

Public Employer Health Emergency Plan  
Broome-Tioga BOCES



Approval date:

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

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# Public Health Emergencies – Communicable Disease

## Purpose, Scope, and Situation Overview

### Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c. This law was amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### Scope

This plan was developed exclusively for and is applicable to Broome-Tioga BOCES. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have assembled this plan.

### Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency. The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

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

### **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 the Broome County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
  - Report suspected and confirmed cases of influenza to: Broome County Department of Health
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including Cover Your Cough and Handwashing Materials.
- 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.

### **(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.

Title	Description	Justification
District Superintendent	Oversees day to day operations	Superintendent in charge overall
Chief Operating Officer	Exercises functional and direct supervision over department, staff, projects and internal functions	Approves all financial decisions
Assistant Superintendent for Instruction	Oversees/manages Instructional program	Day to day instructional operations
Senior Typist	Clerical duties with specialized knowledge of office policies and procedures	Inputs hours for payroll. Performs duties for Covid tracing and quarantine.
Director of Human Resources	Responsible for planning, coordinating and directing all human resource areas	Maintain employee and labor relations
Senior Personnel Coordinator	Continuing management of worker's compensation and risk management	Maintain employee onboarding and off boarding
Benefits Specialist	Day to day administration of employee benefit program and serves as principal source of information to employees/retirees with benefit related issues	Maintain employee benefit programs
Human Resources Secretary	Day to day office management, correspondence flow	Maintain scheduled and correspondence of director
Personnel Coordinator	Responsible for operation of Personnel Office, recruitment/placement, attendance/leave records, employee benefits, performance evaluations and processing salary increments	Maintain risk management and attendance management
H.R. Senior Typist	Management of sub-teacher registry for 14 districts	Maintain substitute staffing registry
Director of Professional Development and Resource Center	Supports professional learning and planning needs	Works alongside district leaders in component school districts for planning, instruction, assessment and instructional technology. Serves as liaison with NYSED
Director of Facilities and Safety	Management of facilities and operations including HVAC, maintenance of buildings and grounds. Supervision of custodial, maintenance and other assigned staff	On site management districtwide for facilities/safety protocol
Head Custodian	Responsible for cleaning and operation of school; maintains buildings and equipment up to approved standards of cleanliness and operation	Responsible for cleaning operation of buildings
Cleaners	Oversight of buildings, cleaning, sanitizing, and maintenance	Clean and disinfect applicable areas of buildings
Maintenance Mechanic	Responsible for performing variety of skilled mechanical, maintenance, repair and construction related tasks	Performs variety of skilled mechanical, maintenance, repair and construction related tasks in connection with building maintenance
Stores Clerk	Responsible for clerical and physical work relative to a stock room of parts, supplies and /or materials necessary to the work one or more departments or divisions	Stocking of parts/supplies/materials. Tracks receipt, inventory, distribution & billing. Shipping/receiving and delivery of mail/packages
Director of Regional Information Center	Oversees all technology implementation and maintenance of devices	Provides personnel support and access to various systems for emergency and routine maintenance purposes
Manager of Technical Support Services	Oversees all technology implementation and maintenance of devices	Provides personnel support and access to various systems for emergency and routine maintenance purposes
Network Engineer	Responsible for overall design and engineering of voice/vide/data systems	Access to Network Operations Center for routine maintenance/trouble shooting
Network Specialist	Responsible for administering and participating in maintenance and operation of computer networks	Access to Network Operations Center for routine maintenance/trouble shooting
IT Project Coordinator	Responsible for development, implementation, coordination and administration of I.T. projects	Coordinate on-site work of 3 <sup>rd</sup> . party vendors and IT projects that require on-site support
Manager of Customer Services	Supervision of team providing support for software applications, systems and related service	Access to network operations center; provide personnel support and communication to district administrators related to emergency and routine maintenance issues
PC/LAN Tech	Responsible for installation, maintenance and relocation of computer technology, network and associated equipment	Provide on-site IT user and device support for essential employees across the organization
Document Services Manager	Responsible for directing all work operations including budgetary, planning, staff management/evaluation and production activities	Responsible for all production activities related to school district document needs. Budgetary, planning

		and staff management
Duplicating Center Worker	Operates duplicating machine, set-up, adjustment, minor maintenance and cleaning	Responsible for duplication forms and publications. Distribution of incoming/outgoing mail
Delivery Driver	Skill and safe operation of work related trucks/vehicles used to deliver goods	District wide delivery of time-sensitive and crucial documents
Food Service Director	Oversees food preparation/service. Supervises/directs staff in coordination of daily food services with policies and procedures	Administers large scale food service operation. Responsible for overseeing all phases of the operation
School Lunch Supervisor	Directs/oversees preparation and service of meals in district's food service program. Ensures sanitation and safety. Monitors storage and supplies for district. Oversees distribution of supplies and maintenance of inventories and records	Oversees multiple kitchens in district. Oversees efficient and economical operation of district food service program
Cook Manager	Supervises preparation and serving of food, storage and care of foods and supplies, cleaning and care of equipment. Recordkeeping.	Preparation/cooking of food on moderately large scale and supervision of food service personnel
Dietician	Develops/implements procedures for nutrition, data collection and documentation	Responsible for assessment of nutritional needs of children, families and adults who are at nutritional risk. Plans for provision of appropriate food/beverages for individual's physical and medical needs
Fiscal Services Administrator	Developing, implementing and monitoring accounting procedures	
Fiscal Manager	Planning, developing, implementing, monitoring, reviewing accounting and fiscal management functions	
Principal Account Clerk	Clerical work, account keeping practices and maintains/checks financial accounts and records	Available to process physical checks
Account Clerk Typist	Routine clerical work and account keeping practices	
Account Clerk	Accounting tasks, work with cash receipts & check processing	Available to process physical checks
Payroll Clerk	Clerical tasks, preparation/processing/maintenance of payrolls	Available to process physical checks
Program Assistant	Assists in administration and coordination of services and programs	
Controller	Assist with cash receipts and daily mail	Supervision of staff
District Business Coordinator	Assist in coordination of financial and operating functions	Supervision of staff
Senior Account Clerk	Performance and supervision of financial account and record keeping	Available to process physical checks
Senior Account Clerk Typist	Clerical tasks and financial account and record keeping	Available to process physical checks
Accountant	Responsible for maintaining accounting records of a governmental agency	Access to cash receipts records and items for audits
Financial Analyst	Responsible for maintenance and analysis of general accounting records of the County	Access to records to complete budget and required reports
Purchasing Clerk	Clerical tasks and purchasing program duties	Access to bids and purchasing records
Senior Clerk	Responsible for performance of clerical tasks and use of computer software	Addresses building needs

## (2) Protocols Allowing Non-Essential Employees to Telecommute

### Ensure Digital Equity for Employees

- **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
- **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
- **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:**

- 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;
- 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
- 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:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- 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.
- 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.

### **(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding**

Depending on the exact nature of the communicable disease and its impact, Broome-Tioga BOCES 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.
- 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.

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

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

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- 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.
- Teach and reinforce use of face coverings among all staff.

##### **PPE Supply Management**

- The Facilities Department is working with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible. PPE is stored in designated private locked areas with limited access.

<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
Nurse/Health Staff	1000	12,000	6000	3000	10 Disposable Masks per Week per School Nurse

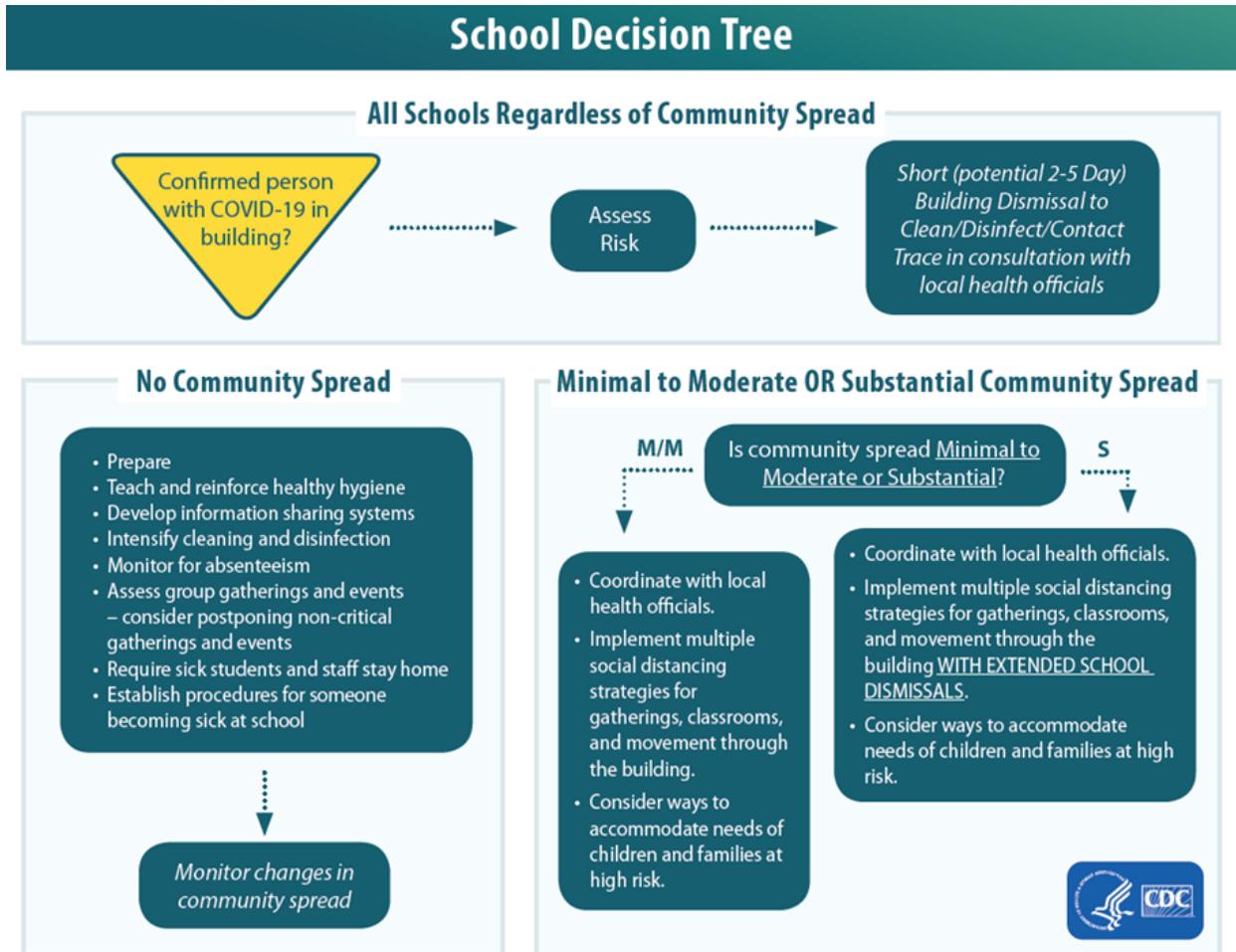
<b>PPE for High Intensity Contact with Students</b>			
<i>Item</i>	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
<i>Disposable Nitrile Gloves</i>	10	120	10 per Week per Staff
<i>Disposable Gowns</i>	10	120	10 per Week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable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

**\*Note:** N-95 respirators are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or aerosol-generating procedure.

## (5) Preventing Spread, Contact Tracing and Disinfection

### Confirmed COVID-19 Case Requirements & Protocols

Instructional programs must be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation:



### CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area, where applicable. All outside air dampeners run at least 20% or above.
- Waiting at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;

- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

### **Return to School After Illness:**

Schools must follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 10 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

### **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.

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.

**Routine cleaning of school settings includes:**

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

**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.

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

**Hand Sanitizing:**

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by Central Administration.

## **(6) Documenting Precise Hours/Work Locations of Essential Workers**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

Broome-Tioga BOCES currently uses a badge-in/badge out process for each building. In addition, each building has a sign-in/sign-out book. All employees have access to a Covid-19 check in app to track daily health and location.

This information may be used by Broome-Tioga BOCES to support contact tracing within the organization and may be shared with local public health officials.

## **(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 Office of Emergency Management and DOH to help identify and arrange for these housing needs.

### **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 traditional 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.