

Grand Island Central School District

Communicable Disease Continuity of Operation Plan

Date of Approved Plan: March 22, 2021

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

TABLE OF CONTENTS

Promulgation	3
Purpose, Scope, Situation Overview, and Assumptions.....	4
Purpose	4
Scope.....	4
Situation Overview	4
Planning Assumptions	5
Concept of Operations	5
Mission Essential Functions	6
Essential Positions.....	12
Reducing Risk Through Remote Work and Staggered Shifts	13
Remote Work Protocols	13
Staggered Shifts.....	14
Personal Protective Equipment.....	14
Health & Safety	15
Masks or cloth face-coverings must be worn	15
Masks or cloth face-coverings do not need to be worn when.....	15
Social Distancing.....	16
Health Monitoring	16
Health screening procedures.....	17
Staff Exposures, Cleaning, and Disinfection.....	17
Faculty, Staff, Student or Visitor Exposures	17
Plan for Returning to School	18
Cleaning and Disinfecting	19
Employee Leave	19
Documentation of Work Hours and Locations	19

Promulgation

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

This plan has been developed with the input of the (SRP) School Related Personnel, Grand Island Administrative and Supervisory Council (GIASC), and the Grand Island Teachers Association (GITA) as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or District, as represented by the signature of the authorized individual below.

As the authorized official of the Grand Island Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832, which amends New York State Labor Law §27-c and New York State Education Law paragraph m of subdivision 2 of §2801-a (as amended by §1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Brian Graham, Ed.D.

Date

Superintendent of Schools

Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law §27-c and New York State Education Law paragraph m of subdivision 2 of §2801-a (as amended by §1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, and 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 the Grand Island Central School District. This plan is pertinent to a declared public health emergency in the State of New York, which may impact our operations, and it is in the interest of our employees' safety and the continuity of our operations that we have promulgated this plan.

Situation Overview

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

The health and safety of our employees is crucial to maintaining our mission of essential operations. We encourage all employees 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.
- Practicing social distancing as recommended by the CDC
- 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 as needed
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials

Planning Assumptions

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

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

- The health and safety of our employees and their families is of utmost importance
- The circumstances of a public health emergency may directly impact our operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission-essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services, may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the Governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee that is required to be physically present at a worksite to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee that is not required to be physically present at a worksite to perform their job.

Concept of Operations

The Superintendent of the Grand Island Central School District, his/her designee, or his/her successor holds the authority to execute and direct this plan's implementation. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel at the Superintendent's discretion.

Upon the determination of implementing this plan, all the Grand Island Central School District employees shall be notified by the Email and District Messaging System with details provided as soon as possible and necessary, with additional information and updates provided on a regular basis. All district employees, parents and guardians, and the Board of Education will be notified of pertinent operational changes through the Email and District Messaging System. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent or his/her designee will maintain communications with the public and constituents as needed throughout this plan's implementation.

The Superintendent of the Grand Island Central School District, his/her designee, or his/her successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of the Grand Island Central School District, his/her designee, or his/her successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

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

Essential functions are those functions that enable an organization to:

1. Maintain the safety of students, employees, and the public
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Grand Island Central School District

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

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are least essential.

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

Essential Function	Description	Priority
Superintendent of Schools	Oversees and plans. Assigns critical functions assuring compliance with all CDC, DOH, and NYSED requirements. Establishes communication with staff and parents to execute and standardize district goals. Establishes contacts to provide outside organizations with information relative to District plans and procedures. Communicates with the Board of Education directly.	1
Assistant Superintendent for Business and Finance	<p>Liaison for the Superintendent of Schools. Coordinates and supports the goals of the District with the Superintendent of Schools and all district office administrators. Oversees the functions of the Business Office. Communicates directly with administrators to assist with planning and daily functions to achieve District goals and maintain safety equipment and supplies.</p> <p>Assists the Superintendent of Schools with maintaining critical functions and administrative oversight. Provides needed guidance and advice with logistical and financial obligations, as well as record keeping. Provides purchasing support to ensure that necessary safety equipment and supply inventory can be maintained for education, maintenance, nursing, and custodial functions.</p>	1
Assistant Superintendent for Pupil Personnel Services	Liaison for the Superintendent of Schools. Coordinates and supports the goals of the District with the Superintendent of Schools and all district office administrators. Works directly with the administration to assist with planning and functions, ensuring that the District's instructional requirements are being met. Assists with the goals of the District. Provide medical insight and support to help maintain a healthy school population. Assists with planning and achieving district goals. Provides support and assistance to school nurses to carry out orders from the Medical Director, CDC, DOH, and NYSED regulations. Maintains a sanitary environment. Monitors quarantine area. Keeps accurate records. Makes immediate and necessary notifications to building administrators when necessary. Coordinates activities with parents. Offers guidance to building occupants and parents. Communicates regularly with the building administrators and the Superintendent. Reports to the Superintendent of Schools directly.	1

Director of Human Resources	Liaison for the Superintendent of Schools. Coordinates and supports all aspects of human resources. Works directly with administrators to assist with contract language and unique situations that impact the school's operation.	1
Building Administrators	Coordinate functions delegated by the Superintendent of Schools. Assign tasks to facilitate and accomplish district goals. Communicate regularly with the Assistant Superintendent for Business and Finance. Oversee personnel assigned to tasks. Ensure critical functions are being performed as necessary. Provide regular progress reports on daily activities necessary to accomplish district goals. When directed by the Superintendent of Schools, the building administrator is responsible for communicating and updating employees in district policy.	1
Director of Facilities and Operations	Coordinates functions with the Superintendent of Schools, Assistant Superintendent for Business and Finance, and Staff. Responsible for staffing, maintenance activities, custodial duties, including ordering supplies, training, and scheduling to meet the District's needs. Instructs and informs staff of district policy and procedures, including personal protection, cleaning procedures, and methods of reporting and receiving issues and concerns that may affect or enhance safety procedures. Responsible for communication and updating employees in district policy, cleaning regime, schedules, and constant changes to these duties. Maintains a current inventory of supplies and safety equipment and provides staff and services as needed. Inventory includes maintaining a cache of necessary supplies and equipment through reordering and replenishing stock so as not to fall short of critical supplies. Adjust schedules to meet current needs, update and train staff on proper handling and use of tools and chemicals as per the manufacturer, CDC, DOL, and DOH requirements. Coordinates deliveries and ensures delivery agents know and follow district policy when on site. Schedules outside maintenance activities.	1

<p>Director of Facilities and Operations Cont.</p>	<p>Ensures third-party contractors know and follow all school, CDC, DOL, and DOH policies while on school district property.</p> <p>Coordinates activities with and updates the Assistant Superintendent for Business and Finance regularly. Provides employees with proper direction for performing necessary cleaning equipment, cleaning products, and protocols. This includes cleaning regime, scheduling, and any changes to these duties. Monitors and requests building safety equipment and supplies as needed. Keeps records of and controls inventory, communicates directly with suppliers for ordering and receiving material and supplies to maintain an adequate cache of necessary products and materials.</p> <p>Coordinates all deliveries, including deliveries from suppliers and deliveries to building staff. Assists with building schedules and arranging custodial staff and staff schedules to meet District needs. Responsible for communication and updating employees in district policy, cleaning regime, schedules, and constant changes to these duties.</p>	<p>1</p>
<p>Director of Technology</p>	<p>Provides support to ensure critical infrastructure is in place to provide adequate building support and educational support securely. Works directly with the Superintendent of Schools and administrators to ensure communication and internet stability. Provides the necessary equipment and approved software to staff and students to perform each necessary school sector's functions to maintain building maintenance, day-to-day operations, and educational needs. Ensures students and staff have devices to learn/work remotely.</p>	<p>1</p>
<p>Information Technology Staff</p>	<p>Ensures students and staff have devices to learn/work remotely. Provides the necessary equipment and approved software to staff and students to perform each necessary school sector's functions to maintain building maintenance, day-to-day operations, and educational needs. Provides support to ensure critical infrastructure is in place to provide adequate building support and educational support securely.</p>	<p>1</p>

<p>Building Secretarial Staff</p>	<p>Staff will continue to perform vital services as directed by the Superintendent of Schools and as directed by his/her immediate supervisor. The District will determine need based on individual circumstances, and staff can work in the school or remotely. Administration will provide services necessary for staff to operate in a safe and clean environment on site. Administration will ensure all staff will be informed of and are required to adhere to district safety policy while on-site. Administration will provide the necessary materials to work in a remote setting as well as effectively possible.</p>	<p>3</p>
<p>Maintenance Staff</p>	<p>Maintenance staff will perform vital services to keep and maintain essential equipment for on-site and remote learning. The Director of Facilities and Operations will oversee maintenance staff work. Staff will be informed of school procedures and adhere to all personal safety protocols required by the CDC, DOL (PESH), and DOH at all times. The Director of Facilities will supervise and schedule maintenance personnel for the purpose of keeping vital services operating and functional.</p>	<p>1</p>
<p>Custodial Staff and Laborers</p>	<p>Custodial staff and Laborers will work as directed by the Director of Facilities and Operations. The Director of Facilities and Operations will oversee and ensure school buildings and grounds are being cleaned and maintained properly. Building Administrators will also assist with notification and information about building conditions and issues that need to be discussed or addressed.</p> <p>Custodial staff and Laborers will receive training from the Director of Facilities and Operations regarding information about communicable diseases and Hazard Communications. Training will include information about personal protective equipment, cleaning products, proper disinfection, and sanitization procedures and product use, product labels, Safety Data Sheets and how to obtain one from the online system, and manufacturers' requirements for use. A copy of the District Hazard Communication Plan will be furnished upon request.</p> <p>The District will provide custodial staff with the required personal protective equipment and cleaning and disinfecting supplies to maintain a safe working environment. Staff shifts and personnel will be scheduled accordingly based on the needs of the District. As with all staff, custodial personnel will follow district protocols required by the CDC, DOL (PESH), DOH, and the District while providing services and on breaks.</p>	<p>1</p>

Educational Services	The Assistant Superintendent for Pupil Personnel Services will determine the level of on-site education and or implement the District Remote Learning Plan.	1
Outside Contractors	Outside contractors will be scheduled, and work will be performed with the Director of Facilities and Operations' oversight. All outside contractors will notify the Director of Facilities when they arrive on-site. Outside contractors will be informed of district procedures and policy before they are allowed to work on the premises. Companies performing work on-site will provide their employees with the proper PPE to comply with District policy. Outside contractors who do not or cannot work safely will not be allowed on district property.	2
Food Service	All Food Service operations will be determined by the Assistant Superintendent for Business and Finance. The District School Lunch Manager will initiate all District protocols.	1
Transportation	The Transportation Department will provide services directed by the Assistant Superintendent for Business and Finance. The Supervisor of Transportation shall be responsible for the daily operation of transportation services. The District will provide safe and secure transportation based on the needs of the District. Protocols will be established, and the staff of the Transportation Department will receive proper training for cleaning and sanitizing buses. District employees will be provided proper PPE and disinfection equipment to effectively maintain the transportation fleet. Records will be maintained accurately to ensure bus safety procedures are being followed. The Supervisor of Transportation will schedule staff and bussing pickup and drop off according to the needs of District. The District will continually inform staff and parents of changes to procedures as necessary.	2
Board of Education	The Board of Education and Superintendent of Schools will dictate school policy and procedures.	1

Outside Deliveries	The Director of Facilities and Operations will coordinate deliveries with assistance from Building Custodians and Laborers. The Director of Facilities and Operations will inform vendors of District Policy and procedures in advance. All delivery agents will be required to notify the District prior to arrival on District property and strictly adhere to district policy while on site. Vendors will be required to provide their employees with the proper PPE to work safely while on site.	2
---------------------------	---	----------

Essential Positions

Each essential function identified above requires certain positions on-site to operate effectively. The table below identifies the positions or titles that are essential to be staffed on-site for each essential function's continued operation. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	Director of Technology	The Director of IT establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.
Administration and Oversight	Superintendent of Schools	The Superintendent is the decision-maker for the entire District.
Operations	Assistant Superintendent for Business and Finance	The Assistant Superintendent for Business and Finance ensures all essential functions are maintained.
Education	Superintendent Of Schools	The Superintendent of Schools determines the educational plan.
Human Resources	Director of Human Resources	The Director works with all administrators, supervisors, and Union leaders as it relates to matters of contract and human resources.
Facilities	Director of Facilities and Operations	The Director of Facilities and Operations maintains the necessary level of cleaning and sanitizing.

Administration	Principals, Assistant Principals, Assistant Superintendent of Pupil Personnel Services	The Principals, Assistant Principals, and Assistant Superintendent of Pupil Personnel Services are the liaisons between students, families, and employees in the buildings.
Cleaning and Sanitizing	Buildings and Grounds Staff, Custodians, Cleaners and Laborers	Perform all cleaning and sanitizing necessary for the upkeep of the buildings.
Support	District Clerical Staff	Provide necessary support for all Administrators to ensure continuity of operations and accountability.
Information Technology Support	District Information Technology Staff	Provide necessary support for all technology users (students, faculty, and staff) to ensure continuity of learning, operations and accountability
Food Service Support	School Lunch Manager and Food Service Support Staff	Provides meals to all students and ensures continuity of food service operations.
Health Services	Assistant Superintendent of Pupil Personnel Services	Directs Nurses and all Health Services. Communicates with the school physician on a consistent basis and reports to the Superintendent.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites.

Remote Work Protocols

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

1. Identifying staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet-capable laptop
 - b. Necessary peripherals
 - c. Access to software and databases necessary to perform their duties
 - d. A solution for telephone communications

The Superintendent of Schools and the District Administrative Staff will determine the level of remote working for all district employees in conjunction with all NYSDOH guidelines.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties that are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Grand Island Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Director of Facilities and Operations will work with the Superintendent of Schools or a designee to formulate a calendar that schedules employees based on the needs of the District.

Personal Protective Equipment

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

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

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

Protocols for providing PPE include the following:

1. Identify the need for PPE based upon an employee's job duties and work location.
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months.
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement.
3. Shortage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner that will prevent degradation
 - b. Employees must have immediate access to PPE in the event of an emergency.

- c. The supply of PPE must be monitored to ensure the integrity and to track usage rates.

The Director of Facilities and Operations is responsible for ensuring the proper PPE is available in all buildings for required applications. The District will work to maintain a three-month supply of PPE as directed above for all staff and students. An extra supply of PPE will be available in the Nurse's Office or with custodial staff, as appropriate, in each building. The Grand Island Central School District participates in Cooperative Bid Purchasing Agreements where possible that provide a comprehensive list of suppliers and products used for maintaining student and staff health through cleaning, disinfecting, and sanitization protocols.

Surplus PPE will be stored in a dry, secure central location. Access to the surplus PPE can only be made by the Director of Facilities and Operations as this will ensure the accurate accountability of all supplies on hand. The Director of Facilities and Operations will be responsible for maintaining accurate records and reporting inventory as required.

Health & Safety

Staff and students will be required to wear acceptable face coverings when a respiratory infectious communicable disease exists whenever they are within six feet of other students or other staff members. Exceptions to mask/face covering requirements shall be made for individuals for whom it is not possible to wear face coverings due to medical conditions, impact on disability, or other health or safety factors, as defined by a physician.

Acceptable face coverings include but are not limited to cloth-based masks. (e.g., homemade sewn, bandana, and surgical masks that cover both the mouth and nose). The District will provide information and instruction to staff and students on proper use, removal, and washing of cloth face coverings.

According to Executive Order 202.17, any individual who is over age two and medically tolerates a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in a public place and unable to maintain social distance.

The District encourages students and employees to use any fabric face coverings they may have in their possession or disposable surgical masks. If an employee or student arrives without a face covering, the District will provide one.

Masks or cloth face-coverings must be worn

- At all times, unless a teacher or administrator is providing a mask break or has asked a student to remove their mask.
- Upon entry to the building until arriving in your workspace or scheduled class.
- While in any common spaces (restrooms, hallways, waiting in lines).
- When in tightly confined spaces occupied by more than one individual at a time (e.g., elevator).
- When there is more than one occupant in a District vehicle.
- At all meetings or gatherings held in open, well-ventilated spaces and continuing to maintain a distance of a least 6 feet.

Masks or cloth face-coverings do not need to be worn when

- A teacher or administrator is providing a mask break or has asked a student to remove their mask.
- An individual is working alone and is not in the presence of another person.
- Employees are in their normal workspace while observing social distancing or working alone within a workspace.

Mask breaks will occur throughout the day. Mask breaks will occur at the direction of the teacher or administrator. Educational videos and signage regarding handwashing, face-covering protocol and other public health measures will be available to students and staff.

The District will provide and maintain adequate supplies to support healthy hand and respiratory hygiene, including soap, hand sanitizer, paper towels, tissues, lined trash receptacles, and face masks for visitors.

Social Distancing

Faculty and staff need to ensure at least six feet of distance between individuals unless safety or core function of the activity (e.g., instruction) requires a shorter distance. However, any time that staff or faculty are less than six feet from one another or students, they must wear acceptable face coverings.

To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

Social distancing markers will be posted that denote six feet of spacing in commonly used and other applicable areas on the site.

Health Monitoring

Active surveillance will be essential to informing school policy and public understanding over time. Despite best practices, the risk of transmission may not be totally eliminated.

According to the Centers for Disease Control and Prevention, a fever is medically defined as a body temperature of 100° F or higher. This applies to children and adults.

Faculty, staff, and students are required to stay home if they are sick. Parents are required to keep children home from school when they exhibit symptoms of the communicable disease. Parents are encouraged to contact their physician immediately.

Employees, students, and guardians will be required to monitor for signs and symptoms of the communicable disease daily.

Individuals with symptoms will be isolated from others and sent home immediately. Students should be supervised in the isolated area while awaiting transport home. Schools should refer such persons to a healthcare provider and provide resources on testing for the communicable disease.

Health screening procedures

As per NYSDOH guidance, faculty, staff, students, and parents will screen themselves before leaving their residence. The District will send the screening questionnaire daily.

In addition, a personal health screening of symptoms must be completed before leaving their residence. If any faculty, staff, student, or parent answers YES to any of the questions, he/she must remain home and NOT report to the District. District staff will check the screening questionnaire daily, and any incomplete/not submitted screenings will be contacted.

Any individual who has symptoms of the communicable disease, who reasonably believes they may have been exposed to the communicable disease, who lives with anyone who has been diagnosed with the communicable disease, or who has been diagnosed with the communicable disease, shall immediately report this information to their direct supervisor and seek proper medical attention. The District will communicate, as may be required, with the Erie County DOH. The District will follow all prescribed procedures, protocols, and processes to ensure timely reporting to the Erie County DOH.

Any individual who has traveled internationally or within certain states with widespread community transmissions of the communicable disease is expected to report this to their supervisor or building administrator before entering a building.

Staff Exposures, Cleaning, and Disinfection

Faculty, Staff, Student or Visitor Exposures

Each school will identify an area to separate anyone who exhibits communicable disease symptoms during hours of operation and ensure that students are supervised by a staff member who is physically distanced.

Students who develop communicable disease symptoms and are in isolation will be safely dismissed to their parent/legal guardian or a healthcare facility, as appropriate, depending on the severity of the illness. Areas occupied by any sick person will be closed off and not used until they have been properly disinfected.

Employees who exhibit symptoms in the workplace should be immediately separated from students and other employees. They should immediately be sent home with a recommendation to contact their physician. Areas occupied by any sick employee or contractor will be closed off and not used until they have been properly disinfected.

Health officials, faculty and staff, and school district families will be notified of any possible case of a communicable disease while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. In the case of a positive test, the District will coordinate with the Local Health Department to trace all contacts of the individual, in accordance with the New York State Contact Tracing Program. The District will cooperate with contact tracing efforts, including notification of potential contacts, such as

employees or students who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

Individuals who are ill will be advised not to return until they have met CDC and/or DOH criteria to discontinue home isolation.

Individuals who have had close contact with a person diagnosed with a communicable disease will be informed to quarantine, self-monitor for symptoms, and follow CDC and DOH guidance. Any person who develops symptoms must follow appropriate CDC and DOH guidance for home isolation.

Any employee or student who screens positive for any of the above symptoms, test, or close contact is prohibited from entering the school. They will be sent home with instructions to contact their health care provider for assessment and testing.

If necessary, the District has a plan for deep cleaning, disinfection, and temporarily closing as ordered by the DOH.

Plan for Returning to School

If a staff member or student exhibits symptoms of a communicable disease, with or without a positive test, the District will refer to the DOH's guidance for public employees returning to work following a communicable disease, infection, or exposure.

Any person returning after a positive diagnosis must be released from quarantine by the DOH or designated agency.

Compliance will be monitored by the District, and documentation may be requested to be provided by the employee or student/parent. Examples of acceptable documentation include a signed affirmation that the individual has quarantined for the required number of days and information from the Department of Health pertaining to release date if the individual has tested positive. Further, a reporting plan will be in place to ensure all are alerted who have come into close or proximate contact with a person with the communicable disease.

Accommodations for High-Risk Individuals

- The District will disseminate information from the CDC and Department of Health regarding medical conditions identified as high risk for contracting/being impacted by a communicable disease and potentially eligible for Americans with Disabilities Act (ADA) accommodations as per their physician.
- All students and staff seeking accommodations for potential high-risk medical conditions will follow District procedures, as per district processes for ADA accommodation requests.
- Documentation from a Physician will be considered, and proper PPE/accommodations will be provided to students and staff to accommodate the documented condition.
- Please contact the Director of Human Resources with questions.

Cleaning and Disinfecting

Custodial staff have received and will continue to receive professional development on the proper and appropriate procedures for cleaning, sanitizing, and disinfecting school buildings.

- The custodial staff will clean and disinfect the buildings consistent with the CDC and DOH Guidelines for mitigating the spread of a communicable disease.
- High contact surfaces will be cleaned and disinfected numerous times a day. This includes handrails, doorknobs/handles, and high-touch areas in restrooms.
- Additionally, the custodial staff will perform a thorough cleaning and/or disinfecting regularly. This includes but is not limited to dusting and wet mopping or auto scrubbing of floors, vacuuming, trash removal, cleaning/disinfecting of restrooms, spot cleaning of walls and carpet, cleaning meeting room tables, and other occupied spaces.
- All employees are encouraged to wipe down their personal workspaces and personal use items within the building/classroom as well as support good student hygiene.
- Emphasis will be placed on the importance of handwashing with soap and water for 20 seconds. Hand washing will frequently occur throughout the day. Social distancing will remain a critical component of the faculty, staff, and students, and when social distancing of six feet cannot be maintained, the use of a face mask is mandatory.
- The District will provide appropriate signage prominently displayed at entrances and in high traffic areas. These signs will include messages about social distancing, effective hand washing, the use of PPE, and symptoms of the communicable disease.
- The CDC guidance will be followed pertaining to the utilization of playgrounds. Students will wash and/or sanitize their hands before and after using the playground. Only one class will be allowed out on the playground at a given time and masks are required to be worn.
- Increased building ventilation will be maintained when dealing with respiratory communicable disease. The District will follow ASHRAE standards and recommendations. The District will use a combination of filters and air cleaners to provide a high performance of air recirculation by HVAC systems. Necessary filter changes will occur to provide optimal efficiency. The District will maintain a log of filter changes per code requirements

Employee Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Grand Island Central School District is committed to reducing our employees' burden. To that end, the Grand Island Central School District will follow all required Federal, State, and local laws in addition to employee contracts regarding employee leave during a public health emergency.

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

Documentation of Work Hours and Locations

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

locations and off-site visits.

This information may be used by the Grand Island Central School District to support contact tracing within the organization and may be shared with local public health officials.