



# **District Safety Plan Public Hearing**

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### IMPORTANT DATES

11/23/21	Public Hearing
11/23/21 - 12/23/21	30-day Public Comment Period
	Email Comments to Dr. Barr <a href="mailto:MatthewBarr@lyonscsd.org">MatthewBarr@lyonscsd.org</a>
01/11/21	Board of Education Adopt District Safety Plan

The Safety Plan can be found on our website at [www.lyonscsd.org](http://www.lyonscsd.org) under the District tab.



## **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 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 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 are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

Lyons Central School District continues to support this integral component of the SAVE Legislation through the regular review and updating of its contents. The Superintendent of Schools encourages and advocates this ongoing District cooperation and support of Project SAVE.

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

### **A. PURPOSE**

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

### **B. IDENTIFICATION OF SCHOOL TEAMS**

As referenced in the previous section, the Lyons Central School Board has appointed a Safety Committee consisting of, but not limited to: representatives of the School Board, teachers, administrators, parent organizations, school safety personnel, and other school personnel.

The members of the team and their positions or affiliations are as follows:

- Superintendent
- Board of Education Member
- Principals
- Teacher
- Building Secretaries
- Nurses
- Transportation Director

- Facilities Director
- Head Custodian
- Community Member
- School Resource Officer
- Police Agency Representative
- Fire Department Representative

### **C. CONCEPT OF OPERATIONS**

- 1.) General protocols reflected in the District School Safety Plan guide the development and implementation of the Building Safety Plans. The District Safety Plan sets forth the general procedures and protocols to be adhered to at each school and serve as the standard operating procedures.
- 2.) In developing the District plan, key internal and external stakeholders were involved in order to garner the best local operational knowledge, the best emergency management, and safety expertise in creating and revising the plan. Schools are an integral part of the community and, as such, it is important that community stakeholders are involved and understand the role of the school district and its relationship to the safety of the community at large.
- 3.) In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building Emergency Response Team.
- 4.) Upon activation of the Building Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by county and state resources through existing protocols.
- 5.) County and state resources through existing protocols may supplement emergency response actions, including post incident responses.

#### **Chief Emergency Officer**

The Superintendent of Schools is the District's Chief Emergency Officer. The responsibilities of the Chief Emergency Officer are:

- Coordinating communication between school staff and first responders
- Ensuring District understanding of the District/building-level safety plans
- Ensuring completion of District and building-level safety plans
- Ensuring the amendment of all plans as needed

### **D. PLAN REVIEW AND PUBLIC COMMENT**

The plan will be reviewed periodically during the year and will be maintained by the District Wide Safety Team. The required annual review by the district safety team will be completed on or before September 1<sup>st</sup>. The plan will be updated as necessary and adopted by the school board. Prior to adoption, the district must hold at least one public hearing that provides for school personnel, student, and public participation, and must be made available for public comment at least 30-days after the public hearing.

Within 30 days from adoption, each district must post their District safety plan on their district website. The URL must be submitted to the Education Department via the NYSED data system collection each October to comply with the requirement that the plan be submitted to the Commissioner within 30 days from 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 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 the school district. Many of these components serve as both prevention and risk reduction tools.

#### **Program Initiatives**

Lyons Central School District recognizes the importance of programs and activities that improve the school climate and communication throughout the school community and that encourage 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 school community.

The following is a partial list of current initiatives:

- Law Enforcement Presentations
- Second Step
- Student Mentoring Program
- MTSS
  - PBIS
  - RTI behavioral support, as needed
- DWI Simulation
- Health Classroom Instruction
- Weekly Student Support Team meetings
- Weekly Friday Memos
- On-site Social Worker
- On-site School Psychologist
- Classroom Instruction that includes literature and discussion around tolerance
- Mental Health Counselors including on-site School Psychologist
- Internet/Social Media Student training

- TIG Team
- Botvin's Life Skills Instruction K-8

*The district encourages 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 & Exercises**

### 1. Policies and procedures for student and staff annual school safety training:

The district will provide annual multi-hazard school safety training for all staff and students. The components of this training will be consistent across the district while the means of dissemination will likely be varied due to the grade levels involved and other building specific issues. Staff training will be routinely conducted at the school level followed by age-appropriate drills with the entire school population.

The district must certify to the commissioner (via BEDS in October each year) that all staff received annual training on the emergency response plan (by September 15 each school year), and that the school safety training include violence prevention and components on mental health.

### 2. Procedures for the review and conduct of drills and other exercises:

The district will ensure that each building conduct drills and exercises to test components of the emergency response plan, including the use of table top exercises in coordination with local and county emergency responders and preparedness officials.

Table top drills 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. Additionally, fire, natural gas, bomb threat and alternate site evacuations will be conducted annually and may involve a staff drill or training session only, for the entire school population. 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 lighting is tested monthly and all systems verified functional without electricity.

### 3. The following are mandated as of July 1, 2016:

- 8 - Evacuation Drills (fire drills) and 4 Lock Down Drills every school year.
- 8 - Drills by December 31<sup>st</sup>
- 4 - Evacuation Drills using secondary means of egress
- 1 - Drill during lunch or assembly unless instruction is provided on how to do same.

- After school programs, events, or performances: Attendees must be notified on emergency procedures at the beginning of the program, event, or performance.

## **Implementation of School Security**

### **1. Routine Precautions by all staff**

All staff are expected to immediately report any information they have received or observe that may impact the safety and security of anyone within the school community. Staff should always err on the side of safety and share such information each and 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.

### **2. Limited Access**

Limited access policies are addressed in building plans.

- All buildings remained locked during school hours
- All buildings have limited entry in the evenings
- Staff use ID badges (key fob) for entrance to buildings

### **3. Staff Photo Identification Badges**

All school district employees are issued photo identification (proximity) 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. Staff badges are linked to the Lyons Central School District Simplex Safety Management System.

### **4. Visitors to Schools:**

- Single point entry for all visitors
- Simplex Security Management System and security cameras are used for building entry during school hours.
- All visitors to the school must provide their driver's license to be entered into the RAPTOR security system.
- Visitors will be provided a visitor sticker that has their name and picture.

### **5. Student Sign-Out Procedures**

Schools are diligent in ensuring that only those persons authorized to sign-out students are allowed to do so.

- a.) Data management tools are used to determine permissions granted for student sign-out.

### **6. Video Surveillance**

An interior and exterior digital video surveillance system is in service to assist in monitoring, deterring and recording.

## **7. Fire Alarm**

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

## **8. Mass Communication System**

The school district utilizes a mass communication system capable of making emergency notifications to all or a portion of the school community.

Depending upon the emergency one or more of the following methods may be used for communication purposes:

- We send an email, send a robocall, and send text messages.
- Website: [www.lyonscsd.org](http://www.lyonscsd.org)
- Twitter: @LyonsSchool
- Facebook: @LyonsCentralSchool
- Radio Stations: WHAM 1180 AM, WDVI 100.5 FM (The Drive), 106.7 (KISS), 92.5 (WBEE), 98.9 (The Buzz), 96.5 WCMF, 98PXY, WRMM, 101.3 FM, 94.1 WZNE (The Zone), WNYR 98.5 FM, WGVA 1240 AM
- TV: WTVH-TV-5, WIXT-TV-9, WROC-TV-8, WHEC TV-10, WHAM TV-13/, Fox Rochester, R News

## **9. Local Law Enforcement**

The district partners with Wayne County Sheriff's Office in Lyons, NY to provide a School Resource Officer during the school day and at other district events.

## **10. Random Drug Sniffing Canine Search**

The district will occasionally conduct, as needed, canine searches throughout the school year.

## **Vital Educational Agency Information**

The district maintains general information about each educational agency located in the school district, including information on:

- school population
- number of staff
- transportation needs
- the business and home telephone numbers of key officials of each such educational agency

## **B. EARLY DETECTION OF POTENTIALLY VIOLENT BEHAVIORS**

The district recognizes the importance of early recognition and intervention to prevent 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, District 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 school 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.

The district has the following policies and procedures in place to help recognize an implied or direct threat of violence by a student against themselves, including threat of suicide:

1. Paying attention to early warning signs can help prevent or minimize violence to self and others. Certain emotional and behavioral signs, when viewed in context, can signal a troubled student. Teachers are trained to recognize the signs that can be used to signal a student who may need help. The more

signs a student exhibits the more likely it is that he or she may need intervention. Early warning signs include, but are not limited to:

- Depressed mood or chronic crying
- Decline in school performance
- Verbal expressions about one's own death
- Giving away important personal possessions
- Use of alcohol or drugs
- Sudden lifting of severe depression
- Recent withdrawal from therapy or psychological counseling
- Purchase of knives, guns, or ropes
- Verbal or written communications which appear to be saying "good-bye"
- Feelings of guilt
- Violent, aggressive behavior
- Exaggerated mood swings
- Running away
- Talking about revenge or getting even with parents
- Confusion and despair resulting from sudden death or suicide of a peer
- Any sudden obvious changes in behavior
- Eating disorders – changes in eating habits
- Sleeping disorders – insomnia or excessive sleeping
- Low energy level, constant fatigue
- Decreased productivity or effectiveness
- Pessimism about the future or brooding about the past
- Loss of interest in formerly pleasurable activity
- Inability to show pleasure
- Reactions that seem inappropriate to the situation

- Statements of inadequacy or low self-esteem
- Social withdrawal – pulls away from friends
- Irritability or excessive anger (which may be directed towards parents, caretakers, or siblings), rebelliousness, and belligerence
- Neglect of personal appearance
- Physical complaints
- Preoccupation with illness, death, or catastrophic events
- Decreased attention, concentration, or ability to think clearly

2. If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel to determine the next step.

3. The Superintendent of Schools will set specific times for the building principal(s), in conjunction with the District Professional Development Committee, to organize activities of particular concern as needed.

### **C. HAZARD IDENTIFICATION**

The list of sites of potential emergency include: all school buildings, playground areas, properties adjacent to schools, on and off-site athletic fields, buses, and off-site field trips. Each individual Building Health and Safety Team has assessed their own facility for any unique hazards and has documented them on their respective Building Safety Plans.

### **D. CONSTRUCTION AND CAPITAL PROJECT SAFETY**

Each school under the direction of the Business Official and the Director of Facilities, as well as the involved construction manager, 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, will be involved in monitoring safety during construction projects as needed. The Committee may include the Director of Building and Grounds, Assistant Superintendent for Business, a principal, 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 & External Communications)**

Incident Commanders 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.

The process for informing educational agencies within a school district of a disaster or an act of violence includes the following possible forms of communication: telephone, e-mail, district radio system, NOAA weather radio, district website, intercom or PA system, local media, Emergency Alert System, others as

appropriate or necessary.

The system may specify that in the event of an emergency, or impending emergency, the district will notify all principals/designees within the district to take appropriate action. The district will utilize the Parent Square and emails to notify parents, guardians, or persons in parental relation to 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 district 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 well 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 the availability of transportation. Specific emergency situations are identified and standard 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 building principal is designated as the person in charge – the Incident Commander – during the initial response to any emergency at their respective school. The principal will provide leadership, organize activities and disseminate information with the assistance of the building level Emergency Response Team and the District Emergency Response Team, if needed. If the principal 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, the school 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, will be activated by contacting 9-1-1. The 9-1-1 system will coordinate the delivery of assistance from both the county and local agencies as needed.

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 Safety Plan.*

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

The district's policies and procedures for responding to implied or direct threats of violence by students, teachers, or other school personnel and visitors to the school will be included in the Building- Level Safety Plans. The following types of procedures 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 Superintendent / Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, include the possible use of the Emergency Response Team.

## **Acts of Violence**

The district's policies and procedures for responding to acts 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 procedures could be used by the district.

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

## **Response Protocols**

The district's 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 local Police agencies, County Sheriff's Department Chief, the local Fire Department Chief, the Town Supervisor, and County Emergency Management Office.

## **Procedures for Obtaining Advice and Assistance from Local Government Officials**

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 local Police agencies, County Sheriff's Department Chief, the local Fire Department Chief, the Town Supervisor, and County Emergency Management Office

## **District Resources Available for Use In An Emergency**

District resources which may be available during an emergency include all facilities, buses, and other district vehicles. Specific building resources will be listed in Building-Level Safety Plans.

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

The School District will use the Incident Command System to coordinate the use of school district 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, and sheltering.

## **SECTION IV: RECOVERY**

### **A. DISTRICT SUPPORT FOR BUILDINGS**

After an incident, the District Crisis Plan will be initiated by the appropriate level emergency response team. Necessary resources will be deployed in order to support the Emergency Response Teams and the Post-Incident Response Teams in the affected school(s).

### **B. DISASTER MENTAL HEALTH SERVICES**

Mental health services needed will be addressed by the appropriate emergency response team using the District Crisis Plan. The School District will activate its Critical Incident Team to address the personal and psychological needs of the students and staff following a traumatic incident. The District's Employee Assistance Program is available for staff members. The Superintendent of Schools will make the determination for the need for outside mental health resources in the event of a disaster or other traumatic event.

For incidents of a larger magnitude, the district may need to request the services of the County and State Mental Health Agencies for support services. New York State has a statewide plan for the delivery of mental health services. These services can be accessed through Wayne County Mental Health Services or directly from the State of New York at the following numbers:

- *Wayne County Community Mental Health Services (315) 946-5722*
- *NYS Office of Mental Health Services - Disaster Mental Health Services (518) 474-2578*

Once the incidents have been resolved, the Superintendent will hold a Post Incident de-briefing to discuss what transpired during the event and how the District and the Emergency Response Team can improve their response to bring resolution to the matter more quickly and efficiently.

## **Lyons Central School District Public Health Emergency Communicable Disease Protocols**

### **Introduction**

In accordance with New York Education Law § 2801-a(2)(m) and New York Labor Law § 27-c, the Lyons Central School District (the “District”) drafts the instant 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 all certified 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 reasonable 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 either 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.

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.

These Protocols contain the following sections:

- Section A: Essential Employees**
- Section B: Telecommuting Protocols**
- Section C: Work Schedules/Locations**
- Section D: Documenting Hours and Work Locations**
- Section E: Personal Protective Equipment**
- Section F: Exposure to Employee or Contractor**
- Section G: Emergency Housing**
- Addendum A: Log of Inspection of PPE Materials**
- Addendum B: Legal Requirements**

**Section A: Essential Employees**

The following employees are considered "essential" in the event of a State-ordered reduction of in-person workforce. The justification for their categorization as such is included below.

Title/Position of Essential Employee	Description of position/title	Justification of consideration for position/title being essential
Cleaners	Clean Buildings	Will need to make sure Buildings are cleaned after occupation or prior to reoccupation
Cook/Managers	Cook/prepare meals for remote students/families	If we continue to provide lunches they will need to continue preparing meals
Food Service Helpers	Plate and serve food to students	If we continue to provide lunches they will need to continue plate meals for pick-up or delivery
Dining Services Director	Coordinates menus, verifies meals meet requirements, orders food, coordinates delivery or payment	If we continue to provide meals this person will be help organize and coordinate the process

Facilities Director	Oversees maintenance and repair of facilities and site	Facilities will need to be maintained, at a basic, level until we are able to reopen, maintenance must continue
Director of Finance	Oversees budget, payroll and purchasing	District will need to continue to pay bills and make payroll, the work can be done remotely will be, but some must be done in person
Payroll Specialist	Process time sheets, creates payroll, prints checks and submits direct deposits	People need to get paid. Work that can be done remotely will be done remotely
Bus Driver	Drives busses and other school vehicles	They will deliver food to homes if we continue to provide meals
Bus Mechanic	Repairs and maintains busses and other school vehicles	We be required on a limited basis for repairs and maintenance if we continue to provide meals

Maintenance Mechanic	Repair, maintain and install equipment in buildings. Repair or construct physical buildings or structures. Can assist with work of groundskeepers.	Buildings will need to operate at a basic level and maintenance of buildings must continue to protect our assets.
Groundskeeper	Maintain grounds and insure access to grounds in, during, after a weather event. Can assist with work of Maintenance Mechanics.	While access may be limited some staff will need to have access to buildings and Groundskeepers will provide such access.
Night Custodian	Supervises facilities staff.	While in a pandemic facilities will need to be maintained.
Technology Director	Supervises maintenance and installation of all computers and related technology.	In a pandemic remote access to technology will be critical, staff will need to be onsite to manage a network and software packages.
Sr. Computer Technician	Install, Maintain and repair computers	In a pandemic remote access to technology will be critical, staff will need to be onsite to manage a network and software packages.
Network Technician	Install, Maintain and repair network	In a pandemic remote access to technology will be critical, staff will need to be onsite to manage a network and software packages.
Clerical	Facilitate communication between district and community.	Need at least one person on site each day to facilitate communication. Number will be based on activities or work occurring on a given day.
Counselor, Social Worker, and Psychologist	Provide mental health support to students and staff.	If needed for an emergency situation that does not allow for remote services.
PR Specialist	Facilitate Communication between parents and community.	If needed to meet or engage with media seeking information on site.
Transportation Director	Drives van and other school vehicles	They will deliver food to homes if we continue to provide meals

Courier	Drives van and other school vehicles	They will deliver food to homes if we continue to provide meals
Superintendent	CEO	Facilitate communication and services with outside agencies and other districts.
Principals and Supervisors	Supervise staff and departments	On site as needed to supervise, organize and facilitate work on site.
Edutech Employees	Deliver and repair technology equipment from BOCES	These services are critical to being able to provide remote instruction.
Service Providers/Vendors	Deliver, repair, and contractual services	Services that are vital to maintain buildings, staff PPE and food distribution.
Architects	Design improvements to facilities	During a construction project they will need access to ensure design is followed.
Construction Managers	Supervise construction.	Ensure timelines, design, and expenditures are followed.
Construction Workers	Perform contractual work according to capital project	Compete construction work to meet capital project timeline

## **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)*

1. Chromebooks, chargers, mobile hotspots and any other technology equipment necessary will be distributed in collaboration with the Technology Department, Transportation and the Food Service workers.
2. Prioritization of setting up employees to work remotely will be based on immediacy of the work to be performed and the impact to instructional and operational functions.
3. Installation tracking will be done via the helpdesk.
4. Record tracking is done through QueCentre, Google Admin Console, Asset Management software and Excel spreadsheets.
5. All staff are provided a district issued device(ex: laptop, chromebook, tablet) upon onboarding.

### *Office phone lines*

To the extent any employee has an administrative support to answer phone lines, this will be maintained through the use of forwarding lines as well.

Should any non-essential employee lack a cell phone, the District will troubleshoot the issue to attempt to transfer phone lines in another manner.

## **Section C: Work Schedules/Locations**

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 their 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. 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 the District Office with the Superintendent or Superintendent designee 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 Superintendent Office. The list will be used as the basis (1) to perform contact tracing for exposed employees and contractors, (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. In addition, the plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration follows. Contractors and all visitors will be responsible for providing their own PPE when onsite in Lyons CSD.

##### *Identification of PPE Required*

The identification of PPE shall be determined based on the nature of the Disease and may include disposable gloves, face masks (i.e., disposable surgical masks), respirator masks (N-95) that are fit tested, face shields, eye protection such as goggles and protective gowns or scrubs. The District will heed guidance from the CDC and OSHA regarding PPE.

The immediate supervisor of each essential employee and contractor shall determine, within THREE (3) business days of the announcement of a Disease covered by these Protocols, the required PPE per essential employee based on the various tasks and needs of the employees. Upon determination of the required PPE, the supervisor shall communicate the requirements to the Superintendent of Schools and Facilities Director, who shall work with administration to identify existing supplies of the required PPE or procure additional supplies, as necessary. Required PPE shall be obtained in a quantity sufficient to provide at least TWO (2) pieces of each type of PPE to each essential employee and during any given work shift over at least SIX (6) months.

#### *Procurement of PPE*

The District will abide by all applicable State requirements for competitive bidding for the procurement of any PPE supplies. In addition, the District will balance the need to obtain PPE in a timely fashion with responsible financial action. The District may consult its BOCES for assistance with procurement.

During the COVID-19 pandemic, the District obtained PPE from the following suppliers, which it may be used as a starting point from which to obtain additional PPE during a Disease. No past procurement binds the District from pursuing alternatives during any subsequent Disease or continuation of the COVID-19 pandemic response.

- Staples
- Hillyard
- Diversity
- Henry Shine
- Corr Distributors
- HD Supply
- NYS Emergency PPE Supply

#### *Storage and Monitoring of PPE*

The District will store the necessary PPE in the High School Cafeteria and Maintenance Storeroom and examine it regularly but no less often than every SIX (6) months to monitor potential degradation. The PPE supply will be climate controlled, Facilities Director will monitor the PPE supply and log each check in a log to be stored in the District Office and forwarded to the Superintendent of Schools upon each check. A copy of the form of the log is at the end of this plan at Addendum "A".the

In the event the Facilities Director is unavailable for this duty, this responsibility will be held by Night Custodian. To ensure the supply is monitored as required, the Facilities Secretary shall send a copy of the log to the Business Official, upon each check. Should the Business Official not receive a copy of the log in the time required, they shall correspond with the Superintendent of Schools and District Clerk to determine if they should perform the check.

#### *Access of PPE*

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 Facilities Director to permit such access. The Director of Facilities will keep a record of the distribution of PPE materials.

### **Section F: Exposure to Employee or Visitor**

This section outlines the protocols the District will follow in the event an employee or visitor (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 Visitor 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 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 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 visitor exhibits symptoms of the Disease, they shall not be present at the worksite. If the onset of symptoms occurs while the employee or visitor 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 local and State Health Department, as applicable, and their school physician 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 Superintendent of Schools 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 consist of the following individuals: Director Facilities, Night Custodian, and Cleaners. In the event members of the disinfection team are the individuals for whom disinfection of workspaces is necessary, the Superintendent of Schools shall designate Director

of Facilities as 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 Superintendent of Schools 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:

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

Immediately after an employee or visitor 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 disinfect the following: (1) the worksite of the employee or visitor (2) any common area surface the employee/visitor may have touched; (3) any shared equipment the employee/visitor may have touched; and any other particular areas the employee or visitor 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 air circulation in the area.
3. 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.

### *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.

In the event of a need for emergency housing, the District preliminarily identifies hotel and motel rooms as options. The District will identify specific entities based on location, price, and availability. Business Office shall be charged with coordinating such housing. To assist in such coordination, the District preliminarily identifies the following area accommodations as entities with which the District may explore for the provision of housing:

Newark Garden Hotel, Newark  
Holiday Inn Express, Geneva  
Lakefront Hotel, Geneva  
Del Lago Resort, Waterloo

**Addendum “A”: Log of Inspection of PPE Materials**

PPE Supply will be monitored every 6 months by the Facilities Director. A log of the inspection is below. In the event the Facilities Director is unavailable, this responsibility will be held by Night Custodian.

<b>Date of Inspection (month/day/year)</b>	<b>Time of Inspection (include AM/PM)</b>	<b>Name of Inspector (print name)</b>	<b>Insert “X” for Adequate Condition</b>	<b>Any Notes</b>

### 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 child care 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>
<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 <b>to prevent degradation and permit immediate access in the event of an emergency declaration.</b></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>

<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. <b>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.</b></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:</p> <ul style="list-style-type: none"> <li>-Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and</li> <li>-The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.</li> </ul>	<p>Section F</p>
<p>A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available <b>to certain employees and contractors on that basis.</b></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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# Record of Changes

[Redacted]		
[Redacted]	[Redacted]	[Redacted]

