

# **Adirondack Central School District**

## **Communicable Disease - Pandemic Plan**

Our District-Wide School Safety Plan (DWSSP) 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 various stakeholders and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) 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 overcrowding.

### **Protection/Preparedness**

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with two (2) pieces of each PPE device needed for each work shift for at least six (6) 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 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.

### **Prevention/Mitigation:**

- We will work closely with the Oneida/Lewis County Department of Health 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 illness to the Oneida Health Department 315-798-6400 and Lewis County Health Department 315-376-5453
  - Coronavirus Hotline: 1-888-364-3065
- The Oneida/Lewis County Departments 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 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 Superintendent 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 Business Official, Facility Director, Food Service Director, Transportation Coordinator, Public Information Officer and Curriculum Director will also be vital to the planning effort. Other individuals may also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The plan has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The District will emphasize hand-washing and cough/sneezing etiquette through educational campaigns that will include NYS DOH and CDC Materials which can be accessed at <http://www.cdc.gov/flu/school/>.
- The District 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, 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 table below:

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).

**Human Resources Essential Positions**

<b>Title</b>	<b>Description</b>	<b>Justification</b>	<b>Work Shift</b>	<b>Protocol</b>
<b>Superintendent</b>	Chief Executive Officer	Oversight of Daily Operations	7:00-5:00 p.m. or as required.	District Office
<b>Administration</b>	Oversight of building and day to day operation.	Oversight of building and daily job responsibilities.	8:00-4:00 p.m. or as required.	Will develop a work plan with the superintendent.
<b>Business Office</b>	Carry out financial functions including, but not limited to, payroll, purchasing, reporting, etc.	Nature of any given function will dictate need to be onsite or work remotely.	8:00-4:00 p.m. or as required.	Will develop a work plan with the superintendent.
<b>Director of Facilities</b>	Oversee District Equipment/Facilities disinfection takes place in all occupied areas.	Oversight of District Equipment and Facilities	6:00 a.m.-3:00 p.m. or as required (1 <sup>st</sup> shift/2 <sup>nd</sup> shift).	Director of Facilities will provide a schedule to the Business Administrator inclusive of employees and hours.

<b>Clerical</b>	Needed onsite to respond to phone calls and assist in facilitating essential daily operations.	One clerical employee is needed onsite to assist administration with operational management.	8:00-4:00 p.m. or as required	Administrator(s) will provide a schedule as to clerical hours needed for essential operations.
<b>Transportation Supervisor</b>	Oversight District Transportation Services	If meals are to be delivered, District may require bus drivers and attendants to carry out this function. If buses are on the road, a mechanic is needed to keep the bus fleet maintained and safe.	7:00-3:00 p.m. or as required.	Transportation Supervisor will provide a schedule to the Business Administrator of employees and hours needed for essential operations.
<b>School Lunch Manager</b>	Oversee meal preparation for students to be delivered or picked up.	Onsite meal preparation for students. Additionally, food, materials, and supplies are located onsite.	6:30-2:30 p.m. or as required.	School Lunch Manager will provide a schedule to the Business Administrator inclusive of employees and hours needed for essential operations.
<b>Director of Technology</b>	Oversee necessary hardware and software is in place for students and teachers to continue educational programs.	Educational system is dependent upon technology; Dir. of Technology, Computer Specialists will need to report onsite to carry out necessary functions of computer technology.	8:00-4:00 p.m. or as required.	Director of Technology will provide the Superintendent a schedule of hours needed to carry out essential operations.

## (2) Protocols Allowing Non-Essential Employees to Work Remotely

1. The District will determine the employees with job functions which allow the employee to work remotely.
2. The District will ensure that students and the necessary staff have access to the needed technology to carry out their required functions and ensure digital equity to the best of its ability.
  - The District provides each Adirondack CSD student with a device via its 1:1 Program.
  - **Mobile Device Assessments:**
    - Survey staff in August 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 staff in August 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 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 (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 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.

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

Depending on the exact nature of the communicable disease and its impact, the 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.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- 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.

**Protection (Preparedness):**

We will continue to collaborate with our partners to assure complementary efforts. We will communicate with representatives from the Oneida/Lewis County Department of Health, Police Department, Fire Department, and others and invite them 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 District Office at 110 Ford Street, Boonville, NY with the alternate at the high school at 8181 Route 294, Boonville, NY and will be activated at the direction of the School District Incident Commander. Our District-Wide Incident Command Structure as follows:

Edward Niznik	Superintendent	315-942-9200 ext. 1810
Cameron Teachout	Director of Facilities	315-942-9200 ext. 5531
Sharon Cihocki	Business Administrator	315-942-9200 ext. 1831
Kristy McGrath	Director of Technology, Curriculum	315-942-9200 ext. 1840
Heidi Smith	High School Principal	315-942-9200 ext. 5510

Daniel Roberts	Asst. HS Principal	315-942-9200 ext. 5500
Boonville Fire Dept.		315-942-4371
Oneida County Sheriff		315-736-8364
Boonville PD		315-338-2880 ext. 7

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.

- The school district has designated a Pandemic 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 pandemic 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 pandemic public health emergency and plans implemented by the school.

School/Program	Pandemic Safety Coordinator/Administrator	Contact #
High School	Heidi Smith, Principal	315.942.9200, x5500
Middle School	Jill Rowlands-Will, Principal	315.942.9200, x4500
Boonville Elementary	Jill Schafer, Principal	315.942.9200, x1500
West Leyden Elementary	Linda Weber, Principal	315.942.9200, x3500
Administration	Edward Niznik, Superintendent	315.942.9200, x1800

- 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; social media; 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 of Schools, 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.
- 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, Business Official, Director of Curriculum, High School Principal, Elementary Principals, and Assistant Principal). 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, e-mail, and district automated 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. We have defined all business office positions for having back-up responsibility in these areas. Recognizing the need for job cross-training, we have trained individuals within the business office to do other duties to ensure operations. We have also established the ability to maintain these essential functions off-site from remote locations with virtual private networks.
  - 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 will provide building administrators with information regarding 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). When 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 such as high touched surfaces. Teachers may be asked to assist in this effort in their classroom. The district will provide necessary cleaning products. At no time will products not approved by the district be utilized.

- The business office 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 Human Resources. The business official has provided cross-training of staff to ensure essential functions. Each member of the business office has been cross trained to perform other duties within the business office. The business official will develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the business official will help to 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 to be used in combination as necessary include:
  - Hard copies of assignments/textbooks
  - On-line instruction; on-line resources; on-line textbooks (such as Google Classroom, Google Meet, synchronous and asynchronous lessons, recorded lessons, etc.)
  - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, text messages; e-mail; Parent Square and School Messenger; website postings

#### **(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 will have an adequate supply of coverings in case of replacement.
- 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 (PPE).
- Information should be provided to staff and students on proper use, removal, washing and disposal of face coverings.
- Face coverings 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 district 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 community partners 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**

The business office will work with departments to determine the overall PPE needs of the district.

<b>Disposable Face Covering Supplies</b>				
Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students  Based on 1150 students	(1150 x 12)  13,800	(575 x 12)  6900	(287.5 x 12)  3450	1 Disposable Mask per Week per Student (supplements parent provided) 2 cloth masks provided per student (one time purchase)
Teachers/Staff  Based on 220 employees	(220 x 12)  2640	(110 x 12)  1320	(55 x 12)  660	1 Disposable Masks per Week per Teacher/Staff 2 cloth masks provided per Teacher/Staff (one time purchase)
Nurse/Health Staff  Based on 5 nurses	600	300	150	10 Disposable Surgical Masks per Week per School Nurse

<b>PPE for High Intensity Contact with Students</b>			
Item	1 Week Supply for 1 Staff	12 Week Supply	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
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 Oneida/Lewis County Department of Health 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 Superintendent and Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official 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 Business Official or designee to implement different phases of the Plan as necessary.

- The Business Official 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 at Jefferson-Lewis BOCES.

## **(5) Preventing Spread and Disinfection**

### **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 door knobs/handles
- Dust-mopping, wet-mopping and/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

### **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. If users cannot maintain six feet of distance, they shall wear a face covering. 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.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff that is approved by the district/BOCES for use.
- Additional paper towel dispensers may be installed in other designated spaces.

Upon request, Facilities Services will provide approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between uses as much as possible. Examples of high touch areas in schools may include, but are not limited to:

- 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.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Shared computers, keyboards and mice.
- 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 for use from the district.
- 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 the process for collecting trash during lunch periods in classrooms will be increased where necessary.

**(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. Tracking of these identified individuals will be located in the BLERP (*Building Level Emergency Response Plan*).

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

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. However, in the event of the need for emergency housing the district will supply options for staff to consider.

Some Oneida/Lewis County School Districts have also established school building shelter sites across the County in cooperation with the Red Cross which may be utilized in the event of any emergency situation. If deemed necessary, school districts will work closely with the Red Cross 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 debrief and determine lessons learned. Information from the PIO, Business Office, Facility Director, and other key team members 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.