

**Fonda-Fultonville School District Wide School Safety Plan**

**PROJECT SAVE**

(Safe Schools Against Violence in Education)

Fonda-Fultonville Central School

DISTRICT – WIDE

**SCHOOL SAFETY PLAN**

Commissioner's Regulation 155.17

Updated July 2022

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## **Introduction**

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

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

## **Section I: General Considerations and Planning Guidelines**

### **A. Purpose**

The Fonda-Fultonville Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Fonda-Fultonville School District Board of Education, the Superintendent of the Fonda-Fultonville District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan. The district wide plan was updated as of July 2022.

### **B. Identification of School Teams**

As per Commissioner's Regulation, Section 155.17 (c)(13), the Fonda-Fultonville Central School District-Wide Safety Team is composed of representatives of the Board of Education, teachers, administrators, parents, school safety personnel, and other school personnel. The district's Chief Emergency Officer is the school superintendent, Thomas Ciaccio.

### **C. Concept of Operations**

1. The District-Wide School Safety Plan shall be directly linked to the individual Building-Level Emergency Response Plans for the school building. This District-Wide School Safety Plan will guide the development and implementation of Building Level Safety Plans.
2. This Plan has been developed using the New York State Education Guidance Document.
3. In the event of an emergency or violent incident, the initial response to all emergencies will be by the School Emergency Response Team.
4. Upon activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, when appropriate, local emergency officials will also be notified.
5. County and State resources through existing protocols may supplement emergency response actions, including post-incident responses.

### **D. Plan Review and Public Comment**

- This plan has been reviewed as of July 2022.
- The district-wide and building-level plan was adopted by the School Board originally in 2001 after a public hearing that provided for the participation of

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school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

- o Public Hearing and Adoption by the board on August 29, 2022.
- Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.
- This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review occurred in July of 2021. Building-level Emergency Response Plans will be supplied to local police, the Sheriff's department and the State Police within 30 days of the update.
- While linked to the District-Wide School Safety Plan, Building-Level Safety Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

## **Section II: Risk Reduction/Prevention and Intervention Strategies**

### **A. Prevention/Intervention Strategies**

#### **Program Initiatives**

- Character Education Program
  - Assemblies to discuss pertinent issues
  - Agency consultation provided in schools
  - Dignity for All Students Act policy
  - Code of Conduct policy
1. Information will be available to parents/guardians on how to identify potentially violent behaviors.
  2. If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel to determine the next step.
  3. An interpersonal violence prevention education package will be taught as appropriate.
  4. The Fonda-Fultonville Central School District recognizes that communication is a vital key in the prevention and intervention of violence in schools; the District will continue to explore programs based on need.
  5. The District's referral process is utilized for the reporting of potentially violent incidents and following the District's Code of Conduct.
  6. Additionally, counselors are available in every school for students to share information where the source can be confidential.

#### **Training, Drills, and Exercises**

Three levels of annual multi-hazard school training will be considered in this plan:

- responder training for members of the Incident Response and Post-Incident Response teams conducted by response agencies and/or the BOCES HSRM staff;
- general staff awareness training conducted during a Superintendent's Conference Day by BOCES HSRM staff and:
- general student awareness training of emergency response procedures conducted by building staff (i.e. fire drills, lockdown drills)

Each year the District-Wide School Safety Team and/or Building-Level Teams will consider appropriate training for each of the groups listed above.

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- Lockout and Lockdown drills are conducted throughout the school year, also, an evacuation drill is done at least once a year
- A table-top exercise with response staff to discuss emergency procedures will be conducted once a year
- After each drill we have a district wide meeting to discuss the drill and make changes if necessary

### Implementation of School Security

#### Safety Response

School staff is trained to be vigilant pertaining to threats against students and staff (i.e. bullying). The district continues to promote a culture of respect for the students and staff through the Dignity for All Students Act.

#### Security Devices

- Surveillance cameras placed on buses, also at various locations on campus. The district is looking to add additional surveillance devices for additional coverage.
- Photo ID cards are issued to staff and badges to visitors, plus a sign in and sign out log. Visitors are required to wear a "Visitor" tag.
- Swipe card system used for all staff .
- All outside doors remain locked, but will be accessible as an exit.
- Buzzer system with camera at each main entrance.
- A sign at the main entrance will direct all visitors to "report to the office and sign in."
- Emergency Lockdown Pull Down alarms located throughout the school building. District will consider additional locations in the future.

#### Vital Educational Agency Information

Each Building-Level Safety Plan will include the following information:

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials.

The Building-Level School Safety Teams will ensure that this information is accurate and will be updated routinely.

### **B. Early Detection of Potentially Violent Behavior**

1. Paying attention to early warning signs can help prevent or minimize violence to self and

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others. Certain emotional and behavioral signs, when viewed in context, can signal a troubled student. Teachers are trained to recognize the signs that can be used to signal a student who may need help. The more signs a student exhibits the more likely it is that he or she may need intervention. Early warning signs include, but not limited to:

- Depressed mood or chronic crying
  - Decline in school performance
  - Verbal expressions about one's own death
  - Giving away important personal possessions
  - Use of alcohol or drugs
  - Sudden lifting of severe depression
  - Recent withdrawal from therapy or psychological counseling
  - Purchase of knives, guns, or ropes
  - Verbal or written communications which appear to be saying "good-bye"
  - Feelings of guilt
  - Violent, aggressive behavior
  - Exaggerated mood swings
  - Running away
  - Talking about revenge or getting even with parents
  - Confusion and despair resulting from sudden death or suicide of a peer
  - Any sudden obvious changes in behavior
  - Eating disorders - changes in eating habits
  - Sleeping disorders - insomnia or excessive sleeping
  - Low energy level, constant fatigue
  - Decreased productivity or effectiveness
  - Pessimism about the future or brooding about the past
  - Loss of interest in formerly pleasurable activity
  - Inability to show pleasure
  - Reactions that seem inappropriate to the situation
  - Statements of inadequacy or low self-esteem
  - Social withdrawal - pulls away from friends
  - Irritability or excessive anger (which may be directed towards parents, caretakers, or siblings), rebelliousness, and belligerence
  - Neglect of personal appearance
  - Physical complaints
  - Preoccupation with illness, death, or catastrophic events
  - Decreased attention, concentration, or ability to think clearly
2. Information will be available to parents/guardians on how to identify potentially violent behaviors to be located in the guidance office.
  3. If a teacher or administrator feels help for a student is warranted, it will be discussed with appropriate school personnel to determine the next step.
  4. The Superintendent of Schools will set specific times for the building principal(s), in conjunction with the Fonda-Fultonville Central School District Professional Development

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Committee, to organize activities of particular concern as needed.

**C. Hazard Identification**

The District has established procedures in the Building-Level Safety Plans for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department, and law enforcement agencies, and the use of a Risk Probability Checklist.

<i>Location of Potential Sites</i>	<i>Internal or External Hazard</i>
<b>Railroad</b>	<b>External</b>
<b>NYS Thruway and Rt. 5</b>	<b>External</b>
<b>School Heating System</b>	<b>Internal</b>
<b>School Bus</b>	<b>External</b>
<b>Athletic Fields, Playgrounds and Play Area</b>	<b>External/Internal</b>
<b>Field Trips</b>	<b>External</b>
<b>Pool</b>	<b>Internal</b>

**Hazard Assessment (some external hazards are county wide)**

Type	Predictability	Approx. Frequency	Warning Time	Seriousness	Possible Responses
<b>Intruder</b>	1	5	1	2	4,5
<b>Bomb Threat</b>	1	5	1	5	1,3
<b>Hazmat</b>	1	2	1	4	1,3
<b>High Winds</b>	3	2	2	5	1,3
<b>Bus Accident</b>	1	5	1	3	2
<b>Winter Storm</b>	5	1	4	5	1,3

Predictability: 1) unpredictable through 5) very predictable  
 Frequency: 1) more than once/year; 2) annually; 3) every 2-3 years; 4) every 5-10 years; 5) rarely  
 Warning Time: 1) none; 2) minutes; 3) hours; 4) days; 5) exact likely dates known  
 Seriousness: 1) disaster (entire community w/casualties); 2) disaster (entire school w/casualties); 3) emergency (affects one or more individuals w/casualties); 4) emergency (entire community no casualties); 5) emergency (entire school no casualties)  
 Possible Responses: 1) Shelter-in-Place; 2) Hold-in-Place; 3) Evacuation; 4) Lockout; 5) Lockdown



## **Section III: Response**

### **A. Notification and Activation**

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

- The person in charge (Incident Commander) will decide if the level of the incident classifies it as a “violent incident” (consistent with the definition of such an incident as defined in the district’s Code of Conduct). If appropriate, the Incident Commander will call 911.
- In a crisis situation involving a violent incident, school staff should call 911 and notify the Incident Commander.

A system for informing all educational agencies within a school district of a disaster

- Educational agencies within the Fonda-Fultonville Central School District (non-public schools, registered daycare centers, etc.) will be contacted in an emergency via telephone if able or in some cases via media outlets.

Procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal

- Parents/Guardians will be contacted via School News Notifier automatically by the school district. In some cases, the public/parents may also be notified via media outlets.

### **B. Situational Responses**

#### **Multi-Hazard Responses**

The district uses emergency information folders in each room for important directional information when a response action is needed. The Building-Level Safety Plans include identification of specific procedures for each action depending upon the emergency.

#### **Responses to Acts of Violence: Implied or Direct Threats/Acts of Violence**

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community, as well as the range of disciplinary action to be used when responding to threats or acts of violence.

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### **Response Protocols**

We have incorporated response protocols defined by state education department. It establishes definitions of lockout, lockdown, sheltering, hold-in-place and evacuation. Our responses are based upon these guidelines and are included in the Building Level School Safety Plan.

### **Bomb Threats**

Procedures and Guidelines are included in the Building-Level School Safety Plans for the Fonda-Fultonville Central School District. We use the NYS Police guidelines to bomb threats as protocol.

### **Hostage Taking**

Procedures and Guidelines are included in the Building-Level School Safety Plans for Fonda-Fultonville Central School District.

### **Intrusions**

Procedures and Guidelines are included in the Building-Level School Safety Plans for the Fonda-Fultonville Central School District.

### **Kidnapping**

Procedures and Guidelines are included in the Building-Level School Safety Plans for the Fonda-Fultonville Central School District.

### **Pandemic**

See Appendix 7.

### **Arrangements for Obtaining Emergency Assistance from Local Government**

Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident are included in the Building Level Response Plan.

- The person in charge (Incident Commander) will decide if the level of the incident classifies it as a “violent incident” (consistent with the definition of such an incident as defined in the district’s Code of Conduct). If appropriate, the Incident Commander will call 911.
- In a crisis situation involving a violent incident, school staff should call 911 and notify the Incident Commander.

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**Arrangements for Obtaining Advice and Assistance from Local Government Officials**

Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law.

- The person in charge (Incident Commander) will decide if the level of the incident warrants obtaining emergency assistance. If appropriate, the Incident Commander will call 911
- In a crisis situation, school staff should call 911 and notify the Incident Commander

**District Resources Available for Use in an Emergency**

Building Resources	Schools have kitchen and serving areas
Transportation Resources	School buses, school vans, and maintenance vehicles
Personnel Resources	Staff with CPR/FA training, bus drivers
Other Resources	AEDs, Portable Fire Extinguishers

**Agencies authorized to Request Use of Resources:**

<b>Agency</b>
County Emergency Management Office
NYS Police
Montgomery County Sheriff's Office
Town of Mohawk
Town of Mohawk Fire Dept.
American Red Cross

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### Protective Action Options

#### School Cancellation

The Superintendent of Schools or designee will announce the closing of school. Communication will be sent to all officials needed to proceed with the cancellation.

#### *Early Dismissal*

- 1) Preliminary Procedures
  - a) An annual request is made of parents of K-12 students to notify the school district where their child should go in the event that they are not home during school hours. Drivers will be alerted and substitutes contacted by the Transportation Office as to the possibility of an early or emergency dismissal.
- 2) Dismissal Bus Students:
  - a) The main office will notify the Transportation Office of the decision to take pupils home
  - b) The Transportation Office will notify drivers and required substitutes
  - c) Bus pupils will remain in classroom or other designated areas until buses are spotted
  - d) Personnel will assume regular duties for bus dismissal.
  - e) The Transportation Office will remain at his station until all buses have completed their runs and returned. The Transportation Office will notify the main office when all runs have been completed.
- 3) All students are transported by bus or picked up by parent/guardian for an early dismissal

#### **Evacuation (before, during and after school hours)**

Procedures and guidelines are included in the building-level school safety plans for the Fonda-Fultonville Central School District for an evacuation.

#### **Sheltering Sites (internal and external)**

Procedures and guidelines are included in the building-level school safety plans for the Fonda-Fultonville Central School District for sheltering sites.

## **Section IV: Recovery**

### **District Support for Building**

All the district's manpower and resources will be available if it should endure an emergency. Mental health counseling, building security and restoration will be items of primary focus. Response and recovery will be a district goal.

Besides building security and restoration, the strategies will also include damage assessment, relocation and continuation of the educational process. A post-incident response critique, the notes from the incident command team and lessons learned will be assessed. Plans to mitigate the likelihood of occurrence or impact, if the incident does occur again, will be reviewed. If possible, efforts will be made to improve district facilities resulting in them being more resistant to suffering similar or worse damage.

### **Disaster Mental Health Services**

The district understands how an emergency can have a major effect on the well being of students, staff and community at large. The district will coordinate resources with County Mental Health Services and the Post-Incident Crisis Response Team.

## APPENDICES

### Appendix 1: Listing of all school buildings covered by the district-wide school safety plan

<i>Building</i>
Fonda-Fultonville CSD
112 Old Johnstown Rd
Fonda, NY 12068

### Appendix 2: Policies and procedures for working with the Media

#### Information

- Media interaction may be handled by: **Superintendent or Designee**
- A law enforcement / emergency response agency PIO; or
- Jointly, by both PIO's listed above

#### Public Information Officer Information

- Incident Commander and PIO functions may be handled by two different persons.
- The School District PIO may work under, over or in cooperation with law enforcement and emergency response agency PIO's.
- The PIO should set forth clear media guidelines and communicate these guidelines to the media in writing
- The PIO should use a press release template for both a news conference script and/or a written press release.
- The PIO should receive information and forms from the Incident Commander and other key function personnel on a regular basis throughout the emergency event

#### Student/Parent/Guardian Information

- Students, Parents and Guardians should be mindful of the situation during an emergency event when approached by the media for an interview. Safety and security issues may be comprised

Students should not communicate with the media via cell phone or other type of communication when on campus during any type of emergency situation.

**Appendix 3: Student Release in an Emergency**

Students will be released only to parents and persons identified on the School District Emergency Card, you may be asked to provide proof of identification upon arrival in order for the school to release the student(s). During an extreme emergency, students will be released at designated reunion location(s). Parents should be patient and understanding with the student release process.

**Appendix 4: Emergency information form**

Located within each Main Office

**Appendix 5:**

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

- Corporal Punishment
- Alcohol and Other Substances
- Child Abuse and Maltreatment
- Drug Free Workplace
- Firearms in School
- Policy for Maintenance of Public Order on School Property
- Code of Conduct
- Sexual Harassment
- Student Management Policy
- Title IX/504/Civil Rights

**Appendix 6: MOA for School Resource Officer**

**FFCS RESOURCE OFFICER AGREEMENT**

**PREAMBLE,**

This is an Agreement, between the Fonda Fultonville School District (FFCS), a school district with offices at PO Box 1501, 112 Old Johnstown Road, Fonda NY 12068 and the Montgomery County Sheriff's Office with offices at PO Box 432, Fultonville, NY 12072 (the Sheriff), and

**WHEREAS,**

FFCS desires that a uniformed deputy sheriff be assigned to the FFCS to enhance security, help keep order, assist with providing a safe and comfortable environment within the schools; and to be available for administrators, staff, and students to assist in defusing and solving problems before they become a detriment to the learning environment and the health, safety and welfare of the students and faculty of the FFCS, and

**NOW, THEREFORE,**

In consideration of the foregoing and mutual agreements as set forth herein below, IT IS HEREBY AGREED by and between FFCS, Montgomery County Sheriff and Montgomery County, as follows:

**ARTICLE I**

**TERM**

It is the intent and provision of this agreement to provide for the services of a school resource officer (SRO) with such services to be rendered throughout FFCS as more fully described herein below for a term commencing for 2020 - 2021 school year (181 instructional days).

**ARTICLE II**

**RIGHTS AND DUTIES OF THE COUNTY**

**The Sheriff shall provide a SRO and SRO services as follows:**

**(A) Training**

The SRO shall be a sworn law enforcement officer with specialized training to work with youths at a school site.



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**(B) Assignment of School Resource Officer**

(1) The County shall assign one (1) regularly employed deputy sheriff to serve as SRO who shall serve throughout FFCS pursuant to a schedule to be determined in conjunction with the principals of such schools, the Superintendent of FFCS District and the Montgomery County Sheriff, which will allow for regular rendition of services at said schools.

(2) The SRO shall report directly to the undersheriff of the Montgomery County Sheriff's Office, who, as the SRO's supervisor, will work with the school administration of FFCS in providing for the rendition of SRO services as outlined herein.

**(C) Regular Duty Hours of School Resource Officer**

(1) Will include being present in FFCS from 7:30am until 3:30pm on the days that school is open.

(2) If the SRO is unable to report for duty due to sickness, injury, or any other unforeseen circumstance for a period of more than 2 days, the Sheriff will see that a replacement is assigned to FFCS to serve in the SRO's absence.

**(D) Duties of School Resource Officer**

(a) The SRO may, whenever possible, participate in and/or attend school functions with costs to be covered by the FFCS.

(b) The SRO shall not act as a school disciplinarian, as disciplining students is a school responsibility. It is agreed and understood that the principal and appropriate school staff shall be responsible for investigating and determining, in their discretion, whether a student has violated a school and/or Board of Education disciplinary codes of standards and the appropriate administrative action to take. However, this shall not be construed to prevent the SRO from sharing information with school administration/staff, which may aid in the determination of whether a disciplinary offence occurred.

(c) The Principal, school administration, or staff may advise the SRO of incidents or activities possibly giving rise to criminal or juvenile violations and the SRO shall then determine whether law enforcement action is appropriate with respect to those activities occurring on school property or at school sponsored functions. The SRO must use discretion when disseminating confidential information, particularly in light of FFCS policies with respect to student records and its mandates pursuant to the Family Educational Rights and Privacy Act (FERPA).

(d) That it is expressly agreed that in the event that the SRO is requested

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to work outside of his/her normal hours (7:30am to 3:30pm) then his/her hours will be adjusted from school hours with an agreement between the SRO, principal and Sheriff's Office supervisor to ensure that his/her hours of work remain constant. FFCS will reimburse the County/Sheriff any additional fees or overtime in conjunction with this adjustment in hours.

(e) Take part in any FFCS safety planning and drills.

(f) Work with students and their families, on an as requested basis, to address issues of truancy.

(g) Assist with professional development of staff, particularly in areas such as drug and alcohol recognition, victims of abuse, etc.

**ARTICLE III**

**RIGHTS AND DUTIES OF THE BOARD OF EDUCATION**

The Board of Education shall provide the full-time SRO the following materials and facilities deemed necessary to the performance to the SRO's duties with:

(A) Access to an air-conditioned and properly lighted office which shall contain a telephone, which may be used for general business purposes.

(B) A location for files and records which can be properly locked and secured.

(C) A desk with drawers, a chair, a work table, filing cabinet and office supplies.

(D) Access to a computer.

**ARTICLE IV**

FFCS will pay the County \$ 52,142.48 per 181 instructional days or a full school year or per diem amount of \$288.08 (\$36.01 per hour) as may be appropriate under the circumstances. That the County shall be responsible for any and all other benefits that may accrue to the deputy sheriff's employment. FFCS shall pay additional for any time beyond the 181 days. This agreement is contingent upon the availability of funding. If funding is not available, the FFCS District may cancel this arrangement upon sixty (60) days reasonable notice.

**ARTICLE V**

**APPOINTMENT OF SCHOOL RESOURCE OFFICER**

The SRO shall be a staff member of the Montgomery County Sheriff's Office who is mutually agreed upon by FFCS and the Montgomery County Sheriff.

**ARTICLE VI**

**PROPOSAL OF SCHOOL RESOURCE OFFICER: REPLACEMENT**

In the event a principal of a school to which the SRO is assigned feels that the SRO is not effectively performing his/her duties and responsibilities, the principal shall recommend to the Superintendent or designee that the SRO assignment be reviewed in the program at the school and shall state the reasons therefore in writing. Within five (5) working days of receiving the recommendation from the principal, the Superintendent or his/her designee shall advise the Sheriff or his/her designee of the principal's request. In the event the Superintendent feels the SRO is not performing his/her duties effectively, the Superintendent shall so advise the Sheriff. If the Sheriff so desires, the Superintendent and Sheriff, or their designees, shall meet with the SRO to mediate or resolve any problems which may exist. At such meeting, specified members of the staff of the school to which SRO is assigned may be required to be present. If, within the five (5) working days referenced above, the problem cannot be resolved or mediated or in event mediation is not sought by the Sheriff, then the SRO shall be removed from the program at the school and a replacement shall be obtained following the process set out in Article V.

**ARTICLE VII**

**NOTICES**

Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows:

**Superintendent**

**Sheriff**

**Fonda-Fultonville Central School**

**Montgomery County Sheriff's Office**

**PO Box 1501**

**PO Box 432**

Old Johnstown Road Fultonville, NY 12072

Fonda, NY 12068

**ARTICLE VIII**

**TERMINATION OF AGREEMENT**

If this agreement is terminated pursuant to Article IV the Montgomery County Sheriff's Office shall be entitled for reimbursement for all days the SRO worked prior to the effective date of termination. Either party may terminate this agreement at any time upon reasonable notice, not to be less than thirty (30) days, to FFCS.

**ARTICLE IX**

**GOOD FAITH**

The FFCS Board of Education, the Sheriff, their agents and employees agree to cooperate in good faith in fulfilling the terms of this agreement. Unforeseen difficulties or questions will be resolved by negotiation between the parties.

**ARTICLE X**

**MODIFICATION**

This document constitutes the full understanding of the parties and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter made in writing by the signed parties.

**ARTICLE XI**

**NON-ASSIGNMENT**

This agreement, and each and every covenant herein, shall not be capable of assignment, unless the express written consent of the FFCS Board of Education and Sheriff is obtained.

**ARTICLE XII**

**MERGER**

This agreement constitutes a final written expression of all terms of this agreement and is a complete and exclusive statement of those terms.

**ARTICLE XIII**

**INDEMNIFICATION:** Each Party has no obligation to indemnify the other for claims, actions, demands, suits, losses, liabilities, judgments, expenses or costs (including attorney's fees) made by third parties arising out of or related to the performance of duties by the SRO. Each Party hereby expressly disclaims any such indemnification obligation. Neither party assumes any liability to third persons with respect to any intentional or negligent act or omission of the other party or any employee, agent, or contractor of the other party, in the performance of this Agreement. The parties shall proceed under their own respective insurance policies without naming the other as an additional insured.

**INDEPENDENT CONTRACTOR:** The SRO shall be an employee of the County, specifically the Sheriff's Office. Each Party agrees to be solely responsible for all matters relating to compensation of its employees, including, compliance with local, state and federal laws governing its personnel, including workers' compensation, Social Security, withholding and payment of any and all federal, state and local personal income taxes, disability insurance, unemployment, and any other taxes for such persons, including any related employer assessment or contributions required by law, and all other regulations governing such matters, and the payment of all salary, vacation and other employee benefits.

**ARTICLE XIV**

**SEVERABILITY**

The invalidity or unenforceability of any provision of this agreement shall not affect the validity or enforceability of any other provision of this agreement.

**ENTIRE AGREEMENT:** The rights and obligations of the Parties and their respective agents, successors and assignees shall be subject to and governed by this Agreement, which supersedes any other understandings or writings between or among the Parties to this Agreement.

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**IN WITNESS WHEREOF**, the parties have cause duplicate originals of this agreement to be signed by their duly authorized officers.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**Thomas Ciaccio, Superintendent**  
**Fonda Fultonville Central School**

Subscribed and sworn before me by Thomas Ciaccio Superintendent, Fonda  
Fultonville Central School, this \_\_\_\_\_ day of,  
\_\_\_\_\_ 2020.

Notary Public

\_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**Jeffery T. Smith, Sheriff**

Subscribed and sworn before me by Jeffery T. Smith, Sheriff of Montgomery  
County, this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Notary Public

\_\_\_\_\_

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Signed: \_\_\_\_\_ Date \_\_\_\_\_

**Matthew L. Ossenfort, County Executive**

Subscribed and sworn before me by **Matthew L. Ossenfort, County Executive**,  
this \_\_\_\_\_ this \_\_\_\_\_ day of **2020**.

**Notary Public**

\_\_\_\_\_

**Fonda-Fultonville School District Wide School Safety Plan**

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**Appendix 7: Pandemic Plan**

## Communicable Disease - Pandemic Plan

**Effective April 1, 2021**, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.** The Plan addresses the required components in the sections as noted below:

### Prevention/Mitigation

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

### Protection/Preparedness

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

### Response

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

### Prevention/Mitigation:

- We will work closely with the Montgomery County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, and school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
  - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Montgomery County Department of Health
- The Montgomery County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The **Superintendent and/or his designee** will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and recommendations and incorporating them into the District-Wide School Safety Plan. The school nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification), the school district technology director will also be an important Team member. The Human Resources Director, Business Official, and Facility Director will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; proper ways to wear face coverings and when face coverings are required (if necessary). We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website and our school messaging system for this purpose.

## (1) Essential Positions/Titles

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning, we are now required to provide information on those positions that would be required to be on-site or in-district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

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

The worksheet below has been completed by each necessary department

### Essential Employee Worksheet

In the event of a government ordered shutdown, similar to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan, we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below for your department utilizing the following guide:

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

Essential Employee Determination				
Title	Description	Justification	Work Shift	Protocol
Director of facilities 2	Oversees and carries out essential functions of overall building and grounds maintenance and cleaning	The school building must be cleaned, disinfected and maintenance tasks must be completed in order for the building to run and function.	1 <sup>st</sup> shift	District employee – badge scan upon entry
Cleaners	Cleans and maintains inside of facility	The school building must be cleaned, disinfected and maintenance tasks must be completed in order for the building to run and function.	1 <sup>st</sup> or 2 <sup>nd</sup> shift	District employee – badge scan upon entry
Custodians	Cleans, maintains, and repairs district facilities	The school building must be cleaned, disinfected and maintenance tasks must be completed in order for the building to run and function.	1 <sup>st</sup> or 2 <sup>nd</sup> shift	District employee – badge scan upon entry

Maintenance worker	Repairs and maintains district facilities	District routine maintenance must be done to support proper running of school district facilities	1 <sup>st</sup> shift	District employee – badge scan upon entry
Food service workers	Preps and makes meals for remote students	Meals must be delivered to students and must be prepared on site	1 <sup>st</sup> shift	Badge scan upon entry
Superintendent	Oversees and leads all functions of the district	District needs oversight on a daily basis	1 <sup>st</sup> shift	Employee – badge scan
District Treasurer	Financial functions, state and federal grants, state aid, etc	Essential financial functions must be continued to be carried out on a daily basis	1st	Employee – badge scan
Payroll clerk	Does all the functions of payroll and health benefits	Essential financial functions must be continued to be carried out on a daily basis	1st	Employee – badge scan
Business official	Oversees business office functions and non instructional areas	Essential financial functions must be continued to be carried out on a daily basis	1st	Employee – badge scan
Account clerk	Pays bills, purchasing, and keeps track of all vendor accounts	Essential financial functions must be continued to be carried out on a daily basis	1st	Employee – badge scan
Building principals	Oversee all faucets of their building	Essential to all aspects of running their building and oversight of their staff.	1st	Employee – badge scan
Director of sped and Pupil Services	Over sees all aspects of special education, CPSE, pupil services, and is Designated as our pandemic - coordinator	Services responsible must be overseen and pandemic coordinator must be on site to ensure following all pandemic guidelines.	1st	Employee-badge
Executive Assistant to the Superintendent	Essential clerical functions in the superintendent’s office, including HR and personnel responsibilities such as: FMLA, approve leave and other attendance functions	Human resources is a function that is essential to the district.	1st	Employee – badge scan
Nurses	supports health and safety needs of all students.	Provides allergy shots and other health related supports to students even if remote. Can rotate one nurse in building at a time	1st	employee - badge scan
IT department	ensure that technology, wifi, and all networks and servers are functioning properly	Essential for these staff to support instructional technology, repair technology devices, support our infrastructure and physical spaces that relate to technology		

Office staff	Ensure duties and functions within the building and counseling offices are completed	Essential to ensure the smooth operation of each building.	on campus or off utilizing a rotation based on contractual hours	employee-badge scan
instructional/counseling/related service staff	Deliver instruction and supports that impact the learning of state standards, academic/social-emotional, and related services support	essential to deliver the educational program to students in order to support learning, ie including but not limited to related services, counseling and mental health supports and academic instruction	on campus or off depending on specific situations 7:45-2:45	employee - badge scan
Support staff: aides, TAs	support instructional program and special education needs for most at risk learners	not essential when district is fully remote, but add value to the instructional program when in-person. Specific personnel may work remotely if warranted.	on campus - very select few would work remotely. 7:45-2:45	employee- badge scan
transportation staff	transport students to on and off campus sites	essential to deliver meals if remote and students in off campus placements	1st shift	employee-badge scan

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

### Ensure Digital Equity for Employees

- o **Mobile Device Assessments:**
  - Survey agency departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services
  - Conduct a cost analysis of technology device needs
- o **Internet Access Assessments:**
  - Survey agency departmental staff to determine the availability of viable existing at-home Internet service
  - Conduct a cost analysis of Internet access needs
- o **Providing Mobile Devices and Internet Access:**
  - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
  - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need. WIFI hotspots and residential commercial Internet options will be evaluated for anticipated effectiveness in particular situations.

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

- o To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
- o To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
- o Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed Internet.

### Mobile Devices Delivery:

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- o Communication (e-mail, phone, online conferencing, google platforms, website)
- o Teacher/student and student/student interaction (google meets or webex type of live interactions, office hours, check-ins, peer collaboration)
- o Instruction (video/audio recordings of instruction, instructional materials, synchronous learning, asynchronous online posted learning opportunities)
- o Learning Materials and Content (digital content, online learning activities, delivered learning materials)
- o Additional Technology Devices Assessments:
  - Identify students' technology needs to include adaptive technologies
  - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- o Providing Multiple Ways for Students to Learn
  - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet.

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

Depending on the exact nature of the communicable disease and its impact, FFCS is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work days or work weeks.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

**Protection (Preparedness):**

We have collaborated with our partners (Montgomery county sheriffs, Montgomery County Public Health, Emergency management, DSS, Mental Health association, etc to assure complementary efforts.

- The District-wide Command Center and its alternative are listed in the building level safety plan and will be activated at the direction of the School District Incident Commander. Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.
- The school district has designated a COVID-19 safety coordinator (administrator) for the district, whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels. The coordinator shall be the main contact upon the identification of positive COVID-19 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 COVID-19 public health emergency and plans implemented by the school.

<i>FFCS</i>	<i>COVID-19 Safety Coordinator/Administrator</i>	<i>Contact #</i>
<i>Kristine Dickson</i>	<i>Covid-Coordinator</i>	<i>518-853-3332</i>


- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include: websites, school postings, e-mails, special presentations, phone calls, texting, reverse 911 systems, and the public media. A school district Public Information Officer, the Superintendent and/or his designee, has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. **The district utilizes a school messenger system that can send mass emails, text and phone calls.**
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
  - Overall Operations – we have defined the following decision-making authority for the district as the **Superintendent or the Business official if superintendent is not able to perform these responsibilities.** Recognizing the need for these essential individuals to have frequent communication, we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by cell phones, e-mail, district-automated phone notification system and hand-held radios if necessary.
  - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in these areas **treasurer, account clerk, and deputy treasurer, business official.** Recognizing the need for job cross-training, we have trained individuals with the following job titles: **treasurer, account clerk, and deputy treasurer, business official.** We have also established the ability to maintain these essential functions off-site from remote locations as follows: **All technology necessary to perform these functions have been prepared on laptops that include the software necessary to perform these functions.**
  - Maintenance of facilities will be performed utilizing split shifts
  - Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The Human Resources responsibilities will come out of the district office by the executive assistant to the Superintendent. The Superintendent will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc. The Superintendent working with administration and our local health department will decide if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include
  - On-line instruction; on-line resources; on-line textbooks, taped lessons, hard copy lessons
  - 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

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

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

- The school district will provide employees with an acceptable face covering at no cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.

- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the District is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals who are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. Parents will also be encouraged to provide face coverings for students; however, face coverings will be provided for any student who cannot provide their own.

### PPE Supply Management

- The Facilities Department is working with programs to determine the overall PPE needs of the District. Centralized purchasing will be used when possible.

Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	Assumptions
Students	100 Masks per Week	1200	600	1 Disposable Mask per week per Student (supplements parent provided)
Teachers/Staff	200	2400	1200	5 Disposable Masks per week per Teacher
Nurse/Health Staff	300	3600	1800	10 Disposable Masks per week per School Nurse

PPE for High Intensity Contact with Students			
Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 per week per Staff
Disposable Gowns	10	120	10 per week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable per Staff
Waste Disposal Medium	1	n/a	1 Unit per Staff Total
N-95 Respirators*	10	120	10 per week per Staff

*\*Note: N-95 respirators are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or aerosol-generating procedure. Those employees required to wear N-95 respirators will need to be fit tested and medically evaluated in order to determine if the employees are capable of wearing an N-95 respirator without impacting health.*

### Response:

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Montgomery County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.



- The PIO will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- Human Resources will meet with staff to review essential functions and responsibilities of back-up personnel. Human Resources will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- **If the decision is made to close a school building in consultation with the Montgomery department of public health, the school district will notify the NYS Education Department and District Superintendent at HFM BOCES.**

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

### **Confirmed COVID-19 Case Requirements & Protocols**

Instructional programs must be prepared for COVID-19 outbreaks in their local communities and for individual exposure events that occur in their facilities, regardless of the level of community transmission. CDC has provided the following decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation:

### **CDC and NYSDOH Recommendations:**

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Waiting 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 COVID-19, 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 COVID-19 can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to DOH's [Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure](#) for information on "close and proximate" contacts.
- If more than three days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

### **Return to School After Illness:**

Schools must follow NYSDOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

If a person tests positive for COVID-19 the individual is to isolate for the specified number of days given by NYSDOH or our local public health.

The CDC provides specific guidance for individuals who are on home isolation regarding when the isolation may end. [Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings](#).

## **Staff Absenteeism**

- Instructional staff will call into the Absence Management System (formerly known as AESOP) when they are absent due to illness. Substitutes will be provided as necessary and as requested. In certain situations, a staff member may be allowed to work from home.
- The instructional departments will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.
- The instructional departments will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

## **Medical Accommodations**

- The Human Resources Department will continue to handle medical and COVID-19 accommodations.

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

If a student or staff member tests positive for Coronavirus, the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. The school district will assist with contact tracing by keeping accurate attendance records of students, staff and visitors. The information below is provided by the New York State Contact Tracing Program:

Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

**If you get a call from “NYS Contact Tracing” (518-387-9993), PLEASE answer the phone.** Answering the phone will keep your loved ones and community safe.

### **A contact tracer will:**

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a COVID Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you've been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way. This is how we stop the spread!

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will operate through the next flu season. It will be implemented in coordination with New Jersey and Connecticut.

## **Facilities: Cleaning and Sanitizing**

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

**Routine cleaning of school settings includes:**

- o Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- o Dust- and wet-mopping or auto-scrubbing floors
- o Vacuuming of entryways and high traffic areas
- o Removing trash
- o Cleaning restrooms
- o Wiping heat and air conditioner vents
- o Spot cleaning walls
- o Spot cleaning carpets
- o Dusting horizontal surfaces and light fixtures
- o Cleaning spills

**Classroom/Therapy Rooms:**

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

**Common Areas:**

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. If users cannot maintain six feet of distance, they shall wear a mask. Signage has been posted in common areas to remind staff of health and safety etiquette.

**Disinfecting:**

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- o Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- o Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- o Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- o Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- o Regular cleaning and disinfection of restrooms will be performed.
- o Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- o Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration.
- o Additional paper towel dispensers may be installed in other designated spaces.

Upon request, Facilities Services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- o Bus seats and handrails.
- o Buttons on vending machines
- o Classroom desks and chairs.
- o Door handles and push plates.
- o Handles on equipment (e.g., athletic equipment).
- o Handrails
- o Kitchen and bathroom faucets.
- o Light switches.

- o Lunchroom tables and chairs.
- o Related Services Spaces.
- o Shared desktops.
- o Shared telephones.

**Hand Sanitizing:**

- o Hand sanitizer dispensers will be located and installed in approved locations.
- o Hand sanitizer bottles will be distributed to staff as approved by Central Administration.

**Trash removal:**

- o Trash will be removed daily.
- o Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- o No-touch trash receptacles will be utilized, where possible.

**(6) Documenting Precise Hours/Work Locations of Essential Workers**



It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified, it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis. **Our plan to track such individuals can be found in Appendix C, Essential Employee Worksheets.**

**Recovery:**

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to debrief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Facility Director, and Curriculum Supervisor will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

When a pandemic of any type impacts our ability to function. FFCS will follow the current and most up to date NYSDOH and CDC regulations and guidelines.

**Reviewed by the following:**

FFTA -   
 UEA -   
 FFAA - 