

# **MORRIS CENTRAL SCHOOL**

## **District-Wide School Safety Plan And Communicable Disease – Pandemic Plan 2021-2022**



**MORRIS CENTRAL SCHOOL**  
**District-Wide School Safety Plan**  
**Section 1**

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**PROJECT SAVE**  
**(Safe Schools Against Violence in Education)**  
**Morris Central School District**  
**SAVE Plan**

**INTRODUCTION**

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

The Morris Central School District ("District") supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

**SECTION I: DISTRICT LEVEL RESPONSE PLAN**

**GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

**A. Purpose**

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

**B. Identification of School Teams**

The District has created a District-wide School Safety Team including the following persons:

<b>Position</b>	<b>Name</b>
Law Enforcement Representative	Peter Grunder
Administrators	Dr. Shannon Babbie, Kathy Smith, Donna Stanistreet
Athletic Director	Michael Iannelli
Community Representative	Carol Tyson
Parent Representative	Katarzyna Baker

Transportation Supervisor	Mallory Jorgensen
Supt. Building & Grounds	John Tol
Cafeteria Manager	Jill Foerster
Superintendent's Secretary	Judy Matson
BOCES Safety Risk Officer	Josh Reiss
School Nurse	Katarzyna Baker

**C. Concept of Operations**

The Morris Central School District is a centralized PK -12 district. There is one building in the district; therefore, the District-wide School Safety Plan shall be a general guideline of school safety concerns. (See Appendix 2.)

As this is a PK-12 centralized school district, with only one building, the District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan. All specific information for the plan will be found in the building level plan (Section 2 of this document), and the Crisis Intervention Plan (Section 3 of this document).

In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the School Crisis/Safety Team.

Upon the activation of the School Crisis/Safety Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. The exact procedures to be followed, including flowcharts for effective communication are included in the Crisis Plan.

Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

**D. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The district and building-level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

The plan shall be reviewed and maintained by the District-wide School Safety Team and reviewed on an annual basis on or before July 1 of each year. (A listing of dates of board approval will be kept with the district plan.)

While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under

Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 280 I-a,

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption. The plan will also be available in the District Offices for public review at any time.

## **SECTION II: General Emergency Response Planning**

### **A. Identification of sites of potential emergency**

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies. Appendix 2 of this Plan shows the results of this procedure.

### **B. Actions in response to an emergency**

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building level Emergency Response Plans and the school Crisis Plan include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- **Natural Hazards:** Earthquakes, Tornadoes, Lightning, Severe Wind, Hurricanes, Floods, Wildfires, Extreme Temperatures, Landslides or mudslides, Winter precipitation, Wildlife
- **Technological Hazards:** Explosions, Release of hazardous materials within the school, Release of hazardous materials from outside the building, Dam Failure, Power Failure, Water Failure
- **Biological Hazards:** Infectious diseases, Contaminated food outbreaks, Toxic materials present in school
- **Adversarial, Incidental and Human-caused Threats:** Fire, Active shooters, criminal threats or actions, Gang violence, Bomb threats, Domestic Violence and abuse, Cyber-attacks, Suicide.

### **C. District resources and personnel available for use during an emergency**

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building Level

Emergency Response Plans and School Crisis Plans as deemed appropriate by the School Crisis/Safety Team.

Specific personnel and resources are identified in the Building Level Emergency Response Plans and the School Crisis Intervention Plan. However, some examples of resources would include: (1) Personnel: EMT's, CPR/AED certification, Registered Nurse; (2) Building Resources: sheltering, food, water, phone, fax, radio communications and transportation. Responsibilities associated with specific personnel and resources are clearly outlined in these plans as well.

**D. Procedures to coordinate the use of school district resources during emergencies**

The District uses the Incident Command System model for emergency actions. As this is a PK -12 centralized district with only one building, for all emergencies the Incident Commander will be the Principal, and/or her designee. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building Level Emergency Response Plan. All Incident Command staff are identified in the Building Level Emergency Response Plans.

**E. Annual multi-hazard school training for staff and students**

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the School Safety/Crisis Team, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing Plans will be revised in response to post-incident critiques of these drills.

**F. Training procedures and frameworks**

Training procedures for staff in violence prevention and all emergency drills as outlined in Appendix 2, pg 15.

**SECTION III: COMMUNICATION WITH OTHERS**

**A. Obtaining assistance during emergencies from emergency services organizations and local government agencies**

During emergencies, local government agencies, including emergency services, can be

accessed via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. (Appendix 2, pg. 16).

**B. System for informing all education agencies to whom our district sends students for educational programs**

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

As this is a PK-12 district with all students housed in one facility, it will be the responsibility of the Superintendent, and/or designee, to notify all those involved. The bus garage will be notified by phone or radio. All teachers will be notified by intercom, phone or email. The media will be notified by direct communication with Superintendent or designee only (phone, fax, or face to face contact).

**C. Outside agencies to be contacted during emergencies**

All agencies available for support during emergencies are listed in the Building Level Plan (Section II, Appendix 4, pgs. 46 & 47). All phone numbers are provided. Examples of agencies included would be: law enforcement agencies, fire departments, emergency squads. Additional agencies are listed in the crisis plan. It will be the responsibility of the Superintendent and/or designee to notify outside agencies.

**D. Statistical Information: concerning the District**

The Building Level Emergency Response Plan will include the following information: (Section 2, appendix 6, pg. 52)

- \*School Population (Students)
- \*Number of staff
- \*Transportation needs
- \*Business and home telephone numbers of key school officials.

The Building Level Response Plan is maintained in the district office, but is a confidential document.

**E. Procedure for Obtaining Advice and Assistance from Local Government Agencies.**

The school administration will be responsible for contacting local agencies and providing them with copies of the District and Building Level plans for their review and comment. We will work with local emergency agencies to schedule

meetings as needed for the purpose of review of the entire SAVE plan and for conducting table top exercises.

**F. Communication between students and staff play a vital role in the deterrence of potentially violent incidents.**

Students are encouraged to report bullying, harassment, or the threat of violence to a teacher, administrator or other staff member. They may use the anonymous bullying report that is on the district website. Students are also encouraged to seek out either a guidance counselor or their counselor. The Morris Central School also offers these additional support services: a counselor through the Bassett Health Zone, a social worker through the System of Care Grant, or through Mary Velez who is a part time teacher and certified crisis counselor.

**SECTION IV: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

**A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school:**

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are listed in Appendix 3, pg. 17 of this document.

The District Code of Conduct is annually:

- \*reviewed by the Board of Education at a public meeting,
- \*reviewed by the staff at the first Superintendent's Conference Day,
- \*reviewed with all students on the first week of classes,
- \*mailed to all parents.

The "Building Level Response Plan", included in Section II, specifically outlines procedures to be followed for situations such as: bomb threats, intruders, etc.

**B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident**

Law enforcement officials (NYS Police, Otsego County Sheriff's Dept.) will be contacted by the Incident Commander as outlined in the Building Level Emergency Response Plan, and the School Crisis Plan. The building administrators will be responsible for contacting law enforcement agencies during an emergency.

**C. Appropriate responses to emergencies**

The District recognizes that appropriate response to emergencies varies greatly



depending upon the actual threat or act as well as the magnitude of such an emergency. The Building Level Emergency Response Plan and the School Crisis Plan clearly detail the appropriate response to such emergencies.

**D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal**

The District will contact appropriate parents, guardians or persons in parental relation to the students via an instant notification system, media release, telephone contact or other appropriate means in the event of a violent incident or early dismissal. Conditions requiring such notification are outlined in the Building Level Emergency Response Plans. An example of the letter sent home to parents for the Emergency Evacuation Drill is included. (Appendix 4, pg. 18).

**E. Reporting of threats of violence to school authorities:**

1. Students are encouraged to inform school staff about any indirect or direct threat of violence to themselves, others or property.
2. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
3. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
4. Students, staff, parents, and others will be educated about the importance of reporting threats and the procedures of reporting.

**F. Investigation of threats of violence**

1. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
2. Serious acts will require the involvement of police personnel (violent offenses in accordance with SAVE requirements).
3. Chronic offenders may require a behavior intervention plan, close monitoring and police involvement.
4. Threats of placing students, staff, and others in imminent danger require an immediate call to the police.

**G. Reporting acts of violence to school authorities**

1. Students are encouraged to inform school staff about acts of violence toward themselves, others and property.
2. Staff are required to inform an administration of any act of violence to students, themselves, others, or property.
3. Parents and visitors are encouraged to tell staff about any acts toward students, themselves, others or property.
4. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.

**H. Investigating acts of violence**

1. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
2. Serious acts will require the involvement of police personnel (Violent offenses according to the SAVE requirements).
3. Chronic offenders may require a behavior intervention plan, close monitoring and police involvement.
4. Acts of violence placing students and staff in imminent danger require an immediate call to the police.

**SECTION V: PREVENTION AND INTERVENTION STRATEGIES**

**A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures**

At this time, the MCSD has installed the following security systems: 1) entrance security 2) DVR Surveillance system 3) ID cards for staff and all personnel 4) Network Based Video Surveillance System 5) Swipe Card Entrance Monitoring System  
In addition, the following safety precautions have been put in place:

The outside doors are locked immediately after arrival of buses, and remain locked during the day.

1. Hand-held radios are used by all supervising staff when monitoring students outside the building (i.e. during recess.)
2. All visitors are buzzed into school and required to check in and out at the Security booth.
3. The staff are trained annually in procedures to follow regarding visitors in the building.
4. Safety Committee meetings are held bi-monthly.

**B. Procedures for the dissemination of informative materials to the media, staff, parents and students**

The district will provide information concerning early detection of potentially violent behaviors to parents, staff, and students through a variety of mechanisms: monthly district newsletters, open house, annual district review of "Code of Conduct", open-house nights and staff development opportunities and workshops.

In addition, the policies and procedures for the dissemination of informative material for specific crisis situations is clearly outlined in the Building Level Response Plans (Section 2).

**C. Prevention and intervention strategies**

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- \*Collaborative agreements with state and local law enforcement officials designed to ensure that school safety officers and other security personnel are adequately trained including being trained to de-escalate potentially violent situations,
- \* After School Program and other school safety programs,
- \*Mandated Personal Safety Curriculum (PK-6) presently annually.

**D. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.**

1. Hiring and screening process:

- \* See Appendix 6 pg. 21.
- \*The district follows the NYS Fingerprinting Laws.

2. Duties of hall monitors and school safety personnel:

- \*The district does not hire hall monitors; however, all staff are trained on an annual basis regarding safety, emergency drills, violent incidents, etc.
- \* All staff receive training and participate in drills assigned to implement skills learned on an annual basis. Drills are run multiple times per year.

**E. In the Event of School Cancellation.**

In the event of a school cancellation the Superintendent or designee will be responsible for: notifying the media (radio and TV stations) for the purpose of notifying parents and students. The information will also be placed on the school website and a message is sent to parents & staff through an instant notification system. This message is delivered through email, text and phone.

**F. In the Event of Early Dismissal or Evacuation.**

In the event of early dismissal or evacuation, the Superintendent or designee will be responsible for notifying the staff to put the needed procedures in place and for notifying parents. See Building Response plan for complete details for conducting an evacuation. (Section II)

**G. Bomb Threat**

The paramount concern shall be for the safety of the pupils and personnel on District

property or at school sponsored events. All administrators have familiarized themselves with the Bomb Threat Standards outlined in the BLERP(s) so that appropriate decisions may be made depending on the exact nature of the situation. A copy of the New York State Police "Bomb Threat Instructions" has been placed under or at every phone in the building.

**1. If you receive a bomb threat:**

- If you have a display phone, follow the directions listed on the bomb threat instructions and record the incoming phone number.
- Signal to other staff that you are receiving a bomb threat and have them immediately notify a school administrator.
- Listen carefully to the call.
- Ask the questions listed on the NYSP "Bomb Threat Instructions" to evaluate the threat.
- Write down the answers as soon as you can.
- You will be interviewed by a school Administrator and/or Police to ascertain the degree of threat.

**2. District Administer**

The Building Principal or designee makes the decision regarding evacuation, lockdowns and/or shelter in place. First responders can assist and consult with them to make their decision (joint decision making / unified command).

The school administration has the duty to instruct and train pupils by means of drills so that they may, in a sudden emergency, be able to leave the school building in the shortest time possible.

**H. Hostage Taking**

The Building Safety Plan procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the building administration who will notify the local police at 911.
- The building Principal, or designee, will issue the appropriate alert if necessary (i.e. lockdown or hold in place) and isolate the area.
- No response to the media will be given at this time.
- The Building Principal or designee will turn over authority to the police upon their arrival and assist as requested.

**I. Intrusions**

The Building Safety Plan procedures will be followed in the event of an intrusion. In

general the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the building administration or designee.
- The building administration or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- The building administration or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The administrator or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuses to leave, inform them that they are in violation of the law and that the police will be notified. Dial 911 and notify police of the situation.
- If the situation escalates, plain language will be utilized to notify all teachers to lock down the building as per the instructions outlined in the BLERP(s). Students attending classes outside of the building will be evacuated to a safe area designated by the BLERP(s).
- The administrator in charge or designee will turn over authority to the police upon their arrival and assist as requested.

#### J. Kidnapping

In the event of a kidnapping, the following response action will be taken:

1. During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the building administration, who will obtain student information and photo I.D.
2. School building staff will search the building and also utilize the public announcement system.
3. Parent/guardian will be notified. If student is not found, police will be notified.
4. The administrator in charge or designee will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
5. Parents will be notified immediately if the student is located.
6. If a student is not legally absent the district will also notify BOCES, as needed, that they could be lost, runaway or truant (determine if any friends are also missing).
7. The Building Principal and/or Administration will be notified.
8. The administrator in charge will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
9. Parents will be notified immediately if the student is located.

## **SECTION VI: RECOVERY - SCHOOL DISTRICT SUPPORT FOR BUILDINGS**

The Building-Level Emergency Response Team (BLERT) will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency. The District commits to monthly building Safety Committee Meetings and to quarterly District Safety Committee Meetings.

## **SECTION VII: DISASTER MENTAL HEALTH SERVICES**

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services. This list includes school psychologists, school counselors, county mental health agencies, and area hospitals.

## APPENDICES

### Appendix 1:

Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephone numbers for building staff

Building Name	Address	Contact Name	Telephone Number
Morris Central School	65 Main Street	Dr. Shannon Babbie	(607) 263-6102
PK-12 Building	Morris, NY 13808	Superintendent	
Morris Central School	65 Main Street	Katharine Smith	(607) 263-6100
PK-12 Building	Morris, NY 13808	Building Principal	
Morris Central School	65 Main Street	John Tol	(607) 263-6114
Maintenance Building-	Morris, NY 13808	Head Custodian	
Morris Central School Bus Garage	65 Main Street Morris, NY 13808	Mallory Jorgensen Transportation Supervisor	(607) 263-6117

## Appendix 2:

### Training Procedures and Frameworks

#### I Training

##### A. Violence Prevention

1. The Morris Central School District staff will receive training in the area of violence prevention and intervention annually. Training will occur during Superintendents Conference Days and/or faculty meetings.
  - a. Training topics will be decided upon by the School Safety/Crisis Team.
  - a. Training will be provided by any of the following: Local ONC BOCES, State Police, local law enforcement agencies, local or county emergency management teams.

Emergency Drills: The Morris Central School District staff will receive training in the area of all emergency drills annually.

#### II Emergency Drills

A. The district will run multiple training drills throughout the school year. All drills will be organized/coordinated by the school Safety/Crisis Team. Drills to be held:

1. Fire Drills:
  - a. A minimum of 8 drills per school year will be held.
  - b. Students will be instructed as to safety awareness and proper behavior for drills.
2. Emergency Evacuation Drills:
  - a. A minimum of 1 emergency evacuation drill will be held annually.
  - a. Parents will be notified of the drill in advance.
  - a. A full evacuation involving use of shelters outside the building and transportation home for all students will occur.
3. Emergency Lockdown/Lockout Drills:
  - a. At least one announced and three unannounced Emergency Lockdown/Lockout drill will occur annually.

B. The School Safety/Crisis Team will meet annually to review the procedures for all drills. The team will meet to review individual situations as necessary.

#### Appendix 2 (cont.):

A copy of the plan will be shared with Local Emergency Responders (LER).

LER will be asked to meet with the district on an as needed basis to review the plan, conduct table top exercises and make revisions as necessary.



Local Emergency Responders:

\*Garrattsville, Laurens, Morris and Pittsfield Fire Departments

\*Morris Emergency Squad

\*New York State Police

\*Otsego County Sheriff's Department

\*ONC BOCES, Safety Risk Management Office

**Board Policy Number**

3411

3412

3430

7311

**Handbooks**

**Student Handbook**

**(Elementary & Secondary)**

### **Appendix 3:**

#### **Subject**

Prohibition of Weapons on School Grounds

Threats of Violence In School

Uniform Violent and Disruptive Incident System

Loss or Destruction of District Property or Resources

#### **Subject**

Code of Conduct

Appendix 4:

**MORRIS CENTRAL SCHOOL**

TO:  
FROM:  
DATE:  
RE:

Parents, Students and Staff of Morris Central School  
Matthew Sheldon, Superintendent  
October

-----  
EMERGENCY MANAGEMENT PLAN

All school districts in the State of New York are required to comply with the Commissioner's Regulation 155.13 which requires written annual instructions to parents, students and staff regarding district emergency management plans. The completed plans are on file in the Superintendent's office and are available to parents, students and staff at any time school is open, between 8:00 A.M. and 4:00 P.M.

The object of emergency planning is to anticipate problems in dealing with natural and man-made disasters. Depending on the kind of intensity of the disaster, the school may be required to carry out any of the following procedures: school cancellation, evacuation, sheltering. It is important to take note that emergency procedures may be carried out without advance notice. Children may be coming home to either empty homes, or locked doors. Parents must make contingency plans with their children to go to the homes of a neighbor if the children require supervision. A form has been sent home to all elementary parents requesting this information.

Early dismissal or "go home" drills are held at least once a year. This year's drill will take place on Thursday, October \_\_\_\_\_. At approximately 2:30 PM, all students will leave the school building, go to assigned evacuation shelters, and be picked up by the buses. This may delay your child's arrival at home.

Parents should discuss the purpose of this drill with their children, especially younger ones, in an effort to alleviate any fears or concerns children may have with leaving school at an unusual time.

Parents who pick their child up from school may do so **after** the drill has been completed. In the event of an actual emergency, the students may not be able to return to the school. In that case, parents will be required to "sign their child out" at each evacuation site (listed below).

Grades PK-2- Catholic Church  
Grades 3-5- Methodist Church

Grades 6-8- Baptist Church  
Grades 9-12 – Episcopal Church

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All children attending sports practices, games, or the CROP Program will be escorted back to the school after the drill.

If you have any questions concerning this plan, or wish to make a contribution to increasing its effectiveness, please contact the Emergency District Coordinator at (607) 263-6100.

## **Appendix 5:**

Policies regarding building security, school safety officers, and dissemination of informative materials.

### **Board Policy Number**

3510

5670

5671

5673

5750

6170

7360

### **Subject**

Emergency School Closings

Safety and Security

School Safety Plans

Fire Drills, Bomb Threats and Bus Emergency Drills

School Bus Safety Program

Safety of Students (Fingerprinting of New Hires)

Weapons in School and the Guns-Free School Act

\* Copies of all Board of Education policies may be obtained from the Superintendent's Office.

**Appendix 6:**

Description of duties, hiring and screening process and required training of school safety personnel.

**Board Policy Number**

6120

**Subject**

Equal Employment Opportunity

\*Copies of all Board of Education policies may be obtained from the Superintendent's Office.

## **Appendix 7:**

Listing of all current building-level emergency response plans. Identification of local and state law enforcement agencies where building-level plans are filed.

Building Level Emergency Response Plans - Section 2, SAVE Document

Crisis Plan - Section 3, SAVE Document

New York State Police - Oneonta, New York

Otsego County Sheriff's Department - Cooperstown, New York

**2021-2022**

**Morris School District  
Communicable Disease –  
Pandemic Plan**



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## Communicable Disease - Pandemic Plan

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. Public employers shall prepare a plan for the continuation of operations if the Governor declares a state disaster involving a communicable disease. Education Law §2801-a requires School Districts to develop plans consistent with the new Labor Law requirement. **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.**

This 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

- (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.

### Response

- (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 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.

## Prevention/Mitigation

- We will work closely with the Otsego County Department of Health to determine the need for activation of our Plan. Suspected and confirmed cases of communicable disease will be reported to:
  - Otsego County Public Health - [https://www.otsegocounty.com/departments/health\\_department/index.php](https://www.otsegocounty.com/departments/health_department/index.php)
    - *Main Phone - 607.547.4230*
    - *Email - [bondh@otsegocounty.com](mailto:bondh@otsegocounty.com)*
    - *Address - 140 County Highway 33W, Suite #3 Cooperstown, NY 13326*
    - *Coronavirus Hotline: 1-888-364-3065*
    - *Weekend/After-hours Consultation and Reporting: 607-547-1697*
- The County Department of Health will monitor County-wide cases of communicable disease and inform School Districts as to appropriate actions.
- The Superintendent will help coordinate our pandemic planning and response effort. This person will work 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 Nurse and District Medical Director 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 District Treasurer, Director of Building & Grounds, Food Service Director, Transportation Director, Director of Pupil Personnel and Principal will also be vital to the planning effort. Other individuals may be part of the Team as needed.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the plan. The Team will review the *CDC School District Pandemic Influenza Planning Checklist* (see appendix) to assist in 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 hand-washing 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

In the event of a government ordered shutdown most staff would be able to work remotely. However, some positions may be required to be on-site or in district for us to continue to function. The following information is addressed in the table below:

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

The worksheet below has been created in consultation with Central Administration, Human Resources, Facilities Services, Transportation, Food Service, Communications, Technology, Instructional Programs, Athletics, Special Education, Messenger/Mail Services, and Security.

Human Resources Essential Positions				
Title	Description	Justification	Work Shift	Protocol
Facility Director, Custodian(s)	Facilities maintenance	Ensure building security and proper operation of building systems	Single staff per shift or work in separate areas of the building	Daily entry/exit logs and work logs
Cafeteria Manager, food service staff	Food service	Prepare/package meals for required food service	If multiple staff needed per shift, then alternate days with cohorts	Daily entry/exit logs and work logs
Transportation Director, driver(s)	Transportation	Delivery of meals and/or instructional materials	Staggered shifts not needed - drivers should not interact	Daily entry/exit logs and work logs
Technology Director, service technician	Network administration	Maintain network service, device repair as needed	Single staff per shift or work in separate rooms	Daily entry/exit logs and work logs
Principal	Instructional leader	Instructional material will need to be organized and disseminated to students	Single staff	Daily entry/exit logs and work logs
Teaching Staff	Instructors	To organize and develop instructional materials	Staggered shifts	Daily entry/exit logs and work logs
Superintendent	Organizational leader	To ensure smooth functioning of district	Single staff	Daily entry/exit logs and work logs
Treasurer	Finances	To ensure financial functions of district are being completed	Single staff	Daily entry/exit logs and work logs

## (2) Protocols Allowing Non-Essential Employees to Telecommute

### Ensure Digital Equity for Employees

- **Mobile Device Assessments:**

- Survey staff to determine who will need devices at home to maintain operational functions as well as instructional services (This will be completed at the beginning of each academic year during opening conference days).
- Conduct a cost analysis of technology device needs.
- **Internet Access Assessments:**
  - Survey staff to determine the availability of viable existing at-home Internet service. (This will be completed at the beginning of each academic year during opening conference days).
  - Conduct a cost analysis of Internet access needs.
- **Providing Mobile Devices and Internet Access:**
  - To the extent practicable, procure, configure, and distribute appropriate mobile devices to those in need as indicated by the survey results.
  - To the extent practicable and technically possible, procure, and when available, provide appropriate Internet bandwidth to those in need as indicated by the survey results. Wi-Fi hotspots and residential commercial Internet options will be evaluated for effectiveness in particular situations.

**Technology & Connectivity for Students - Mandatory Requirements:**

- Survey the level of access to devices and high-speed broadband all students and teachers have in their places of residence. (Students/parents will be surveyed at beginning of each academic year for technology needs at home).
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.
- 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:**

To increase options for continuing learning during extended closures technology will be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, 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 hard-copy work for students to participate in remote or blended models where students do not yet have sufficient access to devices and/or high-speed internet.

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

Depending on the exact nature of the communicable disease and its impact, the Morris Central School District is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements 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 to address any public health emergency.

## **Protection (Preparedness)**

We will collaborate with County and local partners to assure complementary efforts.

- The School District Superintendent has been designated the communicable disease safety coordinator (COVID Coordinator for COVID-19), whose responsibilities include compliance with the school's reopening plan, and any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal levels. The coordinator shall be the main contact upon identification of positive cases and is responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding a public health emergency and plans implemented by the school.

<i>School/Program</i>	<i>Safety Coordinator/Administrator</i>	<i>Contact #</i>
<i>PK-12 Building</i>	<i>Katharine Smith</i>	<i>607-263-6100</i>
<i>Administration</i>	<i>Katharine Smith</i>	<i>607-263-6100</i>

- Communication with parents, students, staff, and the school community will be important throughout a pandemic outbreak. Communication methods may include websites, school postings, general mailings, e-mail, special presentations, telephone, text message, reverse 911 systems and the public media. Matthew Sheldon, District Superintendent has been designated District Public Information Officer (PIO) to coordinate this effort and act as the central point for all communication. The PIO will work 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.
- 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 – 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 e-mail and district automated phone notification system. The District Superintendent, Principal, Technology Coordinator and Secretary to the Superintendent have access to the district's website and the District Superintendent and Principal have access to the phone notification system.
  - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. This will be achieved through the coordination with the ONC BOCES Shared Business Office. Personnel in that office will be able to assist the district's business office with important financial functions. To maintain these essential functions off-site, shared business office staff are provided computers, printers (also for printing checks), and Wi-Fi hotspots as needed to work remotely.

- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Building and Grounds 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 Building and Grounds 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 assist in essential building functions.
- The secretary to the superintendent 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 through the District Office. The superintendent and principal 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 Human Resources Department will help decide if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. 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 include:
  - Hard copy, self-directed lessons.
  - Use of mobile media storage devices for lessons (laptop computer, jump drive, tablet, etc.).
  - On-line instruction, on-line resources, on-line textbooks (Kahoot, Blooket, Google forms, YouTube, etc.)
  - Web-based modalities for live lessons (Google classroom/meet, Zoom, etc.)

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

##### **PPE & Face Covering Availability**

The 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.
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information will 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 basic preliminary purchases, will be done using cooperative purchasing whenever possible.
- Teach and reinforce use of face coverings among all staff and students.
- Staff are encouraged to utilize their own personal face coverings.
- 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.

Specialized PPE (N95s, KN95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. N95 respirators are recommended only if staff will be in contact with a suspected positive case of a contagious disease. Those employees required to wear N95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so.

##### **PPE Supply Management**

As required by Labor Law §27-c, the District will procure appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees in a quantity sufficient to provide of each type of personal protective equipment to each essential employee during any given work shift.

This PPE will be stored and replaced as follows, unless manufacturer recommendations are different:

- Keep in a clean, secure, temperature-controlled environment to prevent damage or contamination.
- Avoid storage areas that are damp or have temperature extremes.
- Use oldest supplies first and check facepiece, straps and seal material for signs of damage or deterioration.

Using the following charts for staff and students on site, the Facilities Department will work with programs to determine the overall PPE needs of the District:



Disposable Face Coverings					
Initial recommended quantities per 300 individuals					
Group	Quantity needed for 1 week	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
300 Students	300	3,600	1,800	900	1 Disposable Mask per Week per Student
90 Teachers and other staff	450	5,400	2,700	1,350	5 disposable masks per week per person
1 Nurse/Health Staff	10	120	60	30	10 Disposable masks per Week per School Nurse

PPE for Each Staff Having High Intensity Contact with Students			
Item	1 Week Supply per Staff	12 Week Supply per Staff	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns	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
N-95 Respirators*	10	120	10 per Week per Staff

## Response

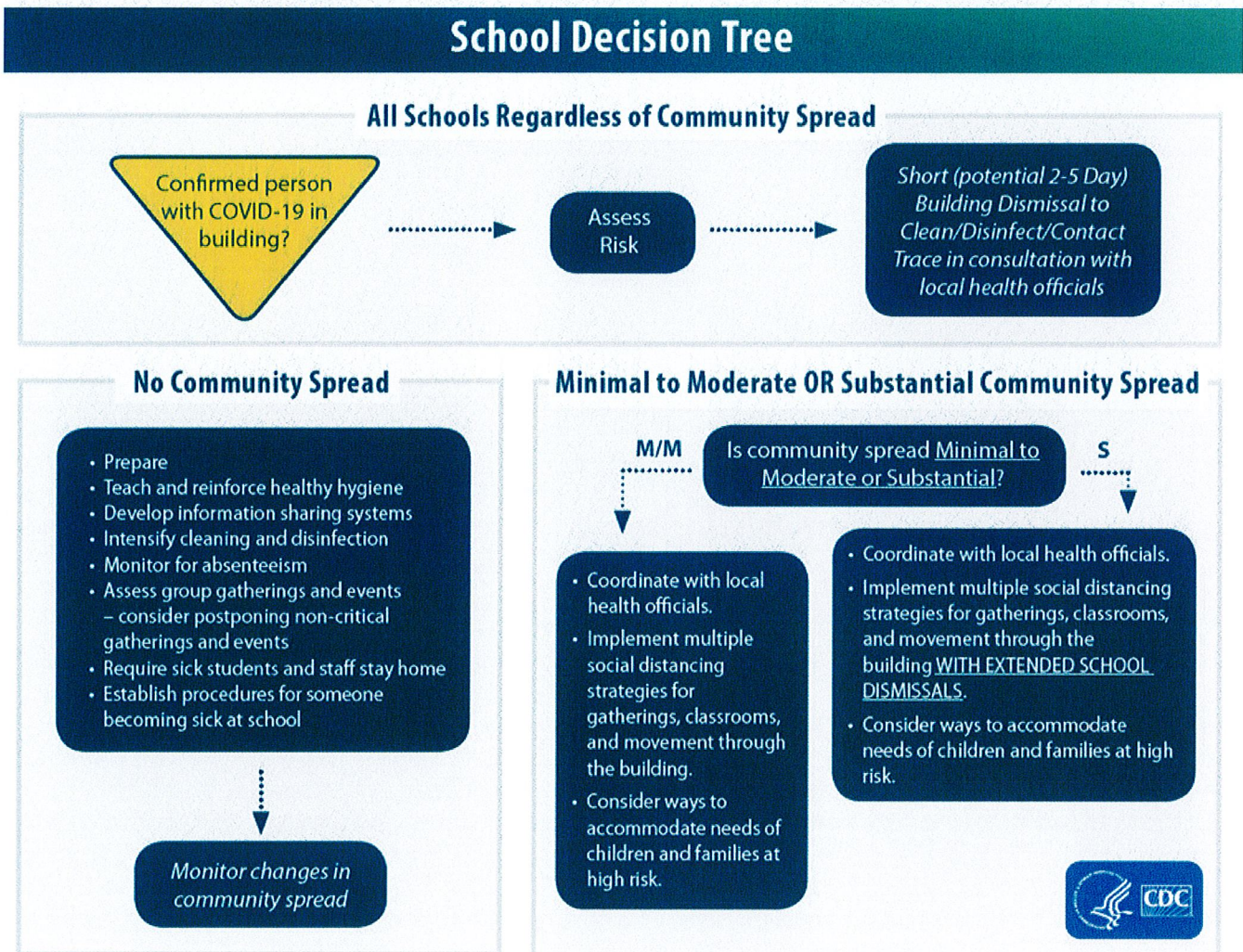
The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the County Department of Health and other experts.

- 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 test all communication systems to assure proper function. The District-Wide School Safety Team 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 District Treasurer will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The District Treasurer will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Director of Building and Grounds will meet with staff and monitor ability to maintain essential function. The Director of Building and Grounds will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Director of Building and Grounds will work closely with the Superintendent or designee to implement different phases of the Plan as necessary.
- The Superintendent will meet with staff to review essential functions and responsibilities of back-up personnel. The Superintendent's Secretary will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- **Any decision to close school will be made in collaboration with the Superintendent, Local Health Department and NYS Education Department.**

## (5) Preventing Spread, Contact Tracing and Disinfection

### Confirmed Case Requirements & Protocols

Instructional programs must be prepared for communicable disease outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The following example is a COVID-19 decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation. This may need to be modified for different communicable disease outbreaks.



### Center for Disease Control (CDC) and New York State Department of Health (NYSDOH) Recommendations:

- Close off areas used by a sick person and do not use those areas until after cleaning and disinfection has occurred.
- If possible, open outside doors and windows to increase air circulation in the area.
- Wait at least 24 hours before cleaning and disinfecting a contaminated room. If waiting 24 hours is not feasible, then wait as long as possible.
- Clean and disinfect all areas used by the suspected or confirmed infected person, 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 suspected or confirmed infected person can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to NYSDOH guidance for current information on close and proximate contacts, and how staff can safely return to work.
- If more than seven days have passed since the suspected or confirmed infected person 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 and NYSDOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of a communicable disease. Depending on the disease, if a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) they can return to school:

- Once there is no fever, without the use of fever reducing medicines, 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 a communicable disease by a healthcare provider based on a test or whether they had or currently have 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).
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

Refer to current CDC and NYSDOH guidance for individuals who are on home isolation regarding when the isolation may end.

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 staff will notify the superintendent's secretary when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- 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 Business Office 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 superintendent's office will handle medical and contagious disease accommodations; such as telework or shift modification. Requests for accommodations should be sent to [msheldon@morriscsd.org](mailto:msheldon@morriscsd.org)

## **New York State Contact Tracing Program**

If a student or staff member tests positive for a contagious disease the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works.

It is recommended that all District-wide School Safety Team members, administrators, principals, nurses and others take the free Johns Hopkins University COVID-19 Contact Tracing Course at <https://www.coursera.org/learn/covid-19-contact-tracing>.

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. 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” (518-387-9993), 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 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 other supplies. The Tracer will work with you to identify and reach out 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.

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 be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say “NYS Contact Tracing” (518-387-9993).

Please answer the phone so we can keep NY moving forward and stop the spread of COVID-19.

## **Facilities: Cleaning and Disinfecting**

Soiled surfaces and objects must be cleaned before being disinfected. Cleaning does not kill germs or viruses but rather removes many of them, along with dirt and other impurities, from surfaces or objects. Disinfecting then kills many of the remaining germs and viruses, lowering their number to a safe level, as judged by public health standards.

If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid contact with the fluid. Remove the spill, and then clean and disinfect the surface.

### **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 carpets, entryways, and high traffic areas
- Removing trash
- Cleaning and disinfecting restrooms
- Wiping heater and air conditioner vents
- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

### **Classroom/Therapy Rooms**

The District will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

### **Common Areas**

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. Face masks, or other identified PPE shall be worn in common areas, unless advised otherwise. Signage shall be posted in common areas to remind staff of health and safety etiquette.

### **Disinfecting**

- Cleaning and disinfection requirements from the CDC and NYSDOH 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 be infected, 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 bars.
- 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.
- The District ensures that 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. Daily work logs will be maintained by each staff. Student and staff sign in/sign out sheets will be utilized for each building and may be used for areas within a building as needed. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis.

### **(7) Emergency Housing for Essential Employees**

Emergency housing for essential workers is generally not required for school employees as opposed to healthcare workers and other critical care employees. However, the following local hotels/motels can be accessed if necessary:

1. The Otesaga, Cooperstown (607.547.9931)
2. Holiday Inn Express, Cooperstown (607.547.8000)
3. Best Western, Cooperstown (607.547.7100)
4. Hampton Inn Express, Oneonta (607.433.9000)
5. Courtyard Marriot, Oneonta (607.432.2200)
6. Holiday Inn, Oneonta (607.684.200)
7. Super 8, Oneonta (607.353.6875)
8. Super 8, Norwich (607.296.0524)
9. Red Roof Inn, Norwich (607.334.2200)

If necessary, School Districts will work with the County 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.
- The 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 will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, District Office, Director of Building and Grounds, and Principal 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

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<b>Screening/Entry Log</b>	18
<b>Daily Work Log</b>	19
<b>School District Pandemic Influenza Planning Checklist</b>	20



## Morris Central School District COVID-19 Preliminary On-Site Investigation

**School Building** Click or tap here to enter text.     **Today's Date** Click or tap to enter a date.  
**Individual Completing Form** \_\_\_\_\_     **Telephone #** \_\_\_\_\_

<b>Name of Person Testing Positive:</b> Click or tap here to enter text.		<b>Position:</b>		
<b>Last Date Individual was in the School Building:</b> Click or tap here to enter text.				
<b>Date of Birth:</b> Click or tap here to enter text.		<b>County of Residence:</b> Click or tap here to enter text.		
<b>Telephone #:</b> Click or tap here to enter text.		<b>Please highlight case was: SYMPTOMATIC OR ASYMPTOMATIC</b>		
<b>Documentation of Lab Confirmed Positive:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Date of Test:</b> Click or tap to enter a date.		
<b>Laboratory Conducting Test:</b> Click or tap here to enter text.		<b>Telephone #</b> Click or tap here to enter text.		
<b>Names of <u>students</u> in close contact (Less than 6 feet for more than 10 minutes)</b> <b>Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms.</b> <b>If no contacts, please write NO CONTACTS across the page)</b>				
<b>STUDENT NAME</b>	<b>ADDRESS</b>	<b>DATE OF LAST CONTACT</b>	<b>PHONE #</b>	<b>EXPOSURE LOCATION</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
<b>Name of <u>staff</u> in close contact (Less than 6 feet for more than 10 minutes)</b> <b>Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms.</b> <b>If no contacts please write NO CONTACTS across the page</b>				
<b>NAME/POSITION/ EMPLOYEE ID #</b>	<b>ADDRESS</b>	<b>DATE OF LAST CONTACT</b>	<b>PHONE #</b>	<b>EXPOSURE LOCATION</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

**(Enter Building Name) Screening/Entry Log**

Assessment responses must be reviewed every day and such review must be documented.

Screening conducted by: \_\_\_\_\_

Date	Name	All Screening Questions answered <b>No</b>	Any Screening Questions answered <b>Yes</b>	Time In	Time Out

<b>Date</b>	<b>Remote Work Log</b> What actions were completed? [activity/means] What type of activity was it? (meeting, pd, instructional, etc.) [type/method]	<b>How was this work completed?</b> (e.g. zoom, call, text)	<b>Duration*</b> *(if applicable)	<b>District*</b> *(if applicable)

## 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](http://www.pandemicflu.gov).

### I. Planning and Coordination:

Completed	In Progress	Not Started	
<input 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 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 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 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 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 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input 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 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 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 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 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 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 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 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 type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input 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 <a href="http://www.hhs.gov/pandemicflu/plan">www.hhs.gov/pandemicflu/plan</a> ).

### 4. Communications Planning:

Completed	In Progress	Not Started	
<input 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 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 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.

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#### 4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input 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 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 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 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 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 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 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.

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