

Public Employer Health Emergency Plan for Phoenix Central School District



BOE Approved - February 8, 2021

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

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 paragraphs k and l 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 Phoenix Central Schools Administration and Supervisory Association and the Phoenix Central Schools Teacher's Association, as required by the amended New York State Labor Law.

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

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

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

Signed on this day: February 8, 2021

By: Christopher Byrne

Title: School Superintendent

Signature: 

Record of Changes

Date of Change	Description of Change	Implemented by
12-3-20	District Committee reviewed and updated the first half of the plan.	Planning Team
12-16-20	District Committee reviewed and updated the second half of the plan.	Planning Team

Planning Committee

Name	District Role
Chris Byrne	Superintendent
Karl Seckner	Assistant Superintendent for Finance and Educ. Services
Nicole Covell	Executive Director of Instruction and Personnel
Brett Doody	Elementary Principal / PCSD Administration & Supervisory Association President
Jason Godkin	Director of Facilities
Mike Foley	Director of Data & Instructional Technology
Carol Blackburn	Teacher, PCSTA Union President
Colleen Longley	Teacher, PCSTA Union Member
Lynne Smart	Teacher, PCSTA Union Member

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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 paragraphs k and l 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 the Phoenix Central Schools. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

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

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

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

Planning Assumptions

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

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

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

Concept of Operations

The Superintendent of the Phoenix Central Schools, their designee, or their successor holds the authority to execute and direct the implementation of this plan. If for any reason, the Superintendent of Schools is unable to perform his / her duties, the Assistant Superintendent will hold 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 the Phoenix Central Schools shall be notified by all call, email and web posting, with details provided as possible and necessary, with additional information and updates provided on a regular basis. All stakeholders (faculty, staff, parents and students) will be notified of pertinent operational changes by way of all call, email and web posting . Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of the Phoenix Central Schools, 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 the Phoenix Central Schools, 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, the Phoenix Central Schools is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

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

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

Essential functions are prioritized according to:

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

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

The following are the mission essential functions for the PCSD that will take place even if we suspend all other activities:

Essential Function	Description	Priority
Communications	The Superintendent will lead all communications with all stakeholders to keep them informed on a weekly / bi-weekly basis.	1
Health & Safety	The district will review and consider the number of staff and students allowed to work in person safely. The following factors will be considered – CDC and DOH guidance, social distancing, personal protective equipment, safe transportation, hygiene practices, cleaning and disinfectant supplies, building safety and security, etc.	1
Teaching and Learning	The district will provide all students with a challenging educational program (in-person or virtual)	1
Child Nutrition	The district will ensure students receive a proper nutrition program, whether learning in-person or virtually.	1
Social Emotional Well-Being	The district will prioritize social emotional well-being for students and staff in order to create the mental, social and emotional space for academic learning to occur.	1
Business Office / Payroll	The district will continue to run payroll for faculty and staff.	1

Transportation	The district will utilize transportation to deliver food to families in need as long as they can do it safely.	2
Human Resources	The district will continue to operate its human resources department so that it can fill any faculty and staff positions that need to be filled.	2
Technology	The district will provide all hardware and software for students and staff so that they may work in-person or virtually to provide a challenging educational program.	2
Athletics and Extracurriculars	All athletics and extracurricular activities will be reviewed and implemented as long as they can be conducted in a safe manner and environment. These may be conducted in-person or virtually.	4

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.

The following are the essential positions that must be staffed on-site for us to effectively operate even if we suspend all other activities:

Essential Function	Essential Positions/Titles	Justification for Each
Health & Safety	<ul style="list-style-type: none"> Operations & Maintenance 	<ul style="list-style-type: none"> District buildings will need to be thoroughly cleaned and sanitized. District properties will need to be maintained.
Day-to-Day Operations	<ul style="list-style-type: none"> Administration Clerical 	<ul style="list-style-type: none"> The district will staff offices on an as needed basis to ensure the district and buildings are running properly. At times, these employees may also work remotely.
Payroll	<ul style="list-style-type: none"> Asst. Supt. for Finance & Educ. Services Payroll Clerk 	<ul style="list-style-type: none"> The district will need to continue to run payroll for faculty and staff.
Child Nutrition	<ul style="list-style-type: none"> Food Service Supervisor Food Service Workers Transportation Department 	<ul style="list-style-type: none"> The district will continue to provide a proper nutrition program to our students, whether learning in-person or virtually.
Technology Coordination	<ul style="list-style-type: none"> Director of Data and Instructional Technology LAN Administrator LAN Technicians 	<ul style="list-style-type: none"> The IT manager establishes all priorities for IT tasks and organizes staff. IT staff members will provide support in distributing and setting up hardware and software, network management, and help desk support. At times, these employees may also work remotely.
Medical Distribution	<ul style="list-style-type: none"> School Nurses (RNs and LPN) 	<ul style="list-style-type: none"> As needed to distribute prescriptions and / or supplies to families

Reducing Risk Through Remote Work and Staggered Shifts

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

Remote Work Protocols

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

1. Identification of staff who will work remotely:

Group A	Building Level Faculty and Staff – teachers, teaching assistants, aides, OT/PT, counselors, psychologists, etc.
Group B	Food Service Workers
Group C	Transportation Department
Group D	Clerical
Group E	Administration
Group F	Operations & Maintenance

2. Approval and assignment of remote work –
 - a. The Superintendent will approve faculty and staff to work remotely.
 - b. Faculty and staff may be required to work a select number of days or hours in-district based upon need.
 - c. Hours per week for remote work will be determined based on need for in-person / remote work.
3. Staff will be equipped with the following for remote work, which may include, but not be limited to the following:
 - a. Internet capable laptop and/or Chromebook
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

Questions or concerns regarding technology, connectivity, etc., needed for remote work should be sent to the PCSD Director of Data and Instructional Technology.

Staggered Shifts

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

1. Identification of positions for which work hours will be staggered

Operations & Maintenance	O & M workers will be allowed to work 2 nd shift if / when it is necessary to reduce staffing numbers working 1 st shift.
Office Staff	The district will staff offices on an as needed basis to ensure the district and buildings are running properly.
Food Service Department	Food Service Department will work as needed to ensure students receive a proper nutrition program, whether learning in-person or virtually.
Transportation Department	The Transportation Department will work as needed to ensure food is delivered to students if we learning virtually.

2. Approval and assignment of changed work hours

- a. The Superintendent will approve the departments identified above to work staggered hours.

Personal Protective Equipment

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

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

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

Protocols for providing PPE include the following:

- 1. Identification of need for PPE based upon job duties and work location
 - a. The district will review and follow OSHA guidance and CDC recommendations regarding providing PPE. At the time this plan was written, PPE will be provided as follows:

Nurses & Staff with health conditions	Face masks, eye protection, face shields, disposable gloves, disposable gowns
All other faculty and staff	Face masks and face shields (if requested)
Contractor	Face masks
Students	Face masks

2. Procurement of PPE

- a. As specified in the amended law, PCSD will be prepared to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months.

- b. PCSD will mitigate supply chain disruptions to meet this requirement.
- 3. Storage of, access to, and monitoring of PPE stock
 - a. PPE will be stored in a manner which will prevent degradation at either the EJD basement or Operations and Maintenance Department.
 - b. Employees and contractors will have immediate access to PPE in the event of an emergency.
 - c. The supply of PPE will be monitored and distributed by our Director of Facilities to ensure integrity and to track usage rates.
 - d. Additional PPE will be ordered when supplies in storage get low.
- 4. The district will strive to maintain the following amounts (2-month supply) of PPE on hand at all times for its 1750 students and 425 faculty and staff members:

Face Masks	32,320
Disposable Gloves	10,000
Medical Gowns	320
Eye Protection	20
Face Shields	20
Hand Sanitizer	200 gallons

- 5. The district will work with the following suppliers to maintain our PPE:

WB Mason	1200 State Fair Blvd, Syracuse, NY 13209	888-926-2766
Corcraft Products - NYS Clean	NYS Dept. of Corrections and Community Supervision 550 Broadway Albany, NY 12204	800-436-6321
Lock 1	17 Culvert Street, Phoenix, NY 13135	315-934-4376

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 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. If possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. The Superintendent of Schools must be notified anytime there is a staff exposure.
 - c. The Superintendent of Schools will notify the Director of Facilities to clean and disinfect areas where any potential exposures may have taken place.

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. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if:

a. They have a POSITIVE RESULT –

- i. You must remain in isolation (at home and away from others) until your local health department has released you from isolation, which is typically:
 - 10 days after symptom onset; AND
 - Your symptoms are improving; AND
 - You are fever-free for at least 72 hours without use of fever reducing medicines.

While you are in isolation, all members of the household must quarantine at home until released by the local health department, typically 14 days.

b. They have a NEGATIVE RESULT –

- i. If your symptoms are improving AND you are fever-free for at least 24 hours without the use of fever reducing medicines, you may return to school with:
 - A note from HCP indicating the test was negative OR
 - Provide a copy of the negative test result.

5. The Superintendent of Schools must be notified in these circumstances and 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 of Schools or their designee will work collaboratively with the Department

of Health to inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

- b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. The Superintendent of Schools must be notified in these circumstances and is responsible for ensuring these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office 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.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly, to the best of our ability.
 - b. Building custodial staff will be responsible for cleaning common areas, and the frequency of such:
 - i. High Touch Surfaces – Multiple times throughout the day.
 - ii. Classrooms – Nightly and as needed.
 - iii. Bathrooms – Hourly.
 - iv. Common Areas – Daily.
 - v. Busses – In between routes.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces are cleaned and disinfected with Clorox 360 machines or similar electrostatic disinfectant machines.
4. Surfaces will be disinfected with products that meet EPA 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 the Phoenix Central Schools is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

Employees will be provided with up to 10 days of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to waiting for test results, quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Additionally, the Phoenix Central Schools will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by the Phoenix Central Schools, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions and/or changes may take place based upon need and the guidance and requirements put in place by federal and state employment laws, FMLA, executive orders, Department of Health guidance, etc.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Phoenix Central Schools, and as such are not provided with paid leave time by the Phoenix Central Schools, 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 the Phoenix Central Schools to support contact tracing within the organization and may be shared with local public health officials.

The Superintendent will approve and communicate faculty and staff to work in-district and/or remotely. Faculty and staff may be required to work a select number of days or hours in-district based upon need. Hours per week for remote work will be determined based on need for in-person / remote work.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Phoenix Central School's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Phoenix Central Schools will coordinate with the Oswego County Emergency Management Office to help identify and arrange for these housing needs.

The Superintendent of Schools will coordinate this effort.