

***Communicable
Disease/
Pandemic Plan – v2***

Vestal School Safety Plan



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DISTRICT-WIDE SCHOOL SAFETY PLAN

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Vestal School District District-Wide Communicable Disease/Pandemic Plan School Safety Plan

Public Health Emergencies – Communicable Disease

Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.** The Plan must include the following at a minimum:

- 1) A list and description of positions and titles considered essential with justification for that determination.
- 2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- 3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.
- 4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
- 5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation, or quarantine.
- 6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- 7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Appendix A

District-wide School Safety Team Meeting Minutes and Attendance

Vestal Central School District

District-wide School Safety Team Meeting Attendance and Minutes

December 21, 2020

Required Attendance

Representatives	Name	Absent/Present
Director of Food Services	Bordeau, Mark	Absent
School Nurse, Secondary	Bowen, Ashley	Present
School Resource Officer	Cardarelli, Chris	Absent
Director of Special Services	Comerford III, Thomas E.	Present
Interim Director of Facilities & Operations	Gana, Jim	Absent
Asst. Superintendent for Finance, Operations and Personnel	Kasson, Clifford R.	Absent
BOCES, Health and Safety Specialist	Kavleski, Callie	Present
School Nurse, Primary	Maerz, Deb	Present
Elementary Building Administrator	Mastro, Therese A.	Present
Vestal Fire Department	McCartney, Tom	Present
Middle School Building Administrator	McKenna, Ashley D.	Present
BOCES, IT Project Coordinator	Myers, Tim	Present
Board of Education Member	Nistico, Dinno	Absent
Board of Education Alternate Member	Pierce, Christina	Absent
Parent/Teacher Representative	Ruhm, Rhonda I.	Absent
Secretary	Schaub, Michelle A.	Present
Supervisor of Transportation	Starr, Kenneth	Absent
School Resource Officer	Talbut, Conor M.	Absent
School Resource Officer	Tuetken, Michelle B.	Absent
Pupil Services Specialist	Wallach, Merryl E.	Present
High School Building Administrator	Young, Dawn	Present

Additional Attendance

Organization or School	Name	Title

Agenda

1. Communicable Disease/Pandemic Plan review
2. COVID-19 Testing
3. Fire Safety & Inspections
4. Round Table

Minutes

Tom McCartney stated that he runs the COVID testing site at Binghamton University. Right now there is a 3.6% positive rate in the Southern Tier right now. This is the lowest positive rate in the state.

Tom said that as of 1/1/2021 there will be a new Vestal fire chief. Also, he said that the Town of Vestal has updated their plan regarding pandemic planning.

Tom C. mentioned that Cliff has a 5" binder full of contact tracing information.

COVID TESTING – Agenda item #1

Tom C. went over the 12/4/20 NYS memo. Governor Cuomo has said that school districts need to be more proactive regarding testing. Jeff, Cliff, Laura, and Tom have had discussions with the school doctors regarding if the district needs to start the 20% testing in the future.

We were in a yellow zone and at one point there was concern about bordering an orange/red zone and what might happen. Before 12/4, if a school was in a red/orange zone they would have to go remote but this has been updated and now they would be able to stay open but would need to do random testing. If required to test, in a yellow zone it would be 20% (10% in week 1 and 10% in week 2; not all 20% in the first week). The 12/4 memo would keep NYS preK-12 open because it is critical to student success and parent stability.

Goes by geographical area (Southern Tier), not per school district or building. VCSD has approximately 3,500 students district wide.

Talking about having IT do an online consent for testing.

Callie said that with the new strain of COVID (more infectious), they may be looking at different testing methods. They aren't sure if the new vaccine will work on this or not. The vaccines they are starting will be given to health care workers and the elderly first and in Group 1B Tom said it mentions educators.

Per Tom M. the state plan document regarding vaccines is over 200 pages. The vaccines require two inoculations. Pfizer's second shot is 21 days after the original shot. Someone looked it up and said the Moderna shots the second shot is 28 days after the original shot (this one doesn't have to be kept as cold as the Pfizer one). They recommend if you are allergic to what is in the shot, don't take it. There had been five reactions in Italy, but all five have resolved themselves. The ones in the U.S. have resolved themselves also.

According to Callie, right now Long Island is a hot spot.

Callie put some information together that Tom shared. Red/orange zones can now perform testing that meets criteria to remain open, they no longer have to go remote. Rapid testing kits can be requested from the NYS Department of Health at no cost. Test data needs to be uploaded to ECLRS (electronic clinical lab reporting system). Schools are required to provide appropriately trained staff to do testing. It takes about three hours to do the training. Orange zone has to have 20% testing and red zone has to have 30% testing. Red zones also are supposed to close all non-essential businesses.

Ashley Bowen asked if the nurses are going to be doing all the testing. Should they be doing the training now, before it is needed? Tom said that it is still being worked out.

Tom said that they are still discussing testing. Getting the supplies, who will be doing the testing and who will be getting tested.

Fire Inspections

Callie went over this and said that we used to have an outside person doing this but now BOCES has a third-party person that is doing it and Callie goes around with them. They have these every 11 months. Callie went over the list used for the inspection. She mentioned that if anything needs to get sprayed for fire safety, an outside agency needs to come in and do it, custodians can't do it anymore.

Callie said that the inspections should be finished up next week so they can be entered into the portal. Next year's inspections will start in October.

Safety Drills/Exercises

The drill/exercise spreadsheet gets sent to the principals and their information should be sent to Jim Gana. Callie discussed the number of drills and the breakdown on the fire safety inspection form. Callie said that the fire safety forms want 2019-20 drills listed too. For Spring 2020, just write COVID (we closed down March 18, 2020).

Therese Mastro said that VHE is doing drills by classroom this year instead of the school as a whole.

Callie said that she thinks fire drills may have changed as of December, but she will have to look into that further and let us know. Tom asked Callie to look over our drill spreadsheet and let him know if it needs to be changed/updated.

Pandemic Plan

Governor Cuomo signed a pandemic plan into place on Columbus Day.

Tom C. reviewed the Public Employer Health Emergency Plan template (provided by Emergency Preparedness Solutions [17 pages]). Tom noted that some things need to be updated already. Each of the unions need to be involved in the process. Have it finished for the unions to look at in early February and then it has to be provided to the six bargaining units. Need to complete prior to March.

Have to identify the means of notification and identify groups

Provide vital services, services required by law, quality operations, mission from vestal, essential functions, essential positions (and justification), remote/in person, equipment needed, PPE needed.

Quarantine – 14 days; isolation – 10 days

Families First Coronavirus Response Act – will not be charged for time for testing, provide up to two weeks (80 hours) of paid sick leave at regular rate, provide up to two weeks (80 hours) of paid sick leave at 2/3 regular rate, up to 10 weeks of paid expanded family and medical leave at 2/3 pay.

Building Condition Survey – every five years a survey is done. One-page list.

No COVID information goes in either student files or personnel files.

APPENDIX B

Communicable Disease - Pandemic Plan

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team.

Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.** The Plan addresses the required components in the sections as noted below:

Prevention/Mitigation

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

Protection/Preparedness

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

Response

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

Prevention/Mitigation:

- We will work closely with the Broome and Tioga County Health Departments to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
 - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report* and submit to: Broome and Tioga County Health Departments.
 - Public Health Consultation and Immediate Reporting: Broome: 607-778-2804 (Mary Yourdon) or Tioga: 607-687-8637 (Heather Vroman)
 - *Coronavirus Hotline: 888-364-3065*
 - *Fax for Broome County: 607-778-2838 or Tioga County: 607-687-0248*
 - *Weekend/After-hours Consultation and Reporting: Broome County: 607-778-1911 or Tioga County: 607-972-5358*

- The Broome and Tioga County Health Departments will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The **Assistant Superintendent Clifford Kasson is the lead administrator (Thomas Comerford, III, is the secondary)** will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an important Team member. The Human Resources Director, Business Official, Facility Director, Food Service Director, Transportation Coordinator, Public Information Officer and Curriculum Director will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- Union representatives from each bargaining unit and other key staff members will assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* was reviewed on **January 27, 2021** for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize handwashing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings, and direct mailings for this purpose.

(1) Essential Positions/Titles

All District employees are considered to be essential and may work remotely based on Superintendent (or their designee) determination.

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

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

The worksheets have been completed by each department which includes examples: Central Administration, Facilities Services – including Custodial, Maintenance, Shipping/Receiving, Inter and Intra School Mail Service; Transportation, Food Service, Communications/Information Technology, Instructional Programs, Athletics, Special Education, and Security. **Actual information can be found in Appendix C, Essential Employee Worksheets, page 31.**

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

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

- To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:

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

Mobile Devices Delivery:

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

- Communication (email, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments:
 - Identify students’ technology needs to include adaptive technologies
 - Use the Asset Tracking Management System procedures to check out all mobile devices
 - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- Providing Multiple Ways for Students to Learn
 - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet. Continuity of instruction will be considered in the event of significant increases in the numbers of health department mandated absences.

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

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

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

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency. **Actual information can be found in Appendix C, Essential Employee Worksheets, page 31.**

Protection (Preparedness):

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

- The District-wide Command Center will be at **Central Jr Administration** with the alternate at **Central Jr Board Room** and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

- **List Name: Jeffrey Ahearn** **Title: Superintendent** **Number: 607-757-2241**
- **List Name: Clifford Kasson** **Title: Assistant Superintendent** **Number: 607-757-2211**
- **List Name: Thomas Comerford, III** **Title: Director of Special Services** **Number: 607-757-2212**
- **List Name: James Gana** **Title: Interim Director of Facilities** **Number: 607-757-2232**
- **List Name: Ken Starr** **Title: Supervisor of Transportation** **Number: 607-757-2353**

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Our central administrators and school building principals are recommended to annually review both the IS 100 (Introduction to Incident Command) IS 362 (Multi-Hazard Emergency Planning for Schools) and IS 700 (National Incident Management System) training courses which are available on-line through the FEMA website. *We are also recommending that all District-wide School Safety Team members, administrators, principals, nurses and others take the Johns Hopkins University COVID-19 Contact Tracing Course which is offered free-of-charge at <https://www.coursera.org/learn/covid-19-contact-tracing>.*

- The school district has designated a COVID-19 safety coordinator (administrator), for each of its schools, whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as 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 COVID-19 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 COVID-19 public health emergency and plans implemented by the school.

<i>School/Program</i>	<i>COVID-19 Safety Coordinator/Administrator</i>	<i>Contact #</i>
<i>High School</i>	Principal: Dawn Young Nurse: Aishia Mortenson/Rebecca Sefton	607-757-2281 607-757-2280
<i>Middle School</i>	Middle School Interim Principal: Jane Hashey Nurse: Ashley Bowen	607-757-2233 607-757-2334
<i>African Road Elementary School</i>	Principal: Meghan Stenta Nurse: Lynne Dutkowsky	607-757-2311 607-757-2313
<i>Clayton Avenue Elementary School</i>	Principal: Bradley Bruce Nurse: Janice Forsberg	607-757-2271 607-757-2274
<i>Glenwood Elementary School</i>	Principal: Doreen McSain Nurse: Heather Kirchheimer	607-757-2391 607-757-2293
<i>Tioga Hills Elementary School</i>	Principal: Hayley Crimmins Nurse: Jane Miller	607-757-2366 607-757-2268
<i>Vestal Hills Elementary School</i>	Principal: Therese Mastro Nurse: Deborah Maerz	607-757-2357 607-757-2256
<i>Central Jr. Administration</i>	Superintendent: Jeffrey Ahearn Asst. Superintendent: Clifford Kasson Director of Special Services: Thomas Comerford, III	607-757-2241 607-757-2211 607-757-2212

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting; reverse 911 systems, and the public media. A school district Public Information Officer (PIO) (Superintendent Jeffrey Ahearn or Regina Felice) has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. School Messenger is the communication system available in the Vestal School district, where an email, text and phone call are sent to staff and parents. We have tested/exercised our communication systems on October 8, 2020.

- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – we have defined the following decision-making authority for the district (Superintendent, Assistant Superintendent for Finance, Operations and Personnel, Director of Special Services, Director of Facilities, Transportation Supervisor and Executive Business Official). Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by cell phones, hand-held radios, e-mail, district automated phone notification system.
 - The Executive Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in these areas
 - Recognizing the need for job cross-training in purchasing and payroll, Vestal School Staff and Broome Tioga BOCES Central Business Office work cooperatively to provide these essential functions during a pandemic.
 - We have also established the ability to maintain these essential functions off-site from remote locations as follows: Purchasing and payroll are overseen by the Vestal Schools Executive Business Official and Broome Tioga BOCES Central Business Office (CBO) Staff.
 - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms.
 - Teachers will be provided spray bottle sanitizers for each classroom for doorknob and desktop disinfection only. It will be at the teacher’s discretion whether they wish to use these or not. Desktops would be misted with the provided disinfectant and left to dry. Training for teachers on this process was provided in September at Convocation at School Reopening September 2020, or at the time of hire if after September 2020. *At no time will products not approved by the school district be utilized.*
 - Personnel Department will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Personnel. The Director of Special Services has provided cross-training of staff to ensure essential functions on human resources and personnel. Personnel will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal workday such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Personnel Department will help to decide if schools need to be closed.
- Continuity of instruction will be considered in the event of significant increases in the numbers of health department mandated absences. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:
 - Use of Chromebooks, or personal electronic devices such as laptops and computers from home for lessons
 - On-line instruction; on-line resources,
 - Identify families without internet access and attempt to assist with finding products or internet access.

We have obtained input from curriculum staff in development of these strategies and have tested these methods on during monthly Leadership meetings and the Covid-19 pandemic – March 18, 2020 through 2021.

(4) Obtaining and Storing Personal Protective Equipment (PPE)

PPE & Face Covering Availability:

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the Agency is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work in partnership with the Broome/Tioga Office of Emergency Services to provide this capability. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

PPE Supply Management. Central Administration Assistant Superintendent for Finance, Operations and Personnel is working with programs to determine the overall PPE needs of the School District. Centralized purchasing will be used when possible.

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

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

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

Response:

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

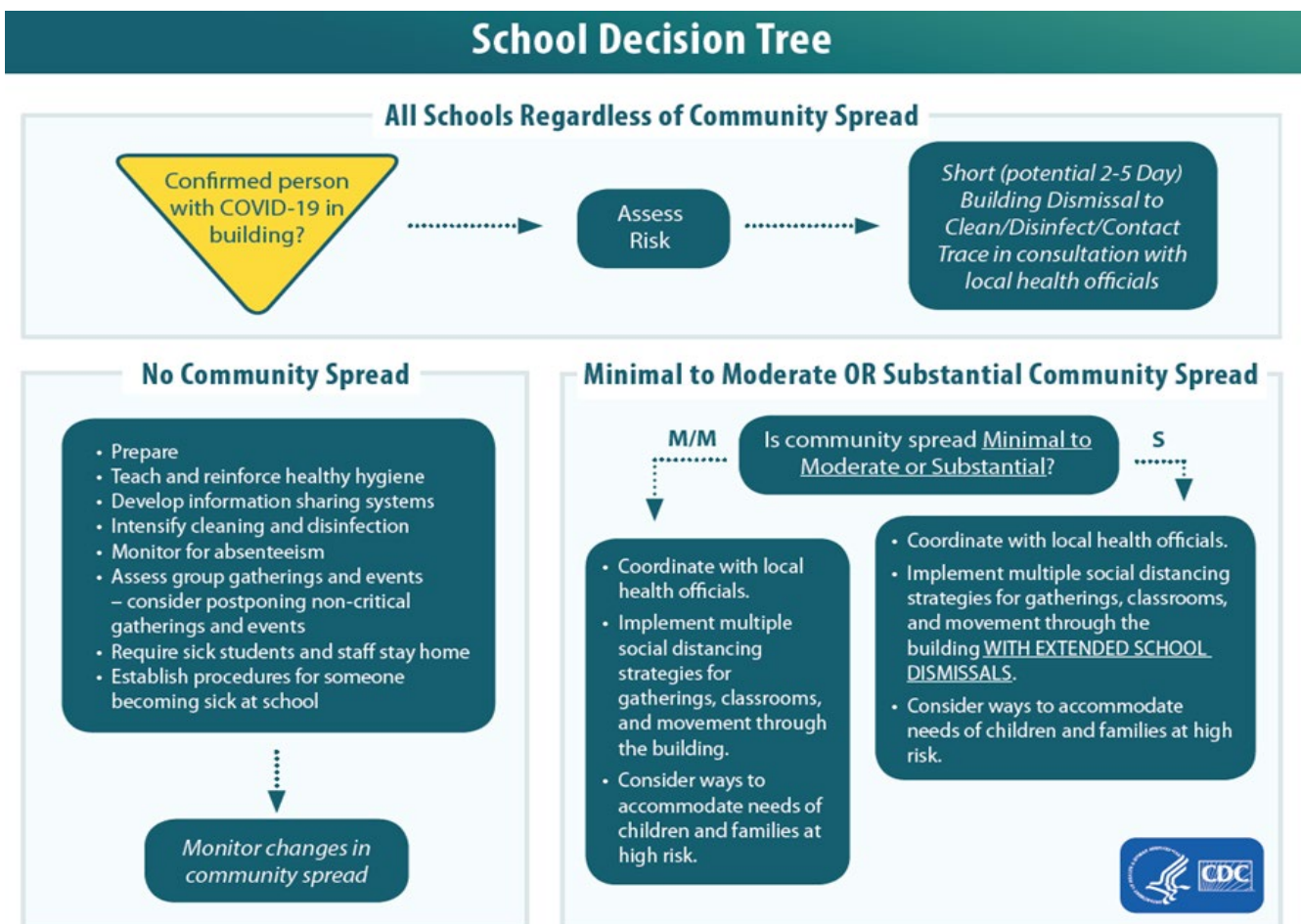
- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The PIO will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.

- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Director of Special Services will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Director of Special Services will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Executive Business Official or designee to implement different phases of the Plan as necessary.
- The Director of Special Services will meet with staff to review essential functions and responsibilities of back-up personnel. The Director of Special Services will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- If the decision is made to close a school building the school district will notify the NYS Education Department and District Superintendent (or designee) at Broome Tioga BOCES.

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed COVID-19 Case Requirements & Protocols

Instructional programs must be prepared for COVID-19 outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation:



CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting 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 COVID-19, 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 COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to DOH's [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) for information on "close and proximate" contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Return to School After Illness:

Schools must follow CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines for 72 hours, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. [Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings](#).

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

Staff Absenteeism

- Instructional Faculty, non-instructional staff and administrators will use the online Absence Management System Frontline (with the exception of food service) to document absences and other benefit days. Substitutes will be able to pick up assignments in Frontline.
- The instructional departments will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.
- The instructional departments will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

Employee Assistance Program (EAP)

- The Human Resources Department will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and

emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

Medical Accommodations

- The Human Resources Department will continue to handle medical and COVID-19 accommodations. Requests for COVID-19 accommodations should be sent to the Director of Special Services.

New York State Contact-Tracing Program

If a student or staff member tests positive for Coronavirus the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. The information below is provided by the New York State Contact Tracing Program:

New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, a nation-leading initiative to help slow the spread of COVID-19 and make it safer to begin to return to normal again.

Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from “NYS Contact Tracing”, PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

A contact tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a COVID Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you’ve been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way. This is how we stop the spread!

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will operate through the next flu season. It will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say “NYS Contact Tracing” or Broome or Tioga County Health Department.

Please answer the phone so we can keep NY moving forward and stop the spread of COVID-1

Facilities: Cleaning and Sanitizing

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

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

Routine cleaning of school settings includes:

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

- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Common Areas:

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

Disinfecting:

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

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

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

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

Hand Sanitizing:

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

Trash removal:

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

(6) Documenting Precise Hours/Work Locations of Essential Workers

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. **Our plan to track such individuals can be found in Appendix C, Essential Employee Worksheets, page 31.**

(7) Emergency Housing for Essential Employees

Broome and Tioga County School Districts have also established school building shelter sites across the County in cooperation with the Broome and or Tioga County Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, school districts will work closely with Office of Emergency Management to determine housing options.

Recovery:

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

APPENDIX C

School District Pandemic Influenza Planning Checklist (page 20)

Example of School District Contract Tracing Form (page 24)

Flowcharts for COVID-19 Decision Making (page 27)

Essential Employee Worksheets (page 31)

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

I. Planning and Coordination:

Completed	In Progress	Not Started	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



Contract-Tracing Form Vestal Central School District

1) Broome or Tioga County Department of Health Notification
OR
Lab Report Results Received

CONFIRMED

2) Confirmed COVID-19 Case

COVID-19 CASE

3) Building Principal/Supervisor Identifies Contacts with Confirmed Case
(Use Form on Reverse Side & Fax to Broome County Department of Health when all information is completed at 607-778-2838) or Tioga at 607-687-0248

4) Building Principal/Supervisor Informs Executive Directors

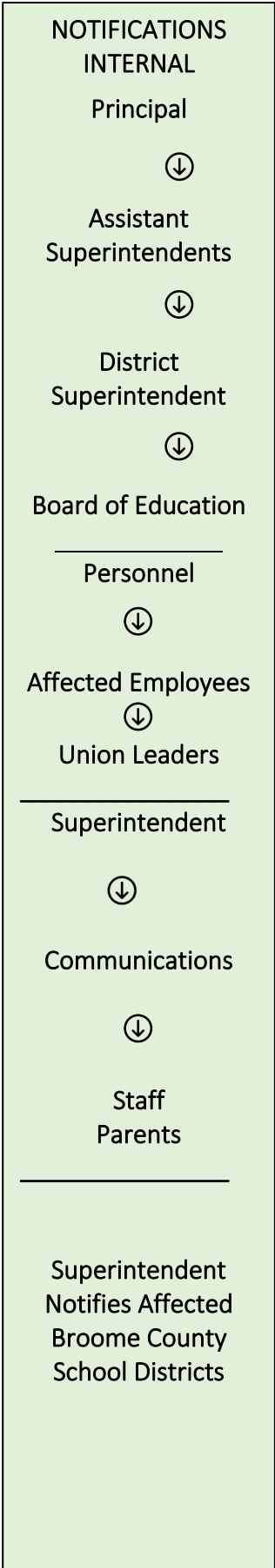
5) Executive Director emails:
(Communications; Personnel; Facilities; Health & Safety; District Superintendent; Assistant Superintendents)

6) Building Principal/Supervisor Calls Broome County Department of Health at 607-778-2804 or After Hours at 607-798-1911 or Tioga County Department of Health at 607-687-8637 or After Hours at 607-972-5358 (if previous notification was not received from them)

7) Building Principal/Supervisor/Designee Calls Contacts and Reads Script (See Below):
You are to quarantine for 10 days. The Broome/Tioga County Department of Health will be providing you with more information. In addition, you are directed to email so that our Human Resources Department can provide you with additional information. If you are at work now, please leave. After your quarantine period of 10 days, it is expected that you will return to work with a note from your doctor. (Note: The lab confirmed case may return after 10 days of isolation from onset of symptoms or 10 days after the test result if asymptomatic)

8) Building Principal/Supervisor Identifies Areas Occupied on Last Day the Employee was in the Building and the Previous 48 Hours.

9) Building Principal/Supervisor Notifies Head Custodian of Building or Areas in the Building Needing Cleaning/Disinfection.



Vestal Central School District COVID-19 Preliminary On-Site Investigation
 (Fax to Broome County Department of Health at 607-778-2838 or Tioga County Health Department at 607-223-7005)

School Building _____
 Individual Completing Form _____

Today's Date _____
 Telephone Number _____

(Individuals identified with interaction: less than 6' for 10 minutes or more or individual: beyond 6' but closer than 12' of the confirmed case for 45 minutes or more) Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contacts, please write **NO CONTACTS** across the page)

STUDENTS											
Last name	First	Middle	ID	Address	County	Phone	Age	Grade	Teacher	Cohort day	Date of contact w/ student

STAFF											
Last name	First	Middle	ID	Address	County	Phone					Date of contact w/ Positive case



State of New York
County of Broome Government Offices

Broome County Health Department

Jason T. Garnar, County Executive · Rebecca A. Kaufman, MS, Director of Public Health

Recommendations for Determining Exposure to a Confirmed COVID-19 Case in a School Setting

*It is expected that all individuals will be wearing masks, except for when eating or during mask breaks.

- A) Classroom Setting with proper mask wearing
 - a. Individuals with an identified interaction less than 6 feet for 10 minutes or more.
 - b. Individuals beyond 6 feet but closer than 12 feet of the confirmed case for 45 minutes or more.

If knowledge about times and distances is unavailable, all individuals in the classroom with the confirmed case for 10 minutes or more, will be considered exposed and are quarantinable.

- B) Non-Classroom Settings (Cafeteria, School Bus, Gymnasium etc.)
 - a. Close contact determinations will be reviewed on a case-by-case basis.

If knowledge about times and distances is unavailable, all individuals in the cafeteria with the confirmed case for 10 minutes or more, will be considered exposed and are quarantinable.


In the event of a demonstration of school transmission, Broome County Health Department may make the determination to quarantine close contacts by a classroom setting for a period of 45 minutes.

225 Front Street · Binghamton, New York 13905

Phone: (607) 778-3930 · Fax: (607) 778-2838 · www.gobroomecounty.com



Flowcharts for COVID-19 Decision Making


 New York State Department of Health (NYSDOH) Pre-K to Gr 12 COVID-19 Toolkit

NYSDOH COVID-19 In-Person Decision Making Flowchart for Student Attendance

Can My Child Go To School Today?

In the past 10 days, has your child been tested for the virus that causes COVID-19, also known as SARS-CoV-2?

YES → Was the test result **positive** OR are you still waiting for the result?

YES → Your child **cannot** go to school today. They must stay in Isolation (at home and away from others) until the test results are back and are **negative** OR if **positive**, the local health department has released your child from isolation.

In the last 14 days, has your child:

- Traveled internationally to a **CDC level 2 or 3 COVID-19 related travel health notice country**; or
- Traveled to a state or territory on the **NYS Travel Advisory List**; or
- Been designated a contact of a person who tested positive for COVID-19 by a local health department?

YES → Your child **cannot** go to school today. They must stay at home until your local health department releases your child from quarantine, at least 14 days. A negative diagnostic COVID-19 test does not change the 14-day quarantine requirement.

Does your child currently have (or has had in the last 10 days) one or more of these new or worsening symptoms?

- A temperature greater than or equal to 100.0° F (37.8° C)
- Feel feverish or have chills
- Cough
- Loss of taste or smell
- Fatigue/feeling of tiredness
- Sore throat
- Shortness of breath or trouble breathing
- Nausea, vomiting, diarrhea
- Muscle pain or body aches
- Headaches
- Nasal congestion/runny nose


NO → Your child **CAN** go to school today. **Make sure they wear a face covering or face mask, practice social distancing, and wash their hands!**

Report absences, symptoms, and positive COVID-19 test results to your child's school.

SEEK IMMEDIATE MEDICAL CARE IF YOUR CHILD HAS:

- Trouble breathing or is breathing very quickly
- Prolonged fever
- Is too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, Irritability, or confusion

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 New York State Department of Health (NYSDOH) Pre-K to Gr 12 COVID-19 Toolkit

My child has COVID-19 symptoms. When can they go back to school?

HEALTHCARE PROVIDER (HCP) EVALUATION FOR COVID-19 (can be in-person or by video/telephone as determined by HCP)

HCP Recommends COVID-19 Diagnostic Test

STAY OUT OF SCHOOL and in Isolation until test result is back

Positive Test Result

Your local health department will contact you to follow up. **Your child must remain in Isolation (at home and away from others) until your local health department has released them from isolation**, which is typically:

- 10 days after symptom onset; **AND**
- Child's symptoms are improving; **AND**
- Child is fever-free for at least 72 hours without use of fever reducing medicines.

While your child is in isolation, **all members of the household must quarantine at home until released by the local health department**, typically 14 days.

Note: A repeat negative COVID-19 test is not required for return to school.

OR

HCP Gives Alternate Diagnosis

If your child's HCP provides a diagnosis of a known chronic condition with unchanged symptoms, or a confirmed acute illness (examples: laboratory-confirmed influenza, strep-throat) **AND** COVID-19 is not suspected, then a note signed by their **HCP explaining the alternate diagnosis is required** before your child will be allowed to return to school. They may return to school according to the usual guidelines for that diagnosis.

Note: a signed HCP note documenting unconfirmed acute illnesses, such as viral upper respiratory illness (URI) or viral gastroenteritis, will not suffice.

COVID-19 Diagnostic Test Recommended but Not Done and No Alternate Diagnosis

Your child must remain in Isolation at home and is not able to go back to school until your local health department has released them from isolation, which is typically:

- At least 10 days have passed since date of first symptoms; **AND**
- Child's symptoms are improving; **AND**
- Child is fever-free for at least 72 hours without use of fever reducing medicines.

Child Is Not Evaluated by HCP

Your child must remain in Isolation at home and is not able to go back to school until your local health department has released them from isolation, which is typically:

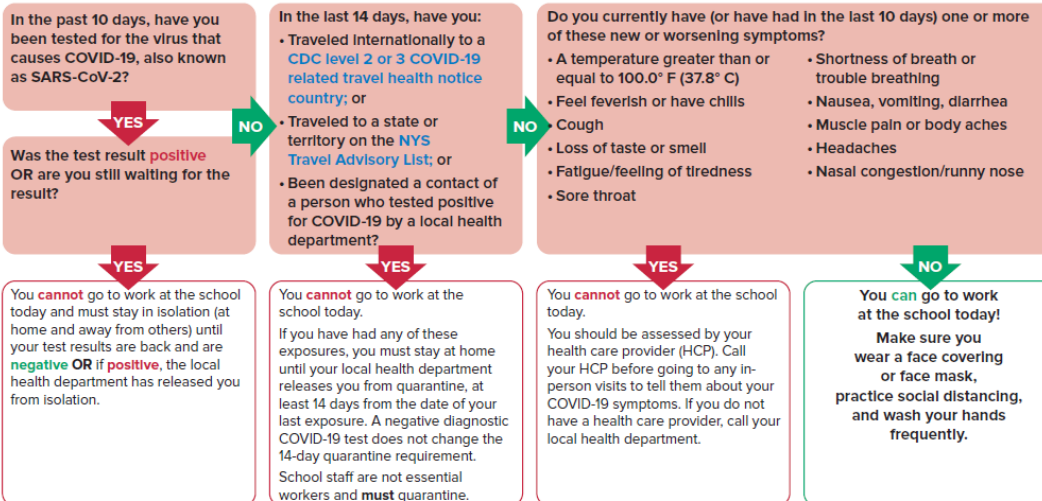
- At least 10 days have passed since date of first symptoms; **AND**
- Child's symptoms are improving; **AND**
- Child is fever-free for at least 72 hours without use of fever reducing medicines.

COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

September 2020 | A-2

NYSDOH COVID-19 In-Person Decision Making Flowsheet for Staff To Go To Work

Can I Go to Work at the School Today?

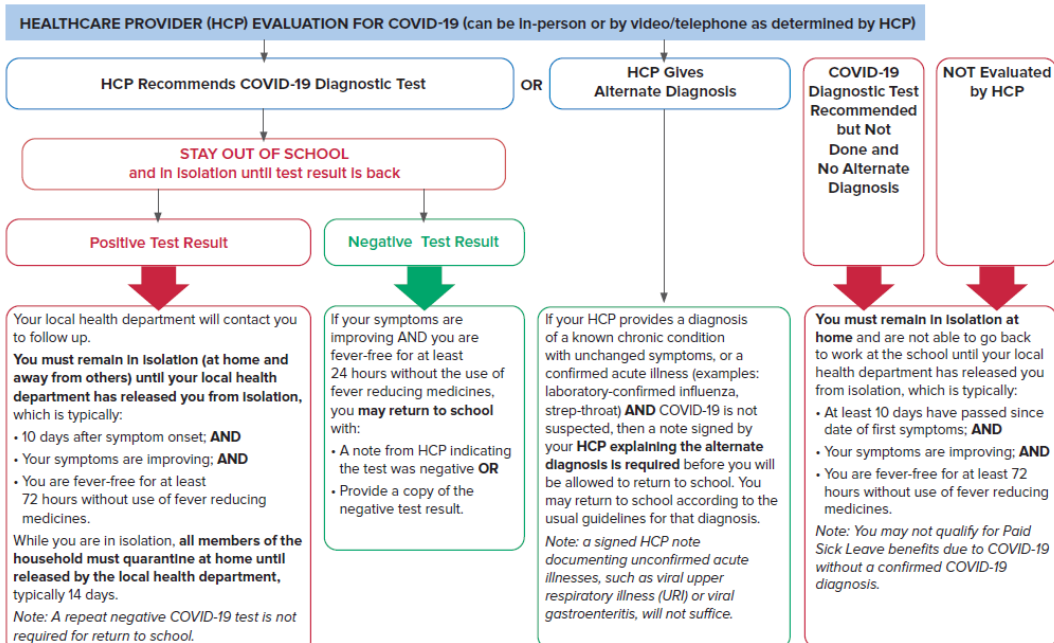


SEEK IMMEDIATE MEDICAL CARE IF YOU HAVE:

- Trouble breathing or are breathing very quickly
- Are too sick to drink fluids
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Decreased urine output
- Lethargy, Irritability, or confusion

September 2020 | B-1

I have COVID-19 symptoms. When can I go back to work at the school?

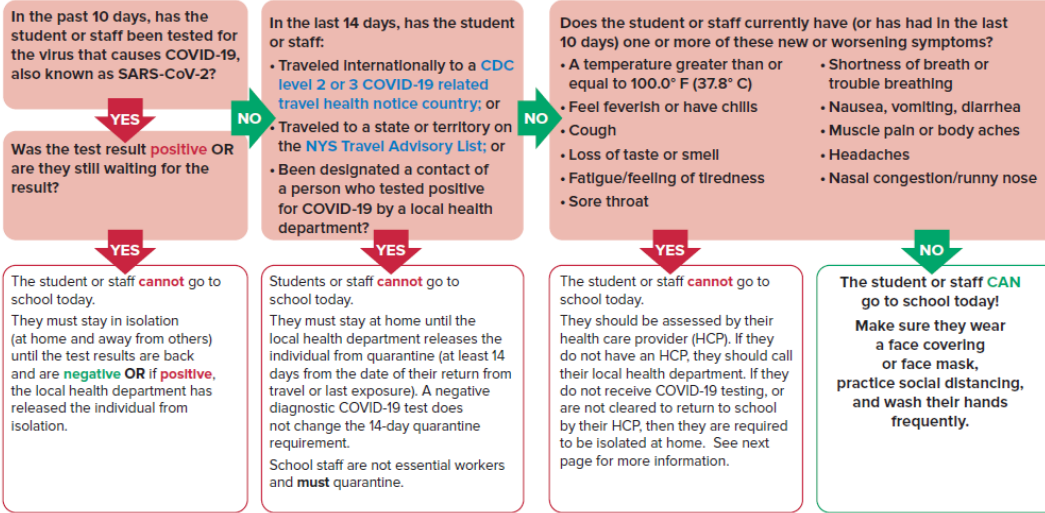


COVID-19 diagnostic testing includes molecular (e.g., PCR) or antigen testing for SARS-CoV-2, the virus that causes COVID-19. Diagnostic testing may be performed with a nasopharyngeal swab, nasal swab, or saliva sample, as ordered by the health care provider and per laboratory specifications. At times, a negative antigen test will need to be followed up with a confirmatory molecular test. Serology (antibody testing) cannot be used to rule in or out acute COVID-19.

September 2020 | B-2

NYS DOH COVID-19 Guide for School Administrators and Schools Nurses

COVID-19 Screening Flowsheet for Students and Staff



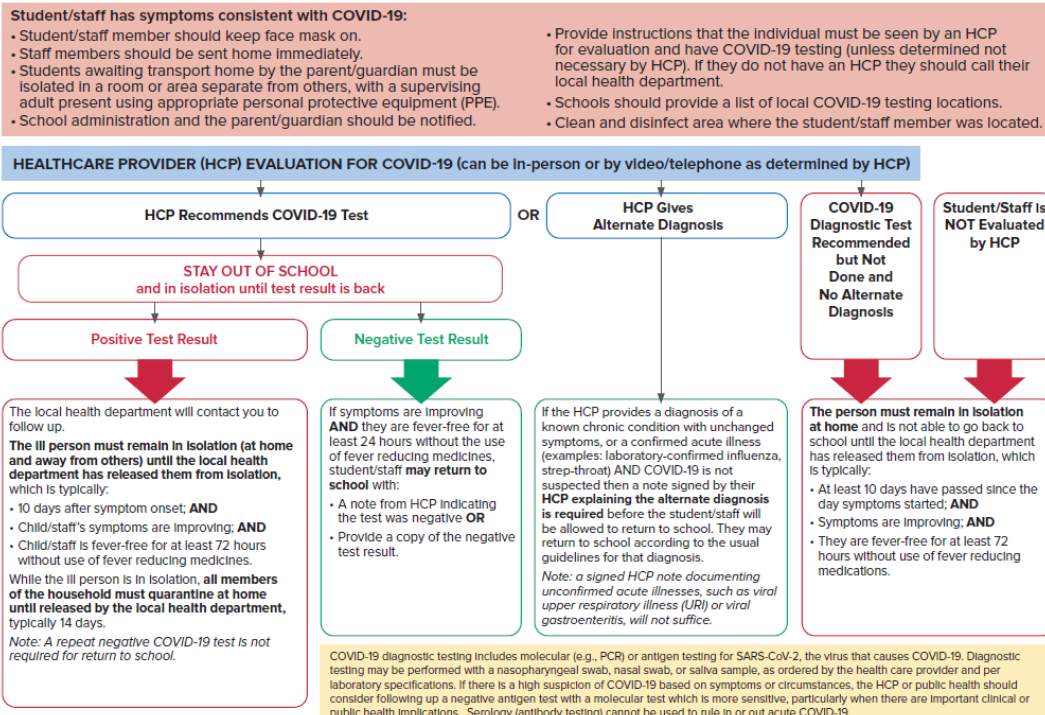
Communicate to your students and staff that they must report absences, symptoms, and positive COVID-19 test results to your school.

CALL 911 IF A STUDENT OR STAFF HAS:

- Trouble breathing or is breathing very quickly
- Severe abdominal pain, diarrhea or vomiting
- Change in skin color - becoming pale, patchy and/or blue
- Racing heart or chest pain
- Lethargy, irritability, or confusion

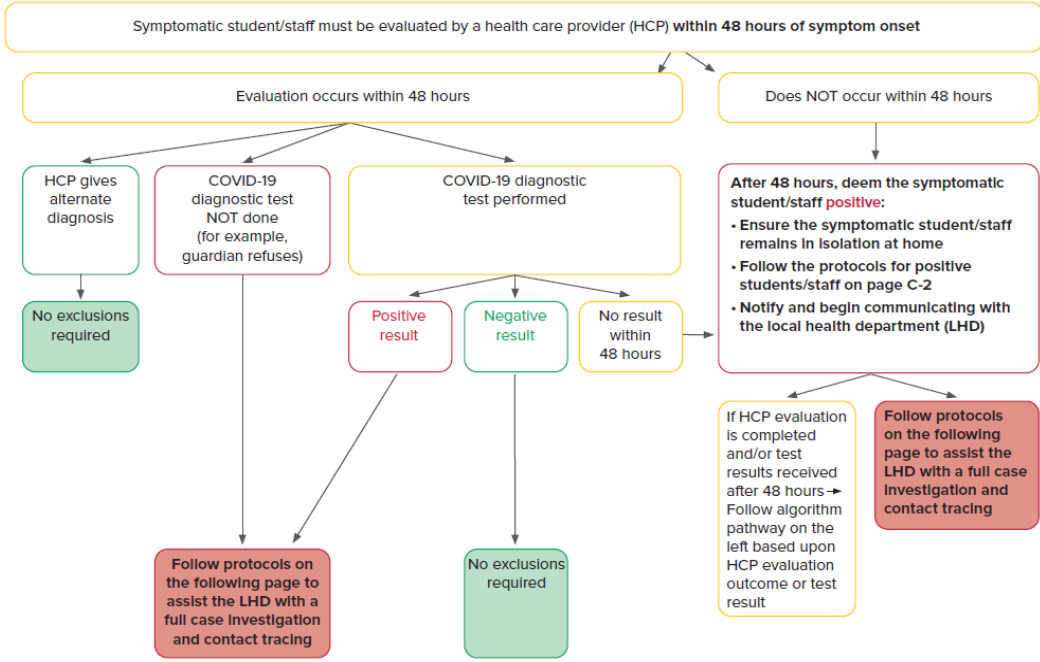
September 2020 | C-1

COVID-19 Flowsheet for Student or Staff with COVID-19 Symptoms



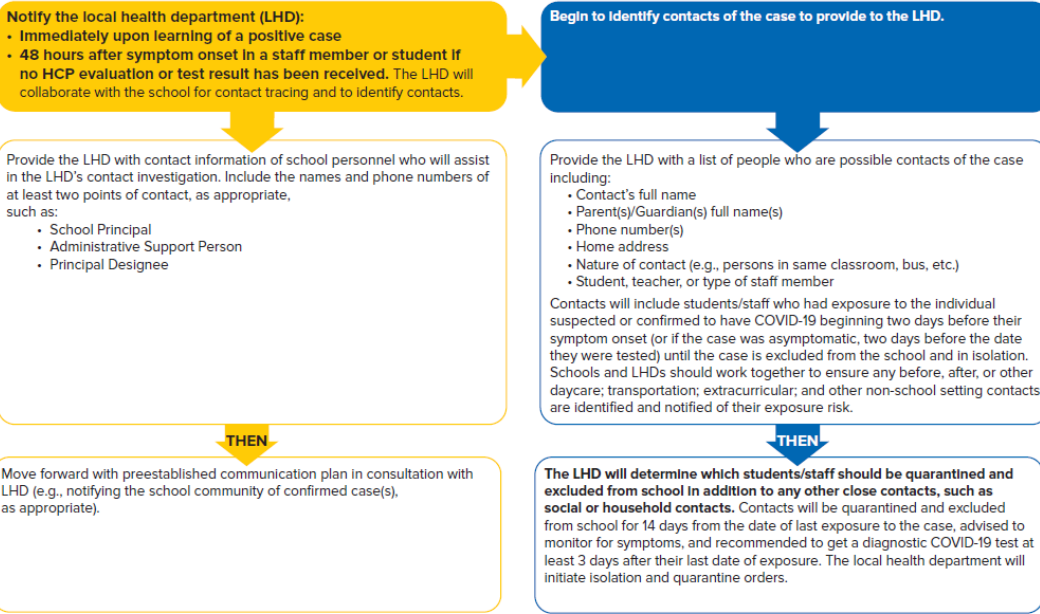
September 2020 | C-2

COVID-19 exclusion protocol for contacts of symptomatic students and staff



September 2020 | C-3

COVID-19 School and Local Health Department Coordination for Contact Tracing



When to welcome back affected students/staff:

The LHD will determine when students and staff are released from isolation or quarantine and can return to school. The LHD should communicate to the school a release from isolation or quarantine in order for the student/staff to be welcomed back to the school.

September 2020 | C-4

Essential Employee Worksheets – Central Administration

All District employees are considered to be essential and may work remotely based on Superintendent (or their designee) determination.

In the event of a government ordered shutdown similar, to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan, we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below for your department utilizing the following guide:

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2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

(Central Administration) Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Superintendent	Leadership for District	Need access to IT platforms only available through VCS secure network	Days or Evenings depending upon tasks	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Assistant Superintendent for Finance, Operations & Personnel	Leadership for District	Need access to IT platforms only available through VCS secure network	Days or Evenings depending upon tasks	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Assistant Superintendent for Instruction	Leadership for District	Need access to IT platforms only available through VCS secure network	Days or Evenings depending upon tasks	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
School Business Executive	Payroll, Purchasing, Support for Administration, Leadership back up	Need access to IT platforms only available through VCS secure network	Days or Evenings depending upon tasks	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Director of Special Services	Human Resources, Employment, Personnel, Grants, Funding, Leadership back up	Need access to IT platforms only available through VCS secure network	Days or Evenings depending upon tasks	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Director of Facilities	Leadership for Facilities Department	Oversight for facilities, cleaning/disinfection, plan operations, etc.	Days or Evenings depending upon tasks	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Assistant Director of Facilities	Leadership for Facilities Department	Oversight for facilities, cleaning/disinfection, plan operations, etc.	Days or Evenings depending upon tasks	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Director of Special Education	Leadership to Coordinate and Supervise the effective delivery of special education services	Need access to IT platforms only available through VCS secure network	Days or Evenings depending upon tasks	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Assistant Director of Special Education	Leadership to Coordinate and Supervise the effective delivery of special education services	Need access to IT platforms only available through VCS secure network	Days or Evenings depending upon tasks	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary

Supervisor	Leadership and oversight for transportation issues	Movement of students to school & home Transportation of meals as required for NYS Schools and school materials	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
School Bus Route Coordinator	Scheduling and Timing of bus routes and drivers	Establishing bus routes and preparing time schedules for buses, prepares transportation records	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Head Bus Driver	Transportation of students, meals and instructional materials as needed	Movement of students to school & home Transportation of meals as required for NYS Schools and school materials, prepares payroll records for drivers	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
BOCES Food Coordinator – seated at Vestal	Provide Leadership and assistance to school lunch programs	Meals are required by NYS	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Athletic Director	Leadership and oversight for athletics practice and games and workouts	Provide guidance and supervision of all activities involving students and staff	Days/Evenings	Will follow VCS District sign in and reporting protocols for each building
School Physicians	Advisor, consultant, and medical director	Provide guidance and oversight of health services for our students and staff as warranted	Days/Evenings (depending upon tasks)	Will follow VCS District sign in and reporting protocols for each building
Secretaries	Support Service for various administrators	Need access to IT platforms only available through VCS secure network	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary

Essential Employee Worksheets – Facilities

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5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Secretary	Support for Director of Facilities for purchasing, contracts, payroll, input to data bases	Need access to IT platforms only available through VCS secure network	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Head Custodian (each building)	Essential Cleaning/Disinfection procedures, maintain plant operations including snow removal	Coordination of Cleaning/Disinfection procedures at building level	Days or Evenings depending upon tasks	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Custodial	Essential Cleaning/Disinfection procedures, maintain plant operations including snow removal	Essential Cleaning/Disinfection procedures, maintain plant operations	Days or Evenings depending upon tasks	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Maintenance Staff	Essential maintenance of HVAC, Lighting, Security, Carbon Monoxide, & Fire Safety Systems, elevators, plumbing, electrical, snow removal,	Essential maintenance of HVAC, Lighting, Security Systems	Days – may require early mornings or late evenings depending upon weather issues	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Shipping and Receiving	Delivery of mail and essential packages for repairs, school information (exams), various school forms & notifications, etc.	Essential receiving and transmission of goods and mails via USPS and other delivery carriers to various buildings	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary

Essential Employee Worksheets – Information Technology

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Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Network Engineer (Centralized)	Access to Network Operations Center for routine maintenance and troubleshooting our IT systems (fiber Infrastructure, UPS, Back-up generator, Cooling systems, etc.)	Essential to maintain critical IT Systems and provide support.	8 a.m. - 4:18 p.m.	Will follow BT-BOCES sign-in and reporting protocols for each building for work and off-site visits as necessary
Network Specialist (Centralized)	Access to Network Operations Center for routine maintenance and troubleshooting our IT systems (fiber Infrastructure, UPS, Back-up generator, Cooling systems, etc.)	Essential to maintain critical IT Systems and provide support.	8 a.m. - 4:18 p.m.	Will follow BT-BOCES sign-in and reporting protocols for each building for work and off-site visits as necessary
IT Project Coordinator/Associate Coordinator	Coordinate on-site work of 3 rd party vendors and other IT projects that require on-site support.	Essential to maintain critical IT Systems and provide support.	8 a.m. - 4:18 p.m.	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Administrator for Managed Technology	Provide personnel support and communication to district administrators related to emergency	Essential to maintain critical IT Systems and provide support.	8 a.m. - 4:18 p.m.	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Manager of Technical Support Services	Provide personnel support and access to various systems for emergency and routine maintenance purposes.	Essential to maintain critical IT Systems and provide support.	8 a.m. - 4:18 p.m.	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Manager of Customer Services	Provide personnel support and communication to district administrators related to emergency and routine maintenance issues.	Essential to maintain critical IT Systems and provide support.	8 a.m. - 4:18 p.m.	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
PC/LAN Tech and Software Support Specialist	Provide on-site IT user, device and application support for essential employees across the organization.	Essential to maintain critical IT Systems and provide support.	8 a.m. - 4:18 p.m.	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary

Essential Employee Worksheets – Instructional

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Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Principals	Provide Guidance and Leadership as needed when providing in-person teaching	Provide Guidance and Leadership as needed	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Assistant Principals	Provide Guidance and Leadership as needed when providing in-person teaching	Provide Guidance and Leadership as needed	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Teachers	Perform in person teaching for students	Teaching as required by NYS	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Paraprofessionals / Monitors	Perform various tasks as needed for instructional support and other areas such as food service support, screening support, assistance in isolation rooms, playground oversight, etc.	Provide various in-person tasks as needed	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
School Nurse	Protects and promotes student health, facilitates optimal development, and advances academic success	Provide various health related tasks to support our students and staff	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
School Psychologist	Uniquely qualified members of school teams that support students' ability to learn and teachers' ability to teach	Consult and assess students in order to help students reach their educational potential	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
School Counselor	Works in primary (elementary and middle) schools and/or secondary schools to provide academic, career, college access/affordability/admission, and social-emotional competencies to all students through a school counseling program	Access students social emotional needs to further their educational and post-secondary goals	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary

Director of Instruction	Responsible for any and all components of an educational program	Support and provide leadership to foster the districts instructional goals	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Substitute Teacher	Teaches a school class when the regular teacher is unavailable	Teaching as required by NYS	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Therapists (OT/PT/Speech)	Therapies to address developmental delays in fine motor, gross motor, or speech delays	Address students developmental delays in other to foster further educational growth	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary

Essential Employee Worksheets - Transportation

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5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Bus Drivers	Transportation of students, meals and instructional materials as needed	Movement of students to school & home Transportation of meals as required for NYS Schools and school materials	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Bus Attendants	Monitoring of students on bus, assistance with meal disbursement, etc.	Monitoring of students on bus, assistance with meal disbursement, etc.	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Head Bus Mechanic	Repair of busses and vehicles to maintain service, repair of other items as needed	Repair of busses and vehicles to maintain transportation of students, meals, etc., Repair of other vehicles and items as needed	Days and possibly Evenings, early mornings for staggered shifts	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Bus Mechanics	Repair of busses and vehicles to maintain service, repair of other items as needed	Repair of busses and vehicles to maintain transportation of students, meals, etc., Repair of other vehicles and items as needed	Days and possibly Evenings, early mornings for staggered shifts	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Secretaries	Support Service	Need access to IT platforms only available through VCS secure network	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary

Essential Employee Worksheets – Food Service

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5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Director	Leadership and oversight of workers	Provide direction from Administration	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
Food Service Worker	Prepare NYS approved meals for students	Meals are required by NYS	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary
BOCES Food Service Coordinator	Provide Leadership and assistance to school lunch programs	Meals are required by NYS	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary

Essential Employee Worksheets – Athletics

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5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Coaches (including Assistant Coaches)	Perform in person practices and workouts as scheduled.	Student supervision and teaching as required by NYS	Days/Evening	Will follow VCS District sign in and reporting protocols for each building
Athletic Trainer	Lead in screening and sign in protocol for all staff and students	Following all screening protocols and supervising the process.	Days/Evening	Will follow VCS District sign in and reporting protocols for each building
Strength and Conditioning Coach	Lead in screening and sign in protocol for all staff and students	Following all screening protocols and supervising the process.	Days/Evening	Will follow VCS District sign in and reporting protocols for each building
Secretaries	Support Service	Need access to IT platforms only available through VCS secure network	Days	Will follow VCS District sign-in and reporting protocols for each building for work and off-site visits as necessary