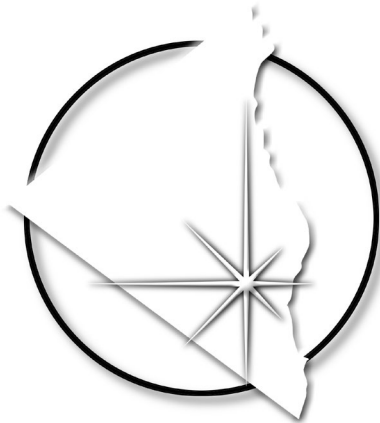




PEARL RIVER SCHOOL DISTRICT PANDEMIC ILLNESS PLAN

Addendum to the District Safety Plan

Prepared by



**Pearl River School District
and
Rockland BOCES
Safety & Risk Management**

Revised February 2021

PANDEMIC ILLNESS PLAN

BACKGROUND

The Federal Government, via Presidential Directive, has required schools to develop a plan for dealing with the challenges that could be created in the event of a Pandemic Illness. This Pandemic Illness Plan, in conjunction with the Pearl River School District Emergency Plan, outlines steps that may be taken should a widespread communicable disease occur.

Throughout this document several assumptions have been made. These assumptions are based upon documentation from various Federal and State health authorities. These assumptions are as follows:

1. There will be little or no warning that an outbreak of a contagious illness is about to occur.
2. The illness is transmitted from person-to-person contact.
3. Natural immunity to the pathogen is limited or non-existent.
4. The pandemic could cause at least 2.5 percent morbidity in the general population.
5. The disease will impact all segments of the school community including students, staff, parents, and suppliers of essential services and supplies.

AUTHORITY

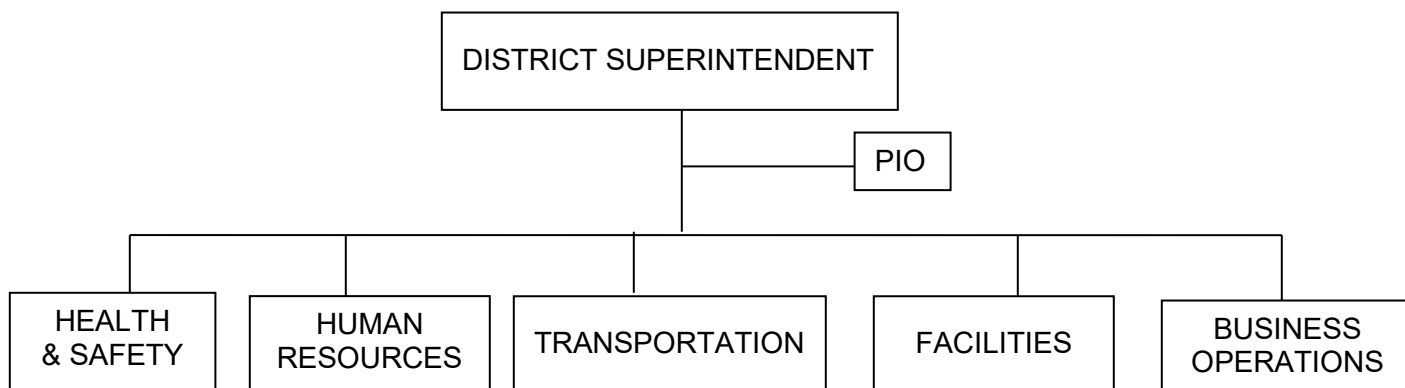
The New York State Department of Health or the Rockland County Health Commissioner will make a declaration of a public health emergency. Once this declaration is made, the Pearl River School District Superintendent shall implement all or any portion of this plan in coordination with Federal, State, and local authorities. In the event of any emergency, Pearl River School District, via the Pearl River School District Emergency Plan, has established various methods for communication with the local authorities and has created liaisons who will interact with these governmental agencies. In the event of a public health crisis, those interagency procedures outlined in the Pearl River School District Emergency Plan shall be implemented.

CHAIN of COMMAND: THE PANDEMIC RESPONSE TEAM

In an effort to provide for a coordinated response to any school emergency, it is important that all response agencies operate using a common emergency management method. The National Unified Incident Command System (ICS) will be used when responding to an emergency at Pearl River School District. All administrative staff shall be trained in ICS on an annual basis as outlined in our Pearl River School District Emergency Plan. Accordingly, in compliance with the National Incident Management

System, Pearl River School District has identified the following critical operations and instituted the following Incident Command Structure for those operations.

The Pandemic Response Team shall be activated by the District Superintendent or their alternate when the World Health Organization raises the Pandemic Alert Level to Level 4 or under direction of State or County Health Officials.



PERSONNEL ASSIGNMENTS

The following are the current assignments for the Incident Command System:

- Superintendent of Schools
- Assistant Superintendent for Human Resources and Community Services
- Assistant Superintendent for Curriculum and Instruction
- Assistant Superintendent for Business
- Director for Special Education
- Director of Facilities

ALTERNATES

In the event that the Superintendent of Schools is not available, the Assistant Superintendent for Human Resources and Community Services (and Assistant Superintendent for Curriculum and Instruction next) shall serve as Incident Commander. All chiefs of critical operation sectors shall designate at least one alternate Sector Chief who shall serve in the event of their absence. It is further recommended that those Sector Chiefs responsible for large departments create their own departmental ICS to ensure adequate accountability in light of the anticipated morbidity rate.

In the event of a Pandemic Illness, the Pearl River School District shall create a Pandemic Response Team. This team shall be under the authority of the Pearl River School District Superintendent. The team's responsibilities shall include implementation of this plan to ensure that vital operations continue.

NOTIFICATION OF PARENTS, GUARDIANS, AND STAFF

In an effort to provide a safe, secure, and conducive learning environment, Pearl River School District has developed a District Wide Safety Plan and Building Specific Safety Plans to address issues that could adversely affect the employees, staff, students, and visitors of Pearl River School District. These plans provide for specific procedures as to the method and manner by which the District Superintendent shall ensure that timely and appropriate information about incidents in or on the Pearl River School District owned property is communicated to parents, guardians, and persons in parental relationship. The notifications will include such information that is pertinent to the incident but that will not compromise an on-going investigation, violate laws of privacy or civil rights, compromise sensitive or confidential information, or violate any other Pearl River School District policy, procedure or legal statute. Notification may include but will not be limited to written, video, audio, or other electronic methods.

INFECTION CONTROL

1. Display notices at entry points to the buildings advising staff, students, and visitors not to enter if they have symptoms.
2. Take all measures to ensure ample supply of cleaning supplies, gloves, thermometers, masks, tissues, waste receptacles, and soap or hand sanitizing gels.
3. Take all measures to ensure that surfaces are cleaned at least daily.
4. Where possible, increase building ventilation and replace filters frequently.
5. Cancel group activities that encourage close personal contact.
6. Encourage staff and students to seek medical assistance as soon as symptoms develop.
7. Discourage the use of shared workspaces such as desks.
8. In addition to standard precautions, school nurses shall implement Droplet Precautions in accordance with World Health Organization and Centers for Disease Control guidelines.
9. Students and Staff shall be encouraged to adopt CDC procedures as outlined below.
10. If necessary, close school. Implement Continuity of Learning, Continuity of Operations, Communication and Re-Opening Plans for prolonged closures.

CENTER FOR DISEASE CONTROL PROCEDURES

How Germs Spread.

Pandemic Illnesses are caused by viruses that infect the nose, throat, and lungs. Illnesses spread from person to person when an infected person coughs or sneezes.

How to Help Stop the Spread of Germs.

Take care to:

- Cover your mouth and nose when you sneeze or cough,
- Clean your hands often,
- Avoid touching your eyes, nose or mouth,
- Stay home when you are sick, and check with a health care provider when needed,
- Practice other good health habits.

Cover Your Mouth and Nose When You Sneeze or Cough.

Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in a waste basket. If you do not have a tissue, cough or sneeze into your upper sleeve, not your hands.

Clean Your Hands Often.

When available, wash your hands -- with soap and warm water -- then rub your hands vigorously together and scrub all surfaces. Wash for 15 to 20 seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs.

When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. You can find them in most supermarkets and drugstores. If using a gel, rub the gel in your hands until they are dry. The gel does not need water to work; the alcohol in the gel kills germs that cause illness.

Avoid Touching Your Eyes, Nose, Or Mouth.

Germs are often spread when a person touches something that is contaminated with germs and then touches their eyes, nose, or mouth. Germs can live for a long time (some can live for 2 hours or more) on surfaces like doorknobs, desks, and tables.

When you are sick or have symptoms, stay home, get plenty of rest, and check with a health care provider as needed. Your employer may need a doctor's note for an excused absence. **Remember:** Keeping your distance from others may protect them from getting sick. Common symptoms may include:

- Fever
- Cough
- Shortness of breath

The CDC and NYS Department of Health may have additional specific guidelines for specific illnesses, such as COVID-19.

ABSENCES: STAFF AND STUDENTS

Staff and students with a known or suspected Pandemic Illness should not remain in school, and they should not return until they are fever-free and the exposure period based on the diagnosis has expired with a letter from their physician. Under the direction of the CDC and HHS, the Pearl River School District has adopted the following Pandemic Illness sick-leave policies.

The Pandemic Illness Team shall ensure that all staff members are aware of the signs and symptoms of the disease that prompted the public health emergency. This awareness training shall take the form of departmental meetings, posters, email, or through Pearl River School District District-Wide awareness training. The Assistant Superintendent of Human Resources and Community Services shall encourage all ill staff members to stay home and seek medical attention. Infected staff shall not return to work until such time that they are cleared by their health care provider. Staff members who become ill and stay home shall not be penalized with regard to their employment.

Students who display the signs and symptoms of the illness will be sent home after being evaluated by the school nurse. In the event that the student's illness appears to require immediate medical care, the school nurse shall call 911. Where possible, all students displaying signs and symptoms of the Pandemic Illness will be part of a cohort and separated from the general population until they leave the school. Students shall not return to school until such time that they are cleared by their health care provider. Upon return to school and prior to entering the general population, the student shall report to the school nurse for evaluation. In the event that a child is still exhibiting signs and symptoms, i.e., fever, the student shall be sent home. Student absenteeism policies shall follow New York State Education Department guidelines.

Student absences that appear to be part of a contagious illness cluster shall be reported to the Pandemic Response Team via the school nurse leader.

TRANSPORTATION

Student transportation will be assessed in one of three methods: (1) Having the ill student transported by their parents is the ideal scenario; (2) in the event that the parent or guardian cannot pick up an ill student, ambulance transportation should be obtained; (3) in event that a shortage of ambulances arises, the school nurse will make every attempt within her/his scope of practice to make the patient as comfortable as possible. All well students shall be transported in their usual fashion. Should the need arise, Pearl River School District may have to suspend student transportation due to lack of staff.

OFF CAMPUS EDUCATION (REMOTE LEARNING)

Pearl River School District will follow the directives of the New York State Education Department and the Governor's Office to develop a plan that addresses the continuity of instruction for students in the event that schools are closed due to pandemic illness.

PROTOCOLS FOR RESPONDING TO A PUBLIC HEALTH EMERGENCY INVOLVING A COMMUNICABLE DISEASE FOR THE PEARL RIVER SCHOOL DISTRICT (ADDED FEB. 2021)

• ACTIVATION

These protocols have been developed to respond to a public health emergency. Directive shall come from the New York State Education Department, New York State Department of Health, Rockland 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 essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

• PROTOCOLS

The following sections identify the requirements of the regulation.

• 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)).

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 (PPE) 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)).

• IDENTIFICATION OF ESSENTIAL POSITIONS

In the event of a state ordered reduction of in-person workforce, below is a sample list of essential positions 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
Technology	Director	This group is needed to maintain the internet capability including remote learning and working from home.
	Technicians	
	Data Coordinator	
Custodial and Maintenance	Director	This group is needed to maintain the cleanliness and continued functioning of the building.
	Maintenance Mechanics	
	Custodians	
	Custodial Workers	
Administration	Superintendent, Asst. Superintendents, District and Building Administration	At least one administrator is needed at each location to ensure continuity and coordination of the response efforts.
District Clerk	District Clerk	On an as needed basis to maintain accurate and official documents of district and Board of Education business.
Faculty and Staff	Teacher, Teaching Assistant, Related Service Provider, School Nurse	Should it become necessary to meet a student's needs under IDEA/Section 504 regulation, teachers/teaching assistants/related service providers/school nurses may be deemed essential on an as needed basis.
Support Staff	Clerical, Aides, Monitors	On an as needed basis to support or monitor students, or to attend to building office needs that cannot be done remotely.
Security	Guards	To ensure the safety/security of the campuses.
Transportation	Coordinator of School Transportation, Bus Drivers	To oversee/transport students in the event they are attending in person instruction
Food Service	Food Service Worker	To supply food to students who receive home meals.

- **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 tele-commute 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.

The Pearl River School District Technology Department has protocols in place to allow most employees to work remotely as determined by the Superintendent, Assistant Superintendents and building administrators. Equipment will be issued on as needed basis after the appropriate administrator makes a formal request to the Director of Technology. Below is the listing of non-essential personnel who have been identified as needing equipment.

The Pearl River School District Technology Department has protocols in place to allow most employees to work remotely as determined by the Superintendent, Assistant Superintendents and building administrators. Equipment will be issued on as needed basis after the appropriate administrator makes a formal request to the Director of Technology. Below is the listing of non-essential personnel who have been identified as needing equipment.

NON-ESSENTIAL POSITION TITLES	EQUIPMENT ASSIGNMENT		
	Phone	Laptop/Chromebook	VPN
Building Administrator	X	X	
Business Office Off-site		X	X
District Clerk		X	X
Head Custodians/Maintenance	X		
Data Coordinator		X	
District Administrator	X	X	X
IT Off-site			X
School Nurse		X	
Support Staff – Administrative		X	
Teacher/Teaching Assistant		X	
Teacher Aide		X	
Related Service Providers		X	

Downloading and Installing Software and Data

At the Pearl River School District, 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 Drive. 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 Director of Technology or their designee, and an Assistant Superintendent, will review this request, prior to the issuance of a VPN.

Transfer of Phone Lines to Work or Personal Cell Phone

In the event of a pandemic, the district will use Jabber service to re-route phone calls to essential employees (effective February 2021). All voicemail memos will be routed as a wav. file to the employees' email.

• 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)).

Pearl River School District will have several options to comply with this requirement.

- Custodial/Maintenance Staff already has staggered work schedules, 6AM through to 3PM are the normal arrival times with corresponding departure times.
- If necessary, we use the predetermined cohorts to stagger and alternate workdays for office staff. Depending upon the situation, the Pearl River School District 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.

• PERSONAL PROTECTIVE EQUIPMENT (PPE)

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 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. Pearl River School District Staff in conjunction with the appropriate departments will work together to find reliable sources. Duplicate orders will be placed if there is a potential issue with supply chains.

- **MINIMUM PPE REQUIRED**

Minimum two pieces of each type of PPE for each essential employee and contractor over at least 6 months (26 weeks/5 days per week).

POSITION	MASKS	PAIRS OF GLOVES	FACE SHIELD
<i>Minimum Per Person Quantity for 6 Months. Examples below:</i>	130	260	6
Superintendent (1)	130	260	6
Director School Facilities (1)	130	260	6
Maintenance Mechanics (4)	520	1,040	24
Building Custodians (30)	3,900	7,800	180
Director of Technology (+ 2 staff)	390	780	18
Faculty and Staff (15)	1,950	3,900	90
Security (2)	260	520	6
Total	6,030	14,820	336

Additional Supplies:

- 2 boxes of each size of N95 respirators and 1 box of surgical masks per person as deemed necessary.
- 130 isolation gowns per person 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	District Administration Office is the central storage area for PPE. Once requisitions are received from the schools, items are delivered to buildings
Gloves	
Face shields	
Gowns	
N-95	

• **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. For example:

1. All employees are instructed to fill in a screening tool at least one hour before arriving at work.
 - a. If they pass, they receive a notice that they are cleared to come to work.
 - b. If they do not pass, they receive a notice to stay at home until contacted.
 - c. The Building Principal or Supervisor contacts each employee who does not pass the screening tool questionnaire. They get further information regarding the reason for the failing response.
 - d. The Superintendent's designee reviews all failures and makes a determination, consulting with the district's school physician, if needed. If there is a health concern, the employee is asked to follow posted NYSDOH protocols and procedures.
2. If an employee begins to experience symptoms related to the current pandemic, after arriving at work, they have been instructed to go out to their car or a designated isolation room within their building and to contact their supervisor for further instructions.

3. After the employee leaves the area, their workspace is closed off until it can be cleaned. An effort is made to identify any spaces that they may have entered, and these are also closed off until cleaned. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.

ANY building occupants who have been exposed to that person may be identified as a contact and current DOH guidelines will be followed.

• **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 Human Resources Department, in conjunction with building administration and district administrators, will keep an online schedule through our absence management program or time clocks 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 conducting 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 areas:

- District Administration Office - 135 West Crooked Hill Road
- Local hotels, if needed.

Reviewed	District Safety Committee - January 13, 2021
Reviewed	Bargaining Unit Presidents - February 3, 2021
Adopted	
Updated	
Updated	

USEFUL HEALTHCARE RESOURCE LINKS

Rockland County Department of Health: <http://rocklandgov.com/departments/health/>

Westchester County: <https://health.westchestergov.com/>

Orange County: <https://www.orangecountygov.com/149/Health>

NYS Health Department: <https://www.health.ny.gov/>

Centers for Disease Control and Prevention: <https://www.cdc.gov/>

U.S. Department of Health and Human Services: <https://www.hhs.gov/>

The World Health Organization: <https://www.who.int/>

NYS Department of Health Coronavirus Page: <https://coronavirus.health.ny.gov/home>

NON-PHARMACEUTICAL INTERVENTION (NPI) CATEGORY DEFINITIONS

1. **Isolation:** Separation from other persons, in such places, under such conditions, and for such time, as will prevent transmission of the infectious agent, of persons known to be ill or suspected of being infected.
2. **Quarantine:**
 - a. **Quarantine of premises.**
 - The prohibition of entrance into or exit from the premises, as designated by the health officer, where a case of communicable disease exists of any person other than medical attendants and such others as may be authorized by the health officer.
 - Or the prohibition, without permission and instruction from the health officer, of the removal from such premises of any article liable to contamination with infective material through contact with the patient with his secretions or excretions, unless such article has been disinfected.
 - b. **Personal Quarantine:** the restriction of household contacts and or incidental contacts to premises designated by the health officer.
3. **Social Distancing:** actions to reduce spread of virus or disease by decreasing the frequency and duration of social contact among people in schools, workplaces, businesses, health care facilities, community spaces, and public gathering sites, etc.; and potentially at home.
4. **Decontamination:** to use registered EPA detergent-based cleaners or disinfectants, know to minimize and/or eliminate bacteria and viruses, to clean frequently touched surfaces and objects, such as tables, doorknobs, toys, desks, and computer keyboards.
5. **Hygiene:** a set of practices to preserve health and to minimize the spread of virus and disease.
6. **Restrictions on movement and travel advisory:** Limiting the ability and mechanisms by which a person or persons are permitted to travel within and out of a community/county/state in order to minimize the spread of a virus or disease. Publishing travel advisories and warnings as well as issuing travel precautions.
7. **Personal Protective Behaviors:** Implementing the use of personal protective supplies and equipment in order to reduce infection rates by those who are ill and exposing the virus or disease to those who are vulnerable.