

## 2801-a(m) District Plan - Protocols for a Public Health Emergency

### PROTOCOLS FOR A PUBLIC HEALTH EMERGENCY

#### BACKGROUND

In September 2020, Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The new legislation will constitute New York State Labor Law [Section 27-c](#), and served as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to [2801-a of the Education Law](#) that required additions to the District Plan.

*Education Law - 2801-a (m) - protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions of section twenty-seven-c of the labor law.*

#### PROTOCOLS

1. In the event of a state-ordered reduction of the District's in-person workforce, the following is a list of **essential** employees.

Essential Position or Title	Description
Superintendent of Schools	The District Superintendent oversees the agency's work with component school districts, meets regularly with the region's superintendents, and serves as the New York State Education Commissioner's representative in the Southern Westchester region.
Chief Operating Officer/Deputy District Superintendent	Leads the SWBOCES Emergency District Response Team in an emergency situation. Also works with component districts in communicating and implementing directives from the State Education Department and Departments of Health.
Assistant Superintendent for Business and Administrative Services	Develops policies and procedures to ensure that the financial resources of Southern Westchester BOCES are secured, accounted for and used consistent with applicable laws, regulations and policies. Ensures that essential financial functions continue in an emergency situation.
Assistant Superintendent for Educational Services	Works directly with the divisions encompassing student programs, which include Adult and Community Services, Career Services and Special Services and ensures their continuity during an emergency situation.

Director of Operations and Maintenance	The Operations and Maintenance Director is responsible for overseeing the cleaning, maintenance, alterations, repairs, fuel, electricity, telephone services, messenger services and general management services to ensure that BOCES facilities meet all federal, state and local regulations.
Supervisor of Operations and maintenance	Assists the Director of Operations and Maintenance for all facilities.
Assistant Director of School facilities	Maintains building essential systems and functions.
Food Service Staff	All applicable staff for food distribution, as needed.
Operations and Maintenance Staff	Custodial staff ensure the effective and continuous operation of BOCES locations
All School Principals	The Principal's main focus should be to develop and maintain effective educational programs within his/her school and to promote the improvement of teaching and learning with his/her school.
School nurses	The school nurse has a crucial role in the seamless provision of comprehensive health services to children and youth. Increasing numbers of students enter schools with chronic health conditions that require management during the school day.

2. To enable all non-essential employees and contractors to telecommute (where job function allows), Southern Westchester BOCES staff will be guided by the District Re-entry Plan.
  
3. In an effort to reduce overcrowding on public transportation:
  - School start times will be staggered to avoid peak travel time.
  - Schools may be divided into cohorts to reduce the volume of people on public transportation.
  - Staff and students may walk or drive a personal vehicle to campus.
  - Employees and students may be required to work remotely, as per guidance of the

- Department of Health and / or the New York State Department of Education.
  - Contractors may be permitted in District buildings after they have been preapproved for essential work, only after health screenings as per the District re-entry plan.
  - Visitors may be permitted on campus during school hours after they have been preapproved and only after health screenings as per the District re-entry plan.
4. Personal protective equipment (PPE) will be procured and stored:
    - The Facilities Department will maintain an inventory of PPE in accordance with NYS Education Department guidelines, and continually restock and maintain a six-month supply. The District maintains a minimum of four PPE vendors to ensure a steady path of supplies.
    - The District maintains secure bulk storage locations that comply with the manufacturer's storage recommendations for each item.
    - PPE equipment will be readily available, if needed.
  5. The Southern Westchester BOCES is committed to creating a learning environment that protects student and staff health, safety and privacy. The District will operate under a standard procedure for addressing situations in the event an employee, student or contractor is exposed to a known communicable disease that is subject to a public health emergency, exhibits symptoms of such disease or tests positive for such disease. The Southern Westchester BOCES District staff will respond as per the Health and Safety section of the District Re-entry Plan.
  6. All essential employees and contractors will have their hours and work locations documented, including off-site visits, by:
    - All entrances will be locked and monitored by security greeters.
    - All employees will use their access cards and log in on district app for entrance which documents their arrival on premises.
    - All employees must complete the Covid screening as per District policy.
    - Contractors may be permitted in District buildings after they have been preapproved for essential work, only after health screenings as per the District policy. Contractors will sign in with the security guards/greeters, and their presence registered in the visitor logbook or visitor management system.
    - Non-essential visitors may be permitted on campus during school hours after they have been preapproved and only after health screenings as per the District policy. Preapproved visitors will sign in with the security guards/greeters, and their presence registered in the visitor logbook or visitor management system.
  7. If emergency housing is needed the District will lodge an essential employee on a district property or at a local hotel or at a site identified, designated or approved by Westchester County Department of Health or Westchester County Emergency Management for emergency housing of essential employees.