

Lockport City School District

Public Employer Health Emergency Plan

Draft February 3, 2021

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 Board of Education Trustees, LASA, LEA, LSEA and LSTU labor unions, 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.

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Record of Changes

Date of Change	Description of Changes	Implemented By

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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 **Lockport City 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, students, families 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
- Wear face coverings as required
- 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 as required
- 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, students, families and contractors 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 **Lockport City 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 **Lockport City School District** shall be notified by the Email, Text or 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, Text or District Messaging System. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent or designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of **Lockport City 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 **Lockport City 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, **Lockport City School District** is committed to ensuring that essential functions continue as necessary and as possible under challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, students, families and contractors
2. Provide vital services to employees, students and their families.
3. Provide services as required by law
4. Sustain quality operations as identified

The **Lockport City School District** will identify as critical the 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, families, contractors and other stakeholders will occur as necessary.

Essential functions are prioritized according to:

- The timeframe of each essential function
- The interdependency between essential functions
- The recovery sequence of essential functions

Essential functions are also classified as tiers, with Tier 1 being the highest and Tier 4 being the lowest. When looking at the following chart a Tier 2, 3 or 4 immediately after a Tier 1 designation reports to their tier contact.

The mission essential functions for **Lockport City School District** have been identified as:

Essential Function	Description	Tiers
Board of Education	The Board of Education and Superintendent of Schools will establish policy and procedures related to any public health emergency or Pandemic.	1
Superintendent of Schools	Assigns critical functions assuring compliance with all CDC, DOH and NYSED requirements. Establishes communication with staff and parents regarding policies and procedures. Establishes contacts to provide first responders with information relative to District plans and procedures. May coordinate with the Niagara County Emergency Management Office for assistance with obtaining outside services and resources related to the emergency (see page 15/16 in District Wide Safety Plan). Communicates with the Board of Education directly as necessary.	1
District Safety Officer	Assist the Superintendent of Schools with supporting Districts policies and procedures. Assist with Safety and Health policies and procedures. Assist Assistant Superintendent of Personnel with District wide PPE. Facilitate compliance with the District Wide Safety Plan and all functioning Annexes.	1
Assistant Superintendent for Personnel	If the Superintendent is incapacitated and unable to fulfill their responsibilities as Chief Emergency Officer (CEO) during the Public Health Emergency the Assistant Superintendent for Personnel will assume the duties and responsibilities as CEO. Coordinates and supports policies and procedures with LCSD Administrative Cabinet and communicates with Association Presidents. Maintains compliance with all Federal, State and Local laws, policies and procedures. Maintains data collection applicable to the event or situation. Oversees operations with the Clerical staff, Teachers' Aides, Substitute Teachers and School monitors. Is appointed Co- HIPAA compliance officer.	1
Substitute Teachers	Will perform vital services at the direction of the Principals, Directors and Teaching staff.	2
Teachers' Aides and School Monitors	Completes tasks and assignments as directed by teaching staff or Administration.	2
District Clerical Staff	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	2

	<p>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.</p>	
<p>Assistant Superintendent for Finance and Management Services</p>	<p>Coordinates and supports implementation of support services for the district while ensuring all state and federal fiscal criteria are met. The Assistant Superintendent for Finance & Management Services will work directly with identified critical service departments such as facilities, transportation and food service to ensure staff, students and families receive support in the areas of transportation, meals and clean environments. Support outside of those identified areas will be given when needed to the Superintendent of Schools, Assistant Superintendent for Personnel, Executive Director of Curriculum and Educational Services, Director of Technology, Data Security and Communications, Directors and Building Level Principals. The Assistant Superintendent for Finance & Management Services will continue to track all data related to state aid to ensure no state aid is lost. The Assistant Superintendent for Finance & Management Services will have direct interaction with various state agencies such as FEMA, CNMS, CACFP, etc. to ensure program eligibility is met. Provides needed guidance and advice with logistical and financial obligations; 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. Is also appointed HIPAA compliance Officer Co-Chair</p>	<p>1</p>
<p>Transportation</p>	<p>This department is under the guidance of the Assistant Superintendent for Finance & Management Services. The Assistant Superintendent for Finance & Management Services will oversee development of specialized transportation routes for eligible families. This will be accomplished by working directly with the District Transportation Liaison and the Transportation Management Company. The District will ensure safe and secure transportation based on the needs of the District and learning environment. Protocols will be established and the Transportation Contractor will verify they have 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</p>	<p>2</p>

	the transportation fleet. Records will be maintained accurately to ensure bus safety procedures are being followed. The District Transportation Liaison will schedule staff and bussing pick up and drop off according to the needs of district. The District will continually inform staff and parents of changes to procedures as necessary.	
Food Service	This department is under the guidance of the Assistant Superintendent for Finance & Management Services. The Director of Food Service for the Management Company will act as the liaison to the Assistant Superintendent for Finance & Management Services and will ensure all elements of food delivery/meals are met. Protocols will be established and the Food Service Management Company will verify they have received proper training for cleaning and sanitizing kitchens and meal preparation areas. The Food Service Management Company will provide their employees with the training and proper PPE and disinfection equipment to effectively maintain the kitchens and serving areas. Records will be maintained accurately to ensure all health department criteria are being met and procedures are being followed.	2
Executive Director of Educational Services	Coordinates and supports the policies and procedures of the district with the Superintendent of Schools. Establishes communication with Building Principals, Director at LHSW@CC and Teachers regarding policies and procedures. Plans and implements educational programs ensuring the needs of the district and Students are being met. Provides support to Central Office Administrative Team as necessary.	1
Principals and Directors	Principals and directors collaborate with central office administration in the creation and implementation of instructional plans. They communicate all plans, policies, and procedures with all staff and monitor to ensure students' needs are met and progress is made. Principals and directors collaborate with parents and caregivers as necessary.	1
Instructional Staff	All instructional staff, teachers, support staff, and related service providers follow the instructional program guidelines as outlined by the district. Every effort is made to teach the curriculum, follow the scope and sequence/pacing guides and assess students for understanding. Technology instructional support is available for parents, students, and staff at all times. Virtual Professional Development is ongoing and focused on district initiative and staff needs.	2

<p>Director of Technology, Data Security and Communications</p>	<p>Ensures critical network functions and online services are working as needed and expected. Informs the superintendent when daily online activities are unstable or interrupted and provides support to ensure critical infrastructure is in place to provide effective and secure building and educational support. Works directly with the Superintendent of Schools and administrative staff to ensure active communication in all situations. When directed by the Superintendent of Schools, the administrator is responsible for communicating and updating students, parents, staff and the community with vital district information. Informational messages may include, public notices, educational information, cleaning needs, re-scheduling, and changes to protocols and duties. Provides the necessary equipment, support, and software so staff and students may perform the functions required of each group including building cleaning and maintenance, day to day operations, and educational services in order to meet district goals. Contributes to the planning, ordering and maintaining of safety equipment and supplies as needed.</p>	<p>1</p>
<p>Director of Facilities and Operations</p>	<p>Coordinates functions with the Superintendent of Schools, 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 Custodial and Maintenance staff on 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. Maintains a current inventory of supplies and safety equipment. 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, CDC, DOL and DOH policies while on school district property. Establishes direct communication with the Maintenance Supervisor and Custodial Supervisor.</p>	<p>1</p>

Maintenance Supervisor	Coordinates vital maintenance and support services with Maintenance staff ensuring the needs of the District are met. Maintenance Supervisor will update the Director of Facilities and Operations regularly. Maintenance staff will be informed of school procedures and trained in the proper use of personal protective equipment (PPE). Will be kept informed on safety protocols required by the CDC, DOL (PESH), and DOH at all times.	1
Custodial Supervisor	Coordinates cleaning/sanitizing activities and updates the Director of Facilities and Operations regularly. Provides Custodial staff with training related to cleaning equipment, cleaning products and protocols and procedures. Assists with custodial staff schedules to meet District needs.	1
Outside Contractors Deliveries	Outside contractors and deliveries will be scheduled by the Director of Facilities and Operations and the Maintenance Supervisor. All outside contractors will notify the Director of Facilities/Maintenance Supervisor 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.	2
Director of Student Services	Director of Student Services, Supervise school social workers who ensure that students and families have support if needed to be successful in School and at home. Oversee school counselors who implement the district's school counseling and guidance plan to ensure students SEL needs, academic needs are being met. Oversee 504 Plans for all students in the district making sure their needs are being met in the settings they are learning in. Supervises Nursing staff. Communicate as part of an administrative team to meet all learning and safety needs of the district.	1
Nurses	Ensures the health and Safety of staff and students in each building. Nurses will assist the District with COVID planning, mandated testing and vaccination clinics.	1

Director of Special Education	Ensures that students with disabilities have equal access to the same opportunities, including the provision of free appropriate public education (FAPE). To the greatest extent possible, each student with a disability can be provided the special education and related services identified in the student's individualized education program (IEP)] developed under the Individuals with Disabilities Education Act (IDEA) and in conjunction with the New York State Education and Department of Health guidelines. Works in collaboration with the other departments to support ongoing support and problem solving initiatives regarding education, health, community and safety issues.	1
Director of Athletics Health and Wellness	Assists with the goals of the district. Provides physical fitness insight and support to help maintain a healthy school population during a Public Health Emergency. Administers and supervises the health program, K-12, within the policies and regulations prescribed by the Board of Education and the Commissioner of Education. Provides support and assistance to carry out orders from the Medical Director, CDC, DOH and NYSED regulations. Monitors quarantine areas as needed. Keeps accurate records. Coordinates activities with Students, Parents and Families as needed. Communicates regularly with the building Administration and the Superintendent.	1

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.

Essential Function	Essential Positions/Titles	Justification for Each
Administration and Oversight	Superintendent of Schools	The Superintendent is the Chief Emergency Officer. (CEO)
Administration and Oversight	Assistant Superintendent for Personnel	Will maintain all staffing functions and logistics during the incident.
Administration and Oversight	Assistant Superintendent for Finance and Management Services	Will coordinate/maintain Transportation, Food Service, Fiscal Responsibilities

Instructional program Oversight	Executive Director of Educational Services	The Executive Director will oversee the development of the educational and instructional plan.
Information Technology	Director of Technology, Data Security and Security	The IT Director establishes all priorities and implements tech services.
Administration	Principals, Assistant Principals, Directors and Supervisors	The Principals, Assistant Principals, Directors and Supervisors are the liaisons between central office, students, families, and employees in the building.
Facilities	Director of Facilities and Operations and Operations	The Director of Facilities and Operations maintains the necessary level of cleaning and sanitizing and building repairs.
Cleaning and Sanitizing	District Custodial Staff	Performs all cleaning, sanitization and necessary upkeep of the buildings.
Support	District Clerical and Maintenance Staff	Provides necessary Administrative Support.
Health Services	Nursing	Provides and coordinates all necessary health related services.

Reducing Risk through Remote Work and Staggered Shifts

When possible, necessary staff may be assigned to work remotely or assigned staggered work shifts to reduce social contact and population density at work locations.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their job functions remotely may be authorized to do so. A remote working situation could include,

1. Approval and assignment of remote work
2. Equipping staff for remote work, which may include:
 - a. Internet capable device
 - 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;

Note, phone lines may need to be forwarded to off-site staff

The Board of Education, the Superintendent of Schools and the District Administrative team will determine the level of remote working for all district employees in conjunction with all NYSDOH, NYSED, NCDOH and CDC 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 regular business hours. When possible, administration will identify circumstances or assignments for staff to work outside regular business hours as a strategy for limiting exposure.

The Assistant Superintendent of Personnel will coordinate any shift change with the District Administrative Team, LASA, LEA, LSEA and LSTU labor Unions as necessary.

Personal Protective Equipment

Personal protective equipment (PPE) is used to reduce the spread of infectious disease is important in supporting the health and safety of our employees and contractors. PPE is defined as specialized clothing or equipment, worn by an employee for protection against infectious materials.

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, Custodial Supervisor, COVID-19 Safety Officer, or the Assistant Superintendent for Personnel will be responsible for insuring the proper PPE is available at all buildings for required applications. The District will work to ensure it maintains a supply of PPE as directed above for all employees and students. A supply of PPE will be available in all buildings for the Principals, Nurses or Custodial staff. The **Lockport City School District** is able to participate in the Orleans/Niagara Cooperative Bid Purchasing Agreement. It provides 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, Custodial Supervisor, COVID-19 Safety Officer, or Assistant Superintendent for Personnel as this will ensure the accurate accountability of all supplies on hand. The COVID-19 Safety Officer will be responsible for keeping accurate records and reporting.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following NYSDOH, NYSED, NCDOH and CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. All impacted parties will be notified of staff exposure through contact tracing.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:

1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. **Lockport City School District** will require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work as recommended by the NYSDOH, NYSED, NCDOH or the CDC.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms with a positive test result an employee must be fever- free for 72 hours without the use of fever-reducing medication. With a negative test an employee must be fever- free for 24 hours without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. The Assistant Superintendent of Personnel must be informed in these circumstances and who is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

The District recognizes there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. The District will follow CDC/public health recommendations and requirements and coordinate with our local public health department for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum, in conjunction with District custodial staff.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. The Custodial Supervisor under supervision from the Director of Facilities and Operations will coordinate and establish cleaning guidelines and schedules for all custodial staff to cover the common areas listed above.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA and CDC criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which **Lockport City School District** is committed to reducing the burden on our employees and contractors.

An employee may be entitled up to fourteen days of paid sick leave if they are subject to mandatory quarantine issued by the New York State Department of Health, local Board of Health, or other authorized government entity. If the employee is not showing symptoms and is physically able to work from home, the employee is not eligible for paid sick leave. An employee is not eligible for paid sick leave if the employee is subject to quarantine because they traveled to a country with level two or level three health notices from the CDC and if the travel was not at the direction of the District. Executive Order 202.45 eliminates paid sick leave benefits to any employee who chooses to travel to/from a state that has been identified as a designated state by the New York State Department of Health due to a significant degree of community-wide spread of COVID. If an employee is ineligible for paid sick leave due to travel, the employee must take unpaid time or use available accrued time.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, the Board of Education, collective bargaining agreements, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of **Lockport City School District**, and as such are not provided with paid leave time by **Lockport City 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 **Lockport City School District** to support contact tracing within the organization and may be shared with local, State and Federal health officials.

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