an employee or contractor (1) is exposed to a known case of the communicable disease that is the subject of the public health emergency; (2) exhibits symptoms of such Disease; or (3) tests positive for such Disease. These protocols are aimed to prevent the spread or contraction of the Disease in the workplace. They specifically detail the actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the Disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

The District's protocols will not violate any existing federal, state, or local law, including those regarding sick leave or health information privacy.

Protocols

Prior to starting a shift, employees must complete the district's digital health screening. If an employee answers yes to any of the DOH-mandated questions they are directed to stay home and contact their immediate supervisor. The employee shall not be able to return to work until cleared by the Director of Instructional Support Services.

If an employee or contractor is exposed to a known case of the Disease or tests positive for the Disease, they shall, as soon as practicable, notify their immediate supervisor regarding such exposure. They shall not be present at the worksite after their notification of exposure or receipt of positive test results until cleared by a medical professional in accordance with any CDC or State Department of Health guidelines. To the extent possible, the employee will continue to work remotely in the interim.

If an employee or contractor exhibits symptoms of the Disease, they shall not be present at the worksite. If the onset of symptoms occurs while the employee or contractor is at the worksite,

they must disclose they are experiencing one (1) or more symptoms immediately to their supervisor, remove themselves (or be removed with assistance from medical personnel, if necessary) from any area in which they may encounter another individual, and return to their home or to the office of a medical provider. A staff member who develops symptoms during the school day will be sent to a dedicated area for separation to maintain social distancing until they are picked up from school/able to go home.

The District will work with the local and State Health Department, as applicable, and their school physician to determine necessary contact tracing for those other employees, contractors and individuals who may have had contact with an individual who was exposed or tested positive, along with that individual's exclusion from the worksite. Employees or contractors excluded from the worksite should not return to the worksite until they have been cleared by their immediate supervisor to do so. To the extent they can continue to effectively work remotely in the interim, they should.

The School Nurse Supervisor will immediately notify the state and local health department about the case of diagnostic test results that are positive for said communicable disease.

Disinfection

The Superintendent shall assemble a disinfection team to be charged with directing the disinfection of worksites and common areas during the time covered under these Protocols. The disinfection team will consist of the following individuals: Senior Building Maintenance Mechanic, Building-specific maintenance staff including custodians and laborers. In the event members of the disinfection team are the individuals for whom disinfection of workspaces is necessary, the Superintendent shall designate the Director of Facilities and Operations as charged with disinfecting pursuant to these Protocols. Members of the disinfection team shall wear PPE to protect themselves during disinfection, as determined by the Superintendent. Should a member of the disinfection team request additional protective material, the Superintendent should endeavor to honor such requests so long as they are not unreasonable or inappropriate in light of the circumstances.

The disinfection team will be charged with:

1. Routine disinfection of all worksites in the District;
2. Routine disinfection of common areas in the District, targeting high-traffic areas; and
3. Targeted cleanings of workspaces belonging to individuals who were exposed or tested positive to the Disease.

Immediately after an employee or contractor who is known or suspected to be infected with the Disease notifies their supervisor of such suspicion or infection, the supervisor shall notify the disinfection team to disinfect the following: (1) the worksite of the employee or contractor; (2) any common area surface the employee/contractor may have touched; (3) any shared equipment the employee/contractor may have touched; and any other particular areas the employee or contractor or their supervisor identifies.

Disinfection will occur in accordance with any current guidance promulgated by the CDC and State Department of Health. If such guidance is not available or provided specific to the Disease, the disinfection shall, at a minimum, involve: initial disinfection using cleaning agents approved by the CDC and/or State Department of Health to kill the disease which are suitable for the surface(s) in question, and preventing access to these areas until such disinfection has occurred.

During the COVID-19 pandemic, the CDC and New York State Department of Health recommended the following, which the District incorporates into these Protocols unless updated by forthcoming guidance:

1. Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
2. Opening outside doors and windows to increase air circulation in the area. 3. Waiting at least twenty-four (24) hours before cleaning and disinfection. If waiting twenty-four (24) hours is not feasible, waiting as long as possible;
4. Cleaning and disinfecting all areas used by the person suspected or confirmed to have the Disease, such as offices, classrooms, bathrooms, lockers, and common areas. 5. Individuals without close or proximate contact with the person suspected or confirmed to have the Disease can return to the area and resume school activities immediately after cleaning and disinfection.

Leave Policy

With respect to leave from District employment, the District will comply with federal, State, and local statutes, regulations, executive orders, and rules, along with the District's applicable collective bargaining agreements.

Because contractors are not employees of the District, they are not entitled to any paid leave time funded by the District.

Section G: Emergency Housing

It is not anticipated the District will need emergency housing for any essential employees or contractors. However, in the event such housing is required to the extent applicable to the needs of the workplace, the District will work with the Wayne County Office of Emergency Management to identify and locate appropriate temporary housing.

In addition, the District will work with local municipalities, community based organizations, and private industry to assess any additional emergency housing locations as needed.

The Director of School Safety shall be charged with coordinating such housing.

Addendum “B”: References

Below is a comparison of New York Labor Law section 27 to the December 3 State Education Department (SED) Memorandum. Portions of requirements in the Labor Law but not SED guidance are identified below in **bold**. Portions of requirements in the SED guidance but not the Labor Law are identified below in *italics*.

The locations of the requirements within the Protocols are identified in the third column.

Labor Law requirements	SED explanations	Referen ce in plan
<p>A list and description of positions and titles considered essential in the event of a state-ordered reduction of in person workforce, and a justification of such consideration for each position and title included.</p>	<p>A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. <i>Note that per NYS Department of Health COVID-19 toolkit guidance, school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide child care for children of first responders or health care workers, you may need to designate certain positions/titles as essential for this purpose.</i></p>	<p>Section A</p>

<p>A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as</p>	<p>A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable.</p>	<p>Section B</p>
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<p>practicable or applicable to the workplace.</p>		
<p>A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.</p>	<p>A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.</p>	<p>Section C</p>
<p>A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent</p>	<p>Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.</p>	<p>Section E</p>

<p>degradation and permit immediate access in the event of an emergency declaration.</p>		
<p>A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive</p>	<p>Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols shall not violate any existing federal, state, or local law, regarding sick leave or health information privacy, and must include:</p> <ul style="list-style-type: none"> -Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and -The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. 	<p>Section F</p>
<p>testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.</p>		

<p>A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.</p>	<p>Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.</p>	<p>Section D</p>
<p>A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.</p>	<p>Protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.</p>	<p>Section G</p>