



Public Health Emergency Communicable Disease Protocols

**Addendum to the RCSD District-Wide School Safety Plan
Board of Education Adoption Date: 8/25/2022
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Introduction

In accordance with New York Education Law § 2801-a(2)(m) and New York Labor Law § 27-c, the Rochester City School District (the “District”) drafts the Public Health Emergency Communicable Disease Protocols (the “Protocols”) to guide District employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease (a “Disease”).

These Protocols will be presented to representatives of the District’s employees, who will be provided an opportunity to review the plan and make recommendations in accordance with the law. The District will consider and respond to recommendations in writing within a 30 day timeframe. The District will not take any retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of these Protocols. A copy of the final version of these Protocols must be published in a clear and conspicuous location and in a location accessible on the District’s website or on the Internet accessible by employees.

The District publishes these Protocols based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a Disease. Accordingly, the Protocols may be updated over time. The District will comply with all applicable local, State, and federal orders, rules, laws, and regulations (collectively, the “Authority”). To the extent the Authority conflicts with any provisions of these Protocols, the District will comply with the Authority.

Nothing in these Protocols or their implementation shall be deemed to impede, infringe, diminish or impair the rights of a District employee or the District under any law, rule, regulation or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

Planning Assumptions and Definitions

The health and safety of our employees and contractors are crucial to maintaining our mission-essential operations. The **fundamentals of reducing the spread of communicable diseases** include, but are not limited to:

1. Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage and/or medical waste
 - After using public computers, touching public tables and countertops, etc.
 - Before eating
 - After changing diapers or handling bodily fluids
 - After sneezing, coughing or blowing your nose
2. Practicing social distancing, when possible.
3. Wearing a mask.
4. If you are feeling ill or have a fever, notify your supervisor immediately.
5. If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately.
6. Clean and disinfect workstations as necessary.
7. Other applicable guidance should also be considered, which may be published by the New York State Department of Health (“NYSDOH”), and/or local public health departments.

The following **assumptions** have been made in the development of this plan:

- The health and safety of our students, employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expect us to maintain a level of mission-essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.

- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the Governor.

For purposes of these Protocols, the District will use the following **definitions**:

1. “**CDC**” shall refer to the Centers for Disease Control and Prevention.
2. “**Communicable disease**” means 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.
3. “**Essential**” means a designation made that a public employee or contractor is required to be physically present at a worksite to perform their job.
4. “**Non-essential**” means a designation made that a public employee or contractor is not required to be physically present at a worksite to perform their job.
5. “**OSHA**” shall refer to the U.S. Department of Labor Occupational Safety and Health Administration.

The Superintendent of Schools is responsible for the oversight of the implementation of these Protocols and may designate one (1) or more employees to assist in such oversight. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.

Essential Functions

Section A: Essential Employees

When confronting events that disrupt normal operations, the District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

The following employees are considered “**essential**” in the event of a State-ordered reduction of in-person workforce in that they must be physically present at worksite to perform their jobs. Some essential workers will be considered as such only for certain periods of time, as tasks require.

The justification for the categorization of essential workers as such is included below.

Title/Position of Essential Employee	Description of Position/Title	Justification of consideration for position/title being essential
<p>Superintendent Chiefs</p> <p>Senior Leadership Central Office</p>	<p>Superintendent Chiefs</p> <p>Executive Directors</p> <p>Directors/Supervisors</p> <p>Clerical Support</p>	<p>Required to ensure continuity of the response efforts.</p> <p>Ensures central point of communication and leadership, the safety of facilities and continuity of District operations.</p> <p>Management of facilities, instruction, instructional tools and access to same.</p>
<p>Building Administration</p> <p>Clerical Support</p>	<p>Building Administrators</p> <p>Clerical Support</p>	<p>Required to ensure continuity of the response efforts.</p> <p>Ensures a building point of communication and leadership, the safety of facilities and continuity of District instruction and operations.</p> <p>Management of facilities, instruction, instructional tools and access to same.</p>
<p>Building Faculty and Staff</p>	<p>Teachers</p> <p>Counselors, Social Workers, Psychologists, Therapists, Related Service Providers, Pupil Personnel Support, Teaching Assistants</p>	<p>Required to provide continuity of learning and support efforts for student learning.</p> <p>Management of instructional materials, tools, resources and ensuring access for all student population groups.</p> <p>The RCSD will follow the guidance of the State Health Department and/or NYSED.</p>
<p>Central Office</p>	<p>Student Registration, Accounting, Payroll, Accounts Payable / Receivable, Finance, Human Capital, Purchasing, Mailroom, and clerical support for departments and buildings</p>	<p>Required to ensure the continued operations of the District.</p> <p>Ensures supervision and oversight of District operations and hardcopy business functions.</p>

Service Center	Directors/Assistant Directors Supervisors Custodians, Maintenance Mechanics, Trades Grounds	Required to maintain the cleanliness and continued functioning of the District facilities and grounds.
Parent Engagement	Parent Engagement Facilitators, Support Staff	Required to ensure communication with families. Engagement with families and assist with student information and assistance as necessary
Food Service	Director/Assistant Directors Managers, Cooks, Food Service Workers, Clerical Support	Required oversight, preparation and distribution of meals to students/families.
Student Health Services	Medical Director Coordinator Supervisors Nurses/Health Aides Clerical Support Staff and/or Contractors, BOCES	Required to assist with medical testing requirements, reporting and contact tracing and family medical information coordination. Provide access to healthcare and monitor student medical and vaccination records as well as promote student health and wellbeing.
Information Management & Technology	Directors Supervisors Technicians Clerical Support	Required to maintain the internet capability including remote learning and working from home.
Security	Director/Supervisor Sentries/Guards Clerical Support	To ensure the safety and security of all sites. Maintain safety and security of students, staff, visitors and District property
Transportation	Director/Assistant Director Bus Attendants Drivers, Support Staff Clerical Support	Required to deliver school supplies or transport food to students who receive home meals and/or or to transport students in the event they are attending in-person instruction. Prepare routing changes and coordination.

Section B: Telecommuting Protocols

The following is intended to be a specific description of protocols the District will follow to enable all non-essential employees and contractors to telecommute to the extent possible including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.

Procurement

The District will abide by all State requirements for the procurement of any supplies or items required to facilitate telecommuting for employees and contractors.

Distribution and Installation of Devices or Technology (including downloading and installation of any software, data, office laptops or cell phones)

To enable all non-essential employees and contractors to telecommute, to the extent possible, District employees will be guided Continuity of Operation Plans to include (but not limited to) staff handbooks, remote learning, testing and tracing protocols and District and building protocols during a public health emergency. We would follow a contingency plan in a similar format as we had during the pandemic shut down in March 2020.

Continuity of Education

Continuity of Educational Program will entail the use of various digital platforms and may include, but not limited to:

District email/Office 365	Microsoft Teams	Zoom
SchoolTool	Talking Points	Canvas
Imagine Learning	Newsela	Seesaw
Spelling City	Common Lit	Castle Learning
Zearn	Google Classroom	Agility Buzz
Google Drives	Robocalls	

Paper packets will be distributed to those students who lack immediate access to participate through technology-based means. In addition, posting of lessons may be used to supplement instruction through local television broadcasts. Recorded lessons will be posted for viewing on various websites and learning management platforms.

The IT department will immediately begin the collection of District technology for prioritized distribution to students. This may include computers, MiFi hot-spots, and Chromebook devices, to facilitate engagement from home. Teachers will be issued a District laptop which will be maintained in such a manner to facilitate immediate instructional delivery from non-District locations.

Continuity of Business and Operations

District Business and Operational functions include services such as: Food Service, Payroll, Maintenance of Facilities, IT support, Human Resources, Student Registration and Transportation. Although not involved in the direct instruction of students, their support is necessary for the day-to-day function of the District and is often in direct support of the education of our students.

Each Chief will implement a schedule for their respective support staff that will ensure the safety of personnel and facilitate a continuity of support according to the guidelines listed in Section C. Those staff that will be working remotely shall report out regularly on the tasks assigned and accomplished while working remotely to their immediate supervisor. Staff are expected to be engaged in work duties during their normal, regularly scheduled hours and will be available for consultation by phone, video conferencing, and/or email during this time.

Distribution of District laptops and support technology will be organized through each Chief for those departmental staff under their supervision that are not currently assigned a device and require such equipment in order to complete assigned work.

Office Phone Lines

As practicable, the District shall transfer office phone lines to non-essential employees' cell phones. To the extent any employee has an administrative support to answer phone lines, this will be maintained using transferring lines as well. Additionally, Microsoft Teams allows for phone calls person to person between remote locations and office workstations.

Section C: Work Schedules/Locations

In accordance with safety guidelines established by NYSED and the local Department of Health, the District will **comply with requirements to maintain social distancing, cleanliness of facilities, transporting students, the use of Personal Protective Equipment (PPE)** and will consider measures that may include, but are not limited to:

- Staggering of class schedules to a morning or afternoon cohort.
- Staggering of in-person days by cohort groups.
- Requiring most instructional staff to arrive on campus prior to students in a staggered work shift.
- Permitting of some employees to work remotely (as determined by mutual agreement with the immediate supervisor, the Superintendent, and/or the Office of Human Resources).

- Revising the contractor schedules and possibly temporarily, suspending contractor schedules and building access.
- Reducing or eliminating visitors permitted on campus during school hours.

With respect to managing **transportation services** provided to the District, the following measures will be taken:

- Seats will be occupied as guidance recommends.
- When boarding, students who need PPE, will be provided it.
- When boarding, students will occupy seats from back to front, where feasible.
- Dismissal times will be staggered to best suit building needs and to promote social distancing.
- Arrival and departure activities shall be supervised to ensure social distancing. Stagger arrival times of both buses and parent transportation to reduce density.
- The District will add or modify bus routes to reduce load levels on buses.
- Whenever possible, a single driver and/or bus attendant will be assigned to the same bus and routes.
- Buses are to be cleaned before and after transporting students.

The District recognizes that, although employees and contractors labeled as essential must be physically present at the worksite to perform their duties, the hours in which they must be at the worksite will not be identical. Below is a description of how the District will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.

Upon designation of a Disease under these Protocols, within two (2) business days, the immediate supervisor of each essential employee and contractor shall determine the hours during which each essential employee and contractor must be present at the worksite and the worksite at which the employee or contractor is to be present. To the extent possible, the supervisor shall identify flexibility within these hours and locations. Following this identification for all employees and contractors, the supervisor must submit the list of hours and locations required to the Superintendent of Schools (or their identified designee) for their review.

Upon receipt of the list of hours and locations for each employee and contractor, the Superintendent or designee will, in turn, review the list and promulgate precise hours for each employee and contractor, adjusting hours as possible to reduce an influx of employees and contractors arriving at similar times to similar locations. The goal of the Superintendent or their designee's oversight is to stagger work shifts and locations to reduce overcrowding on public transportation systems and at worksites. The Superintendent or their designee must not adjust any hours contractually agreed upon within a collective bargaining agreement or employment contract, unless agreed to through a Memorandum of Understanding with all applicable parties. Upon any adjustment or approval of the hours and locations provided to the Superintendent/their designee, the Superintendent or their designee will provide a list of

approved information to the immediate supervisor of each essential worker or contractor, and will keep such list at District Office with Chief Human Capital Officer for purposes of implementation of the remainder of these Protocols, including disinfection and contact tracing.

Section D: Documenting Hours and Work Locations

Below is a protocol to **document precise hours and work locations**, including off-site visits, for essential employees and contractors.

In accordance with Section C, above, the list of the precise hours and locations of each employee and contractor will be finalized by the Superintendent or their designee and stored with the Chief Human Capital Officer. The list will be used as the basis:

1. to perform contact tracing for exposed employees and contractors, and
2. to outline the provision of any benefits which may be available to certain employees and contractors because of potential exposure.

When an employee or contractor performs tasks off-site, the employee or contractor must report such activity to their immediate supervisor. The immediate supervisor shall, in turn, communicate the off-site activity to the Superintendent of Schools for recording pursuant to this section. If the Superintendent of Schools has designated another individual to document hours and work locations, they will thereafter forward the information to such designee.

Section E: Personal Protective Equipment

What follows is a description of the protocol the District will implement in order to procure the appropriate personal protective equipment (PPE) for essential employees and contractors. In addition, the plan for storage of such equipment to prevent deterioration and to permit immediate access in the event of an emergency declaration follows.

Identification of PPE Required, Procurement, Storage, Distribution & Monitoring of PPE:

The identification of PPE shall be determined, in conjunction with the Director of Health Services and appropriate supervisors, based on the nature of the Disease. This identification may include disposable gloves, face masks (i.e., disposable surgical masks), respirator masks (N-95) that are fit tested, face shields, protective gowns and other PPE. The District will heed guidance from the CDC, PESH and OSHA regarding PPE.

High Intensity Contact Items will be made available to any staff or contractor who works in close contact with students including but not limited to special needs teachers and teaching assistants, health aids, and various therapists. As of January 2021, the estimates for these items in the context of the COVID-19 pandemic are as follows. Their inclusion in this plan is for purposes of assisting in planning for a Disease or in continuing to respond to the COVID-19 pandemic:

PPE / Person / Week

Masks:

Students	5
Teachers & Building Staff.....	5
Support Staff.....	5
Health and Custodial Services Staff	10

High Intensity Contact Items:

Disposable Nitrile Gloves.....	20
Disposable Gowns	10
Eye Protection.....	2
Face Shields	2
N-95 Ventilating Masks.....	10

PPE items, to include test kits, will be purchased following federal, state and local laws and District Policies including use of emergency purchasing protocols as needed. The District will comply with manufacturer’s storage and shelf-life recommendations to ensure protection against deterioration of stock items. For example, the elasticity of masks may deteriorate over time so monthly logs will identify items nearing the end of useful life for replacement.

Test kits will be purchased, distributed and stored according to federal, state and local guidance and in compliance with District policy. As a communicable disease resolves and testing is no longer required or needed, the District reserves the right to reduce its on-hand supply for distribution to staff and students. The District will provide information and resources, if available, to assist staff and students to access test kits outside of the District.

The PPE will be stored at the Service Center Storehouse in a secure location. Additionally, two-week supply inventories of PPE will be maintained at school and non-school buildings. Building leaders and their designees have identified an appropriate location for storage and building leaders will identify an individual responsible for storage and inventory maintenance. PPE is to be made available to all staff immediately upon request.

The Supervisor of Storehouse will ensure monthly monitoring of the PPE supply to monitor for replacements and prevent deterioration of on-hand supplies. A copy of this log is in Addendum A. In the event that the Supervisor of Storehouse is unavailable, these duties will be performed by the supervisor’s designee. These reports will be provided to the Superintendent and Chief Financial Officer as requested. Logs will be maintained electronically.

The District has determined the estimated quantities needed to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over a least six months. Additionally, the District has determined the estimated quantities that would be needed to ensure at least

two pieces of each type of PPE to students attending school during this same time. Additionally, if protective coveralls or protective suits are required for particular essential workers, the District will partner with local vendors for essential uniform items to be available immediately.

Upon the announcement of a Disease covered by these protocols, the Superintendent or designee shall determine those essential employees and contractors required to work in-person and those required to work remotely. For those employees and contractors required to work in-person the District shall have available adequate supply of necessary PPE. The District can deliver to every school and non-school building in a reasonably prompt fashion so every building will be equipped with the adequate quantities of PPE on demand as soon as practicable.

The Chief Financial Officer shall ensure that, based on the various tasks and needs of the employees and contractors, sufficient and adequate quantities of PPE will be available with stock on hand in the Service Center Storehouse and with immediate orders on call with vendors. Requests for Bids and Bid Awards for PPE items will include a guarantee for expedited delivery time period requirement which will result in vendors holding more PPE stock.

In the event the Superintendent of Schools or Board of Education deems it necessary to permit immediate access to the PPE supply, they will direct the Chief Financial Officer or designee to permit such access. The Supervisor of Storehouse will keep a record of the distribution of PPE materials, via requisitions and delivery documents, and will evaluate sufficiency of supply at each building in conjunction with the Coordinator of Student Health Services.

Section F: Exposure to Employee or Contractor

This section outlines the protocols the District will follow in the event an employee or contractor (1) is exposed to a known case of the communicable disease that is the subject of the public health emergency; (2) exhibits symptoms of such Disease; or (3) tests positive for such Disease. These protocols are aimed to prevent the spread or contraction of the Disease in the workplace. They specifically detail the 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 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.

The District's protocols will not violate any existing federal, state, or local law, including those regarding sick leave or health information privacy.

Protocols

If an employee or contractor is exposed to a known case of the Disease or tests positive for the Disease, they shall, as soon as practicable, notify their immediate supervisor and the benefits office regarding such exposure. They shall not be present at the worksite after their notification of exposure or receipt of positive test results until cleared by a medical professional in accordance with any CDC, Monroe

County Department of Health or State Department of Health guidelines. To the extent they can continue to effectively work remotely in the interim, they should.

If an employee or contractor exhibits symptoms of the Disease, they shall not be present at the worksite. If the onset of symptoms occurs while the employee or contractor is at the worksite, they must disclose they are experiencing one (1) or more symptoms immediately to their supervisor, remove themselves (or be removed with assistance from medical personnel, if necessary) from any area in which they may encounter another individual, and return to their home or to the office of a medical provider.

The District will work with the Monroe County Department of Health, as applicable, and the Coordinator of Student Health Services to determine necessary contact tracing for those other employees, contractors and individuals who may have had contact with an individual who was exposed or tested positive, along with that individual's exclusion from the worksite. Employees or contractors excluded from the worksite should not return to the worksite until they have been cleared by their immediate supervisor to do so. To the extent they can continue to effectively work remotely in the interim, they should.

Disinfection

The Supervisor of Plant Operations shall assemble a disinfection team to be charged with directing the disinfection of worksites and common areas during the time covered under these Protocols. The disinfection team will be comprised of custodial supervisors and custodial staff at each building site, and any additional facilities staff as determined based on the incident. In the event members of the disinfection team are the individuals for whom disinfection of workspaces is necessary, the Director of Facilities shall assemble a disinfection team to be charged with disinfecting pursuant to these Protocols. Members of the disinfection team shall wear PPE to protect themselves during disinfection, as determined by the Superintendent of Schools. Should a member of the disinfection team request additional protective material, the Supervisor of Plant Operations should endeavor to honor such requests so long as they are not unreasonable or inappropriate in light of the circumstances.

The disinfection team will be charged with:

1. Routine disinfection of all worksites in the District;
2. Routine disinfection of common areas in the District, targeting high-traffic areas; and
3. Targeted cleanings of workspaces belonging to individuals who were exposed or tested positive to the Disease.

Immediately after an employee or contractor who is known or suspected to be infected with the Disease notifies their supervisor of such suspicion or infection, the supervisor shall notify the disinfection team to close the area (*when warranted*) to disinfect the following: (1) the worksite of the employee or contractor; (2) any common area surface the employee/contractor may have touched; (3) any shared equipment the employee/contractor may have touched; and any other particular areas the employee or contractor or their supervisor identifies.

Disinfection will occur in accordance with any current guidance promulgated by the CDC and State Department of Health. If such guidance is not available or provided specific to the Disease, the disinfection shall, at a minimum, involve: initial disinfection using cleaning agents approved by the CDC and/or State Department of Health to kill the disease which are suitable for the surface(s) in question, and preventing access to these areas until such disinfection has occurred. During the COVID-19 pandemic, the CDC and New York State Department of Health recommended the following, which the District incorporates into these Protocols unless updated by forthcoming guidance:

1. Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
2. Opening outside doors and windows to increase ventilation into the area.
3. If warranted, waiting at least twenty-four (24) hours before cleaning and disinfection. If waiting twenty-four (24) hours is not feasible, waiting as long as possible;
4. Cleaning and disinfecting all areas used by the person suspected or confirmed to have the Disease, such as offices, classrooms, bathrooms, lockers, and common areas.
5. Individuals without close or proximate contact with the person suspected or confirmed to have the Disease can return to the area and resume school activities immediately after cleaning and disinfection.

Heating Ventilation and Air Conditioning (HVAC)

As preventative measures, the following shall be implemented into the protocols. The District cleaning and disinfection teams will:

1. Open windows to increase fresh air into the room(s) if able and weather permitting.
2. Modify HVAC systems to bring in more outside air and increase ventilation into room(s).
3. Clean coils frequently, change fixtures and maintain HVAC systems.
4. Use air purifiers in strategic locations.

Leave Policy

With respect to leave from District employment, the District will comply with federal, State, and local statutes, regulations, executive orders, and rules, along with the District's applicable collective bargaining agreements.

Because contractors are not employees of the District, they are not entitled to any paid leave time funded by the District.

Section G: Emergency Housing

It is not anticipated the District will need emergency housing for any **essential employees** or contractors. However, in the event such housing is required to the extent applicable to the needs of the workplace, the District will work with its 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.

If such a need arises, as determined by the Superintendent or their designee, the District will coordinate with the Monroe County Emergency Management Office to help identify and arrange for these housing needs. If needed, the American Red Cross will also be consulted for any emergency disaster housing needs for essential employees.

Addendum “A”: Log of Inspection of PPE Materials

PPE Supply will be monitored by the Supervisor of Storehouse in collaboration with each building liaison. A log of the inspection is below. In the event the Supervisor of Storehouse is unavailable, this responsibility will be their designee.

Item #	Description	Date & Time of Inspection (month/day/year)	Quantity on Hand	Name of Inspector (print name)	Insert “ü” for Adequate Condition	Notes (including expiration dates, damaged box, etc)	Replenishment quantity requested (Requisition must be entered)

Addendum “B”: References

Below is a comparison of New York Labor Law section 27 to the December 3 State Education Department (SED) Memorandum. Portions of requirements in the Labor Law but not SED guidance are identified below in **bold**. Portions of requirements in the SED guidance but not the Labor Law are identified below in *italics*.

The locations of the requirements within the Protocols are identified in the third column.

Labor Law requirements	SED explanations	Reference in plan
<p>A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and a justification of such consideration for each position and title included.</p>	<p>A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. <i>Note that per NYS Department of Health COVID-19 toolkit guidance, school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide childcare for children of first responders or health care workers, you may need to designate certain positions/titles as essential for this purpose.</i></p>	<p>Section A</p>
<p>A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.</p>	<p>A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable.</p>	<p>Section B</p>

Labor Law requirements	SED explanations	Reference in plan
<p>A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.</p>	<p>A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.</p>	<p>Section C</p>
<p>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.</p>	<p>Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.</p>	<p>Section E</p>

Labor Law requirements	SED explanations	Reference in plan
<p>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.</p>	<p>Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols shall not violate any existing federal, state, or local law, regarding sick leave or health information privacy, and must include: - Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and -The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.</p>	<p>Section F</p>

Labor Law requirements	SED explanations	Reference in plan
<p>A protocol for documenting precise hours and work locations, including offsite 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.</p>	<p>Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.</p>	<p>Section D</p>
<p>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.</p>	<p>Protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.</p>	<p>Section G</p>

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