

# **DISTRICT-WIDE SCHOOL SAFETY PLAN/COMMUNICABLE DISEASE PLAN**

## **Ogdensburg City School District**



Revision Date: May 2022

Commissioner's Regulation 155.17

# **DISTRICT-WIDE SCHOOL SAFETY PLAN**

## **Commissioner's Regulation 155.17**

### **INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The District-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Ogdensburg City School District ("District") supports the SAVE Legislation, and intends to facilitate the planning process. The District Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

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### **SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

#### **A. Purpose**

The Ogdensburg District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the District Board of Education, the District Superintendent appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

## **B. Identification of Safety Teams**

The District has created a District-wide School Safety Team including the following persons:

Name	Title
Kevin Kendall	Superintendent
Craig Lalonde	School Board Member
Mike Myers	School Board Member
Erin Mousaw	Parent
Sherry Paradis	Parent
Beth Bresett	Teacher
Cindy Tuttle	Secondary Principal
Stephen Putman	Secondary Principal
Brooke Reid	Assistant Superintendent
SueEllen Bouchard	Elementary Principal
Mark Kearns	Ogdensburg Police Department
Corey Maxner	Ogdensburg Police Department

## **C. Concept of Operations**

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. This District-wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will be notified. Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

## **D. Plan Review and Public Comment**

- This plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its adoption. The District-wide and Building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-wide School Safety Plan, Building-level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.

## **SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION**

### **A. Prevention/Intervention Strategies**

Initiatives that improve the culture and climate in our schools and improve communication at all levels can substantially enhance our ability to truly prevent any negative event from occurring. Prevention would always be preferred over risk reduction. However, not all such events will be prevented despite our best efforts. Therefore, we must formulate plans to intervene and reduce risk by minimizing the impact of any negative event.

This section will identify specific prevention and risk reduction strategies that have been implemented within Ogdensburg City School District. Many of these components serve as both prevention and risk reduction tools.

#### ***Program Initiatives***

The Ogdensburg City School District recognizes the importance of programs and activities that improve the school climate and communication throughout the school community and that encourages the reporting of potentially dangerous, suspicious or violent behavior. Such efforts serve to improve the security, safety and quality of life for all those in the Ogdensburg City School District community.

The district encourages all school district buildings to develop strategies that support a positive safe learning environment for students, such as community involvement in the schools, mentoring programs, or adjusting scheduling to minimize potential for conflicts or altercations.

#### ***Training, Drills and Exercises***

The Ogdensburg City School District will ensure that each district building conducts drills and exercises to test the components of their respective building-level plan. The use of tabletop exercises to accomplish this task in coordination with local emergency response and preparedness officials may be considered when live drills are impractical or not sufficient to meet training goals. Specific drills and training will be conducted for selected response protocols including: Shelter-In-Place; Hold-In-Place, Evacuation, Lockout, and Lockdown. In addition, Early Dismissal drills will not occur more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test, and parents and guardians will be notified in writing at least one week prior to such drill. The emergency back-up generators and lighting are also tested annually and all systems verified functional without electricity.

#### ***Implementation of School Security***

##### **Routine Precautions by All Staff**

All staff is expected to immediately report to their respective principal any information they have received or observations they have made regarding anything that could possibly impact the safety and security of anyone within the school community.

Note: Staff should always err on the side of safety and share such information every time. No detail is too small or inconsequential as individual staff may not be aware of all circumstances surrounding a particular student or concern.

### **Limited Access**

Each building is tasked with implementing this policy while tailoring it to the specific needs of their program. Once the building is secured for the instructional/business day, access to the building will be through the main entrance. There will be key school

personnel stationed at each of the main entrances, monitoring who enters and exits the building.

### **Staff Photo Identification Badges**

All District employees are issued photo identification badges that are to be displayed at all times while on School district property to assist visitors, students and staff in identifying employees as well as possible intruders.

### **Visitor Policy**

Should an unannounced visitor appear at a classroom, office or be observed in the hallways without proper identification (visitor pass), staff may approach and inquire as to a subject's business or contact their school's main office immediately.

### **Student Sign-Out Procedures**

The Ogdensburg City School District is diligent in ensuring that only those persons authorized to sign-out students are allowed to do so. Staff may also require a photo ID if the requesting party is unknown to them and may contact a parent or guardian for confirmation when deemed appropriate. All visitors will be entered into the district Raptor System and have their ID scanned upon entry.

### **Video Surveillance**

A digital video surveillance system is in service at all district buildings to assist in monitoring, deterring and recording activity in high use areas, as well as areas of chronic concern or perceived vulnerability.

### **Fire Alarm**

A fire detection alarm that is linked to a central monitoring station is in service within all district buildings. These alarms and fire response procedures are tested regularly and consistent with New York State Education Department regulations.

### **Random Drug Sniffing Canine Search**

The Ogdensburg City School District may occasionally conduct canine searches throughout the school year.

### **Vital Educational Agency Information**

The District maintains general information located in the District Office, including information on: school population, number of staff, transportation needs, and the business and home telephone numbers of key officials.

## **B. Early Detection of Potentially Violent Behaviors**

The Ogdensburg City School District recognizes the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. As such, The District will ensure that appropriate school violence prevention and intervention training will be incorporated into all phases of staff professional development. Informative materials regarding the early detection of potentially violent behaviors shall be made available to the school community through various means that may include brochures, newsletters, and the district website. Students, parents, and all staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so that an investigation can commence in a timely fashion if deemed necessary. This communication may extend beyond District personnel to include members of the District's Safety Team, Law Enforcement, Mental Health Professionals, etc., when deemed appropriate and within existing legal parameters.

## **C. Hazard Identification**

The list of sites of potential emergencies include: Main building, playground areas, properties adjacent to the building, buses, off-site field trips, and the commercial areas adjacent to school property. Each individual Building Health and Safety Team has assessed their own division for any unique hazards and has documented them on their respective Building Safety Plans.

## **D. Construction and Capital Project Safety**

Each building under the direction of the Superintendent and the Director of Facilities will take steps to ensure the safety and security of the students and staff during periods of construction. This requirement may include conducting background checks on workers, maintaining sufficient and appropriate emergency egress routes, and notifying building occupants of any changes. The District Safety Committee, or a subcommittee thereof, may be involved in monitoring safety during construction projects as needed. The Committee may include the Superintendent, the Assistant Superintendent, The Director of Facilities, Principals, architect, construction manager, and contractors. The Committee will hold additional meetings as needed to review issues and address complaints related to health and safety resulting from the construction project.

## **SECTION III: Response**

### **A. Notification and Activation (Internal and External Communications)**

Incident Commanders are authorized to and will initiate contact with the appropriate law enforcement officials in the event of a violent incident. The District maintains a list of local law enforcement agencies, and the designation of the individual who is authorized to contact the law enforcement agencies.

The methods used for notifications of a disaster or an act of violence include the following possible forms of communication: Ogdensburg Police Department, St. Lawrence County Emergency Services, telephone, e-mail, portable radio system, NOAA weather radio, Ogdensburg City School District website, One Call Now, intercom or PA system, local media, and others as appropriate or necessary.

The plans may specify that in the event of an emergency, or impending emergency The District Office will notify all principals/designees within the complex to take the appropriate action. The District may utilize the resources of the St. Lawrence County Emergency E911 Center to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. The District may also use local media in some instances or post information on the BOCES website.

## **B. Situational Responses**

### ***Multi-Hazard Response***

In the event of a catastrophic emergency (fire, building collapse, etc.) the evacuation of the building and the preservation of life is the only consideration. It is anticipated that specific procedures outlined in this document, particularly as they relate to notifications, line of authority, etc., may be violated in cases involving catastrophic emergencies.

There are many variables that could impact the manner in which the Building Emergency Response Team responds to a particular occurrence. These variables could include: time of day, weather, age of students, and location of students, anticipated response time of emergency responders, availability of support personnel, and availability of transportation. Specific emergency situations are identified and standard response procedures are detailed in the Building-level Emergency Response Plans; however, given the aforementioned variables, it is impractical to try and map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life.

The District Superintendent is designated as the person in charge – the Incident Commander – during the initial response to any emergency within the Ogdensburg City School District. The District Superintendent will provide leadership, organize activities and disseminate information with the assistance of the Building Emergency Response Team and the District Emergency Response Team, if needed. If the District Superintendent is unavailable or not on site, the Designated Alternate will act in their absence with the same authority and responsibility.

In most instances where this level of school response is warranted, District will be seeking assistance from outside emergency responders in resolving the situation. As such, the immediate objective is generally to contain and manage the incident until the emergency responders arrive on scene.

Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law. By contacting St. Lawrence County 9-1-1, the system for coordinating the delivery of assistance from both the county and local agencies will be activated.

Each Building-level Emergency Response Plan includes procedures and actions that will be implemented in the event of the occurrence of a hazardous event. Such plans are not available to the public, nor are they to be included in the District-level Safety Plan.

### ***Responses to Acts of Violence: Implied or Direct Threats***

District policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school will be included in the Building-level Safety Plans. The following types of procedure(s) may be used by the District:

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Determine level of threat with District Superintendent/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, and include the possible use of the Emergency Response Team.

## ***Acts of Violence***

District policies and procedures for responding to acts of violence by students, teachers, other personnel and visitors to St. Lawrence-Lewis BOCES will be included in the Building-level Safety Plans. The following types of procedure(s) could be used by The Ogdensburg City School District:

- Determine level of threat with District Superintendent/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform Building Principal/ Assistant Superintendent/ District Superintendent
- If necessary, initiate lockdown procedure, and contact appropriate law enforcement agency.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

## ***Response Protocols***

The Districts' selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings will be included in the Building-level Safety Plans. The following possible protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

## ***Arrangements for Obtaining Emergency Assistance from Local Government***

Arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies include contacting 9-1-1 immediately. Additional support can be obtained by contacting the Ogdensburg Police Department, the Ogdensburg Fire Department, the Ogdensburg City Council, and St. Lawrence County Emergency Services.

## ***Resources Available for Use in an Emergency***

The Ogdensburg City School District resources, which may be available during an emergency, include all of our facilities at the campus and other vehicles and trucks. We can also contact the City Department of Public Works and State Department of Transportation for access to heavy equipment and other resources.

## ***Procedures to Coordinate the Use of Resources and Manpower during Emergencies***

The District will use the Incident Command System to coordinate the use of resources and manpower during emergencies.

## ***Protective Action Options***

Plans for taking the following actions in response to an emergency where appropriate will be included in Building-level Emergency Response Plans: school cancellation, early dismissal, evacuation, shelter in place, hold in place, lockout, and lockdown.

## SECTION IV: Recovery

### **A. District Support for Buildings**

After an incident, a Crisis Team Meeting will be initiated. Necessary resources will be deployed in order to support the Emergency Response Teams and post-incident responders.

### **B. Disaster Mental Health Services**

Mental health services needed will be addressed by the Crisis Team.

## APPENDIX A

### **Ogdensburg City School District Communicable Disease - Pandemic Plan**

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team. **Effective April 1, 2021**, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.** The Plan addresses the required components in the sections as noted below:

#### Prevention/Mitigation

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

#### Protection/Preparedness

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

## **Response**

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

## **Prevention/Mitigation:**

- We will work closely with the Local County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
  - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: St. Lawrence County Department of Health, Bureau of Infectious Diseases.
  - Public Health Consultation and Immediate Reporting: 315-386-2325
  - *Coronavirus Hotline*: 888-364-3065
  - *Weekend/After-hours Consultation and Reporting*: 315-386-2325
- The County Department of Health may monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The St. Lawrence County Department of Health will help coordinate our Pandemic planning and response effort. The representative from the St. Lawrence County Department of Health will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an important Team member. The Business Official, Superintendent of Buildings, Grounds and Transportation, Food Service Director, and Assistant Superintendent will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

## **Essential Positions/Titles**

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work

remotely. The following information is addressed in the table below:

1. **Job Title/Tier** – a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
2. **Justification** - brief description of critical responsibilities that could not be provided remotely.
3. **Number of Employees** – Number of employees for each title.

The worksheet below has been completed by each department which includes Central Administration, Facilities Services, Transportation, Food Service, Communications, Technology, Instructional Programs, Athletics, Special Education, Messenger/Mail Services, and Security. For the purposes of identifying essential workers, the Ogdensburg City School District has established three tiers of essential workers. Tier I encompasses any position in which all job duties must be performed fully in person, with no exceptions. Tier II includes positions in which some job duties must be performed in person, but some duties can be performed remotely. Tier III designated employees can perform all duties remotely, except for potential emergencies that must be performed in person.

Job Title	Tier	Justification	Qty
Assistant Principal	Tier III	Continuity of building operations as needed by supervisor	1
Building Maintenance Worker	Tier I	Must be physically present to complete all job duties	3
Building Maintenance Mechanic	Tier I	Must be physically present to complete all job duties	2
Building Maintenance Helper	Tier I	Must be physically present to complete all job duties	5
Building Principal	Tier III	Continuity of building operations as needed by supervisor	5
Bus Driver	Tier III	Continuity of operations as needed by supervisor	18
Bus Mechanic	Tier II	Continuity of operations as needed by supervisor	1
Bus Monitor	Tier III	Continuity of operations as needed by supervisor	15
Laborer	Tier I	Must be physically present to complete all job duties	16
Part-Time Laborer	Tier I	Must be physically present to complete all job duties	9
Superintendent of Buildings, Grounds, Trans.	Tier II	Needs to be in person for supervision and coordination of cleaning	1
Director of Special Education	Tier III	Some reporting could need to be done in person	1
District Assistant Superintendent	Tier II	State-related responsibilities, supervision of instructional staff	1
Superintendent of Schools	Tier II	State-related responsibilities, supervision of building operations/staff	1
Educational Technology Specialist/TOSA	Tier II	Continuity of remote learning technology and applications	1
School Lunch Manager	Tier I	Must be physically present to supervise employees	1
Full-Time Food Service Employee	Tier I	Must be physically present to facilitate food prep and distribution	6
Part-Time Food Service Employee	Tier I	Must be physically present to facilitate food prep and distribution	20
Clerk	Tier III	Continuity of building operations as needed by supervisor	2.5
Computer Operator	Tier III	Continuity of building operations as needed by supervisor	1
Keyboard Specialist	Tier III	Continuity of building operations as needed by supervisor	10
Motor Vehicle Operator - 12 month	Tier I	Must be physically present to complete all job duties	2
School Psychologist	Tier III	Continuity of building operations as needed by supervisor	2
School Counselor	Tier III	Continuity of building operations as needed by supervisor	2
Guidance Counselor	Tier III	Prepare lessons and student instructional materials	3
Secretary to Superintendent	Tier II	Allows for day to day operations of the district to continue	1
Secretary to Assistant Superintendent	Tier II	Allows for day to day operations of the district to continue	1
School Nurse	Tier II	May be called upon to be physically present at anytime	5
Teacher	Tier III	Prepare lessons and student instructional materials	126
Teaching Assistant - Classroom Special Ed	Tier III	Prepare student materials	59

## **Protocols Allowing Non-Essential Employees to Telecommute**

### **Ensure Digital Equity for Employees**

- **Mobile Device Assessments:**
  - Survey agency departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services
  - Conduct a cost analysis of technology device needs
- **Internet Access Assessments:**
  - Survey agency departmental staff to determine the availability of viable existing at-home Internet service
  - Conduct a cost analysis of Internet access needs
- **Providing Mobile Devices and Internet Access:**
  - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
  - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

### **Technology & Connectivity for Students - Mandatory Requirements:**

- To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

### **Mobile Devices Delivery:**

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments:

- Identify students' technology needs to include adaptive technologies
- Use the Asset Tracking Management System procedures to check out all mobile devices
- If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- Providing Multiple Ways for Students to Learn

Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet.

### **Staggering Work Shifts of Essential Employees – Reducing Overcrowding**

Depending on the exact nature of the communicable disease and its impact, the district is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The Ogdensburg City School District will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

### **Protection/Preparedness:**

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the County Department of Health, Police Department, Office of Emergency Management, Department of Mental Health and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be at **Ogdensburg Free Academy** with the alternate at **John F. Kennedy Elementary School** and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:
  - **Kevin K. Kendall**                      **Superintendent of Schools**                      **315-229-2277**
  - **Brooke Reid**                              **Assistant Superintendent**                      **315-229-2083**
  - **Cynthia Tuttle**                          **Principal, Grades 9-12**                      **315-393-0900**
  - **Stephen Putman**                          **Principal, Grades 7/8**                      **315-393-0900**
  - **SueEllen Bouchard**                      **JFK Principal, Grades 3-6**                      **315-393-4264**
  - **Christina Frank**                          **JFK Principal, Grades UPK-2**                      **315-393-4264**
  - **Amy DiSalvo**                              **Madill School Principal**                      **315-393-7729**
  - **Tara Kroeger**                              **District Head Nurse**                      **315-393-4264**

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.

<i>School/Program</i>	<i>COVID-19 Safety Coordinator/Administrator</i>	<i>Contact #</i>
<i>Ogdensburg Free Academy</i>	<i>Cynthia Tuttle, Principal</i>	<i>315-393-0900</i>
<i>John F. Kennedy Elementary School</i>	<i>SueEllen Bouchard, Principal</i>	<i>315-393-4264</i>
<i>Grant C. Madill Elementary School</i>	<i>Amy DiSalvo, Principal</i>	<i>315-393-7729</i>

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting; reverse 911 systems, and the public media. A school district Public Information Officer (PIO) has been designated to coordinate this effort and act as the central point for all communication. The district's PIO officer is the Superintendent of Schools. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
  - Overall Operations – we have defined the following decision-making authority for the district. The Superintendent, Assistant Superintendent, High School Principal, and the Director of Facilities shall make up the district decision-making authority. Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones, and district e-mail.
  - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities.
  - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Training for teachers on this process was provided on **September 1, 2020, and is ongoing**. *At no time will products not approved by the school district be utilized.*
  - The Superintendent or Assistant Superintendent will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by The Superintendent or Assistant Superintendent. District Administration will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help to decide if schools need to be closed.

- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period.
- Hard copy, self-directed lessons
- Use of mobile media storage devices for lessons (CDs, Jump Drives, iPads)
- On-line instruction; on-line resources; on-line textbooks
- Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

## **Obtaining and Storing Personal Protective Equipment (PPE)**

### **PPE & Face Covering Availability:**

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are required at all times, with the exception of scheduled mask breaks, i.e. meals.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the Agency is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work in partnership with the Health and Safety Office of Jefferson Lewis BOCES to provide this capability. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

## PPE Supply Management

- The Facilities Department is working with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible.

Disposable Face Covering Supplies					
Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students	100 Masks per Week	1200	600	300	1 Disposable Mask per Week per Student (supplements parent provided)
Teachers/Staff	500	6000	3000	1500	5 Disposable Masks per Week per Teacher
Nurse/Health Staff	1000	12,000	6000	3000	10 Disposable Masks per Week per School Nurse

PPE for High Intensity Contact with Students			
Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable per Staff
Waste Disposal Medium	1	n/a	1 Unit per Staff Total
N-95 Respirators*	10	120	10 per Week per Staff

*\*Note: N-95 respirators are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or aerosol-generating procedure. Those employees required to wear N-95 respirators will need to be fit tested and medically evaluated in order to determine if the employees are capable of wearing an N-95 respirator without impacting health.*

## Response:

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The PIO will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.

- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Superintendent of Buildings, Grounds and Transportation will meet with staff and monitor ability to maintain essential function. The Superintendent of Buildings, Grounds and Transportation will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Superintendent of Buildings, Grounds and Transportation will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- The Superintendent of Schools will meet with staff to review essential functions and responsibilities of back-up personnel. The Superintendent of Schools will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- **If the decision is made to close a school building the school district will notify the NYS Education Department and District Superintendent at the local BOCES.**

### **Facilities: Cleaning and Sanitizing**

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

### **Routine cleaning of school settings includes:**

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

### **Classroom/Therapy Rooms:**

The district will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

### **Common Areas:**

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. If users cannot maintain six feet of distance, they shall wear a mask. Signage should be posted in common areas to remind staff of health and safety etiquette.

**Disinfecting:**

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration.
- Additional paper towel dispensers may be installed in other designated spaces.

Upon request, Facilities Services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between uses, as much as possible. Examples of frequently touched areas in schools may include:

- Bus seats and handrails.
- Buttons on vending machines and elevators.
- Changing tables.
- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Handrails.
- Dance studio floors.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Related Services Spaces.
- Shared computer or piano keyboards and mice.
- Shared desktops.
- Shared telephones.

**Hand Sanitizing:**

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by Central Administration.
- The district will ensure that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

**Trash removal:**

- Trash will be removed daily.
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

**Documenting Precise Hours/Work Locations of Essential Workers**

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis.

**Emergency Housing for Essential Employees**

In the event that an essential employee is in need of emergency housing, the Ogdensburg City School District will refer the employee to the appropriate public health contact who will secure available emergency housing. When necessary, the district will communicate with local public health officials to identify the employee as an essential worker.

If it is necessary for the school district to establish school building shelter sites, the district will work in cooperation with the County Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, school districts will work closely with Office of Emergency Management to determine housing options.

**Recovery:**

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to debrief and determine lessons learned. Information from the PIO, Business Office, Superintendent of Buildings, Grounds and Transportation, and the Assistant Superintendent will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.