



Hudson Falls Central School District

# District Wide Safety Plan

2021-2022

Reviewed By Safety Committee: 6/9/2021

Public Comment Period: (not less than 30 days)

Board of Education Adoption Date: (prior to September 1)

***New York State Project SAVE  
District-Wide Safety Plan  
For  
Hudson Falls Central School District  
2021-2022 School Year***

**Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. New York State School Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents, declared state disaster emergencies involving a communicable disease or local public health emergency declaration and other emergencies. This plan should be used to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Warren-Washington-Saratoga-Hamilton-Essex BOCES, in coordination with the Hudson Falls Central School District, supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Hudson Falls Central School encourages and advocates on-going district-wide cooperation and support of Project SAVE.

**Section I: General Considerations and Planning Guidelines**

**A. Purpose**

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

**B. Identification of School Teams**

The Hudson Falls Central School District has a District Emergency Response Team and Building Emergency Response Teams for each building. The initial response to all emergencies at an individual school will be by the Building Emergency Response Team. The District team is responsible for emergencies at the High School, Middle School, Intermediate School, Primary School, Kindergarten Center, and supports all building teams in the event of an actual emergency.

### **C. Concept of Operations**

- The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plans for Hudson Falls Central School. The protocols reflected in the District-Wide School Safety Plan will be used to guide the development and implementation of the individual Building-Level Emergency Response Plans.
- The development of the District-Wide Safety Plan was a collaborative effort involving members of the District Emergency Response Team, Building Emergency Response Teams, law enforcement officials, county emergency service coordinators, and the Capital Region BOCES Health Safety Risk Management Services. The plan was further developed utilizing the guidelines provided by the New York State Education Department.

The Superintendent has appointed Kevin Polunci as the Chief Emergency Officer whose duties shall include, but not be limited to:

- a. Coordination of the communication between school staff, law enforcement, and other first responders;
- b. Lead the efforts of the district-wide school safety team in the completion and yearly update by September 1<sup>st</sup>, of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plan;
- c. Ensure staff understanding of the district-wide school safety plan;
- d. Ensure the completion and yearly update by September 1<sup>st</sup>, of building-level emergency response plans for each school building;
- e. Assist in the selection of security related technology and development of policies for the use of such technology;
- f. Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan yearly by September 15<sup>th</sup>; and
- g. Ensure the conduct of required evacuation and lockdown drills in all district buildings as required by Education Law section 807.
- h. Ensure the development of protocols for responding to a declared state disaster emergency involving a communicable disease that are substantially consistent with the provisions of section 27-c of the Labor Law.

- 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. The Hudson Falls Central School District consists of the following facilities:

High School
Middle School
Intermediate School
Primary School
Kindergarten Center
Maintenance/Transportation

All information pertaining to an emergency or violent incident will be directed to either the Building Principal/Designee or the District Emergency Response Team.

- Upon the activation of the Building Emergency Response Team, the Superintendent of Schools or his/her designee and District Emergency Response Team will be notified. When appropriate local emergency officials will also be notified by calling **911**.
- County and State resources through existing established protocols may supplement emergency response efforts.

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

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

### **Section II: Risk Reduction/Prevention and Intervention**

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



### ***Program Initiatives***

The Hudson Falls Central School District has offered programs and activities for improving communications among students and staff in order to report potentially violent incidents, such as:

- Athletic Programs (Soccer, Basketball, Softball & Baseball, and others)
- Program concerned with bullying and violence prevention
- National Incident Management System (NIMS) training for emergency response team members
- New York State School Safety Guide (2013)
- Collaboration with the Washington County Office of Emergency Services
- Dignity For All Students Act (DASA) training

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

The Hudson Falls Central School District has developed policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. All drills required by the NYS Department of Education are satisfied annually. The district has established the following procedure(s) for annual multi-hazard school safety training for staff and students:

- The District will submit certification to NYSED that all district and school staff have undergone annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire. The District will certify that all school staff receives this training by September 15<sup>th</sup> of each school year, or within 30 days of hire, whichever is sooner.
- Full participation in the Annual Early Dismissal - Go Home Evacuation Drill.
- Full participation in an On-Site Sheltering and Accountability Drill.
- Full participation with an Annual Evacuation and Relocation Drill.
- Full participation with 4 Building Lockdown/Security Drills annually.
- The District conducts 8 Fire Alarm Activation and Evacuation Drills annually.
- The District conducts 4 School Bus Safety and Evacuation Drills annually.
- Emergency Response Team members participate in simulated tabletop exercises annually to test the building-level safety plan components.
- The district has conducted drills and other training exercises to test components of the emergency response in coordination with the following agencies:
  - Washington County Office of Emergency Services
  - Washington County Sheriff's Department
  - Hudson Falls Police Department
  - Kingsbury Fire Department
  - Hudson Falls Fire Department
  - New York State Police Troop G
  - Department of Homeland Security
  - Capital Region BOCES Health Safety Risk Management Service

Note: Directly following each test or drill a debriefing will be conducted to evaluate the exercises and determine if changes to the emergency response plan are necessary. Notes are taken during exercises and the debriefing, which are used during the evaluation process.

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

The Hudson Falls Central School District has developed policies and procedures related to school building security, including the following:

- All visitors entering school buildings are directed to the Main Office to provide identification, sign-in using a visitor management system, and receive identification (printed label sticker). Anyone who is found in the building without identification is directed back to the Main Office to sign in.
- Each Elementary School has a secured front entrance with video monitor and remote access hardware.
- The Hudson Falls Central School District Administration facility has a secured front entrance with remote access hardware.
- The Middle School has a secured front entrance with remote access hardware.
- Visitors to the High School must register with a school representative in the main office before access to the facility is granted.
- Digital video surveillance systems are installed in district facilities. Video surveillance capabilities will be reviewed and expanded as needed.
- Annual security audits are conducted by local law enforcement, local fire department officials, insurance companies and BOCES risk management personnel.
- SSCSD policy and procedures are not available to the public, but are available to Building-Level Teams, the District-Level Team, and emergency responders through a secure web portal.

**Note: Policies and procedures are continually being evaluated and shaped by real life experiences, such as bomb threats, forced entry in to the school building with vandalism and outburst of potentially violent behavior by students.**

### ***Vital Educational Agency Information***

The Hudson Falls Central School District consists of five education facilities, one administrative facility and a shared Maintenance/Transportation facility.

#### **B. Hazard Identification**

The identification of sites of potential emergencies are located in the *Maps & Diagrams* section of each Building-level Emergency Response Plan. The location of potential hazards, such as: chemical storage, propane & motor fuel storage, potential fire hazards, electrical hazards, playground equipment, etc. are documented on a building and facility diagram. Potential off-site hazards are identified in the County/Town Hazard Assessment in each of the plans.

### **Section III: Response**

#### **A. Notification and Activation of Internal and External Communications**

- The district policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are located in each Building-level Emergency Response Plan. Each plan identifies individuals who are authorized to initiate contact with local law enforcement agencies. All communications during an incident at the school will flow through the Incident Command Center. Emergency services will be requested through the 911 system.
- In the event of an emergency; staff, students and visitors will be contacted in one or more of the following manners:
  - ✓ Telephone (land line and cellular)
  - ✓ Intercom
  - ✓ Runner with verbal message
  - ✓ Automated Notification System
  - ✓ District Radio System
  - ✓ Regional Repeater Base Station
  - ✓ Email
  - ✓ Radio
- The district has established guidelines for staff and students that in the event that they initially discover an emergency situation, or impending emergency, that they will notify the Principal and provide him/her with information on the nature of the event. In the event that the Principal cannot be reached the District Emergency Response Team will be contacted.
- Procedures for School Cancellation/Early Dismissal and Community Notification protocol for contacting parents, guardians, or persons in parental relation to the students in the event of a violent incident or an early dismissal are outlined in each Building-Level Emergency Response Plan. This includes using local media in some instances as well as an Automated Notification System. Buildings may also use a phone tree with emergency contact information provided by student's parents/legal guardians.

#### **B. Situational Responses**

- The district has developed multi-hazard response plans. These guidelines are present in the Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan. The emergencies addressed in the plan include: (but are not limited to)

Active Shooters	Energy Supply Losses	Loss of Transportation
Air Pollution	Epidemics	Mass Casualties
Anthrax/Biological Threats	Explosions	Medical Emergencies
Aviation Crashes	Fire and Alarm Activations	Natural Gas or Propane Leaks
Biological Threats	Flooding	Public Health Threats
Bomb/Explosive Threats	Hazardous Materials	Radiological Threats
Building Structural Failures	Heating System Failures	School Bus Accidents
Carbon Monoxide	Hostage/Kidnappings	Severe Weather
Civil Disturbances	Incidents-Off Site	Threats of Violence
Crimes Against Persons	Incidents-On Site	Toxic Exposure
Earthquakes	Intruders	Water Emergencies
Electrical System Failures	Loss of Facilities	

- Others as determined by the Building Emergency Response Teams
- In addition to having plans to address the emergencies, our plans also include procedures that would be used during an emergency. These procedures include, but are not limited to:
  - Hold in Place
  - Lockdown
  - Lockout
  - Shelter In Place
  - Fire Drills
  - Evacuation/Relocation

The guidelines provide basic instructions for responding to any given incidents, such as:

- Contacting emergency response agencies
- Moving occupants from an area of danger to an area of safety
- Assembling the emergency response team and implementing the incident command system
- Notifying school administrators and the District Emergency Response Team of the incident
- Community/parent notification
- Sheltering or student release procedures
- Aftermath and recovery

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

The Crisis Response Plan and Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan provides guidance on the districts policies and procedures for responding to implied or direct threats of violence by students (including to themselves), teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

- Contacting parents, guardians, or persons in a parental relation to a student in the event of an implied or direct threat of violence by a student against themselves, including threat of suicide
- The use of staff trained in de-escalation or other strategies to diffuse the situation.
- Informing the Building Principal of implied or direct threat.
- Determining the level of threat with the District Emergency Response Team.
- Contacting appropriate law enforcement agency, if necessary.
- Monitoring the situation, adjusting the district's response as appropriate, and include possible implementation of District Emergency Response Team.

### ***Acts of Violence***

Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan provides guidance on the districts policies and procedures for responding to direct acts of violence by students, teachers, other school personnel and visitors to the school. The following types of procedure(s) are addressed in the plan, and could be used by the district:

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

**Note: The Hudson Falls Central School District "Code of Conduct" describes policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school.**

### ***Response Protocols***

The Incident Command System, Multi-Hazard Emergency Response Action Guidelines in each Building-Level Emergency Response Plan provides guidance on the district's policies and procedures for responding to bomb threats, hostage takings, intrusions and kidnapping. The following protocols are provided as examples:

- Identification of decision-makers (incident command team).
- 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***

A section on Emergency Communications in each Building-Level Emergency Response Plan provides guidance for obtaining assistance during emergencies from emergency services organizations and local government agencies. The following examples are the types of arrangements that could be used by the district:

- The Superintendent or his or her designee in an emergency will contact the Regional Emergency Dispatch Center by calling 911. The dispatcher will determine the appropriate services needed by the school.
- The Superintendent or his or her designee contacts highest-ranking City and or Town officials to provide notification and/or request assistance.

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

The district will utilize procedures outlined in Emergency Communications and the Incident Command System sections in the Building-Level Emergency Response Plans 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. The types of procedures for obtaining advice and assistance from local governments during countywide emergencies could include the following:

- Superintendent/Designee in an emergency will contact emergency management coordinator and/or the highest-ranking local government official for obtaining advice and assistance.
- The district has identified resources for an emergency from the following agencies: Washington County Office of Emergency Services, Adirondack Chapter of the American Red Cross, New York State Police, Washington County Public Health Department, Hudson Falls Police Department, Washington County Sheriff's Department, and Capital Region BOCES Health Safety Risk Management Services.

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

- A District & Building Resources and Supply Inventory is located in each Building-Level Emergency Response Plan which identifies the district resources, which may be available during an emergency: such as available facilities, blankets, cots, food supply, communications equipment, fire extinguishers, first aid supplies, flashlights, bull horn, district vehicles and buses.

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

- Each Building-Level Emergency Response Plan provides a description of the district's procedures to coordinate the use of resources and personnel during emergencies. These sections include the identification of the officials authorized to make decisions and the staff members assigned to provide assistance during emergencies.



### ***Protective Action Options***

- Each Building-Level Emergency Response Plan describes the following actions in response to an emergency where appropriate: school cancellation prior to the start of school, early dismissal, evacuation before, during and after school hours, and sheltering procedures.

### **Section IV: Declared State of Emergency Involving a Communicable Disease**

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020 that requires public employers, including public school districts, to adopt a continuation of operations plan in the event that the Governor declares a state disaster emergency involving a communicable disease. The legislation (S.8617-B / A.10832) amended subdivision 2 of section 2801-a of New York Education Law to require that District Safety Plans include protocols for responding to a declared state disaster emergency involving a communicable disease that are “substantially consistent” with the provisions of section 27-c of the Labor Law. A technical chapter amendment (S.01295 / A.009980) to the legislation became effective February 16, 2021 (Chapter 30 of the Laws of 2021).

As per section 27-c of the Labor Law, the operations plan must include, but is not limited to:

- A list and description of the types of positions considered essential in the event of a State-ordered reduction of in-person workforce. For this purpose, essential is defined as required to be physically present at a work site to perform his or her job. Such designation may be changed at any time at the sole discretion of the employer.
- A description of protocols the employer will follow in order for nonessential employees to telecommute including, but not limited to, facilitating, or requesting the procurement, distribution, downloading, and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and may include devices.
- A description of how the employer will, to the extent possible, stagger work shifts of essential employees to reduce overcrowding on public transportation and at worksites.
- Protocols the employer will implement to procure personal protective equipment (PPE), defined as equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons and, for essential employees, a quantity sufficient to provide PPE to each essential employee to meet his or her tasks and needs during any given work shift. A plan for storage of equipment and access to equipment must be included.

- Protocols in the event an employee 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. The protocols must also 3 describe the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.
- Protocols for documenting hours and work locations, including off-site visits, for essential employees. 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.
- Protocols 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.
- Protocols for implementing any other requirements determined by the Department of Health such as contact tracing or testing, social distancing, hand hygiene and disinfectant, or mask wearing.

The employer must consider and respond to recommendations received from the recognized or certified representatives of the employer's employees in writing, within a reasonable timeframe. A copy of the final version of the plan shall be published in a clear and conspicuous location, and in the employee handbook, and in a location accessible on either the employer's website or on the internet accessible by employees. No employer shall take retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of the plan. "Retaliatory action" is defined as the discharge, suspension, demotion, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

## **Section V: Recovery**

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

- Each Building-Level Emergency Response Plan provides resources for supporting the Emergency Response Team and Post-Incident Response Team at the Hudson Falls Central School District. The District's Incident Command System Plan identifies alternates to relieve team members, and interfaces with the Crisis Response Plan to provide team members the opportunity to debrief and rehab in a controlled environment. Additionally, members of the Post-Incident Response Team will be provided with sufficient manpower to allow the rotation of personnel, and the opportunity to debrief and rehab in a controlled environment.



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

- The Administrative branch of the Post-Incident Response Team (Crisis Response Team) will work through the School Psychologist, Guidance Director, and School Nurse to coordinate disaster mental health resources through the County Mental Health Department, community resources, neighboring school districts, and other disaster mental health resources to fully support members of the crisis response team.
- A debriefing of the Post-Incident Response Team is an essential part of the recovery phase following an emergency incident. The debriefing will be used in part to evaluating the district's plan for possible revisions.
- **References : While linked to the District-Wide School Safety Plan, References shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.**

**Reference 1:** The listing of all school buildings covered by the District-Wide School Safety Plan with addresses of building, and contact names and telephone numbers for building staff is located in each Building-Level Emergency Response Plan.

**Reference 2:** Included in each Building-Level Response Plan is a table identifying the local and state law enforcement organizations that have received copies of the Building-Level Response Plans.

**Reference 3:** Administrative Regulation 483.2: School Safety and Security

**Reference 4:** Administrative Regulation 473.2: Bus Accident Regulation

Revised: June 28, 2017 per NYS Education Law Sections 2801-a and 807

Appendix 1: COPY OF SRO CONTRACT

Appendix 2: Hudson Falls CSD- Continuation of Operations Plan

# Appendix 1

**AGREEMENT BETWEEN THE HUDSON FALLS CENTRAL SCHOOL  
DISTRICT AND THE COUNTY OF WASHINGTON FOR THE PROVISION  
OF  
SPECIAL PATROL OFFICER SERVICES**

This **Agreement** is made this \_\_\_\_ day of June, 2020, by and between the HUDSON FALLS CENTRAL SCHOOL DISTRICT ("District") and the COUNTY OF WASHINGTON, NEW YORK ("County") (collectively referred to as "the Parties," and individually referred to as "Party").

WHEREAS, the District is desirous of retaining the services of a part-time special patrol officer ("SPO") in an effort to enhance the security of District students, staff, visitors and property, to deter criminal behavior and otherwise benefit the student population through positive interactions between students during school hours, and to otherwise perform duties traditionally associated with a school resource officer to the extent permitted by law; and

WHEREAS, the County is desirous of providing such services to the District, in order to benefit the District's student population as well as the community at large; and

WHEREAS, the Parties have considered and discussed the terms upon which this program will be implemented, and have agreed upon the terms set forth herein for that purpose;

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, the Parties hereby agree as follows:

1. **Term.** The term of this Agreement shall commence on August 24<sup>th</sup> 2020 (the "Effective Date") and end on June 30, 2021 ("Termination Date").
2. **Termination.** This Agreement may be terminated with or without cause at any time by either Party, in its sole discretion, upon a ninety (90) day written notice to the other Party, or earlier terminated pursuant to the provisions of Section 11(1) herein.
3. **Compensation and Costs.** The County, as more fully set forth below, shall appoint and employ a uniformed and equipped special patrol officer pursuant to N.Y. General Municipal Law Section 209-v ("Section 209-v"). The Parties affirm that the intent of this Agreement is to have the SPO perform duties which include those traditionally associated with a school resource officer, to the extent permitted by law including Section 209-v, and as specified in Section 5 herein.
  - 3.1 The Parties agree that the District shall pay the County the total sum of \$37,160 in ten (10) equal monthly installments in the amount of \$3,716, beginning October 15, 2020 and continuing the 15<sup>th</sup> day of each month thereafter through July 15, 2021. In consideration of such payment, the County shall make available to the District a total of 1,130 hours of service to be provided by the SPO as more fully described in Section 5 herein. The County shall be responsible for paying all salary, benefits, training, insurance, taxes, equipment and other costs associated with the SPO. The County acknowledges and agrees that the SPO is not eligible to participate in any District pension or fringe benefit program, such as vacation pay, sick pay, or health insurance that is provided to District employees. The County will provide the District with the number of hours worked by the SPO each month.

In June, the District will either be credited at a rate of \$30.96 for each hour under the 1130 hours that was not worked by the SPO or compensate the County at a rate of \$30.96 for each hour over the 1130 hours that was worked by the SPO. Hours spent by the SPO attending required training shall be deducted from the 1,130 hours of service available to the District. Similarly, if the District determines that the SPO shall no longer be allowed to work at the District, the District will be credited at the rate of \$30.96 for each hour under the 1130 hours that was not worked by the SPO. In the event of a change in the County's cost for provision of SRO services, the Parties agree to meet and negotiate the impact of those changes.

- 3.2 In the event the SPO is sick or unable to perform the SPO duties, the County will attempt to fill the vacant SPO position with another SPO that is agreeable to the District.

4. **The Duties of the County.** The County shall appoint on a part-time basis and assign one SPO to the District as follows:

- 4.1 The SPO shall be assigned to the District, and shall be expected to work a regular schedule from 8:30 a.m. to 2:30 p.m. each day, during the District's regular school day, plus the following special events: To be determined by mutual agreement between the school and Sheriff's Office. However, the SPO's working days and hours and special events may be adjusted by mutual agreement between the SPO and the District's Superintendent of Schools upon submission of a written change request to the Sheriff's Office.
- 4.2 The SPO may leave school grounds during scheduled working hours to attend required training or to perform duties that arise in the course of the SPO's services under this Agreement. The SPO shall provide notice to the Superintendent of Schools (or his designee) and Sheriff's Office as soon as practicable, and in advance if possible, of any such obligations.
- 4.2(a) School grounds shall include any grounds and associated buildings on the school campus and District.
- 4.3 The SPO, may by mutual agreement between the SPO, Sheriff's Office and the District's Superintendent of Schools, work beyond the standard work day and week, and special events, and, he shall then be permitted to flex his time to account for such additional hours upon notice to and approval of the Superintendent and Sheriff's Office (at no time shall overtime pay be incurred).
- 4.4 The County shall provide the SPO with appropriate uniforms, equipment, badges and firearm.
- 4.4(a) The County shall provide the SPO with the required yearly firearms/Article 35 training and qualification.

5. **The Duties of the SPO.** The SPO shall perform the following duties under this Agreement, as directed by the District and Sheriff's Office, to the extent permitted by law including Section 209-

v:

- 5.1 The SPO shall undertake appropriate efforts to ensure the safety and security of District property and persons on such property. The SPO will patrol school buildings and grounds and respond to emergency situations on the District's property.
- 5.2 The SPO shall act as a school resource officer and provide a positive role model for students.
- 5.3 The SPO shall act as an instructor for specialized, short-term, programs at the District, when invited to do so by the principal or a member of the faculty (ie. Internet safety, conflict resolution, violence prevention etc.). All such presentations will be approved by both the District and Sheriff's Office.
- 5.4 The SPO shall make presentations to the District faculty and students on law- related topics. Such subjects shall include a basic presentation on laws, the role of police officers, and the police mission. All such presentations will be approved by both the District and Sheriff's Office.
- 5.5 The SPO shall coordinate his or her activities with the Superintendent of Schools and staff members as identified by the Superintendent, and will seek permission, advice and guidance prior to undertaking any program in the District.
- 5.6 The SPO shall promote a trusting relationship by developing lines of communication with students and staff and promote positive behavior and interaction between students.
- 5.7 The SPO shall make themselves available for conferences with students, parents and faculty members in order to assist them with law enforcement or crime prevention matters.
- 5.8 The SPO shall refer students who may be experiencing a variety of school, family or social problems to the District for appropriate action.
- 5.9 The SPO shall become familiar with all community agencies that offer assistance to youths and their families, such as mental health clinics, drug treatment centers, etc. but any referrals thereto will be made by the District.
- 5.10 The SPO shall assist the District in developing plans and strategies to prevent and/or minimize dangerous situations which may occur in school or during school sponsored events. The SPO shall assist in increasing staff awareness about policies and procedures for preventing/responding to incidents of violence and other threats to school safety.
- 5.11 The SPO shall take law enforcement action as immediately required to the extent that a special patrol officer may do so under the authority of law. As soon as practicable, the SPO shall make the Superintendent of Schools (or his designee) aware of such action. At the Superintendent's (or his designee's) request, the SPO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school



and related school functions, to the extent that the SPO may do so under the authority of the law.

5.11(a) Once the SPO has taken whatever immediate action was necessary to resolve the situation the SPO shall notify and turn the case and investigation over to a Deputy Sheriff or appropriate Police Officer for any further action.

5.12 The SPO will assist other police officers and law enforcement representatives in matters regarding this Agreement, whenever necessary.

5.13 The SPO shall maintain detailed and accurate records of the operation of the SPO Program, and shall make them available to the Superintendent of Schools as required by law, or upon request.

5.14 The SPO shall not act as a school disciplinarian. However, if the Superintendent believes an incident involves a violation of the law, then the Superintendent may contact the SPO and the SPO shall then determine whether law enforcement action is appropriate and notify a Deputy or Police Officer for any further action. The SPO is not to be used as a substitute for regularly assigned lunchroom duties, hall monitoring, bus duties or other monitoring duties, but will maintain a highly visible presence through the school day in hallways, lobby, cafeteria, restrooms, and parking lot to protect persons and property, to maintain order, and to assure compliance with safety and security rules and protocol.

## **6. Duties of the District.**

6.1 The District shall provide to the SPO the following materials and facilities, which are deemed necessary for the performance of the SPO's duties:

6.1.1 Access to a properly lighted office area, which shall contain a telephone and which may be used for general business purposes;

6.1.2 A location for official files and records which can be locked and secured;

6.1.3 A desk with drawers, a chair, work table, filing cabinet and office supplies;

6.1.4 Access to a computer with e-mail and internet capability;

6.1.5 A written letter authorizing the SPO to carry a firearm on school property in compliance with PL 265.01(a).

6.1.6 Provide TCI training, if required by the District.

7. **Independent Contractor.** The relationship between the District and the County is that of an independent contractor. The SPO shall be an employee of the County and shall have no employment relationship with the District.

8. **Federal, State, and Local Taxes.** Consistent with its status as an independent contractor, the County agrees that it, and not the District, shall be responsible, where appropriate, for: (1) Withholding FICA (Social Security and Medicare) taxes from the SPO's compensation or making FICA payments on the SPO's behalf; (2) Making federal or state unemployment insurance contributions on the SPO's behalf; (3) Withholding federal, state, or local income tax from the SPO's compensation. The County represents, warrants, and agrees that it will timely pay all federal, state, and local income taxes, FICA taxes, federal and state unemployment insurance contributions which arise in connection with the SPO's provision of services under this Agreement.

9. **Workers' Compensation.** The County acknowledges that the SPO will not be entitled to workers' compensation or disability insurance coverage under the District's policies. The County will cover the SPO with workers' compensation and any other similar insurance required by law. The County will provide the District with proof of such coverage upon request, before the SPO begins performing services under this Agreement. To the extent a claim is asserted against the District by the SPO, the County shall defend and indemnify the District for any judgments or claims entered against the District under the Workers' Compensation Law.

10. **Unemployment Insurance.** The County acknowledges that the SPO will not be entitled to unemployment insurance benefits from the District. The County agrees that it will make any federal or state unemployment insurance contributions on behalf of the SPO. The County will also be responsible for the reimbursement of any unemployment insurance benefits that may be paid to the SPO. To the extent the SPO asserts an unemployment insurance claim against the District, the County shall defend the District and shall indemnify the District for any resulting judgment or liability under the Unemployment Insurance Law.

11. **Appointment of the SPO.** The SPO must possess relevant job knowledge, experience, training, education, and have the appropriate appearance, attitude, communications skills and bearing. The SPO must be legally eligible to be appointed and to serve as a special patrol officer. The County shall solicit candidates for appointment to SPO, and shall conduct the process of interviewing and screening candidates. The District shall have the right to have a representative present during the interview, screening and selection process, and may participate in the hiring decision with the Sheriff's Office. The District shall have the right to reject an individual recommended by the County. The implementation of this Agreement is specifically contingent upon the Washington County Department of Personnel, or any other applicable civil service entity with jurisdiction, approving the appointment of the SPO pursuant to Section 209-v.

1. **Termination and Replacement of the SPO.** In the event that either the County or the District believes that the SPO is not effectively performing his duties and responsibilities, it shall promptly notify the other, and may immediately preclude the SPO from working at the District or being on District property. The Parties shall then confer to determine whether to (a) terminate the assignment of the SPO and assign another individual to serve as SPO, or (b) terminate this Agreement. If the Parties are unable to reach agreement under this section, then this Agreement shall be terminated.

2. **Good Faith.** The District, the County, and their respective agents and employees, agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or

questions will be resolved by negotiation between the Parties.

3. **Modification.** This document constitutes the full understanding of the Parties and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless upon mutual written agreement by the Parties.

4. **Severability.** In the event any provision of this Agreement shall be or become invalid under any provision of federal, state or local law, such invalidity shall not affect the validity or enforceability of any other provision hereof.

5. **Hold Harmless.** The County agrees to indemnify and hold harmless the District, its officers, Board of Education members, employees, agents, contractors and representatives, from any and all liability, damages, fines, or judgments, (including those based on negligence) which may arise as a result of the County's acts and omissions in the performance of this Agreement or violation or breach of any promise, representation, or the law. The District agrees to indemnify and hold harmless the County, its officers, County Board members, employees, agents, contractors and representatives, from any and all liability, damages, fines, or judgments, (including those based on negligence) which may arise as a result of the District's acts and omissions in the performance of this Agreement or violation or breach of any promise, representation, or the law.

6. **Entire Agreement.** This constitutes the entire agreement of the Parties hereto and all previous communications between the Parties, whether written or oral, with reference to the matter of this Agreement, are hereby superseded.

7. **Compliance with Laws.** The services to be provided by the SPO pursuant to this Agreement shall be in all respects consistent with applicable law, and the terms of this Agreement shall be interpreted and applied consistent with applicable law. By their signatures below, the County Supervisor and Superintendent of Schools represent and certify that this Agreement has been approved by resolution of the County Board and the Board of Education, respectively.

**IN WITNESS WHEREOF,** the Parties have executed this Agreement as of the Effective Date set above.

**For the County of Washington:**

**For the Hudson Falls Central School District:**

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Chairman of the Board

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Superintendent of Schools

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Sheriff Jeffrey J. Murphy



# Appendix 2

## **Communicable Disease - Pandemic Continuity of Operations Plan**

This Continuity of Operations Plan (plan) has been developed to meet the requirements of subsection (2)(m) of Education Law §2801-a which requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. This plan is built upon the components of the District-Wide School Safety and the Building-Level Emergency Response Plan(s). The Plan includes elements of COVID-19 Reopening Plan and will be updated regularly to reflect current guidance and best practices. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building level through the Building-Level Emergency Response Team.

The district will work closely with the Washington County Department of Health (local health department) to determine the need for activation of this plan. The district will report suspected and confirmed cases of communicable diseases (e.g., influenza, coronavirus, etc.) on the monthly Communicable Disease Report, (DMS-485.7/93; HE-112.4/81) and submit it to the local health department. Depending on the severity of the disease, the district may be required to report information more frequently and in another format (i.e., daily for COVID-19).

The local health department will monitor county-wide communicable disease cases and inform school districts as to appropriate actions.

When this plan is activated, the District-Wide School Safety Team may invite additional people to the meetings to aid in the planning efforts:

- District Medical Director
- School nurse(s)
- Technology Director
- Human Resources Director
- Business Official
- Facility Director
- Food Service Director
- Transportation Coordinator
- Public Information Officer
- Curriculum Director

Communication with parents, students, staff, and the school community is important throughout a pandemic outbreak. Communication methods will include postings to the district website, general mailings, email, social media, school communication apps, and the public media. The district Public Information Specialist (Communications) has been designated to coordinate this effort. Communications will work closely with the Director of Technology\_(Tech) to ensure proper function of all communication systems.

### **A. Essential Positions/Titles**

The district has developed this plan to prepare for any future government ordered shutdowns that may occur, similar to the coronavirus shutdown in the spring of 2020. Attachment 1 includes a list of

essential positions that would be required to be on-site or in district to continue to function as opposed to those positions that could work remotely. The list includes:

- Title – a list of positions/titles considered essential (i.e., could not work remotely) in the event of a state-ordered reduction of in-person workforce.
- Description – brief description of job function.
- Justification - brief description of critical responsibilities that could not be provided remotely.
- Work Shift – brief description of how work shifts of essential employees and/or contractors will be staggered in order to reduce overcrowding in the district.
- Protocol – how precise hours and work locations, including off-site visits, will be documented for essential employees and contractors.

Continuity of operations could be severely impacted by a loss of staff. The table below describes the procedures for maintaining essential functions and services by planning for backup personnel.

Role/Topic	Task	Backups
Overall Operations	Have decision-making authority for the district.  Make district policies and procedures to reflect crisis response.	Those listed below are assigned to this role: Superintendent Exec Dir for Business & HR Director of Facilities
Business Office	Maintain overall function and facilities operation.  Review essential functions and responsibilities of back-up personnel.  Monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary	Purchasing <ul style="list-style-type: none"> <li>• Financial Support Specialist</li> </ul> Payroll <ul style="list-style-type: none"> <li>• Financial Support Specialist</li> </ul> Overall Operations <ul style="list-style-type: none"> <li>• Treasurer</li> </ul>
Facilities	Keep the Business Office informed of staffing issues and of the point at which buildings can no longer be maintained  Provided building administrators with procedures for maintaining essential building functions (e.g., HVAC system operation, alarms, security, etc.) along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems  Meet with staff and monitor their ability to maintain essential function	<ul style="list-style-type: none"> <li>• Superintendent of Buildings and Grounds</li> </ul>

Human Resources	<p>Monitors absenteeism and ensures appropriate delegation of authority</p> <p>Work with bargaining units to develop the plan for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc.</p>	<p>Recruitment/Staffing</p> <ul style="list-style-type: none"> <li>• Exec. Dir Business &amp; HR</li> </ul> <p>Workplace Safety</p> <ul style="list-style-type: none"> <li>• Exec. Dir Business &amp; HR</li> </ul> <p>Training</p> <ul style="list-style-type: none"> <li>• Exec. Dir Business &amp; HR</li> </ul> <p>Labor Law Compliance</p> <ul style="list-style-type: none"> <li>• Exec. Dir Business &amp; HR</li> </ul> <p>Compensation Planning</p> <ul style="list-style-type: none"> <li>• Executive Dir. Business &amp; HR</li> </ul>
Continuity of Instruction	<p>Will be implemented in the event of significant absences or school closure. Alternate learning strategies will include:</p> <ul style="list-style-type: none"> <li>• Hard copy, self-directed lessons</li> <li>• Use of mobile media storage devices for lessons (CDs, Jump Drives, iPads)</li> <li>• On-line instruction; on-line resources; on-line textbooks</li> <li>• Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings</li> </ul>	

### **B. Working/Learning Remotely**

The District will assess devices and technology needs of all non-essential employees and contractors in order to enable telecommuting.

Options for assessing district needs include stakeholder meetings or surveys to ascertain:

- Who will need devices and/or peripherals at home,
- What programs will need to be added to these devices, and
- The availability of viable existing at-home Internet service.

The information from these surveys will be used to determine what items need to be purchased, which programs need to be installed on devices and if appropriate Internet bandwidth can be provided to those in need.

### **C. Staggered Shifts**

Depending on the exact nature of the communicable disease and its impact, the district is prepared to use the strategies below to reduce traffic congestion and maintain social distancing:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by state or local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building and/or between buildings.



- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The district may need to include additional strategies based on updated federal, state, and local guidance.

#### **D. Personal Protective Equipment (PPE) and Face Coverings**

The district will procure a six-month supply of face coverings and PPE required for essential work tasks. Disposable PPE will be provided in quantities of at least two pieces per work day.

<b>PPE Type</b>	<b>Task/Role</b>
N-95	Nurses Cleaners/Custodians (based on disinfectants used)
Face Shields	Nurses Special Education
Gowns	Nurses Special Education
Gloves	Nurses Special Education Cleaners/Custodians Maintenance/Mechanics
Cloth Face Coverings*	All faculty, staff and students

*\* Cloth face coverings are not considered personal protective equipment by OSHA because their capability to protect the wearer is unknown. However, cloth face coverings are important as a source control for COVID-19 and provides some protection to the wearer. As such, OSHA strongly encourages workers to wear face coverings.*

Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to ensure they are physically able to do so.

The use of cloth face coverings to reduce the spread of communicable diseases is important to the health and safety of faculty, staff and students. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (asymptomatic) and are essential when physical distancing is difficult. Information will be provided to faculty, staff and students on proper use, removal, and cleaning of cloth face coverings. All faculty, staff and students will be encouraged to utilize their own personal face coverings but the district will secure and provide face coverings as needed.

PPE and face coverings will be stored in a manner which will prevent degradation. These supplies will be monitored to ensure integrity and track usage rates. District communication on how to access PPE will be provided.

#### **E. Response Protocols for Preventing Spread**

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the local health department and other experts.

- The Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the plan's activation and review responsibilities and communication procedures.
- Communications will work closely with the IT department to re-test all communication systems to ensure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- An alert will be sent to the school community upon activation of this plan. The communication will be based on the latest information from federal, state and local health authorities.
- If the decision is made to close a school building, the district will notify the NYS Education Department and District Superintendent.

The district will assign a communicable disease safety coordinator, Jodie Boucher, whose responsibilities include continuous compliance with all aspects of the district's reopening plan and any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinators shall be the main contact upon the identification of positive communicable disease cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the public health emergency and plans implemented by the school.

### **Hand Hygiene**

Faculty, staff, and students will be trained on proper hand hygiene. Information will be provided to parents and/or legal guardians on ways to reinforce hand hygiene at home. The district will provide stations around the school buildings:

- For hand washing: soap, running water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

### **Communicable Disease Exposures**

The district must be prepared for communicable disease outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) have provided recommendations for strategies to follow after an exposure:

- Close off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Open outside doors and windows to increase air circulation in the area.
- Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have a communicable disease, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.

- Individuals without close or proximate contact with the person suspected or confirmed to have a communicable disease can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have a communicable disease visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

### **Returning after Illness**

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for communicable disease symptoms can return to the in-person learning environment at school. This protocol includes:

- Documentation from a health care provider following evaluation
- Negative COVID-19 diagnostic test result
- Symptom resolution, or if positive for a communicable disease, release from isolation

The district will refer to the NYSDOH's "Pre-K to Gr 12 COVID-19 Toolkit" and other applicable guidance regarding protocols and policies for faculty, staff, and students seeking to return to work after a suspected or confirmed communicable disease case or after the faculty or staff member had close or proximate contact with a person with a communicable disease.

The district requires that individuals who were exposed to a communicable disease complete quarantine and have no symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

### **Cleaning/Disinfecting**

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including "Guidance for Cleaning and Disinfection - Public Spaces, Workplaces, Businesses, Schools and Homes" and other guidance, as applicable.

Attachment 2 describes cleaning and disinfection protocols and procedures for the district. Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which will be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.

The school district has determined employee procedures for available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. These procedures are consistent with existing federal, state, or local law, including regarding sick leave or health information privacy.

### **F. Contact Tracing Supports**

The district will notify the state and local health department immediately upon being informed of any positive communicable disease diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

Districts may assist with contact tracing by:

- Keeping accurate attendance records of students and staff members
- Ensuring student schedules are up to date
- Keeping a log of any visitor which includes date and time, and where in the school they visited
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

The district, in consultation with the local health department, will determine what process will be followed when communicable disease cases are discovered in the school (e.g., how many individuals will be quarantined, closing of areas or classrooms, etc.).

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

#### **G. Housing for Essential Employees**

Emergency housing for essential workers is not considered to be required for school faculty and staff. The need for emergency housing will be determined with direction from the local department of health.

### **Recovery**

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. The district will

- Work toward a smooth transition from the existing learning methods to the normal process.
- Use the described communication methods to keep the school community aware of the transition process.
- Work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- Evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.

Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention. The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned with input from *all essential functions*. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be updated accordingly.

Curriculum activities that may address the crisis will be developed and *implemented*.



Attachment 1

Title	Description	Justification	Work Shift	Protocol
Superintendent	Superintendent of Schools, Secretary	District wide decision making	8:00am-5:00pm	Follow Safety/reopening Plan
Assist. Superintendent	Assistant Superintendent for Curriculum and Instruction, Secretary	District wide decision making	8:00am-5:00pm	Follow Safety/reopening Plan
Central Administration	Principals, Assistant Principals, Directors, Clerks	District wide decision making	8:00am-5:00pm	Follow Safety/reopening Plan
Human Resources	Exec. Dir Business & HR, Treasurer, Financial Support Specialists, Internal Auditor/Clerk	District wide decision making	8:00am-5:00pm	Follow Safety/reopening Plan
Facilities Services	Superintendent of B&G, Cleaners, Mechanics, Groundskeepers, Clerk	Required to maintain facilities for existing staff	7:00am-3:00pm	Follow Safety/reopening Plan
Transportation	Transportation Supervisor, Clerks, Bus Drivers, Bus Monitors, Mechanics.	Required to deliver food and materials to students	8:00am-2:00pm	Follow Safety/reopening Plan
Food Service	Director of School Nutrition, Clerk, Cook Managers, Assistant Cook Managers, Food Service Helpers.	Prepare food for delivery to students	7:00am-1:00pm	Follow Safety/reopening Plan
Communications	Public Information Specialist	Provide information to faculty, staff, students and families	As Needed	Follow Safety/reopening Plan

Technology	Director of Instructional Technology, Network Annalists, Micro computer Specialist	Required to assist students, faculty with chrome books, webcams, Elmos for virtual instruction.	7:30am-3:30pm	
Instructional Programs	Teachers, Teaching Assistants and Teacher Aides	Provide instruction virtually to students	7:30am-3:30pm	
Special Education	Teachers, Teaching Assistants and Teacher Aides	Provide instruction virtually to students	7:30am-3:30pm	

## Attachment 2

Room Types/Areas	Cleaning Frequency	Disinfection Frequency	Responsible Party	Additional Information
Classrooms	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Restrooms	2x daily	2x daily	Custodial staff	Doors and sinks will be done twice daily. Floors will be done once daily.
Health Offices/Isolation Rooms	Various	Various	Custodial staff	Cots, bathrooms and health office equipment will be cleaned after each use. Floors will be done once daily.
Breakrooms	Daily	Daily	Custodial staff	Doors, tables, chairs and floors
Cafeterias/Kitchens	Various	Various	Custodial staff; staff	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Outside Seating Areas	Various	Various	Custodial staff	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Computer Labs	Various	Various	Custodial staff	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Science Labs	Daily	Daily	Custodial staff	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Maintenance Office and Work Areas	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Bus Garage	Daily	Daily	Custodial staff; Transportation staff	Bathroom, doors, desks, chairs, and floors
Libraries	Daily	Daily	Custodial staff	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.

Playgrounds	As needed	N/A	Custodial staff	
School Buses	Daily	Daily	Transportation staff	High contact spots will be cleaned after the morning (AM) runs and cleaned/disinfected after the afternoon (PM) run.
School Vehicles	After each use	After each use	Staff using vehicles	
Administrative Offices	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Large Meeting Areas (e.g., gymnasiums, auditoriums, music rooms)	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Athletic Training Rooms, Locker Rooms	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Frequently touched surfaces (e.g., doorknobs, light switches, elevator buttons, copy machine buttons, handles, etc.)	2x daily	2x daily	Custodial staff	
Shared frequently touched surfaces (e.g., keyboards, desks, phones, laptops, tablets, remote controls, etc.)	After each use	After each use	Staff using shared surfaces	
Shared equipment (e.g., hand tools, facilities equipment, groundskeeping equipment, golf cart, etc.)	After each use	After each use	Staff using equipment	

Only district approved chemicals will be used. At no time will students be allowed use cleaners or disinfectants.

