

Westfield Academy and Central School Public Employer Health Emergency Plan

April 2021

Background

In compliance with New York State labor law section 27-C Westfield Academy and Central School has adopted a pandemic plan for operations in the event of a declared public health emergency involving communicable diseases. This plan adopts continuation of operations in the event that the governor declares a public health emergency involving communicable diseases.

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 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.

This plan has been developed with the input of the Westfield Instructional Support Staff and the Westfield Teacher's Association, 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.

Attestation

As the authorized official of Westfield Academy and Central School, 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: Michael Cipolla

Signature:

Superintendent of Schools

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 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. 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 Westfield Academy and Central School. 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:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately

- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials.

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 Westfield Academy and Central School, 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 Westfield Academy and Central School shall be notified by email, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Employees, parents, and board trustees will be notified of pertinent operational changes by way of email notification. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The public relations coordinator will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of Westfield Academy and Central School, 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 Westfield Academy and Central School, 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, Westfield Academy and Central School 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 Westfield Academy and Central School

The Westfield Academy and Central School 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 a one function to others
- The recovery sequence of essential functions and their vital processes

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

Essential Functions

Westfield Academy and Central School District has determined the following functions are deemed essential.

Essential Function	Description	Priority
District Administration	Required to ensure the fulfillment of our educational mission and continuity of the response efforts in the event of a public health emergency. District Leadership will coordinate the response of all essential functions.	1
Building & Grounds	If schools are directed to provide meals to students and families as outlined above, custodians and laborers will be essential in maintaining the safety of our schools and workplace. Snow removal, daily sanitation and cleaning, etc. will be necessary if personnel are working within our schools for meal or instructional resource distribution.	1
Transportation	If schools are directed to provide meals to students and families as outlined above, or if schools are directed to provide a continuity of instruction, transportation personnel will be essential for the distribution of meals and/or instructional resources, such as technological devices.	1
Food Service	If schools are directed to provide meals to students and families that are eligible to receive free and/or reduced priced meals, personnel will be essential for this purpose.	1
Business Office	Essential functions are, at minimum, payroll and accounts payable. Dependent on the public health emergency, purchasing (of supplies and equipment) and accounts payable may serve essential functions.	1

Health Services	May be essential in contact tracing, testing, reporting requirements and monitoring health of individuals on campus.	1
Information Technology	Provides all hardware and software for the school system. Maintains critical communication tools including the network, email and phone system. While IT is an essential function of the organization, these positions can mainly work from a remote location and may be required to occasionally be onsite for equipment maintenance, repair and/or to exchange an inoperable device for a student, teacher or staff member.	1
Special Education Instruction & Student Support Services. Includes teaching assistants and aides.	As an educational organization, our primary mission is the education of our students. Equally important is supporting the special education and mental health needs of our students. While it is important to articulate that mission, with the evolution of our technological resources many of these functions can shift to a staggered schedule or fully remote program where teleconferencing, distance learning and other tools are utilized to fulfill our primary mission.	1
Secretarial Staff	Makes copies, answers phone calls, coordinates district efforts.	1

Essential Positions

Westfield Academy and Central School has determined the following positions are deemed essential due to the nature of the duties, the equipment needed to perform their duties, and/or the highly confidential nature of their duties that cannot be performed off-site, which are critical to the fulfillment of Westfield Academy and Central School mission. 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.

Role	Title (s)	Detail and Rationale
Food Service	<ul style="list-style-type: none"> • Food Service Manager • Food service employees • Support Staff (Teachers' Aides and Assistants) for food 	Food service manager is responsible for accepting food deliveries, overseeing inventory and planning. Food service employees and teacher aides are needed for meal preparation and distribution.

	service support as needed	
Transportation	<ul style="list-style-type: none"> • Transportation Supervisor • Bus drivers • Bus aides as needed • Mechanics as needed 	Transportation supervisor is responsible for overseeing drivers, the safety of our bus fleet, and onsite operations of the transportation department and communication with drivers. Bus drivers and bus aides are critical in meal and instructional resource delivery. Mechanics are critical to the maintenance of our bus fleet.
Building & Grounds	<ul style="list-style-type: none"> • General Maintenance Mechanic • Custodians • Cleaners • Other Buildings and Grounds staff 	The General Maintenance Mechanic oversees all staff in this department and prioritizes the necessary duties. Custodian and cleaners are critical to the safety (sanitation, cleaning and disinfecting) of schools fulfilling the essential functions. Other laborers are critical to the maintenance of the facilities.
Business Office	<ul style="list-style-type: none"> • Business Official • Payroll • Accounts Payable • Accounts Receivable 	While payroll and other business office functions are essential to the organization, these positions can occasionally work from a remote location. There are times, due to the highly confidential nature of their work or the fiscal controls and procedural nature of a duty necessitates on-site work. During such occasions, staggered schedules will be considered to reduce density of people in the workplace.
Information Technology	<ul style="list-style-type: none"> • Director • Staff • Staff 	All technology staff will work remotely as much as possible. The Technology Director will determine those situations that require onsite work and will determine who will be allowed back on campus in-person based upon the work required. For example, if a network closet goes down, then a BOCES employee will be allowed onsite. A rotational basis will be used as able.

Administration	<ul style="list-style-type: none"> • Principals • Director of Curriculum • Superintendent 	Administrators must supervise onsite work. A rotational list of principals and director of curriculum will be created to make sure someone is onsite whenever employees are assigned onsite.
Secretarial Staff	<ul style="list-style-type: none"> • Building Secretaries • Guidance Secretaries 	One secretary will be required to be onsite to facilitate onsite operations, such as answering phone, fielding questions, making copies, and assisting administrators as needed Guidance secretary may need to be onsite to complete scholarship applications and assist students with college applications. This will be done remotely as much as possible but files onsite may necessitate onsite access.
Teaching Aides and Assistants	<ul style="list-style-type: none"> • Aides and Assistants 	<p>Teaching Assistants: required by an IEP in order to provide 1:1 instruction for students are able to provide services to students from home, however, in order to facilitate access to materials, priority will be to keep these individuals onsite for as long as possible. If density needs to be reduced, TA's will be moved offsite. The need for all other TA's will be assessed</p> <p>Teaching Aides: will perform duties, as needed If all aides are needed to help with onsite operations, a rotational list will be created to provide equity in onsite/offsite assignment.</p>
Instructional Staff	<ul style="list-style-type: none"> • Teachers • Core Classroom • Specials • Electives 	Teachers are able to remotely teach from home, however, in order to facilitate access to materials, priority will be to keep teachers onsite for as long as possible. If density needs to be reduced, teachers will be moved to offsite.
Nurses	<ul style="list-style-type: none"> • Nurse 	A nurse or LPN is required to be onsite to monitor onsite personnel. Nurse or LPN will be rotated whenever possible.

	<ul style="list-style-type: none"> • Licensed Practical Nurse (LPN) 	
Certificated Services Providers	<ul style="list-style-type: none"> • Speech • OT • Counselors • Psychologists 	Service providers are able to remotely provide services to students from home, however, in order to facilitate access to materials, priority will be to keep these individuals onsite for as long as possible. If density needs to be reduced, service providers will be moved to offsite.
Construction Workers	<ul style="list-style-type: none"> • Contractual Companies • Construction Crews 	Companies are called upon to fix items within the district. Construction crews complete capital project work. Construction companies will be allowed onsite to complete capital projects, if allowed by Executive Order.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation. Administrators and supervisors will develop temporary schedules during a communicable disease public health emergency reflective of the priority to reduce density in the workplace, while keeping the continuity and function of Westfield Academy and Central School.

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. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

Westfield Academy and Central School in collaboration with administration and supervisors will identify staff who will work remotely and the equipment needed to successfully and efficiently work off-site, and for any length of time deemed necessary to the district.

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, Westfield Academy and Central School will ensure that employees are provided with their typical or contracted minimum work hours per week in accordance with collective bargaining agreements and/or laws and regulations.

Staggering shifts requires:

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

Administrators and Department supervisors of each department will alter or create schedules based on the needs of the district. Departments will alter schedules to provide for a reduction of staff onsite.

Personal Protective Equipment

The use of 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

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.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The General Building Mechanic will provide all on-site PPE for all staff while working, and will work with administrators to determine the inventory needed for employees working on-site.

Cleaning & Disinfection

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 workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. Cleaners & Custodians are responsible for cleaning common areas.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 - 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The district superintendent, in conjunction with the school nurse is responsible for ensuring these protocols are followed
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 - 4. Westfield Academy and Central School will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
 - 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 - 6. The district superintendent, in conjunction with the school nurse is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 - 1. Apply the steps identified in item B, above, as applicable.
 - 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.

- a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, superintendent of schools or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

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.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Westfield Academy and Central School is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of Westfield Academy and Central School will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, Westfield Academy and Central School will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the

public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, Westfield Academy and Central School provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by Westfield Academy and Central School, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

This policy has since expired as of January 1, 2021. Under NY's COVID-19 Sick Leave, public employers must provide at least 14 days of paid sick leave, at employees'; regular rate of pay, to those eligible employees that are themselves subject to mandatory or precautionary order of quarantine or isolation due to COVID-19. Such paid sick leave is not to be charged against employees' accruals. This provision may be modified if an employee is able to effectively work remotely and the need existed for them to do so. Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources. Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Westfield Academy and Central School District, and as such are not provided with paid leave time by the Westfield Academy and Central School District, unless required by law.

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

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of Westfield Academy and Central School, and as such are not provided with paid leave time by Westfield Academy and Central School, unless required by law.

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. Identification of locations shall include on-site work, off-site visits. This information may be used by the Westfield Academy and Central School District to support contact tracing within the organization and may be shared with local public health officials.

Sign-In, Screening, and Temperature Check Procedures Staff arrival:

- Employees must be wearing a face covering upon arrival at school.

- All doors continue to be locked and all badges have been turned off with the exception of designated employees. Employees must use the main entrances at both the ES and MS/HS.
- Every day, immediately upon entrance, all employees must complete a wellness questionnaire electronically or via paper. If you answer “yes” to any of the questions, you must contact your healthcare provider, immediate supervisor, and the COVID designee (Michael Cipolla)
- Employees must take their temperature prior to entering the building (Temperatures of 100.3 or below are permissible.) If you have a temperature 100.0 or higher, you must immediately go to the nurse for further screening. In the absence of the nurse, the secretary will secure the employee in a designated area and contact the COVID designee (Michael Cipolla).
- Building secretaries will monitor sign-in and make sure that all people given access to the building take their temperature. The temperature does not get recorded. Employees must sign-in on the Google form every day.
- In addition to signing in upon entering, employees must sign-in on the door to each room prior to entering for the purpose of a double check for the cleaning staff.

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 Westfield Academy and Central School’s essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, Westfield Academy and Central School will coordinate with the Chautauqua county emergency response team to help identify and arrange for these housing needs. The Superintendent of Schools or his/her designee are responsible for coordinating this.