

## PROTOCOLS FOR A PUBLIC HEALTH EMERGENCY

### BACKGROUND

In September 2020, Governor Cuomo signed legislation requiring all public employers to create plans to adequately protect workers in the event of another state disaster emergency involving a communicable disease. The new legislation will constitute New York State Labor Law [Section 27-c](#), and serve as a response to the effects of the sudden onset of the COVID-19 pandemic in the Spring of 2020. In addition to 27-C, the following section was added to [2801-a of the Education Law](#) that required additions to the District Plan.

### *Activation*

*These protocols have been developed to respond to a public health emergency. Directive shall come from the New York State Education Department, New York State Department of Health, Dutchess County Department of Health, or other appropriate agency for this protocol to be activated.*

As per Legislative language, operation plans must include the following elements:

1. List and description of positions considered essential
2. List of all non-essential position titles and contractor titles along with descriptions of protocols to follow to enable all non-essential employees to work remotely
3. Description of how employers would stagger work shifts to reduce overcrowding
4. Protocols for PPE
5. Protocol for when an employee is exposed to disease
6. Protocol for documenting hours and work locations for essential workers
7. Protocol for working with essential employees' localities for identifying emergency housing if needed
8. Any other requirement determined by the New York State Department of Health, such as testing and contact tracing

### OPERATIONAL ELEMENTS

1. **Positions Considered Essential** - According to Section 27-c; "Essential" shall refer to a designation made that a public employee or contractor is required to be physically present at a worksite to perform his or her job. The District maintains that while the following staff members are considered essential, it is dependent on the emergency, the needs of the District, and the particular duties required that they be physically present at work each business day during the emergency period. While the staff members are essential, this does not mean that all such employees will be required to report to work on campus. It will be up to the individual's immediate supervisor to determine necessary staffing levels, and if an essential employee is to physically report to work on a given day (during the emergency period). In the event of a state-ordered reduction of the District's in-person workforce, the following is a list of essential employees.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology/Continuity of Operations and Instruction	<ul style="list-style-type: none"> <li>Director of Technology and Data Services</li> </ul>	Responsible for overseeing the local area network and the subsequent ongoing maintenance of this network for the district. Oversees the District's internet access, phone systems, and cell phone plans
	<ul style="list-style-type: none"> <li>IT Support &amp; Network Support Specialists</li> </ul>	Responsible for providing support to teachers and students in regards to computer hardware and software. Will respond to "help desk" and troubleshooting concerns.
Buildings and Grounds	<ul style="list-style-type: none"> <li>Director of Facilities</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for overseeing and providing direction to the B&amp;G department and employees to ensure a safe working environment.</li> </ul>
	<ul style="list-style-type: none"> <li>Custodians</li> <li>Maintenance Workers</li> <li>Groundskeeper(s)</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for routine cleaning, disinfecting, and maintenance tasks.</li> <li>Responsible for performing a wide variety of tasks related to the maintenance and upkeep of campus grounds, parking lots, and fields.</li> </ul>
District Office	Superintendent of Schools	Responsible for making day-to-day decisions about educational programs, budget/spending, staff, and facilities
	Assistant Superintendent for Curriculum, Instruction, & PPS	The Asst. Superintendent is responsible for all educational programs in the District including staff education
	Assistant Superintendent for Business, Finance, & Operations	Responsible for assisting the Superintendent in the administration of business affairs in such a way to provide the best services with the financial resources available
	School Nurse	Responsible for assessing ill students and staff and assisting in contact tracing efforts
School Building Main Office Staff	School Secretary	Responsible for answering phones, providing support to building administrators, responding to emails, greeting visitors, assisting in building sign-in procedures, accepting deliveries, and helping disseminate mail.
Food Service	Food Services Manager	Responsible for overseeing the preparation of meals and coordinating with the Transportation Director to ensure that meals are disseminated.
	Food Service Helper/Cashier	Responsible for the preparation of and making of meals for students.
Transportation	Transportation Director	Responsible for the safety and efficient operation and maintenance of the transportation

		department. Coordinates with the Food Service Manager on meal deliveries.
Building Administrators	Building Principals	Responsible for overseeing the day-to-day functioning of the school community and supporting the academic success of students, promoting a positive school climate, and assisting educators.

2. **Positions considered non-essential** - *"Non-essential" shall refer to a designation made that a public employee or contractor is not required to be physically present at a worksite to perform his or her job.* In the event of a state-ordered reduction of the District's in-person workforce the District may provide, to the extent possible, the opportunity for **non-essential** employees and contractors the capability 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 phones), as determined by the employee's supervisor. This may include but is not limited to employees who provide direct instruction to students, provide student support services, facilitate procurement processes for the District, facilitate payroll processes for the District, and facilitate administrative and office-related tasks for the District. There may be some staff who will not be able to telecommute nor will they be needed to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

Listing of Non-essential position titles and contractor titles may be assigned to telecommute along with equipment deemed essential to their role.

Non –Essential Position Titles	Equipment assignment		
	Phone	Laptop	VPN
Principals (4)		X	X
Assistant Superintendent for Business, Finance & Operations, Principal Account Clerk, Treasurer, Part-time Typist, Senior Account Clerk/Typist	X	X	X
Superintendent of Schools, Assistant Superintendent for C&I/PPS, Director of Technology and Data Services, District Clerk/Superintendent Secretary,	X	X	X
IT Technicians (2)	X	X	X
Nurses (4)	X	X	
Senior Typist (5), Typist Monitor (2)	X	X	
Teacher		X	
Teacher Aide		X	
Millbrook Orthopedic, Astor, Dutchess County Sheriffs' Office, Karen Finnerty OT, PC		X	

Downloading and installing software and data.

At the Millbrook CSD, any equipment that is assigned to a staff member is preloaded with the appropriate software for that position. In addition, staff is encouraged to share documents using Google. Some staff will be issued a VPN as needed, to allow for access to the departmental files and programs. The appropriate administrator identifies the need for a VPN. The Director of Technology or their designee, and an Assistant Superintendent, will review this request prior to the issuance of the VPN.

Transfer of phone lines to work or personal cell phone.

OR  
In the event of a pandemic, the district will use email and check voice mail to continue needed communications.

3. To the extent possible, and consistent with collective bargaining agreement restrictions, the District may stagger work shifts of essential employees and contractors in order to reduce overcrowding in confined or shared spaces and at worksites. Wherever possible, we will encourage parents to drive students via personal vehicle to campus in an effort to reduce the number of individuals riding on the same District provided bus. In an effort to reduce overcrowding in classrooms and on buses the following concepts may be applied:
  - Student Rosters, if scheduled classes are to be on-site, will be split into student cohort groups to minimize the number of students in a classroom or on a bus at the same time.
  - If no students are in school, staff may continue to have their work shift or assigned days of work staggered as necessary.
  - Employees (as outlined in bullets 1 & 2) may be permitted to work remotely as necessary.
  - Visitors will not be permitted on campus.
4. Personal protective equipment (PPE) will be procured and stored:
  - Facilities will procure & maintain a minimum of two pieces of each type of PPE for each essential employee and contractor over at least 6 months (26 weeks) as recommended by NYS Department of Health and NYS Education Department guidelines.
  - The equipment will be Director of Facilities Office/MS Storage Room and readily available to any person in need of it.

Minimum PPE Required

Position	Masks	Pairs of gloves	Face Shield
<i>Minimum per person quantity for 6 months</i>	<i>130</i>	<i>260</i>	<i>6</i>
Assistant Superintendent (1)	130	260	6
Director of Facilities (1)	130	260	6
Maintenance Forman (1)	260	520	6
Senior Custodians (2)	520	1560	12
Building Custodians (7)	1820	5460	42

Director of Technology (+ 2 staff)	780	1560	18
Faculty and Staff	200	400	200
Security	260	260	6
<b>Total</b>			

Additional Supplies: 2 boxes of each size of N95 and 10 reusable masks per person as deemed necessary.

**PPE Storage**

Plan for storage of PPE- please be aware that PPE stored in cardboard cases may absorb moisture over time, it is important that PPE cases be stored in secure, dry locations.

<b>PPE type</b>	<b>Storage Location</b>
Masks (all)	Director of Facilities Office/MS Storage Room
Gloves	Director of Facilities Office/MS Storage Room
Face shields	Director of Facilities Office/MS Storage Room
Gowns	Director of Facilities Office/MS Storage Room
N-95	Director of Facilities Office/MS Storage Room

5. In the event, an employee or contractor is exposed to a known case of a communicable disease that is the subject of a public health emergency, exhibits symptoms of such disease, or tests positive for such disease, and in order to prevent the spread or contraction of such disease in the workplace the District has a set protocol to be followed for the exposure as well as the disinfecting of the affected work area(s):
  - If an employee or contractor begins to experience symptoms related to the communicable disease after arriving at work, he/she shall be required to go to the designated isolation room within their building, and to contact their supervisor for further instructions.
  - The disinfecting of any area 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
  - Available leave options, for the affected employee(s), in the event of an employee’s need to receive testing, treatment, isolation, or quarantine
  - Note: Such protocol does not involve any action that would violate any existing federal, state, or local law, including sick leave or health information privacy.
  
6. The District shall maintain documentation outlining when all essential employees and contractors physically report to work. This may include, but not be limited to, use of the daily health screening tool, or having employees sign in and/or out, consistent with any collective bargaining agreements. This documentation will assist in contact tracing efforts should the need arise.
  
7. If emergency housing for essential employees or contractors is needed to further contain the spread of the communicable disease, the Millbrook Central School District will lodge an essential employee at a local hotel bearing the full cost of the stay.

If there is a declared public health emergency that involves the Millbrook Central School District, all staff, essential and non-essential, will be contacted, and they will be guided by the aforementioned protocols.

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Adopted	
Updates	