Williamsville Central School District

District Communicable Disease Continuity Operations Plan

Date of Approved Plan

This plan has been developed in accordance with NYS legislation S8617B/A10832.
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Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the WCA Coordinators, CSEA (custodial), CSEA (transportation), Supervisors/Computer Technicians, WAA, WAERP, WTA, CST as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of Williamsville Central School District I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: February 16, 2021

By: Dr. John McKenna

Title: Acting Superintendent

Signature: [signature]
<table>
<thead>
<tr>
<th>Date of Change</th>
<th>Description of Changes</th>
<th>Implemented By</th>
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<tbody>
<tr>
<td>2/16/2021</td>
<td>Updated this document</td>
<td>Mr. Scanzuso</td>
</tr>
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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Scope

This plan was developed exclusively for and is applicable to Williamsville Central School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations on a daily basis or as needed.
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials
Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Superintendent of Williamsville Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent.

Upon the determination of implementing this plan, all employees and contractors of Williamsville Central School District shall be notified by the Email and District Messaging System with details provided as possible and necessary, with additional information and updates provided on a regular basis. All district employees, parents and guardians, and the Board of Education will be notified of pertinent operational changes by way of the Email and District Messaging System. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent will maintain communications with the public and constituents as needed throughout the implementation of this plan.
The Superintendent of Williamsville Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of Williamsville Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

**Mission Essential Functions**

When confronting events that disrupt normal operations, Williamsville Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of Williamsville Central School District

The Williamsville Central School District has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for Williamsville Central School District have been identified as:
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<th>Description</th>
<th>Priority</th>
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<td><strong>Superintendent of Schools</strong></td>
<td>Oversees and plans. Assigns critical functions assuring compliance with all CDC, DOH and NYSED requirements. Establishes communication with staff and parents to execute and standardize district goals. Establishes contacts to provide outside organizations with information relative to District plans to procedures. Communicates with the Board of Education directly.</td>
<td>1</td>
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<tr>
<td><strong>Assistant Superintendent of Exceptional Education and Student Services</strong></td>
<td>Liaison for the Superintendent of Schools. Coordinates and supports the goals of the District with the Superintendent of Schools and Assistant Superintendent for Instruction and oversees the functions of the Business Office. Communicates directly with administration to assist with planning and daily functions to achieve District goals and maintain safety equipment and supplies.</td>
<td>1</td>
</tr>
<tr>
<td><strong>Assistant Superintendent of Exceptional Education and Student Services</strong></td>
<td>Liaison for the Superintendent of Schools. Coordinates and supports the goals of the district with the Superintendent of Schools and Director of Administrative Services. Communicates directly with the administration to assist with planning and functions, ensuring that the needs of the district are being met. Reports to the Superintendent of Schools. Assists with CDC, DOH and NYSED regulations including oversight of NYS recording requirements and Nursing Staff.</td>
<td>1</td>
</tr>
<tr>
<td><strong>Administration</strong></td>
<td>Coordinates functions delegated by the Superintendent of Schools. Assigns tasks to facilitate and accomplish district goals. Communicates regularly with the Assistant Superintendent for Instruction and Business Official. Oversees personnel assigned to tasks. Ensures critical functions are being performed as necessary. Provides regular progress reports on daily activities necessary to accomplish district goals. When directed by the Superintendent of Schools, the administration is responsible for communicating and updating employees in district policy. This includes cleaning regime, scheduling and any changes to these duties. Monitors and requests building safety equipment and supplies as needed.</td>
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<tr>
<td>Role</td>
<td>Responsibilities</td>
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<tr>
<td>Director of Facilities</td>
<td>Coordinates functions with the Business Official, Administration and Staff. Responsible for staffing, maintenance activities, custodial duties including ordering supplies, training, scheduling to meet the needs of the district. Instructs and informs staff of district policy and procedures including personal protection, cleaning procedures and methods of reporting and receiving issues and concerns that may affect or enhance safety procedures. Responsible for communication and updating employees in district policy, cleaning regime, schedules and constant changes to these duties. Maintains a current inventory of supplies and safety equipment and provides staff and services as needed. Inventory includes maintaining a cache of necessary supplies and equipment through reordering and replenishing stock so as not to fall short of critical supplies. Adjusts schedules to meet current needs, updates and trains staff on proper handling and use of tools and chemicals as per the manufacturer, CDC, DOL and DOH requirements. Coordinates deliveries and ensures delivery agents know and follow district policy when on site. Schedules outside maintenance activities. Ensures third party contractors know and follow all school, CCD, DOL and DOH policies while on school district property.</td>
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<tr>
<td>Cleaning Services Supervisor</td>
<td>Coordinates activities with and updates the Director of Facilities and Operations regularly. Provides employees with proper direction for performing necessary cleaning equipment, cleaning products and protocols. Provides a direct line of communication from custodial staff to the Director of Facilities and Operations. Keeps records of and controls inventory, communicates directly with suppliers for ordering and receiving material and supplies to maintain an adequate cache of necessary products and materials. Coordinates all deliveries including deliveries from suppliers and deliveries to building staff. Assists with building schedules and arranging custodial staff and staff schedules to meet District needs. Responsible for communication and updating employees in district policy, cleaning regime, schedules and constant changes to these duties.</td>
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<tr>
<td>Business Office</td>
<td>Assists the Superintendent of Schools with maintaining critical functions and Administration oversight. Provides needed guidance and advice with logistical and financial obligation; as well as record keeping. Provides purchasing support to ensure that necessary safety equipment and supply inventory can be maintained for education, maintenance, nursing, and custodial functions.</td>
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<tr>
<td><strong>Technology Services</strong></td>
<td>Provides support to ensure critical infrastructure is in place to provide effective building support and educational support securely. Works directly with the Superintendent of Schools and Administration staff to ensure communication and internet stability. Provides the necessary equipment and approved software to staff and students to perform the functions of each necessary school sector to maintain building maintenance, day to day operations, and educational needs.</td>
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<tr>
<td><strong>Nurse Practitioner &amp; Building Nurses</strong></td>
<td>Assists with the goals of the district. Provide medical insight and support to help maintain a healthy school population. Assists with planning and achieving district goals. Provides support and assistance to carry out orders from the Medical Director, CDC, DOH and NYSED regulations. Maintains a sanitary environment. Monitors quarantine area. Keeps accurate records. Makes immediate and necessary notifications to building administrators when necessary. Coordinates activities with parents. Offers guidance to building occupants and parents. Communicates regularly with the building administration and the Superintendent.</td>
<td>1</td>
</tr>
<tr>
<td><strong>Building Secretaries</strong></td>
<td>Staff will continue to perform vital services as directed by the Superintendent of Schools and directed by their school administrator. The District will determine need based on individual circumstances and can be utilized in school or remotely. Administration will provide services necessary for staff to operate in a safe and clean environment on site. Administration will ensure all staff will be informed of and are required adhere to district safety policy while onsite. Administration will provide the necessary means and materials to safely and effectively work in a remote setting as well.</td>
<td>1</td>
</tr>
<tr>
<td><strong>Maintenance Operations</strong></td>
<td>Maintenance staff will perform vital services to keep and maintain essential equipment for onsite and remote learning. Maintenance staff and work will be overseen by the Director of Facilities and Operations. Staff will be informed of school procedures and adhere to all personal safety protocols required by the CDC, DOL (PESH), and DOH at all times. The Director of Facilities will supervise and schedule maintenance personnel for the purpose of keeping vital services operating and functional.</td>
<td>1</td>
</tr>
<tr>
<td><strong>Custodial Staff</strong></td>
<td>Custodial staff will work as directed by the Director of Facilities and Operations and Custodial Supervisor. The Director of Facilities and Operations and Custodial Supervisor will oversee and ensure school buildings are being cleaned properly. Building Administration will also assist with notification and information about building conditions and issues that need to be discussed or</td>
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addressed. Custodial staff has received pandemic awareness training. Training provided essential information about communicable diseases. Training also included information about personal protective equipment, cleaning products, proper disinfection and sanitization and product use, product labels, Safety Data Sheets, and manufacturers’ requirements for use. The district will provide custodial staff with the required personal protective equipment and cleaning supplies to maintain a safe working environment. Staff shifts and personnel will be scheduled accordingly based on the needs of the district. As with all staff, custodial personnel will follow district protocols required by the CDC, DOL (PESH), DOH and the district while providing services and on breaks.

### Educational

The Assistant Superintendent for Instruction will work with the Superintendent and Administration to determine the level of on-site education and or implement the District Remote Learning Plan.

### Outside Contractors

Outside contractors will be scheduled and work will be performed with the oversight of the Director of Facilities and Operations. All outside contractors will notify the Director of Facilities when they arrive on-site. Outside contractors will be informed of district procedures and policy before they are allowed to work on the premises. Companies performing work on site will provide their employees with the proper PPE to comply with District policy. Outside contractors who do not or cannot work safely will not be allowed on district property.

### Food Service

All Food Service operations will be determined by the Director of Administrative Services. All District protocols will be initiated by the District Food Service contractor.

### Transportation

Transportation will provide services directed by the Assistant Superintendent of Finance and Management Services. The Transportation Coordinator will supervise operations. The District will provide safe and secure transportation based on the needs of the District and learning environment. Protocols will be established and the Transportation Contractor has received proper training for cleaning and sanitizing buses. The Transportation Contractor will provide their employees with the training and proper PPE and disinfection equipment to effectively maintain the transportation fleet. Records will be maintained accurately to ensure bus safety procedures are being followed. The Transportation Coordinator will schedule staff and bussing pickup and drop off according to the needs of district. The District will continually inform staff and parents of changes to procedures as necessary.
**B.O.E**  
The Board of Education and Superintendent of Schools will dictate school policy and procedures.

**Outside Deliveries**  
Deliveries will be coordinated with the Director of Facilities and Operations, Custodial Supervisor, and Building Custodians and Laborers. The Director of Facilities will inform companies of District Policy and procedures in advance. All delivery agents will be required to notify the district prior to arrival on District and strictly adhere to district policy while on site. Employers will be required to provide their employees with the proper PPE to work safely while on site.

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### Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

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<th>Essential Function</th>
<th>Essential Positions/Titles</th>
<th>Justification for Each</th>
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<tr>
<td>Information Technology</td>
<td>Technology Services Manager, Network Manager, Lead Technology Integrator</td>
<td>The IT manager establishes all priorities for IT task and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.</td>
</tr>
<tr>
<td>Administration and Oversight</td>
<td>Superintendent of Schools, Assistant Superintendent for Exceptional Education &amp; Student Services</td>
<td>The Superintendent is the decision-maker for the entire district.</td>
</tr>
<tr>
<td>Operations</td>
<td>Assistant Superintendent of Finance &amp; Management Services</td>
<td>Director of Administrative Services ensures all essential functions are maintained.</td>
</tr>
<tr>
<td>Education</td>
<td>Assistant Superintendent for Instruction</td>
<td>The Assistant Superintendent for Instruction determines the educational plan.</td>
</tr>
<tr>
<td>Facilities</td>
<td>Director of Facilities and Operations</td>
<td>The Director of Facilities and Operations maintains the necessary level of cleaning and sanitizing.</td>
</tr>
<tr>
<td>Administration</td>
<td>Principals, Assistant Principals, Directors</td>
<td>The Principals, Assistant Principals, and Directors are the liaisons between students, families, and employees in the building.</td>
</tr>
<tr>
<td>Cleaning and Sanitizing</td>
<td>Buildings and Grounds Staff, Custodial Maintenance, and Laborers and Grounds man</td>
<td>Performs all cleaning and sanitization and necessary upkeep of the buildings.</td>
</tr>
<tr>
<td>Support</td>
<td>District Clerical Staff</td>
<td>Provides necessary support for all Administrators.</td>
</tr>
<tr>
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<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Nurse Practitioner</td>
<td>Nursing</td>
<td>Directs all Health Services.</td>
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</tbody>
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**Reducing Risk Through Remote Work and Staggered Shifts**

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

**Remote Work Protocols**

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
   a. Internet capable laptop
   b. Necessary peripherals
   c. Access to VPN and/or secure network drives
   d. Access to software and databases necessary to perform their duties
   e. A solution for telephone communications
      i. Note that phone lines may need to be forwarded to off-site staff

The Superintendent of Schools and the District Labor Relations Specialist will determine the level of remote working for all district employees in conjunction with all NYSDOH guidelines.

**Staggered Shifts**

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Williamsville Central School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Director of Facilities and Operations will work with the Superintendent of Schools or a designee to formulate a calendar that schedules employees based on the needs of the District.

**Personal Protective Equipment**
The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns or aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location

2. Procurement of PPE
   a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months
   b. Public employers must be able to mitigate supply chain disruptions to meet this requirement

3. Storage of, access to, and monitoring of PPE stock
   a. PPE must be stored in a manner which will prevent degradation
   b. Employees and contractors must have immediate access to PPE in the event of an emergency
   c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Director of Facilities and Operations and the Custodial Supervisor will be responsible for insuring the proper PPE is available at all buildings for required applications. The District will work to ensure to maintain a six-month supply of PPE as directed above for all faculty, students. An extra supply of PPE will be available in all buildings with the Principles, Nurses or Custodial staff. The Williamsville Central School District participates in Corporative Bid Purchasing Agreements where possible that provide a comprehensive list of suppliers and products used for maintaining employee safety, disinfecting and sanitization protocols.

Surplus PPE will be stored in a dry, secured central location. Access to the surplus PPE can only be made by the Director of Facilities and Operations or the Custodial Supervisor as this will ensure the accurate accountability of all supplies on hand. The Custodial Supervisor will be responsible for keeping accurate records and reporting.

Staff Exposures, Cleaning, and Disinfection
Staff Exposures

Presenting Symptoms of COVID-19

If you answer “YES” to any health screening question, do not report to work and immediately communicate such information to your immediate supervisor. In addition to your doctor, here are the important numbers to call:

**NYS Hotline for Testing**: (888) 364-3065

**Erie County DOH Hotline**: (716) 834-3131

**WNY Testing Sites (Listing)**

*If you are diagnosed with COVID-19 and have recovered, you can return to work under the following conditions:

- A minimum of 3 days has passed since recovery, with no fever for at least 72 hours without the use of any fever-reducing medications.
- Respiratory symptoms have improved.
- 7 days have passed since symptoms first started.

*Confirmed Case of COVID-19 with No Symptoms

If you have tested positive for COVID-19 but have not presented symptoms or become ill, you must remain in isolation following the diagnosis. Based on the CDC and ECDOH guidelines, you can return to work after meeting the following conditions:

- At least 7 days have passed since the date of the first positive COVID-19 test.
- For an additional 3 days after you end isolation, you continue to limit contact (stay 6 feet away) with others.
- You wear a mask or other covering of their nose and mouth to limit exposure, consistent with social distancing guidelines for all (above).

*Confirmed Case of COVID-19 but Not Requiring Hospitalization

If you have tested positive for COVID-19 and have become mildly or moderately ill due to the virus but did not require hospitalization, you can return to work after meeting the following conditions:

- A minimum of 3 days has passed since recovery, with no abnormal fever for a minimum of 72 hours. Employees must have no significant temperature for 72 hours without the use of any fever-reducing medications like aspirin, acetaminophen or ibuprofen.
- Respiratory symptoms have improved.
- Exhibits no symptoms of COVID-19.

*Confirmed Case of COVID-19 Requiring Hospitalization

The CDC and ECDOH recommends that any employee who has received a positive test and has been hospitalized receive rigorous testing before returning to work because they may
experience longer periods of viral detection compared to those with mild or moderate symptoms.

*Protocols are subject to change. Refer to most current recommendations on the CDC and ECDOH website.*

**Cleaning and Disinfecting**

Cleaning adheres to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH). The district will conduct regular cleaning and disinfection at least every day, and more frequent cleaning and disinfection of shared objects (e.g. tools) and surfaces, as well as high transit areas, such as restrooms and common areas.

- Cleaning logs will be maintained by the Director of Facilities in collaboration with building level administration and Head Custodian for each of our sites (These cleaning logs will be maintained within each Head Custodian office):
  - Country Parkway Elementary
  - Dodge Elementary
  - Forest Elementary
  - Heim Elementary
  - Maple East Elementary
  - Maple West Elementary
  - Casey Middle School/District Offices
  - Heim Middle School
  - Mill Middle School
  - Transit Middle School
  - East High School
  - North High School
  - South High School
  - AIM

- Cleaning and disinfecting of the buildings, shared surfaces, and other areas, as well as equipment and tools, are performed using Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID-19. **Individuals should NOT be purchasing or bringing in their own cleaning/disinfecting/sanitizing products into the school buildings.**

- If there is a question regarding the cleaning of the instruction or workplace area, refer to the established district protocols located in your building.

- Cleaning logs will document date, time, and scope of cleaning.
● Only approved cleaning or disinfection products will be used to clean and disinfect to maintain the integrity of the material and/or machinery.

● Hand washing stations will re-fillable soap dispensers are available throughout each building for personnel, students and others:
  ○ Employees will be encouraged, included in staff training, to wash hands with soap and water after using shared and frequently touched surfaces.

In the event of a positive diagnosis, the following procedures will be followed relative to disinfection of contaminated areas:

● The Building Principal will work closely with the Head Custodian and Director of Facilities to fully disinfect any space and/or materials contacted by the individual testing positive for COVID-19, and those found to the contact tracing process. Products identified by the CDC or NYSDOH will be utilized for disinfecting. (These will be acquired through our current purchasing process led by our Director of Facilities).

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which Williamsville Central School District is committed to reducing the burden on our employees and contractors. The Families First Coronavirus Response Act provided requirements related to the COVID-19 pandemic, which form the policies outlined below (Use what is below or list the District’s Policies that have been developed to meet the requirements of the Families First Coronavirus Response Act). These policies may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of which Williamsville Central School District will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee’s regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, which Williamsville Central School District will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee’s regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, which Williamsville Central School District will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee’s regular rate of pay where an employee, who has been employed for at least 30 calendar days by Williamsville Central School District, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.
Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of which Williamsville Central School District, and as such are not provided with paid leave time by which Williamsville Central School District, unless required by law.

**Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by Williamsville Central School District to support contact tracing within the organization and may be shared with local public health officials.