

Peru Central School District

Communicable Disease Appendix

Appendix to District-Level Emergency Response Plan 2020-21

Definitions:

Communicable Disease - shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector, or the inanimate environment to a susceptible animal or human host.

Contractor - shall mean an individual performing services as party to a contract awarded by the School District, state of New York, or any other public employer.

Essential - shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

Non-Essential - shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

Public Employer (or Employer) - shall mean the State of New York, a county, city, town, village or any other political subdivision or civil division of the state, a public authority, commission, or public benefit corporation, or any other public corporation, agency, instrumentality, or unit of government that exercises governmental power under the laws of New York State provided, however, that this subdivision shall not include any employer as defined in section twenty-eight hundred one[a] of the education law.

Personal Protective Equipment (PPE) - shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot, and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

Retaliatory Action - shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Introduction

The health and safety of the children and adults in the Peru Central School District is paramount. Health and safety considerations must always come first in every decision made and every action taken by our school district.

Whether instruction is provided in-person, remotely, or through some combination of the two, schools have an important role to play in educating and communicating with school communities about the everyday actions they can take to prevent the spread of a pandemic. Prevention is accomplished by following the recommendations of health authorities in the following areas:

- Health Checks;
- Healthy Hygiene Practices;
- Social Distancing;
- Personal Protective Equipment (PPE) and Cloth Face Coverings;
- Management of Ill Persons;
- Cleaning and Disinfection;
- Personnel Management.

Each of these categories are essential as they represent the minimum standards necessary to prevent the spread of an infectious disease. Additional considerations are based on best practices or recommendations from the Centers for Disease Control and Prevention (CDC) and the New York State Department of Health (NYSDOH) and should also be continually monitored at the CDC and DOH websites to keep current with the latest COVID information and guidance.

Health Checks

All employees will complete an appropriate health screening survey prior to entering the building each day. The survey may be taken online (Parent Square app) or Paper Log. All employees will take their temperature at their school entrance prior to beginning their workday. All employees are to arrive through their appropriate entrance to affirm Health Screenings have been completed prior to reporting for duty. A Pandemic Health Station will be set up at each office to support the screening and this plan. Employees will not report to work if their temperature is 100.0 F or above.

All students will have their temperature verified by their parent/guardian in their home. If their temperature is below 100.0 degrees and they do not show signs of the communicable disease, they will be permitted to board the bus and/or enter the building. If their temperature is 100.0 F or above, the parent should keep them home from school.

All parents will be required to complete a periodic questionnaire and record it on Parent Square. The completed pandemic specific questionnaire will serve as a confirmation that the health checks have been properly completed.

All visitors, guests and contractors will be required to complete a temperature check and health screening questionnaire similar to the one completed by the employees of Peru Central School District. They will only be permitted to enter a building if their temperature is below 100.0 degrees and they successfully complete the Pandemic questionnaire.

Healthy Hygiene Practices

A daily log will be kept indicating that a health screening survey was completed and results were acceptable and that the employee's temperature was taken and was below 100.0°F. Records of actual temperatures will not be recorded.

If an employee or student starts to show symptoms of the communicable disease during the workday, he/she will be sent home immediately, and proper cleaning protocol will be followed (Confirmed Case of the Communicable Disease Section).

The district has established clear protocols and appropriate signage to instruct staff and students in correct hand and respiratory hygiene. Hand washing signage will be installed above each sink within the District. These signs provide hand washing steps in accordance with CDC guidelines. Respiratory hygiene posters will be displayed throughout each building within the District.

The District will provide daily and weekly reminders through automated telephone messages, text messages, emails, and weekly written notices to homes of families that do not have these communication devices and in the native language of families.

Throughout the course of the school day, students and staff will practice good hand hygiene practices. The district will provide time for students to perform the traditional hand washing (with soap and water, lathering for a minimum of 20 seconds). This is the most preferred method; however, if this is not feasible, the District will provide hand sanitizer throughout the common areas (e.g. classrooms, entrances, offices) and other spaces when able. Some students or staff may be unable to use alcohol-based hand sanitizers for health reasons therefore they must be permitted to wash their hands with soap and water and the district would make those appropriate accommodations.

Social Distancing

The district will require all employees, adult visitors, and students to wear a cloth face covering. Mask breaks can be taken as needed and when eating. Signs will be posted throughout the buildings (e.g. hallways, bathrooms, classrooms, entrances, Administrative offices, break rooms) reinforcing the importance of social distancing. There will also be models with tape on the floor identifying 6' of spacing in a given area. Students will also be reminded at arrival and dismissal to maintain social distancing protocols to the best of their ability.

Personal Protective Equipment (PPE) and Cloth Face Coverings

All employees will be provided with three (3) reusable cloth face masks or a disposable face mask daily. Employees must wear masks at all times.

Disposable face masks will be provided to students and visitors if they don't have them. Masks must be worn at all times while riding buses or within buildings. Mask breaks will be periodically scheduled and meal periods will not require masks once physical distancing has been established.

Employees and students will receive video training on putting on and removing face masks.

The protocol for taking mask breaks throughout the course of the school day will be in accordance with the specific building and teacher. There will be several factors in determining when mask break is appropriate:

- A. The age of the children
- B. Are the children able to maintain social distancing (6') while taking a mask break?

Employees such as nurses and custodians who are potentially more exposed to the communicable disease because of the nature of their position will be provided with an enhanced set of PPE which will include: an N95 or KN95 mask, gloves and a gown.

The Building and Grounds Department will serve as the centralized ordering point within the District for PPE. At least a 6-month supply of disposable masks, re-useable mask, gowns and gloves will be maintained for essential employees in case of an emergency. This stockpile of PPE will be stored in a safe, secure and dry location for emergency use only. Vendors will be identified as resupply options for immediate contact when needed.

Management of Ill Persons

Ill students and staff will be assessed by the school nurse (registered professional nurse, RN) or medical director. If a school nurse or medical director is not available, ill students and staff will be sent home by the building principal for follow-up with a healthcare provider.

Students or staff with a temperature, signs of illness, and/or a positive response to the questionnaire will be sent directly to a dedicated isolation area where students are supervised, prior to being picked up or otherwise sent home. The designated areas will be predetermined in each of the buildings.

Cleaning and Disinfection

The district has established a cleaning schedule for each of the buildings in the district. Required protocols have been put in place in accordance with CDC. The district is using products that are less likely to trigger asthma attacks.

As an additional safety measure, the district will clean and disinfect all work areas, counters, restrooms, doorknobs, and stair railings several times daily.

The District will further increase frequency based on increased incidents of communicable disease exposure in the area or in the school community.

Cleaning and disinfecting recommendations from the CDC can be viewed at:

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

Confirmed Case of the Communicable Disease

If there is a suspected or a confirmed case of the communicable disease in the office/classroom/common area, the affected area will immediately be closed off and no one shall enter the area for 24 hrs. After 24 hours, the area will be cleaned and disinfected. Any common areas that were used by the affected employee will be temporarily closed and immediately cleaned and disinfected. Proper cleaning equipment must be worn at all times during cleaning.

The district/school plan will create protocols that comply with CDC guidance for the return to school of students and staff following illness or diagnosis of a confirmed case of the pandemic or following quarantine due to contact with a confirmed case of the communicable disease. Return to school will be coordinated with the local health department.

Employee Leave Related to Testing, Treatment, Isolation or Quarantine

The employee will have available to him or her various leave options outlined within their bargaining unit's agreement with the District. In addition, the District will make employees aware of other leave options which may become available as a result of a local, state or federal mandate/order related to the pandemic response.

Work Schedule of Employees

Depending on the exact nature of the communicable disease and the impact it has on instructional and operational programs, the District is prepared to enact a variety of strategies to reduce overcrowding and maintain appropriate social distancing requirements. The following will be considered and enacted as appropriate:

- Limiting building occupancy to 25%, 50% or 75% of capacity
- Forming employee work shift cohorts to limit contacts

- Limiting employee travel between buildings
- Staggering arrival, dismissal and period changes
- Alternating work days or work weeks
- Limiting or elimination visitors within buildings
- Reducing or eliminating outside groups from using buildings

Essential and Non-Essential Employees

Peru Central School District has dedicated time and resources in providing the District with the capability of operating many of its instructional and operations from a remote setting in case of an emergency (non-essential). However, there are many staff functions that can't be accomplished from a remote setting and therefore requires the employee to be physically present at their established worksite to perform his or her job (essential). It should be understood that this division between essential and non-essential has nothing to do with how essential or non-essential the job functions is for the operation of a school district. For example, a job can be an essential for the operation of a school district, but be non-essential because it can be performed remotely. It is merely defining where a job can or can't be performed. The following table identifies essential and non-essential employees:

Job Titles/Departments	Essential or Non-Essential	Justification
Superintendent	Non-Essential	As the Chief Executive Officer of the District, the Superintendent's presence at the District is preferred, but it can be performed remotely.
School Business Administrator	Non-Essential	As the Chief Operations and Financial Officer of the District, presence at the District is preferred, but it can be performed remotely.
Administrators	Non-Essential	In a pandemic response, the vast majority of the administrators would be overseeing programs and personnel operating in a remote setting. As a result, they too could complete their essential tasks from a remote setting.
Supervisors	Essential	The nature of their supervisory responsibilities would require them to be

		on campus to fulfill the responsibilities of their position.
District Office Staff	Non-Essential	Similar to the COVID-19 Response, their essential functions could be completed from a remote setting.
Teachers & Teaching Asst.	Non-Essential	Similar to the COVID-19 Response, their essential functions could be completed from a remote setting.
Counselors, Psychologists	Non-Essential	Similar to the COVID-19 Response, their essential functions could be completed from a remote setting.
Nurses & Therapists	Non-Essential	Similar to the COVID-19 Response, their essential functions could be completed from a remote setting.
Clerical	Non-Essential	Similar to the COVID-19 Response, their essential functions could be completed from a remote setting.
Cafeteria	Essential	The nature of position requires the completion of the tasks related to this position be completed at the established worksite.
Aides & Monitors	Essential	The nature of position requires the completion of the tasks related to this position be completed at the established worksite.
Transportation	Essential	The nature of position requires the completion of the tasks related to this position be completed at the established worksite.
Maintenance & Custodial	Essential	The nature of position requires the completion of

		the tasks related to this position be completed at the established worksite.
Guard	Essential	The nature of position requires the completion of the tasks related to this position be completed at the established worksite.

Non-Essential Employees Remote Support

The procurement and purchase of items necessary to support the remote settings will remain at the building and department level. Purchasing policies and procedures will remain in place unless specific guidance is provided otherwise. Coordination with the IT Department will be required on any technology related devices.

Employees will continue to comply with applicable laws, acceptable use policies and cybersecurity guidelines. Any devices provided by the District will be equipped with antivirus, applicable security settings, preloaded software programs and applications. Any adjustments to these work devices should be arranged through administration and coordinated with the IT Department.

Emergency Housing for Essential Employees

In the off-chance that essential employees require emergency housing, the District will create a temporary shelter on campus or coordinate with a local establishment to secure quarters in a local hotel or motel.

Personnel and Visitor Tracking

The tracking of personnel and students during a pandemic is critical to its containment. With regards to student contacts, the District would rely on its student management system to identify contacts. With regards to staff and visitors, the District would implement numerous protocols to minimize or assist in maintaining a record of staff and visitor contacts.

1. UPS and FedEx drivers shall be informed to leave all deliveries in a designated area.
2. In person meetings should be kept to a minimum. Social distancing or mask wearing should occur at all in person meetings. Meeting tools should not be shared. Meetings should be done via telephone or video conference to the extent possible when you cannot socially distance.
3. If in person meetings are necessary, the Building Principal must coordinate the scheduling of such meetings to ensure that scheduling guidelines are

followed. Visitors should be advised to call the office upon arrival so that the clerical staff may unlock the doors for them to enter.

4. Visitors may not be permitted access to the building if they are not wearing an appropriate face covering. Visitors should be notified of this when appointments are scheduled.
5. Visitors must complete a health screening survey prior to entering the building. Visitors should be advised of this requirement when their appointment is scheduled, and the survey should be provided to them in advance to the extent possible.
6. Visitors must be shown immediately to the meeting room and may not be permitted to wait in any common area.
7. Visitors should also be advised to reschedule their appointment if they are feeling ill or are experiencing any the pandemic symptoms.
8. The Building Principal must keep a log of visitors entering the building including their name, date and time of visit, staff members they met with and contact phone number.
9. A meeting log needs to be created whenever a meeting is held within a building. The information is collected by the host of the meeting and turned into the Building Principal at the conclusion of the meeting. The log must contain the following information date, time, location, duration and individuals involved in the meeting.
10. Visitors who are dropping off or picking up documents and students should be met outside the building to minimize visitors entering the building.
11. No guests or visitors other than those attending necessary meetings shall be permitted in the building at any time. Any food deliveries shall be received outside the building.

The Pandemic Resource Officers:

A Safety Compliance Officer shall be designated by the Superintendent to be responsible for implementing, monitoring and enforcing all safety plans and policies. All employees shall be advised to direct all questions and concerns regarding the Plan to the Safety Compliance Officer. The Superintendent Designee is Randolph Sapp, Peru Central School District's Business Official, (518) 643-6003, rsapp@perucsd.org.

The Alternate Safety Compliance Officer shall be designated to act in the Safety Compliance Officer's absence. The Superintendent's designee is Shannon Rabideau, Director of Student Services, (518) 643-6040, sradideau@perucsd.org.