

Public Employer Health Emergency Plan for the Greenville Central School District

March 8, 2021

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

Promulgation

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

This plan was initially developed by the District. It was then submitted to the Greenville Faculty Association (GFA), Greenville Paraprofessional Federation (GPF), and Greenville Principals Association (GPA) for their review and input 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.

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As the authorized official of the Greenville 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 section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: date

By: Tammy Sutherland

Signature: _____

Title: Superintendent of Schools

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law subdivision 2 of section 2801-a (as amended by section 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, 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 Greenville 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 the safety of our employees and contractors, 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 in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

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

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 largely reflect the circumstances of the current Coronavirus pandemic 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 contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own 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 or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Superintendent of Schools of the Greenville Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools.

Upon the determination of implementing this plan, all employees and contractors of the Greenville Central School District may be notified by phone, email, or any other means determined to be necessary, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Parents, students, and other community members will be notified of pertinent operational changes by way of email notifications, social media messaging, and local news outlets, amongst others. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent of Schools will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of the Greenville Central School District, their designee, or their 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 Schools of the Greenville Central School District, their designee, or their 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 Greenville 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 employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Greenville Central School District

The Greenville Central School District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, 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, contractors, our constituents, 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

Mission Essential Functions

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

Essential Function	Description
Information Technology/Continuity of Operations and Instruction	Provides hardware, software and internet capability for staff and students to facilitate continuity of instruction and education in remote learning environments with educators working from home. Also responsible for troubleshooting technical issues that may arise during the distance learning process, the offering of best practices in communication to ensure that students are able to access curricular materials, and for helping staff members disseminate information related to both academic and social-emotional education. Maintains the school's network and phone systems and is responsible for housing data that is essential to the ongoing operation of the district.
Buildings and Grounds/Maintenance	Provides repair and continuation of systems such as water, lavatories, kitchens, generators, HVAC systems and snow removal as necessary to maintain safe access to buildings. Continues to upkeep the campus during remote work and learning and ensures that all buildings and grounds are properly maintained, regularly cleaned, and disinfected as necessary to ensure the safety of school community members.
District Office	Oversight and management of the functions performed by employees in the superintendent's office, the assistant superintendent's office (human resources) and the business office (accounting, payroll, accounts payable and purchasing) to ensure that regular business operations and services continue as necessary and/or mandated. Coordinates district wide communications and safety teams.
Health Office/Health Services/PPS Department	Dependant on district needs based on the DOH requirements such as testing and contact tracing. Coordinate and provide necessary mental health needs for students, staff and families.
Office Staff	Oversight of mail, phones, sign-in procedures, and building utilization and operations. Providing assistance with contact tracing efforts as necessary.
Food Service	Ensure that food can be provided to students
Transportation	Provide immediate transport of students to/from school as directed in the onset of the

	emergency. Follow-up roles include delivery of food, medical supplies, and learning materials in the event of a long-term closure.
Building Administrators	Responsible for overseeing the day-to-day functioning of the school community and supporting the academic success of students, promoting a positive school climate, and assisting educators.

*In the event of a school closure, and when authorized by state officials, the Greenville Central School District would assign teaching as a mission essential function of the organization. During a closure, having teachers on-site, in their own work space for safety, is favorable for accessibility to resources (teaching materials), technology, and internet connection.

Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. 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/Continuity of Operations and Instruction	<ul style="list-style-type: none"> Director of Technology 	The Director of Technology establishes all priorities for IT tasks and organizes staff. Responsible for overseeing the local area network and the subsequent ongoing maintenance of this network for the district. Oversees the district’s internet access, phone systems, and cell phone plans. Ensures uptime of essential equipment necessary to keep operations running and coordinates moves to secondary data centers and/or data disaster recovery in order to restore systems that may go down.
	<ul style="list-style-type: none"> Computer Network Administrator Technology Assistant 	Responsible for providing support to teachers and students in regards to computer hardware and software by responding to “help desk” tickets and troubleshooting concerns.
Buildings and Grounds	<ul style="list-style-type: none"> Director of Facilities 	<ul style="list-style-type: none"> Responsible for overseeing and providing direction to the B&G and maintenance department and employees to ensure a safe, clean working environment. Responsible for ordering and distribution of cleaning, maintenance and PPE supplies.
	<ul style="list-style-type: none"> Custodians Cleaners Cleaner Monitors Maintenance Workers 	<ul style="list-style-type: none"> Responsible for routine cleaning, disinfecting, and maintenance tasks. Responsible for performing a wide variety of tasks related to the maintenance and upkeep of campus grounds, parking lots, and fields. To ensure the safety/security of the campus.
District Office	Superintendent of Schools	The superintendent will oversee and coordinate all operations. S/he will act as the Chief Communications Officer, unless otherwise delegated. The superintendent will work directly

		with the District Office Staff, Emergency Services Personnel, and Building Administrators. Responsible for making day-to-day decisions about educational programs, budget/spending, staffing, and facilities management.
	Assistant Superintendent/Human Resources	Responsible for assisting the Superintendent in the administration of educational programming and the development of goals to foster school improvement. Responsible for assisting the school district as a liaison to district personnel, providing guidance for personnel functions, and ensuring the complete and effective compliance with personnel policies, protocols, and practices.
	Business Official Treasurer	Responsible for assisting the Superintendent in the administration of business affairs (accounting, payroll, accounts payroll, purchasing) in such a way to provide the best services with the financial resources available. Will directly oversee and coordinate operation support services by working directly with the Director of Facilities, Transportation Supervisor and Food Service Supervisor in the coordination of supplies, services, payments and movement of materials.
	Pandemic Administrators/Coordinators-as designated by the Superintendent of Schools	Responsible for helping the school district be in compliance with all aspects of reopening plans, reopening activities, and guidance related to the reopening of schools.
Health Office/Health Services/PPS Department	School Nurses	Assist building and district administrators by communicating with the local health departments for guidance, may act as the liaison to the school physician. Responsible for assessing ill students and staff and assisting in contact tracing efforts.
	Director of Pupil Personnel Department	Responsible for coordinating the efforts of the PPS Department to support students, staff and families regarding mental health, as needed.
Office Staff	School Secretaries	Responsible for answering phones, providing support to building administrators, responding to emails, greeting visitors, assisting in building sign-in procedures, accepting deliveries, and helping disseminate mail.
Food Service	Supervisor of Food Service	Will coordinate with vendors and the business office for supplies necessary in the event of a building closure to supply to-go meals. Responsible for overseeing the preparation of meals and coordinating with the Transportation Director to ensure that meals are disseminated.
	Food Service Employees	Responsible for the preparation of and making of meals for students.

	Aide Monitors (if needed)	Responsible for distribution of student meals.
Transportation	Transportation Supervisor	Responsible for the safety and efficient operation and maintenance of the transportation department. Coordinates with the Food Service Manager on meal deliveries.
	Bus Drivers	Transport students, food and/or supplies
	Mechanics	Inspection and maintenance of service vehicles
Building/District Administrators	Building Principals	Responsible for overseeing the day-to-day functioning of the school community and supporting the academic success of students, promoting a positive school climate, and assisting educators.
Faculty* and Staff	Teacher, Teaching Assistant, Aide/Monitor, Related Service Providers	Should it become necessary to meet a student's needs under IDEA and/or Section 504 regulation (FAPE), teachers/related service providers may be deemed essential on an as needed basis.

*In the event of a school closure, the Greenville Central School District would assign teachers and related personnel as on-site essential personnel, when authorized by state officials. During a closure, having faculty on-site, in their own work space, is favorable for accessibility to resources (teaching materials), technology, and internet connection.

Reducing Risk Through Remote Work and Rotating Work Schedules

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

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Remote work protocols shall be developed and facilitated through coordination with district administrators, building administrators, and the IT department to ensure that all needs are met and that safety, security, and functionality are at the forefront of any and all discussions. █

Identification of Staff for Remote Work

The Greenville Central School District will initiate remote work at the direction or in collaboration with local and state officials. The district recognizes that remote work is possible for some personnel whose duties and responsibilities can be accomplished off-site. The District will ensure that employees follow their contractual work day and work week. The Greenville Central School District has identified the following personnel who can accomplish their work assignments while working remotely.

Personnel who can work remotely:

1. Teachers
2. Teacher's Assistants
3. Teacher's Aides Assigned to 1 to 1 Special Education Services
4. School Counselors/School Psychologists
5. Auxiliary Support Services (Speech Pathologists, Occupational/Physical Therapists, etc.)

Assignment of Remote Work

The Superintendent or designee, in consultation with the Assistant Superintendent in charge of Human Resources in collaboration with Administration, Directors and Supervisors, will assign remote work and corresponding work assignments to aid in the decision making process. Final decisions will be communicated to the Assistant

Superintendent in charge of Human Resources and building/department administrators for dissemination to their respective staff.

Equipping Staff and Students for Remote Learning

Greenville CSD is a one-to-one technology school. All students K-12 are provided a device to take home as needed. In 2020 a needs assessment was conducted regarding the internet capabilities of students/families and faculty. In addition, a family survey was conducted to determine issues/concerns regarding internet issues at home. If families experienced extenuating circumstances, the District worked with them to develop an educational plan.*

Dependent upon circumstances, teachers will deliver content remotely from their homes or from their classrooms if allowed in order to access their technology, supplies and materials.

Remote tech support will be provided to all of our families in the use of technology and school issued one-to-one devices. All classroom teachers are provided with document cameras for broadcasting lessons to students who will be participating remotely.

The district will establish a database of internet access for all students and families within our school community. If we are required to go to fully remote instruction, in order to maintain equity and opportunities for all students GCS will:

- Continue to evaluate the effectiveness of hotspots and distribute them, based on availability, to families
- Coordinate with local agencies (example: libraries) to identify locations within the community that provide wifi for student use
- If allowable, provide locations on campus for students to access wifi
- Provide paper copies of curriculum materials if necessary.

*GCS will purchase hotspots to be loaned to families and teachers. Hotspots do require a signal from a cell tower to function.

Rotating Work Schedules Protocols

Implementing rotating work schedules may be possible for personnel whose work responsibilities must be performed on-site, and/or for personnel whose job responsibilities encompass a combination of on-site and off-site capabilities. As possible, District Administration, Directors and Supervisors will identify personnel who fall into one of the categories previously stated as a strategy of limiting overcrowding and exposure. Regardless of the type of work schedule, the Greenville Central School District will ensure, to the extent possible and based on workload, that employees are provided with their typical or contracted minimum work hours per week.

Identification of Positions for Rotating Work Schedules

The District personnel identified below, require them to be on-site, or require a combination of on-site and off-site work to accomplish their job duties and responsibilities.

Personnel who can Rotate work schedules:

1. School Administrators
2. B&G (Maintenance, Custodial, Cleaner Monitors & Cleaners)
3. Clerical Staff
4. School Nurses
5. District Office Staff

6. Bus Drivers
7. Food Service

Assignment of Rotating Work Schedules

The Superintendent or designee, in consultation with the Assistant Superintendent in charge of Human Resources in collaboration with Administrators, Directors and Supervisors as needed, will assign work assignments to aid in the decision making process. Final decisions will be communicated to the Assistant Superintendent in charge of Human Resources and building/department administrators and Directors/ Supervisors for dissemination to their respective staff. The Assistant Superintendent in charge of Human Resources will notify payroll of such decisions to ensure employee time and attendance is tracked accurately.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which 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, Greenville 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

Within each department, the supervisor of each department will identify and prioritize work that necessitates on-site personnel. That work, where appropriate, will be divided into shifts with the highest priority work being performed by the first available shift. The department supervisor will then create staggered start/end times and offer those staggered time slots first to those employees trained and capable of performing the assigned tasks. It is understood that, because of the need to spread work out over additional shifts/hours, direct on-site supervision may not always be prudent, safe, or practical. As such, other means such as electronic video may be utilized to aid in supervision of staff.

Chain of Command

Essential personnel and other on-site personnel will report to the Superintendent of Schools, the Assistant Superintendent of Schools, Building Administration, Directors and/or Supervisors when on-site for work assignments and responsibilities.

Building Accessibility and Security

During a school closure, District buildings and facilities will be accessible to essential personnel as needed. District buildings and facilities will be closed to the public during a school closure. Arrangements should be made with building administration/Directors/Supervisors to be on campus when necessary (contractors, vendors, deliveries, etc). The District has a security system which utilizes FOB card access to all interior and exterior doors. The security system is armed when no personnel are on campus. The district also utilizes cameras both inside the buildings and outside on the grounds for security purposes.

Cleaning Supplies and Personal Protective Equipment

The use of appropriate cleaning and disinfecting supplies and personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons
- Hand Soap & Hand Sanitizer

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 the health and safety of our employees and contractors.

Identification of Personal Protective Equipment Based on Job Duties

Each building shall be provided with a supply of disposable masks and hand sanitizer for use by students, employees, contractors, and/or visitors, as necessary. The Director of Facilities shall be responsible for monitoring and replenishing those supplies as necessary.

Given the nature of their work, buildings and grounds staff and health office staff will be supplied daily access to disposable masks, disposable gloves, face shields, and gowns as necessary. Individuals who have a job position that requires the wearing of an N-95 respirator shall be entered into a respiratory protection program, fit tested, medically cleared, and provided N-95 respirators as required.

Procurement of Personal Protective Equipment

The Director of Facilities will contact one or more of the vendors on the District-approved supplier's list to procure the necessary PPE. The district maintains a supplier list with backup suppliers in an effort to mitigate any supply chain disruption. For unforeseen disruptions or shortages, the district shall work with the local department of health for assistance.

Storage and Accessibility of Cleaning Supplies & Personal Protective Equipment

Personal protective equipment shall be stored within the buildings where they can be tracked and accessed in the event of an emergency, and maintained in a way that prevents degradation. *PPE will be stored and supplies are accessible via the Facilities Secretary and/or Director of Facilities.*

Monitoring and Maintaining Stock of Cleaning Supplies & Personal Protective Equipment

The Director of Facilities shall track cleaning supplies and PPE inventory throughout the district. When inventory gets low, the Director of Facilities will purchase additional supplies.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. When/if a staff member is exposed, we will follow applicable Albany and/or Greene County Department of Health, New York State Department of Health, and CDC guidelines as is required and best

practice. The Superintendent will be notified of all exposed individuals. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own//student workspaces based on CDC recommendations.
2. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected according to a preset schedule that emphasizes their cleaning and disinfection.
 - a. Buildings and grounds staff, with possible assistance from others, will be responsible for cleaning and disinfecting common areas, based on the requirements of each individual situation and influenced by factors such as frequency of use, the specifics of the communicable disease, and recommendations from local, state, and federal authorities.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Soiled surfaces will be cleaned prior to being disinfected.
5. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
6. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. This information may be used to support contact tracing within the organization and may be shared with local public health officials.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the District's essential operations. Due to the nature of our organization and the proximity of our employees to campus, the need for housing of essential personnel would be limited or altogether unnecessary. If the district was required to provide housing, administration would work with local and state authorities to help identify and arrange for housing needs.