

COPENHAGEN CENTRAL SCHOOL

DISTRICT-WIDE SCHOOL SAFETY PLAN

Commissioner's Regulation 155.17

*(Updated & Board of Education
Approval Date: September 26, 2022)*

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. School districts are required to develop a District-Wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the school district with local and county resources in the event of such incidents or emergencies. The District-Wide Plan is consistent with the more detailed emergency response plan required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variant of emergencies in each school district and its schools.

The Copenhagen Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of School encourages and advocates ongoing district-wide cooperation and support of Project SAVE.

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose:

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

B. Identification of School Teams:

Copenhagen Central School has created a District-Wide School Safety Team consisting of, but not limited to, representatives of the school board, students, teachers, administrators, parent organizations, school safety personnel, and other school personnel.

POSITION	NAME
BOE Representative	Lynn Murray
Administrative Representatives	Scott Connell, Nadine O'Shaughnessy, Pam Ratliff, Olivia Boucher, Scot Luther
Teacher Representative	John Cain
Parent Organization Representatives	Robin Spaulding
Student Representatives	Alyssa Fitpatrick, Aubree Smykla
Technology Coordinator	Adam Zehr, Krisha Greene
Other School Personnel	Denean Clark (RN) Dale Clarke (Building and Grounds Supervisor)

C. Concept of Operations:

- The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plan for each school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of the individual Building-Level Emergency Response plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.

- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified, and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

D. Plan Review and Public Comment:

- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The District-Wide and Building-Level Plans may be adopted by the school board only after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-Wide School Safety Plan, the Building Level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.
- Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-Level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency:

The school district has established procedures for the identification of potential sites and the internal and/or external hazards that may be present. These procedures are developed in coordination with the local Emergency Management Office, Fire Department, and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan shows the results of this procedure.

B. Actions in response to an emergency:

The school district has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building Level Emergency Response Plans include the identification of specific procedures for each action depending upon the emergency. The school district has incident-specific procedures for multi-hazard plans. These include Incident Command System, contacting local, state, and federal agencies (or Fort Drum) by calling 9-1-1. Specific steps for each type of incident are located in the Building Level Plan. Emergencies include, but are not limited to: Threats of Violence; Intruder Hostage/Kidnapping; Explosive/Bomb Threat; Natural (weather-related); Hazardous Material Evacuation Sheltering; Lockdown; Lock in Civil Disturbance; Biological School Bus Accident; Radiological Gas Leak; Epidemic; Other as determined by the Building Level School Safety Team.

C. District resources and personnel available for use during an emergency:

The school district has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building-Level Emergency Response Plan as deemed appropriate by the Incident Command Team. Specific personnel and resources are identified in the Building-Level Emergency Response Plan. The American Red Cross Mass Care Survey details all available resources. The survey is found in the Building Level Plan.

D. Procedures to coordinate the use of school district resources during emergencies:

The school district uses the Incident Command System model for emergency actions. For district-wide and building-level emergencies the Incident Commander will be the Superintendent. The Incident Commander is authorized to activate such resources and personnel appropriately. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plan. The school district has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in accordance with the Incident Command System as deemed appropriate by the Incident Commander. See Incident Command System Position and Description Chart. Specific procedures, policies, persons, phone numbers, and training are located in the Building Level Plan. The Incident Commander will contact 9-1-1. The school district will notify parents, staff, and students of any cancellations, early dismissal, evacuation, and sheltering through specific procedures outlined in the Building Level Plan. These procedures include the use of website/apps, radio, telephone, and television provided we have access.

E. Annual multi-hazard school training for staff and students:

The school district will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Health & Safety Office. Training may consist of classroom activities, general assemblies, tabletop exercises, full-scale drills, or other appropriate actions to increase the awareness and preparedness of staff and students. Drills and other exercises will be coordinated with local, county, and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident critiques of these drills. Our school district has provided the following courses and training: Two Hour Violence Prevention, Anger Management, Bullying, and Sexual Harassment, Active Shooter Trainer, Bomb threat drills including practice searching for suspicious packages are also conducted. The school district was a Red Cross Shelter during the Ice Storm of 1998. Drills and other exercises are coordinated with local, county, and state emergency responders and preparedness officials including fire department, police agencies, and in the case of a bomb threat, Fort Drum. Existing plans will be revised in response to post-incident critiques of these drills, see local Building Level Plan.

F. Staff development:

Each year during a Superintendent's Day, training in Violence Prevention and Intervention will be offered. Refresher training in searching for suspicious packages will be provided as needed.

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

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

The school district has enacted policies and procedures dealing with violence, these policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 4 of this document. (See also Code of Conduct policy) Based on the situation, the Incident Commander will determine the appropriate steps to be taken. These may include but are not limited to lock-down, search, evacuation, or contacting 9-1-1. Specific steps are outlined in the Building Level Plan. The Incident Commander will monitor the incident; adjust his/her response to the incident, and work to protect students and staff. Specific policies are listed in Appendix 4, the Code of Conduct, and the student planner.

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

Law enforcement officials will be contacted by the Incident Commander in line with the Building Level Emergency Response Plan, based upon the “closest response agency” concept, to ensure that the response to the incident is as rapid as possible. The District will call 9-1-1 for assistance. Also, see Appendix 4. The specific procedures are outlined in the Building Level Plan. The school district has considered zero policies, and will not adopt them. Incidents will be judged on a case-by-case basis using the Code of Conduct, other school district policies, and the good judgment of the school board and the Superintendent.

C. Appropriate responses to emergencies: The school district recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act, as well as the magnitude of such emergency. The Building Level Emergency Response Plan details the appropriate response to such emergencies. The school district has developed specific procedures for responding to bomb threats, hostage-taking, intrusion, and kidnappings. Lock-down, evacuations, and contacting local law enforcement through the Incident Command Structure will be used. Specific steps are found in the Building Level Plan.

D. Policies and procedures to contact parents, guardians, or persons in parental relation to the students in the event of a violent incident or an early dismissal:

The school district will contact appropriate parents, guardians, or persons in parental relation to the student via media release, telephone or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building Level Emergency Response Plans. The school district has plans and procedures to contact parents and guardians through the use of telephones, radio stations, intercom, fax, emergency alert systems, e-mail, television, and written communications. Specific procedures are outlined in the Building Level Plan to handle early dismissals, evacuation, and sheltering. Contact phone numbers are listed in the phone directory found in the Building Level Emergency Response Plan. Parent and guardian phone numbers are found in the Elementary and Secondary Offices and each classroom. The Incident Commander, based on the situation, will make the determination as to which form of communication will be used; i.e. television, radio, phone numbers.

SECTION IV: COMMUNICATION WITH OTHERS

A. Obtaining assistance during emergencies from emergency services organizations and local government agencies:

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. The school district will use the Incident Command System and follow the related protocols. The school district has developed relationships with local police, fire, and emergency management personnel including those at Fort Drum. The Incident Commander will contact 9-1-1.

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

The Copenhagen Central School District will work with county and other local officials when an Article 2-B emergency is declared. The Incident Commander, based on the actual Article 2-B situation, will contact the emergency management office for guidance by calling 9-1-1.

C. A system for informing all educational agencies within a school district of a disaster:

The school district will notify any appropriate educational agencies within its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery. In accordance with the chart of “Educational Facilities within the District”, the Incident Commander will contact and inform them of disasters when required.

D. Maintaining certain information about each educational agency located in the school district, including information on Each Building Level Emergency Response Plan will include the following information:

School population; number of staff; transportation needs and business and home telephone numbers of key officials of each educational agency. The Building Level School Safety Team will ensure that this information is current and accurate. See the Building Level Plan for names and phone numbers of students at BOCES or parochial schools.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures related to school building security, including the use of school safety officers and security devices: ** See Appendix 6

B. Policies and procedures for the dissemination of informative materials: The school district is committed to the use of age-appropriate interpersonal violence prevention educational packages for the students of the Copenhagen Central School.

C. Prevention and intervention strategies: The school district continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to: Collaborative agreements with state and local law enforcement officials designed to ensure that staff are adequately trained to de-escalate potentially violent situations; Non-violent conflict resolution training programs; Peer mediation programs and youth courts extended day and other school safety programs.

D. Strategies for improving communication among students and between students and staff and the reporting of potentially violent incidents: The school district recognizes that communication is a vital key in the prevention and intervention of violence in schools. The school district is exploring programs in the following areas: Youth-run programs, Peer mediation, Conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, establishing anonymous reporting mechanisms for school violence, DASA, and others based on district need. The following programs are offered at Copenhagen Central School to increase communication between students and staff: Conflict Resolution, Assertive Discipline, Peer Tutoring, and Mentors. Information is found in our Student Handbook and Code of Conduct.

E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel:

The school district currently does not employ hall monitors or other safety personnel. If we ever do, job descriptions, hiring procedures, and appropriate training will be developed as we do for every other staff position in the district.

Appendix 1

Copenhagen Central School – Contact Information

Building Name	Address	Contact Name	Phone Number
Copenhagen Central School, UPK-12	3020 Mechanic Street, Copenhagen, New York 13626	Nadine O'Shaughnessy, Building Principal	315-688-4411
		Scott Connell, Superintendent	

Appendix 2

Building Risk Determination

Building	Address
Copenhagen Central School, UPK-12	3020 Mechanic Street, Copenhagen, New York 13626

<p><u>Internal Hazards</u></p> <p>Civil Disturbance</p> <ul style="list-style-type: none"> ● Bomb threat ● Intruder ● Hostage ● Kidnapped person ● Civil Unrest ● Anthrax (bio-terrorism) <p>Fire and Explosion</p> <ul style="list-style-type: none"> ● Explosion ● spills/releases ● Fire <p>System Failures</p> <ul style="list-style-type: none"> ● Electrical system failure ● Fuel storage ● Gas leak ● Heating system failure ● Roofing failure ● Sewage system failure ● Structural failure ● Water system failure <p>Medical emergency</p> <ul style="list-style-type: none"> ● Allergic reaction/ Bleeding/Blow to the head ● Broken bones/Burns/ Choking/diabetic shock ● Epileptic convulsions/shock ● Bites ● Blood/Body fluid exposure ● Electric shock ● Epidemic ● Food poisoning 	<p><u>External Hazards</u></p> <p>Weather-related</p> <ul style="list-style-type: none"> ● Flood/mudslide ● Storm/snow/ice/wind/hurricane ● Thunderstorm ● Tornado <p>Environmental Problems</p> <ul style="list-style-type: none"> ● Air pollution ● Flood/mudslide ● Hazardous material ● Radiological incident ● Storm/snow/ice/wind/hurricane ● Extreme cold/heat ● Thunderstorm/lightning storm ● Tornado ● Toxic material spill/releases ● Water contamination <p>Other External Hazards</p> <ul style="list-style-type: none"> ● Airplane crash ● School bus accident ● Earthquake ● Railroad Crossing ● Highways ● Farms
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<ul style="list-style-type: none"> • Heart attack • Toxic exposure Death/Suicide	
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Appendix 3

TRAINING

Training will be provided by the Jefferson-Lewis BOCES Health & Safety Office, by Copenhagen Central School Staff, and/or by outside agencies as required.

Topics that will be offered include:

- Bullying-Dignity for All Students (DASA Legislation)
- Sexual Harassment
- Right to Know
- Active Shooter
- Character Education
- Conflict Resolution

Appendix 4

SAFETY AND SECURITY POLICIES

- 3410 Code of Conduct
- 7530 Child abuse, maltreatment or neglect
- 7551 Sexual harassment
- 3420 Non-Discrimination and Anti-Harassment in the School District
- 5692 Aids Instruction
- 8271 Internet safety
- 7560 Notification of sex offenders
- 5630 Construction safety
- 5681 School safety plan and team
- 5741 Alcohol and drug testing of bus drivers
- 5672 Information security breach and notification
- 6151 Drug-free workplace
- 5571 Disclosure of wrongful conduct (Whistleblower)

Appendix 5

The Copenhagen Central School District will comply with Article 155.17 and Executive Law 2-B. Copies of the regulations are available in the District Office.

Appendix 6

Policy's regarding building security, school safety officer, and dissemination of information materials

- 3230 Public complaints
- 3280 Public use of school facilities
- 5640 Smoking and other tobacco use on school premises
- 3410 Code of Conduct
- 5710 Violent and disruptive incident reporting
- 7530 Child abuse, maltreatment or neglect
- 7511 Sexual harassment
- 3420 Anti-Bullying
- 8271 Internet safety
- 7560 Notification of sex offenders
- 5671 School building safety
- 5681 School safety plan and team
- 5641 Alcohol and drug testing of bus drivers
- 5672 Information security breach and notification
- 6151 Drug-free workplace
- 7530 Child Abuse in an educational setting
- 5571 Disclosure of wrongful conduct (Whistleblower)

Building Name	Address	Contact Name	Phone Number
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		Scott Connell, Superintendent	

Appendix 7

Currently, Copenhagen Central School does not employ personal in these categories. Jefferson County Sheriff's, Lewis County Sheriff's, and NYS Troopers are called via a 9-1-1 alert system.

Appendix 8

Building-level Emergency Response Plans

Copies of the Building-level Emergency Response Plans are filed with the following agencies.

- New York State Police
- Lewis County Sheriff's Department
- Lewis County Emergency Management Office
- Copenhagen Fire Department

Appendix 9

Memoranda of Understanding

Copenhagen Central School District has agreements in place for sheltering, transportation, and shelter management with the American Red Cross.

The actual agencies for which these plans exist are found in the Building-level Emergency Response Plan.

Communicable Disease - Pandemic Plan

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during, and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team. **Effective September 1, 2021**, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to the newly added subsection (2)(m) of Education Law §2801-a.** The Plan addresses the required components in the sections as noted below:

Prevention/Mitigation

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

Protection/Preparedness

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

Response

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

- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Prevention/Mitigation:

- We will work closely with the Lewis County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, and the school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
 - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Lewis County Department of Health, Bureau of Infectious Diseases.
 - Public Health Consultation and Immediate Reporting: 315-376-5453
 - *Weekend/After-hours Consultation and Reporting*: 315-376-5473
- Lewis County Department of Health may monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The Superintendent will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification), the school district technology director will also be an important Team member. The Human Resources Director/Business Official, building and grounds supervisor, Food Service Director, and Transportation will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to the implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* was reviewed on **September 1, 2021** for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize Parent Square, 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 the district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

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

5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

The worksheet below has been completed by the Superintendent, Principals, Business Official/Human Resources Director, Building and Grounds Supervisor, Transportation Supervisor, Food Service, Technology, , Athletics, Special Education and Guidance Counselor

Human Resources Essential Positions (Example Table)				
Title	Description	Justification	Work Shift	Protocol
Superintendent				
Business Official				
Building Principal				
Building and Grounds Supervisor				
Transportation Supervisor				
Technology Director				
Food Service Director 1				

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- o **Mobile Device Assessments:**
 - Survey departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services
 - Conduct a cost analysis of technology device needs
- o **Internet Access Assessments:**
 - Survey departmental staff to determine the availability of viable existing at-home Internet service
 - Conduct a cost analysis of Internet access needs
- o **Providing Mobile Devices and Internet Access:**

- To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
- To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:

- o To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- o To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- o Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

Mobile devices Delivery:

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

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

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

Depending on the exact nature of the communicable disease and its impact, Copenhagen CSD 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 workdays or workweeks.
- Implement a four-day workweek.
- Limit or eliminate visitors to the building.

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

Protection (Preparedness):

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

- The District-wide Command Center will be at **Copenhagen CSD** with the alternate at **Copenhagen Fire hall** and will be activated at the direction of the School District Superintendent. We have established our District-wide Incident Command Structure as follows:

o Scott Connell	Superintendent	315-777-6796
o Nadine O'Shaughnessy	Building Principal	315-771-8017
o Pam Ratliff	Elementary Principal	315-408-2123
o Scot Luther	Business Official/Human relations	315-527-3550

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.

- The school district has designated a COVID-19 safety coordinator whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinator shall be the main contact upon the identification of positive COVID-19 cases and are responsible for subsequent communication. The Coordinator shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.
- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; website; parent square; phones, cell phones, texting; and the public media. All information will come from the Superintendent. The Superintendent will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - o Overall Operations – we have defined the following decision-making authority for the district (**Superintendent, Business Official, Building Principal, and Elementary Principal**). Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through Parent Square.
 - o The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities.

We have defined the following job title for having back-up responsibility in these (Business office Clerk). Recognizing the need for job cross-training, we have trained individuals with the following job titles (**Superintendent, BOE Clerk to be trained as back-ups for essential business office functions**) on September 1, 2021.

- o Maintenance of facilities will be difficult with reduced or absent maintenance staff. The Building and Grounds supervisor or backup designee will keep the business office informed of such status and of the point at which the building can no longer be maintained. The Building and Grounds supervisor has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building functions and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Training for teachers on this process was provided on September 1, 2021. At no time will products not approved by the school district be utilized.
- o The Superintendent will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by the Superintendent. The Superintendent has provided cross-training of staff to ensure essential functions are learned on September 1, 2021. The Superintendent will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc. The Superintendent, working with the administration and local officials, will decide if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include
 - o Hard copy, self-directed lessons
 - o Use of mobile media storage devices for lessons (Chromebooks, iPads)
 - o On-line instruction; online resources; online textbooks
 - o Communication modalities for assignment postings and follow-up: Canvas and Google Classroom

We have obtained input from Principals and Teaching Staff in the development of these strategies and have tested these methods during the Spring semester of 2021.

(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.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the District is getting the most for its PPE dollars.
- Teach and reinforce the use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work in partnership with Lewis County Public Health to provide this capability. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

PPE Supply Management

- The Superintendent and Business Official are working with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible.

Disposable Face Covering Supplies					
Group		12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students	500 Masks per Week	6000	3000	1500	1 Disposable Mask per Week per Student (supplements parent provided)
Teachers/Staff	500	6000	3000	1500	5 Disposable Masks per Week per Teacher
Nurse	5	60	60	60	10 Disposable Masks per Week per School Nurse

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

N-95 Respirators*	5	60	10 per Week per Staff
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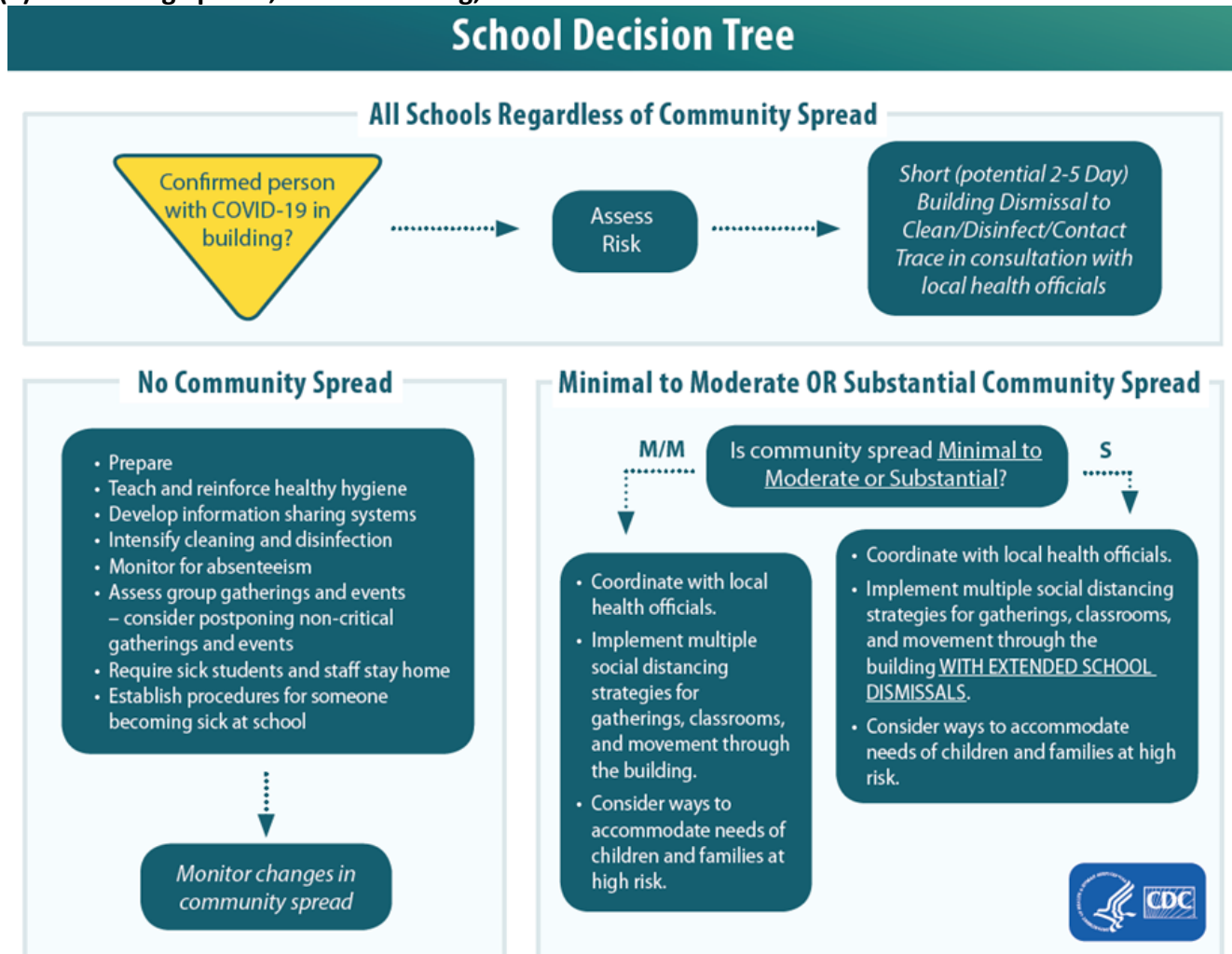
***Note:** N-95 respirators are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or aerosol-generating procedure. Those employees required to wear N-95 respirators will need to be fit tested and medically evaluated in order to determine if the employees are capable of wearing an N-95 respirator without impacting health. (Ths we done for both Nurses on 12/14/20)

Response:

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Lewis County Department of Health and other experts..

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The Superintendent will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety Team will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the Superintendent will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review the essential functions and responsibilities of backup personnel. The ability to utilize off-site systems will be tested. The Business Official will monitor the utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Building and Grounds Supervisor will meet with staff and monitor their ability to maintain essential functions. The Building and Grounds Supervisor will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Building and Grounds Supervisor will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- The Superintendent will meet with staff to review the essential functions and responsibilities of backup personnel. The Superintendent will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- **If the decision is made to close the school building the school district will notify the NYS Education Department and District Superintendent at Jefferson-Lewis BOCES**

(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.
- 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.
- Contact Lewis County Public health for information on “close and proximate” contacts.
- 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.

The Lewis County Department of Health provides specific guidance for individuals who are on home isolation regarding when the isolation may end.

The Lewis County Department of Health 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 14 days of quarantine after exposure based on the time it may take to develop the 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.

Staff Absenteeism

- Instructional staff will call the Sub caller when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- The Principals will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained backup staff.
- The Principals will monitor absenteeism of students and staff, cross-train staff, and create a roster of trained backup staff.

Employee Assistance

- The Superintendent will continue to disseminate information to employees concerning SEL. SEL address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

Medical Accommodations

The Superintendent will continue to handle medical and COVID-19 accommodations. Requests for COVID-19 accommodations should be sent to the Superintendent

New York State Contact Tracing Program

If a student or staff member tests positive for Coronavirus the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. The information below is provided by the New York State Contact Tracing Program:

New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health, and Vital Strategies to create the NYS Contact Tracing Program, a nation-leading initiative to help slow the spread of COVID-19 and make it safer to begin to return to normal again.

Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from “NYS Contact Tracing” (518-387-9993), or Lewis County/Jefferson County Public health, PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

A contact tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a COVID Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you’ve been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way. This is how we stop the spread!

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will operate through the next flu season. It will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say **“NYS Contact Tracing” (518-387-9993).**

Please answer the phone so we can keep NY moving forward and stop the spread of COVID-1

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:

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

Common Areas:

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

Disinfecting:

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

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

Upon request, the Building and Grounds Supervisor will provide CDC-approved disinfecting solutions for additional on-the-spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- o Bus seats and handrails.
- o Buttons on vending machines and elevators.
- o Changing tables.
- o Classroom desks and chairs.
- o Door handles and push plates.
- o Handles on equipment (e.g., athletic equipment).
- o Handrails
- o Gym floors.
- o Kitchen and bathroom faucets.
- o Light switches.
- o Lunchroom tables and chairs.
- o Related Services Spaces.
- o Shared computer or piano keyboards and mice.
- o Shared desktops.
- o Shared telephones.

Hand Sanitizing:

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

Trash removal:

- o Trash will be removed daily.
- o Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.

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

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off-site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. **Our plan to track such individuals can be found in Appendix C, Essential Employee Worksheets, page**

Recovery:

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

- The District-Wide School Safety Team will meet to debrief and determine lessons learned. Information from The Human Resources Director/Business Official, Building and Grounds Supervisor, Food Service Director, Principals, Counselors, and Transportation will also be vital to the planning effort. The District-Wide School Safety will be revised to reflect this.

APPENDIX C

School District Pandemic Influenza Planning Checklist

Flowcharts for COVID-19 Confirmed case

Example of Contract Tracing Form

Flowcharts for COVID-19 decision Making

Essential Employee Worksheets

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different languages and/or ethnic groups on the planning committee, asking for their

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

COPENHAGEN CSD CONFIRMED COVID-19 CASE

Lewis County Department of Health Notification OR Lab Report Results Received	NOTIFICATIONS INTERNAL
	Building Principal
Confirmed COVID-19 Case	Elementary Principal
Superintendent informs leadership team members	Business Official/Human Resources
Superintendent Identifies Contacts with Confirmed Case <i>*Use the Form on Reverse Side & E-mail to Lewis County Department of Health when all information is completed.</i>	Counselors
	Board of Education
Superintendent calls all families that have a student on the contract trace list and all staff members on that list.	Affected Employees
	Union President
Superintendent Identifies Areas Occupied on Last Day the Student/Staff member was in the Building and the Previous 48 Hours.	Staff
	Parents
Superintendent Notifies Building and Grounds Supervisor of Building or Areas in the Building Needing Cleaning/Disinfection.	

COVID-19 Preliminary On-Site Investigation
(E-mail Lewis County Department of Health)

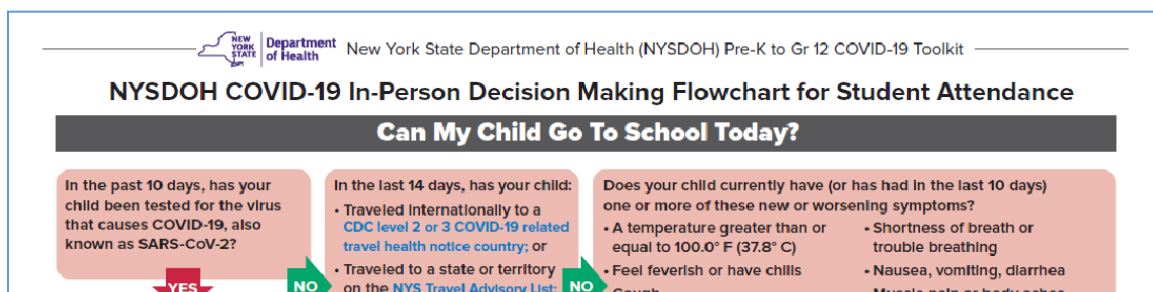
School Building Click or tap here to enter text. **Today's Date** Click or tap to enter a date.

Individual Completing Form _____ **Telephone #** _____

Name of Person Testing Positive: Click or tap here to enter text. Position:				
Last Date Individual was in the School Building: Click or tap here to enter text.				
Date of Birth: Click or tap here to enter text. County of Residence: Click or tap here to enter text.				
Telephone #: Click or tap here to enter text. Please highlight case was: SYMPTOMATIC OR ASYMPTOMATIC				
Documentation of Lab Confirmed Positive: Yes <input type="checkbox"/> No <input type="checkbox"/> Date of Test: Click or tap to enter a date.				
Laboratory Conducting Test: Click or tap here to enter text. Telephone # Click or tap here to enter text.				
Names of <u>Students</u> in Close Contact (Less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contacts, please write NO CONTACTS across the page)				
NAME	HOME DISTRICT	DATE OF BIRTH	PHONE #	EXPOSURE LOCATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

13.				
14.				
15.				
<p align="center">Name of <u>Staff</u> in Close Contact (Less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contacts please write NO CONTACTS across the page</p>				
NAME/POSITION/ EMPLOYEE ID #	EMPLOYEE DISTRICTS (If Applicable)	DATE OF BIRTH	PHONE #	EXPOSURE LOCATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

Flowcharts for COVID-19 Decision Making



My child has COVID-19 symptoms. When can they go back to school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

HCP Recommends COVID-19 Diagnostic Test

OR

HCP Gives
Alternate Diagnosis

COVID-19
Diagnostic Test
Recommended
but Not
Done and
No Alternate
Diagnosis

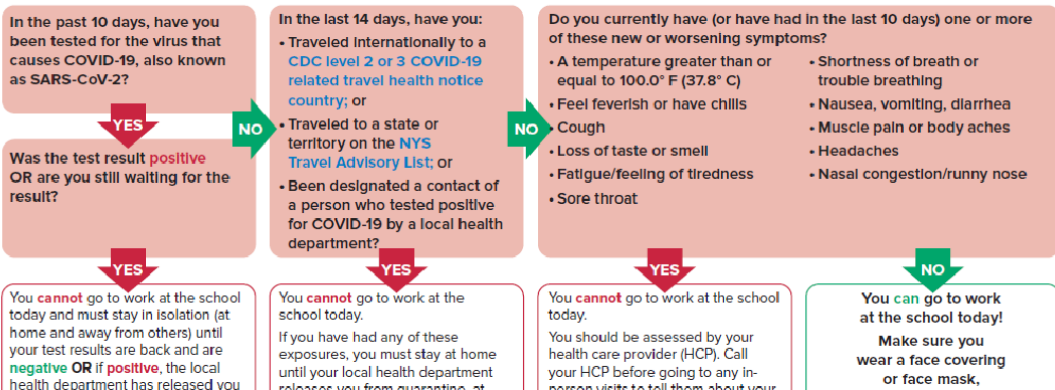
Child is
Not Evaluated
by HCP

STAY OUT OF SCHOOL
and in Isolation until test result is back



NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work

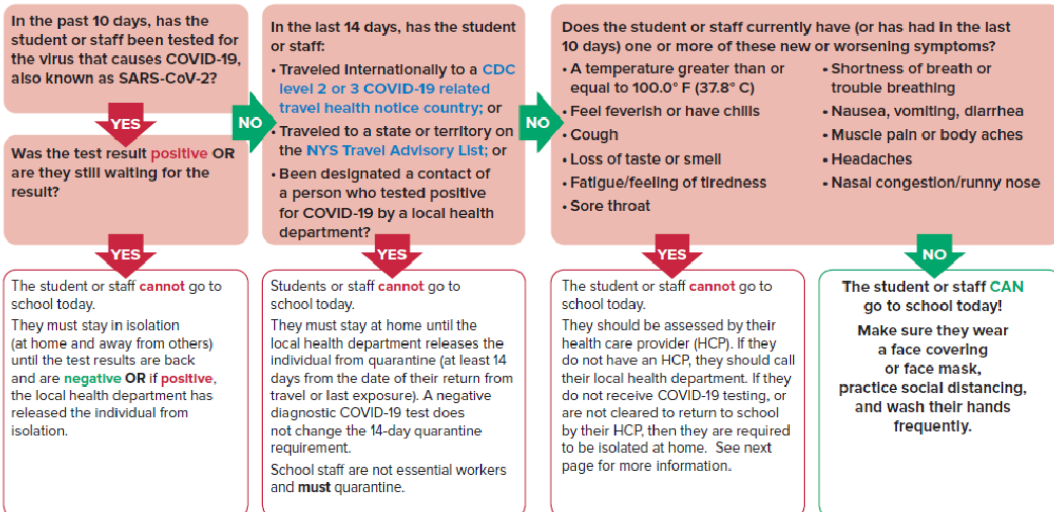
Can I Go to Work at the School Today?





NYS DOH COVID-19 Guide for School Administrators and Schools Nurses

COVID-19 Screening Flowsheet for Students and Staff



Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

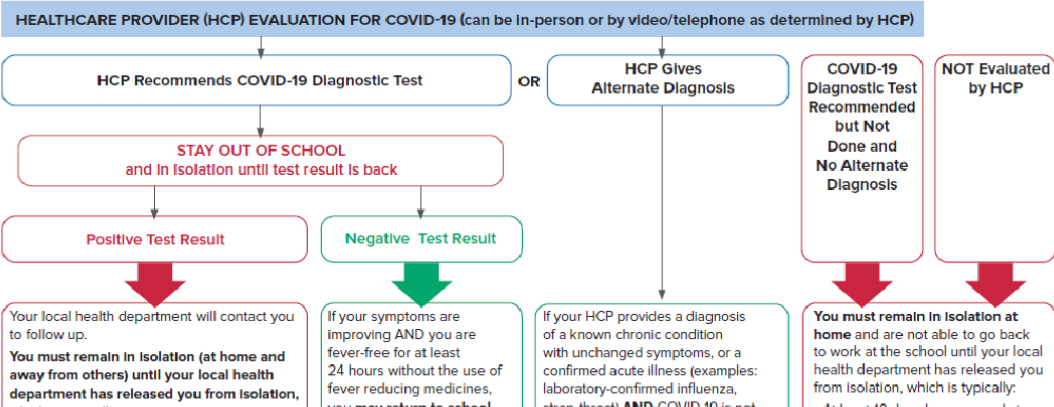
CALL 911 IF A STUDENT OR STAFF HAS:

- Trouble breathing or is breathing very quickly
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Lethargy, irritability, or confusion

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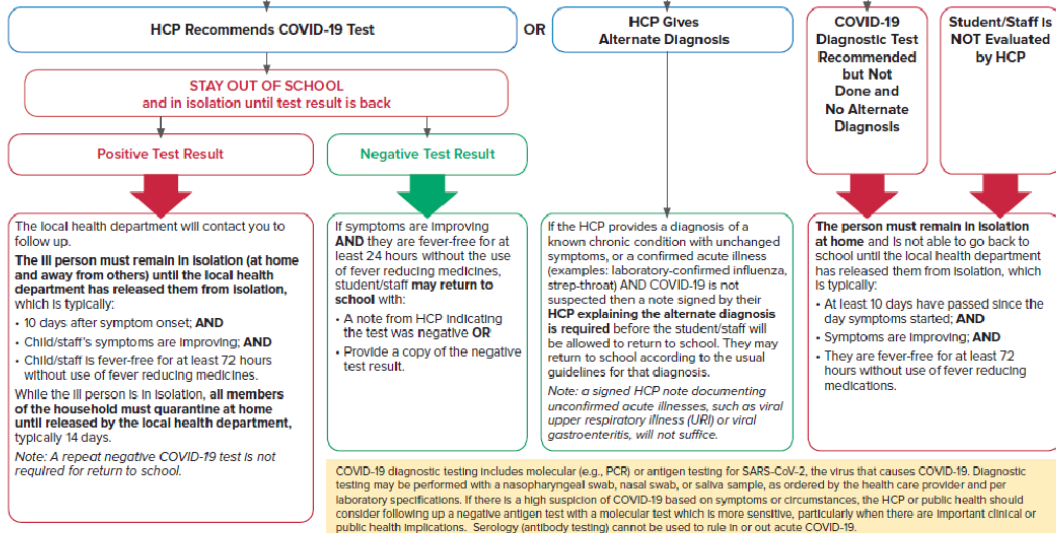
I have COVID-19 symptoms. When can I go back to work at the school?



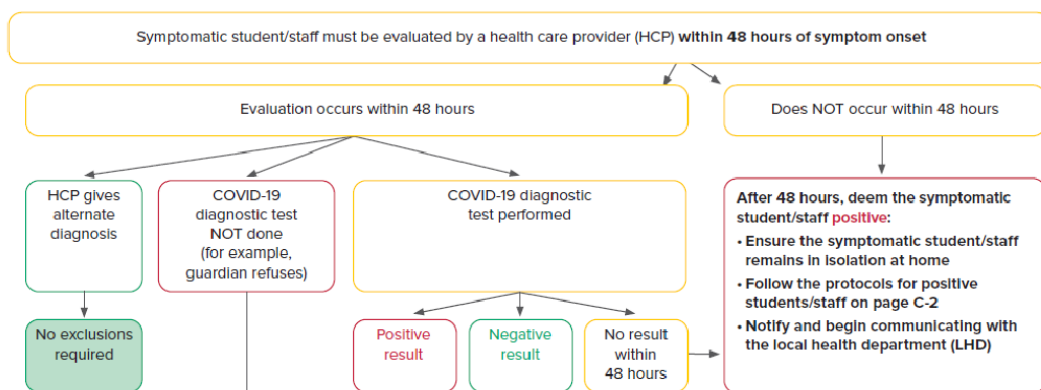
**COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms****Student/staff has symptoms consistent with COVID-19:**

- Student/staff member should keep face mask on.
- Staff members should be sent home immediately.
- Students awaiting transport home by the parent/guardian must be isolated in a room or area separate from others, with a supervising adult present using appropriate personal protective equipment (PPE).
- School administration and the parent/guardian should be notified.

- Provide instructions that the individual must be seen by an HCP for evaluation and have COVID-19 testing (unless determined not necessary by HCP). If they do not have an HCP they should call their local health department.
- Schools should provide a list of local COVID-19 testing locations.
- Clean and disinfect area where the student/staff member was located.

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

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**COVID-19 exclusion protocol for contacts of symptomatic students and staff**

COVID-19 School and Local Health Department Coordination for Contact Tracing

Notify the local health department (LHD):

- Immediately upon learning of a positive case
- 48 hours after symptom onset in a staff member or student if no HCP evaluation or test result has been received. The LHD will collaborate with the school for contact tracing and to identify contacts.

Begin to identify contacts of the case to provide to the LHD.

Provide the LHD with contact information of school personnel who will assist in the LHD's contact investigation. Include the names and phone numbers of at least two points of contact, as appropriate, such as:

- School Principal
- Administrative Support Person
- Principal Designee

Provide the LHD with a list of people who are possible contacts of the case including:

- Contact's full name
- Parent(s)/Guardian(s) full name(s)
- Phone number(s)
- Home address
- Nature of contact (e.g., persons in same classroom, bus, etc.)
- Student, teacher, or type of staff member

Contacts will include students/staff who had exposure to the individual suspected or confirmed to have COVID-19 beginning two days before their symptom onset (or if the case was asymptomatic, two days before the date they were tested) until the case is excluded from the school and in isolation. Schools and LHDs should work together to ensure any before, after, or other daycare; transportation; extracurricular; and other non-school setting contacts are identified and notified of their exposure risk.

THEN

Move forward with preestablished communication plan in consultation with LHD (e.g., notifying the school community of confirmed case(s), as appropriate).

THEN

The LHD will determine which students/staff should be quarantined and excluded from school in addition to any other close contacts, such as social or household contacts. Contacts will be quarantined and excluded from school for 14 days from the date of last exposure to the case, advised to monitor for symptoms, and recommended to get a diagnostic COVID-19 test at least 3 days after their last date of exposure. The local health department will initiate isolation and quarantine orders.

When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school.

The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

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Essential Employee Worksheet

In the event of a government ordered shutdown similar, to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan 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. Please provide the information requested below for your department utilizing the following guide:

1. **Title** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.

4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Superintendent	District Management	Oversite of entire District Operations	M-F 8:00-4:00	
Business Official	Financial Management	Payroll etc.	M-F 8:00-4:00	
BOE Clerk	District Management	Answering phones, etc.	M-F 8:00-4:00	
Business Clerk	Financial Management	Payroll etc.	M-F 8:00-4:00	
Building & Grounds Supervisor	Building Maintenance	Oversite of Heating/plumbing	M-F 8:00-4:00	
Technology Director	Hardware/software maintenance	Keep remote learning up and running	M-F 8:00-4:00	
Building Principal	Instructional Management	Instructional Oversight	M,W,F/T, Th	
Elementary Principal	Instructional Management	Instructional Oversight	T, Th/W,W,F	
Transportation Supervisor	Manage Bus Fleet	Food/technology delivery	M-F 8:00-4:00	
Cafe' Manager	Food Preparation	Feed remote learning students	M,W,F 7:00-12:00	
Bus Driver	Food/Technology delivery	Delivery to students that are learning remotely	Wednesday's 8:30-11:30	
Food Service Worker	Food Preparation	Feed remote learning students	T, W 7:00-12:00 2 employees each day	
Custodian	Building Maintenance	Cleaning and sanitizing	M-F 8:00-4:00 1 employee each day	

[illegible]