



MARLBORO CENTRAL SCHOOL DISTRICT

21 Milton Turnpike, Suite 100, Milton, NY 12547

MARLBORO CENTRAL SCHOOL DISTRICT PANDEMIC PLAN

PROTOCOLS FOR RESPONDING TO A PUBLIC HEALTH EMERGENCY INVOLVING A COMMUNICABLE DISEASE FOR THE MARLBORO CENTRAL SCHOOL DISTRICT

ACTIVATION

These protocols have been developed to respond to a public health emergency. Directive shall come from New York State Education Department, New York State Department of Health, ULSTER COUNTY Department of Health, or other appropriate agency for this protocol to be activated.

PURPOSE:

This document has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law 2801-a paragraph 2(m) (as amended by section 1 of part b of chapter 56 of the laws of 2016). These laws were amended by the passing of N.Y. State Senate, S8617B, 2019 Leg., and N.Y. State Assembly., A10832, 2019 Leg. on 9-7-2020 that requires all 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 personnel performing essential functions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.



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DEFINITIONS

Essential shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.
(S8617/A10832 section 1(d), NYS Labor Law Section 27-c (1)(d)).

Personnel Performing Essential Functions shall refer to school staff who, by definition are not considered essential workers, but are nevertheless designated as necessary to assist in response to a pandemic or communicable disease outbreak.
(SED Guidance issued December 3, 2020 - "Recent Amendments to Education Law §2801-a Regarding Pandemic Planning)

Non-essential shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.
(S8617/A10832 section 1(e), NYS Labor Law Section 27-c (1)(e)).

Communicable disease shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

(S8617/A10832 section 1(f), NYS Labor Law Section 27-c (1)(f)).

Personal protective equipment shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.
(S8617/A10832 section 1(a), NYS Labor Law Section 27-c (1)(a)).



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IDENTIFICATION OF PERSONNEL PERFORMING ESSENTIAL FUNCTIONS

In the event of a state ordered reduction of in-person workforce, below is a sample list of personnel performing essential functions and titles along with the justification for this assignment. (S8617/A10832 Section 1-d & NYS Labor Law Section 27-c (1)(d)) and (S8617/A10832 Section 3-a & NYS Labor Law Section 27-c (3)(a)).

POSITION	TITLE	JUSTIFICATION
Central Administration	Superintendent Asst. Superintendents	At least one Central administrator is needed to ensure continuity of the response efforts.
Building Administration	Principals Assistant Principals	At least one Building administrator is needed to ensure continuity of the response efforts.
Cafeteria	Director Cook/Asst. Cooks Food Service Workers	To supply food to students who receive home meals or other meal assistance in the event that the District is required to provide such services.
Clerical	Clerks, Secretaries & Other titles	At least one Building Clerical is needed to ensure continuity of the response efforts.
Information Technology	Technicians Other technical assistance	This group is needed to maintain the internet capability including remote learning, working from home or at a school.
Faculty	Teachers and other related service providers.	Should it become necessary to meet a student's needs under the section 504 regulation (FAPE) or other needs as identified by the supervisor, faculty



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		may be deemed essential on an as needed basis.
Teaching Assistants	Instructional support	Should it become necessary to meet a student's needs under the section 504 regulation (FAPE) or other needs as identified by the supervisor, TA's may be deemed essential on an as needed basis.
Operations & Maintenance	Director Maintenance Workers Grounds Workers Lead Custodian Custodians	This group is needed to maintain the cleanliness and continued functioning of the building.
Paraprofessionals (Other)	Monitor	To ensure the safety/security of the campuses.
Transportation	Bus Drivers	To supply food or other items to students who receive home meals or other meal assistance in the event that the District is required to provide such services.



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TELECOMMUTING PROTOCOLS

Telecommuting Protocols (S8617/A10832 Section 3-b & NYS Labor Law Section 27-c (3)(b))

Listing of Non-essential position titles and contractor titles who will need to tele-commute along with equipment deemed essential to their role.

Non-essential shall refer to that employee who is not required to be physically present at a work site to perform his or her job and may perform his or her job remotely. There may be some staff who will not be able to telecommute nor will they be able to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

Information Technology Department has protocols in place to allow most employees to work remotely as determined by the Superintendent, Assistant Superintendent and Building supervisors. Equipment will be issued on as needed basis after the appropriate administrator makes a formal request to the Assistant Superintendent for Technology. Below is the listing of non-essential personal who have been identified as needing equipment.

Non -Essential Position Titles	Equipment assignment		
	Phone	Laptop/Chromebook	IPad
Building Administrator	✓	✓	
Business office off site		✓	
District Administrator	✓	✓	
IT off site		✓	
Support Staff - administrative		✓	
Teacher		✓	
Teacher Aide		✓	✓
Related Service Providers		✓	



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Downloading and installing software and data.

At Marlboro Schools, any equipment that is assigned to a staff member is preloaded with the appropriate software for that position. In addition, staff is encouraged to share documents using Google Tools for Education. Some staff will be issued a VPN as needed, to allow for access to the departmental files and programs. The appropriate administrator identifies the need for a VPN. The Assistant Superintendent of Technology and the Assistant Superintendent for Business will review request for VPN access.

Transfer of phone lines to work or personal cell phone.

In the event of a pandemic, the district uses DANOMA software for GMail in conjunction with our IP Voice system, Cisco Unity service, that allows all employees to receive voice messages to their email. Allowing them to access to voice messages from any location.

In addition, buildings will be accessible to teachers to use the facilities such as phones and other office technology if needed.

STAGGERING OF WORK SHIFTS

Description of how the employer will stagger work shifts of essential employees and contractors to avoid overcrowding on public transportation and at work sites. (S8617/A10832 Section 3-c & NYS Labor Law Section 27-c (3)(c)).

Marlboro Schools does not have a large density issue however, there are options to comply with this requirement.

- If necessary, we use the pre-determined cohorts to stagger and alternate workdays and times. For example, a school may be 25% or 50% capacity following guidance from the NYSDOH and the Governor's Office.
- If necessary, we will limit the number of staff reporting to a skeleton crew to maintain the integrity of operations and facilities.



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PERSONAL PROTECTIVE EQUIPMENT

A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration. (S8617/A10832 Section 3-d & NYS Labor Law Section 27-c (3)(d)).

Plan to procure PPE

PPE will be purchased using the BOCES bid process, if possible. Otherwise, any reliable source of PPE will be contacted for availability and orders that fulfill the table below will be placed.

PPE is also purchased directly through approved vendors.

Marlboro Business Office Staff in conjunction with the appropriate departments will work together to find reliable sources through Orange-Ulster BOCES.

Duplicate orders may be placed if there is a potential issue with supply chains.



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Minimum PPE Required

Minimum of each type of PPE for each essential employee and contractor over at least 6 months (26 weeks).

Position	Masks	Pairs of gloves	Face Shield (Reusable)
<i>Minimum per person, quantity for 6 months</i>	<i>2 for 5 shifts</i>	<i>2 for 5 shifts</i>	<i>1 per person</i>
Central Administration (5)	260	260	5
Building Administration (6)	312	312	6
Building Custodians (13)	676	676	13
Clerical (22)	1,144	1,144	22
Cafeteria (26)	1,352	1,352	26
Operations & Maintenance (10)	520	520	10
Para - Aides/Monitors (28)	1,456	1,456	28
Technology Services (4)	208	208	4
Total	5,928	5,928	114
Faculty (175) **If deemed essential	9,100	9,100	175
Paraprofessional - Teaching Assistants (31) **If deemed essential	1,612	1,612	31

Additional Supplies:

- 2 boxes of each size of N95 respirators and 1 box of surgical masks per nurse as deemed necessary.

PPE Storage

Plan for storage of PPE- please be aware that PPE stored in cardboard cases may absorb moisture over time, it is important that PPE cases be stored in secure, dry locations.

PPE type	Storage Location
Masks (resuable & non reusable)	Central or Facilities Storage
Gloves	Central or Facilities Storage
Face shields	Central or Facilities Storage
N-95	Nurses Office, Central or Facilities Storage
Hand Sanitizer	Central or Facilities Storage



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PROTOCOL FOLLOWING EXPOSURE

A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace.

Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy. (S8617/A10832 Section 3-e & NYS Labor Law Section 27-c (3)(e)).

Communicable disease definition - (S8617/A10832 Section 1-f & NYS Labor Law Section 27-c (1)(f)).

We will follow current guidance from the Centers for Disease Control and Prevention (CDC) as well as state and local Department of Health guidelines.

Suspect or Confirmed Cases of a Communicable Disease

- Emergency Response - Students and/or staff with symptoms of illness must be sent to the health office. A school nurse (Registered Professional Nurse, RN) is available to assess individuals as chronic conditions such as asthma and allergies or chronic gastrointestinal conditions may present the same symptoms as the communicable disease but are neither contagious nor pose a public health threat. Proper PPE will be required anytime a nurse may be in contact with a potential communicable disease patient
- Isolation - Students suspected of having a communicable disease awaiting transport home by the parent/guardian will be isolated in a room or area separate from others, with a supervising adult present utilizing appropriate PPE. Multiple students suspected of having a communicable disease may also be in this isolation room if they can social distance. If they cannot be isolated in a separate room from others, facemasks (e.g.,



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cloth or surgical mask) will be provided to the student if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission of the virus to others while waiting for transportation home.

Students should be escorted from the isolation area to the parent/guardian.

The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center; Other considerations, as directed by the Department of Health, may include:

- 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 a communicable disease, 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 a communicable disease can return to the area and resume school activities immediately after cleaning and disinfection.
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- Notification - the NYS and local health departments will be notified immediately upon being informed of any positive diagnostic test result by an individual in school facilities or on school grounds, including students, faculty, staff and visitors.



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DOCUMENTATION

A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.

(S8617/A10832 Section 3-f & NYS Labor Law Section 27-c (3)(f)).

The Assistant Superintendent for Business & Personnel in conjunction with departmental supervisors will keep an online schedule for purposes of capturing employee hours and locations.

Each supervisor will be responsible for maintaining the schedule for his or her department and ensure its accuracy.

Visitors to campus are prohibited unless they are consulting essential business and are scheduled and approved in advance by the Superintendent or designee.

EMERGENCY HOUSING

A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

(S8617/A10832 Section 3-g & NYS Labor Law Section 27-c (3)(g)).

Emergency housing for essential workers is not normally needed for school employees. If needed, the district will arrange for emergency housing for essential employees at the following on site area:

- Marlboro Elementary School, 1380 Route 9W, Marlboro, NY 12542



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