

Communicable Disease - Pandemic Continuity of Operations Plan

This Continuity of Operations Plan (plan) has been developed to meet the requirements of subsection (2)(m) of Education Law §2801-a which 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. This plan is built upon the components of the District-Wide School Safety and the Building-Level Emergency Response Plan(s). The Plan includes elements of COVID-19 Reopening Plan and will be updated regularly to reflect current guidance and best practices. 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.

The Stillwater Central School District will work closely with the Saratoga County Department of Health (local health department) to determine the need for activation of this plan. The district will report suspected and confirmed cases of communicable diseases (e.g., influenza, corona virus, etc.) on the monthly Communicable Disease Report, (DMS-485.7/93; HE-112.4/81) and submit it to the local health department. Depending on the severity of the disease, the district may be required to report information more frequently and in another format (i.e., daily for COVID-19).

The local health department will monitor county-wide communicable disease cases and inform school districts as to appropriate actions.

When this plan is activated, the District-Wide School Safety Team may invite additional people to the meetings to aid in the planning efforts, including but not limited to the following:

- District Medical Director
- School nurse(s)
- Business Manager
- Facility Director
- Food Service Director
- Transportation Director
- Public Information Officer
- Chief Information Officer
- Executive Assistant to the Business Manager
- Other administration
- School Resource Officer

Communication with parents, students, staff, and the school community is important throughout a pandemic outbreak. Communication methods will include postings to the district website, general mailings, email, social media, school communication apps, and the public media. The district Superintendent (Communications) has been designated to coordinate this effort. Communications will work closely with the Chief Information Officer, Christopher Lynch (Tech) to ensure proper function of all communication systems.

Essential Positions/Titles

The district has developed this plan to prepare for any future government ordered shutdowns that may occur, similar to the corona virus shutdown in the spring of 2020. Attachment 1 includes a list of

essential positions that would be required to be on-site or in district to continue to function as opposed to those positions that could work remotely. The list includes:

- Title – a list of positions/titles considered essential (i.e., 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 work shifts of essential employees and/or contractors will be staggered in order to reduce overcrowding in the district.
- Protocol – how precise hours and work locations, including off-site visits, will be documented for essential employees and contractors.

To maintain a safe and secure environment which allows for tracing of employee access to building locations, essential employees will use their ID badges to sign in/ sign out where applicable. Sign in sheets, will be used as necessary.

Working/Learning Remotely

As practicable, the District will assess devices and technology needs of all non-essential employees and contractors in order to enable telecommuting.

Options for assessing district needs include stakeholder meetings or surveys to determine:

- Who will need devices and/or peripherals at home,
- What programs will need to be added to these devices, and
- The availability of viable existing at-home Internet service.

The information from these surveys will be used to determine what items need to be purchased, which programs need to be installed on devices and if appropriate Internet bandwidth can be provided to those in need

Reducing Risk

Depending on the exact nature of the communicable disease and its impact, the district is prepared to use the strategies below to reduce traffic congestion and maintain social distancing:

- 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 and/or between buildings.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.
- Document all building visitors at entries.

The district may need to include additional strategies based on updated federal, state, and local guidance.

Personal Protective Equipment (PPE) and Face Coverings

The district will procure a six-month supply of face coverings and PPE required for essential work tasks. Disposable PPE will be provided in quantities of at least two pieces per work day.

PPE Type	Task/Role
N-95	Nurses/Nurses' Aides Cleaners/Custodians (based on disinfectants used) Transportation Department Employees, as needed
Face Shields Goggles	Nurses/Nurses' Aides Special Education Cleaners/ Custodians
Disposable Protective Suits	Nurses/Nurses' Aides Special Education
Gloves	Nurses/Nurses' Aides Special Education Cleaners/Custodians Maintenance/Mechanics
Cloth Face Coverings*	All faculty, staff and students

** OSHA does not consider cloth face coverings to be formal personal protective equipment because their capability to protect the wearer is unknown. However, cloth face coverings are important as a source control for COVID-19 and provides some protection to the wearer. As such, OSHA strongly encourages workers to wear face coverings.*

Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to ensure they are physically able to do so.

The use of cloth face coverings to reduce the spread of communicable diseases is important to the health and safety of faculty, staff and students. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (asymptomatic) and are essential when physical distancing is difficult. Information will be provided to faculty, staff and students on proper use, removal, and cleaning of cloth face coverings. All faculty, staff and students will be encouraged to utilize their own personal face coverings but the district will secure and provide face coverings as needed.

PPE and face coverings will be stored in a manner which will prevent degradation. These supplies will be monitored through an inventory report through our preferred vendor to ensure integrity and track usage rates.

Continuity of Operations

Continuity of operations could be severely impacted by a loss of staff. The table below describes the procedures for maintaining essential functions and services.

Role/Topic	Task	Responsible Party(ies)
Overall Operations	Have decision-making authority for the district.	Those listed below are assigned to this role:

	Propose district policies and procedures to reflect crisis response.	Superintendent, Patricia Morris Business Official, Scott Messineo
Business Office	Maintain overall function and facilities operation. Review essential functions and responsibilities of back-up personnel. Monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary	Purchasing Business Official, Scott Messineo Payroll Treasurer, Michael Cavanaugh Accounts Payable, Donna Muir HR/Benefits , Dee Wescott
Facilities	Keep the Business Office informed of staffing issues and of the point at which buildings can no longer be maintained Provided building administrators with procedures for maintaining essential building functions (e.g., 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 Meet with staff and monitor their ability to maintain essential function	Ed Travis or designee
Human Resources	Monitors absenteeism and ensures appropriate delegation of authority Work with bargaining units to develop the plan 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.	Business Office Staff Administration Department Heads Recruitment/Staffing Workplace Safety Training Labor Law Compliance Compensation Planning Additional functions as applicable
Continuity of Instruction	Implemented in the event of significant absences or school closure. Alternate learning strategies will include: <ul style="list-style-type: none"> • Hard copy, self-directed lessons • Use of mobile media storage devices for lessons (CDs, Jump Drives, iPads, Chromebooks) • On-line instruction; on-line resources; on-line textbooks • Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings 	

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 local health department and other experts.

- The 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.
- Communications will work closely with the Informational Technology Department to re-test all communication systems to ensure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- An alert will be sent to the school community upon activation of this plan. The communication will be based on the latest information from federal, state and local health authorities.
- If the decision is made to close a school building, the district will notify the NYS Education Department and District Superintendent.

The district will assign the district Superintendent as the communicable disease safety coordinator whose responsibilities include continuous compliance with all aspects of the district's reopening plan and 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 communicable disease 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 public health emergency and plans implemented by the school.

Hand Hygiene

Faculty, staff, and students will be trained on proper hand hygiene. Information will be provided to parents and/or legal guardians on ways to reinforce hand hygiene at home. The district will provide stations around the school buildings:

- For hand washing: soap, running water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical.
- Accommodations for students and staff who cannot use hand sanitizer will be made.

Communicable Disease Exposures

The district 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 Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) have provided recommendations for strategies to follow after an exposure:

- Close off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Open outside doors and windows to increase air circulation in the area when practicable.

- Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have a communicable disease, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have a communicable disease can return to the area and resume school activities immediately after cleaning and disinfection.
- If more than seven days have passed since the person who is suspected or confirmed to have a communicable disease visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Contact Tracing

The district will notify the state and local health department immediately upon being informed of any positive communicable disease diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

Districts may assist with contact tracing by:

- Keeping accurate attendance records of students and staff members
- Ensuring student schedules are up to date
- Keeping a log of any visitor which includes date and time, and where in the school they visited
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

The district, in consultation with the local health department, will determine what process will be followed when communicable disease cases are discovered in the school (e.g., how many individuals will be quarantined, closing of areas or classrooms, etc.).

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

Returning after Illness

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for communicable disease symptoms can return to the in-person learning environment at school. This protocol includes:

- Documentation from a health care provider following evaluation
- Negative COVID-19 diagnostic test result
- Symptom resolution, or if positive for a communicable disease, release from isolation

The district will refer to the NYSDOH's "[Pre-K to Gr 12 COVID-19 Toolkit](#)" and other applicable guidance regarding protocols and policies for faculty, staff, and students seeking to return to work after a

suspected or confirmed communicable disease case or after the faculty or staff member had close or proximate contact with a person with a communicable disease.

The district requires that individuals who were exposed to a communicable disease complete quarantine and have no symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

Cleaning/Disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including "[Guidance for Cleaning and Disinfection - Public Spaces, Workplaces, Businesses, Schools and Homes](#)" and other guidance, as applicable.

Attachment 2 describes cleaning and disinfection protocols and procedures for the district. Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which will be cleaned and disinfected between each individual's use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.

The school district has determined employee policies for available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. These policies are consistent with existing federal, state, or local law, including regarding sick leave or health information privacy.

Housing for Essential Employees

The school district, in coordination with the local health department, will determine when the emergency housing of essential workers is necessary. Essential workers who will be required to use emergency housing will be identified.

Recovery

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. The district will

- Work toward a smooth transition from the existing learning methods to the normal process.
- Use the described communication methods to keep the school community aware of the transition process.
- Work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- Evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.

Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention. The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned with input from *all essential functions*. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be updated accordingly.

Curriculum activities that may address the crisis will be developed and *implemented*.

Attachment 1 – Essential Positions

Title	Description	Justification	Work Shift
<p>Superintendent Patricia Morris</p>	<p>The Superintendent is the chief executive officer of the District. She is responsible for carrying out the policy of the Board and for keeping it informed of matters which should be weighed by the Board in reaching decisions. She is responsible to the Board for her stewardship of the entire school system.</p>	<p>To fulfill the obligations of the title, the superintendent must be considered an essential role to enact policy, make decisions as applicable and make recommendations to the Board for approval.</p>	<p>Business workday: 8 hours The position expands beyond the regular business hours to evenings and weekends often and as necessary.</p>
<p>Business Manager Scott Messineo</p>	<p>The Business Manager provides leadership and is responsible for fiscal management of district funds, operations management, transportation, school nutrition, human resources and other duties as assigned.</p>	<p>To fulfill the obligations of the title, the business manager must be considered as essential to ensure that the fiduciary responsibilities of the district continue during a crisis.</p>	<p>Business workday: 8 hours The position expands beyond the regular business hours to evenings and weekends often and as necessary.</p>
<p>Central Administration Michael Cavanaugh</p>	<p>The District Treasurer ensures that all accounting records are maintained and the finances of the district monitored. He also works to ensure that payroll is processed is timely and district bills continue to be paid.</p>	<p>To fulfill the obligations of the title, the District Treasurer must be considered as essential to ensure that fiduciary responsibilities of the district continue during a crisis.</p>	<p>Business workday: 8 hours The position expands beyond the regular business hours to evenings and weekends often and as necessary.</p>

<p>Executive Assistant to the Business Manager- Dee Wescott</p>	<p>The executive assistant is human resource liaison for staff. Specifically, she manages FMLA leave requests and insurance information. She provides support to the business manager and completes other duties as assigned.</p>	<p>To fulfill the obligations of the title, the Executive Assistant to the Business Manager must be considered essential to support staff and their human resource needs.</p>	<p>Business workday: 8 hours</p>
<p>Facilities Services- Ed Travis</p>	<p>This position is responsible for planning, organizing and directing the operation, maintenance and repair of a School District's facilities department.</p>	<p>To fulfill the obligations of the title, the Director of Facilities must be considered essential to ensure proper operations and maintenance of the district's buildings and grounds.</p>	<p>Business workday: 8 hours The position expands beyond the regular business hours to evenings and weekends often and as necessary.</p>
<p>Facilities Personnel</p>	<p>Provide proper operation, maintenance and repair</p>	<p>Facilities personnel work under the direction of the Facilities Director and are considered essential.</p>	<p>Business workday: contractual</p>
<p>Transportation- Tom Murphy</p>	<p>The transportation director is responsible for the safety and efficient operation maintenance of the transportation program for Stillwater School District. He is directly responsible to the Business Manager & Superintendent of School.</p>	<p>To fulfill the obligations of the title, the transportation director must be considered essential to safely transport students as deemed appropriate and to ensure that the department meets all state laws, regulations and mandates.</p>	<p>Business workday: 8 hours The position expands beyond the regular business hours to evenings and weekends often and as necessary.</p>

Transportation Personnel	Provide transportation to students	Transportation personnel work under the direction of the Transportation Director and are considered essential.	Business workday: contractual
Food Service- Joan Hopeck	The school lunch manager manages the school lunch program serving from 500 to 2,000 meals daily, including type A and ala carte meals, to children and adults; does related work as required.	To fulfill the obligations of the title, the school lunch manager must be considered essential to provide meals to students for both in-person and remote dining.	Business workday: 8 hours per day (11 month employee) The position expands beyond the regular business hours to evenings and weekends often and as necessary.
Food Service Personnel	Provide school meals to students and staff	Food service personnel work under the direction of the School Lunch Manager and are considered essential.	Business workday: contractual
Communications- Monique Jacobs	Our BOCES public information specialist provides professional public relations work with responsibility for developing and implementing a program of planned and strategic two-way communication, which also includes publicizing and distributing information about school district news, events, programs, services and facilities.	To fulfill the obligations of the title, the public information specialist must be considered essential to provide up-to-date information to our staff and community.	Two days per week. 8 hours per day This position expands beyond the regular business hours to evenings and weekends as necessary.

Technology- Chris Lynch	The chief information officer is a multifaceted position which includes but is not limited to: protecting district data, uploading state reports, maintaining infrastructure (including communications and all data storage) and network security and providing software and hardware to staff and students.	To fulfill the obligations of the title, the chief information officer must be considered essential as the wellbeing of the network and the support of staff and students for their technology needs is a priority.	Business workday: 8 hours The position expands beyond the regular business hours to evenings and weekends often and as necessary.
Instructional Programs Building Principals Rebecca Toleman Tim Hulihan Mike Johnson	The building principals are responsible for the administrative and supervisory tasks required to carry out Board policy, programs, decisions, and actions.	To fulfill the obligations of the title, building principals must be considered essential to support the academic, social, emotional needs of their staff and students during a crisis.	Business workday: 8 hours The position expands beyond the regular business hours to evenings and weekends often and as necessary.
Teachers, Teaching Assistants	Classroom instructors and personnel are responsible for the planning, preparation, delivery and support of curriculum	To fulfill the obligations of the title, teachers and TAs are essential and follow the directive of the principals/ PPD to provide students with classroom experiences	Business workday: 7 hours, 10 minutes
Athletics- Mike Kinney	The athletic director is responsible for all aspects of athletics including but not limited to: coaches, certifications, team management,	To fulfill the obligations of the title, the athletic director must be considered essential as athletics is an integral part of	Business workday: 8 hours The position expands

	scheduling, and the supervision of athletic programs, facility management and budget preparation.	many students' lives and educational experiences.	beyond the regular business hours to evenings and weekends often and as necessary.
Special Education- Carolyn Manzella	The Pupil Personnel Director is responsible for the administrative and supervisory tasks required to carry out Board policy, programs, decisions, and actions at the district level.	To fulfill the obligations of the title, the pupil personnel director must be considered essential to support the academic, social and emotional needs of staff and students and to ensure that legal documents such as IEPs and 504s are followed.	Business workday: 8 hours The position expands beyond the regular business hours to evenings and weekends often and as necessary.

Attachment 2 –Cleaning and Disinfection Protocols and Procedures

Room Types/Areas	Cleaning Frequency	Disinfection Frequency	Responsible Party	Additional Information
Classrooms	Daily	Daily	Facilities; staff and teachers	Doors, desks, chairs, and floors
Restrooms	2x daily	2x daily	Facilities	Doors and sinks will be done twice daily. Floors will be done once daily.
Health Offices/Isolation Rooms	Various	Various	Nursing staff; Facilities	Cots, bathrooms and health office equipment will be cleaned after each use. Floors will be done once daily.
Breakrooms	Daily	Daily	Facilities	Doors, tables, chairs and floors
Cafeterias/Kitchens	Various	Various	Facilities; Food Service; staff	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Outside Seating Areas	Various	Various	Facilities; staff and teachers	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Computer Labs	Various	Various	Facilities; IT staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Science Labs	Daily	Daily	Facilities; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Maintenance Office and Work Areas	Daily	Daily	Facilities	Doors, desks, chairs, and floors
Bus Garage	Daily	Daily	Transportation staff	Bathroom, doors, desks, chairs, and floors
Libraries	Daily	Daily	Facilities; staff; Librarians	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Playgrounds	As needed	N/A	Facilities	All surface areas
School Buses	Daily	Daily	Transportation staff	High contact spots will be cleaned after the morning (AM) runs and cleaned/disinfected after the afternoon (PM) run.
School Vehicles	After each use	After each use	Staff using vehicles	
Administrative Offices	Daily	Daily	Facilities	Doors, desks, chairs, and floors
Large Meeting Areas (e.g., gymnasiums, auditoriums, music rooms)	As needed/required	As needed/required	Facilities	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Athletic Training Rooms, Locker Rooms	As needed/required	As needed/required	Facilities; Athletics	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Frequently touched	2x daily	2x daily	Facilities	

surfaces (e.g., doorknobs, light switches, elevator buttons, copy machine buttons, handles, etc.)				
Shared frequently touched surfaces (e.g., keyboards, desks, phones, laptops, tablets, remote controls, etc.)	After each use	After each use	Staff using shared surfaces; IT staff	
Shared equipment (e.g., hand tools, facilities equipment, groundskeeping equipment, golf cart, etc.)	After each use	After each use	Staff using equipment	

Only district approved chemicals will be used. At no time will students be allowed use cleaners or disinfectants.