

Public Employer Health Emergency Plan for Fulton City School District



Timeline:

February 4, 2021: Complete Draft Plan

February 22, 2021: Share with Bargaining Units

February 23, 2021: Share with Board of Education Members

March 9, 2021: Public Hearing to Review Plan

March 10, 2021: Post the Approved Plan to the Fulton City School District Website.

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 Fulton City School District Administrative Association (FAA) and the Fulton City Schools Teacher's Association (FTA), 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 Fulton City School District, 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: March XX, 2021

By: Brian T. Pulvino

Signature: _____

Title: School Superintendent

Record of Changes

Date of Change	Description of Change	Implemented by
1-21-2021	District Committee reviewed and updated the first half of the plan.	Planning Team
1-28-2021	District Committee reviewed and updated the second half of the plan.	Planning Team

Planning Committee

Planning Team	
Brian Pulvino	Superintendent
Dan Carroll	Executive Director of Instruction and Achievement
Chris Ells	COVID Coordinator Director of Health, Physical Education, and Athletics
Geri Geitner	Executive Director of Human Resources & Student Support Services
Donna Parkhurst	GRB Principal/FAA President
Dom Lisi	Director of Operations and Innovation
Kerrie Phillips	FTA President
Becky Barton	VP FTA
Karen Noel	4 th Executive President
George Heer	President/Designee of Facilities/Maintenance Unit
Kelly Pappalardo	Designee/Clerical Unit
Elizabeth Stoddard	FSAA Representative
Al Crump	Director of Facilities, Operations, and Transportation

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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 Fulton City School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees 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 Fulton City School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent.

Upon the determination of implementing this plan, all employees and contractors of the Fulton City School District be notified by all call, application, 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, application, 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 Fulton City School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of the Fulton City School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Fulton City School District 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 Fulton City School District

The Fulton City School District 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 Fulton City School District that will take place even if we suspend all other activities:

Essential Function	Description	Priority
Communications	The Superintendent and his/her team will lead all communications with all stakeholders to keep them informed on a daily, weekly, and bi-weekly basis.	1
Health & Safety	The district will review and consider the number of staff and students determined to work in person safely. The following factors may be considered – CDC, DOH, and NYSED guidance, physical 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 prioritized essential instructional learning programs (in-person or virtual/remote)	1
Child Nutrition	The district will ensure students have access to a proper nutrition program, whether learning in-person or virtually/remotely	1
Social Emotional Well-Being	The district will provide social emotional developmental supports for all students and staff in order to provide a balanced teaching and learning environment	1
Business Office & Payroll	The district will continue to operate and function to meet district needs	2
Transportation	The district will utilize transportation to support operations and functions of the district	2
Human Resources	The district will continue to operate its human resources department to support operations and functions of the district	2/3

Technology	The district will provide all resources, services and supports for all students with prioritized essential instructional learning programs (in-person or virtual/remote)	1
Athletics and Extracurricular	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.	3

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 Response Coordinator 	<ul style="list-style-type: none"> District properties will need to be prepared and maintained.
Day-to-Day Operations	<ul style="list-style-type: none"> Administration (District & School) Clerical 	<ul style="list-style-type: none"> The Superintendent and his/her team will lead all communications 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.
Business Office & Payroll	<ul style="list-style-type: none"> Business Administrator Payroll Clerk 	<ul style="list-style-type: none"> The district will continue to operate and function to meet district needs
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 ensure students have access to a proper nutrition program, whether learning in-person or virtually/remotely
Technology	<ul style="list-style-type: none"> Chief of Operations and Innovation Technology Team 	<ul style="list-style-type: none"> The district will provide all resources, services and supports for all students with prioritized essential instructional learning programs (in-person or virtual/remote) Facilitate all communications In-Person or Remote

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 Support, triage, and coordination of all health related issues In-Person and or Remotely
Teaching and Learning	<ul style="list-style-type: none"> Instructional Faculty & Staff 	<ul style="list-style-type: none"> In alignment with local, state, and federal guidance. Using key components of present re-opening plan as appropriate, as the foundation document In-Person and or Remotely
Social-Emotional Well Being	<ul style="list-style-type: none"> Instructional Faculty & Staff Student Support Service Faculty & Staff 	<ul style="list-style-type: none"> In alignment with local, state, and federal guidance. Using key components of present re-opening plan as appropriate, as the foundation document Coordination with Community Agencies & Supports In-Person and or Remotely

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, OT/PT, counselors, psychologists, nurses, School Home Liaisons, Speech & Language Pathologists
Group B	Aides
Group C	Food Service Workers
Group D	Transportation Department
Group E	Clerical
Group F	Administration
Group G	Operations & Maintenance (Custodial & Maintenance; Technology)

2. Approval and assignment of remote work –
 - a. Human Resources in consultation with building and district administrators 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 and in alignment with collective bargaining agreements.

- 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 FCSD Chief of Operations and Innovation.

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 Fulton City School District 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 may be staggered

Operations & Maintenance	O & M workers will be allowed to work 2 nd or 3 rd shift if / when it is necessary to reduce staffing numbers working 1 st shift.
Technology Department	The district will staff on an as needed basis to ensure the district and buildings are running properly.
Clerical	The district will staff offices on an as needed basis to ensure the district and buildings are running properly.
Aides	The district will staff on an as needed basis to ensure the district and buildings are running properly and student needs are met.
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 and instructional materials are delivered to students if we are learning virtually.
Business Office & Payroll	The Business Office will work to complete key fiscal components for operation on a daily basis.

2. Approval and assignment of changed work hours

- a. Human Resources in consultation with building and district administrators will approve faculty and staff 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 may 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, CDC, NYSED, and NYS/Local Departments of Health (DOH) recommendations regarding providing PPE. At the time this plan was written, PPE will be provided as follows:

Any FCSD faculty, staff, and or administrator with health conditions or higher risk of exposure	Face masks, eye protection, face shields, disposable gloves, disposable gowns, and protective barriers
All other faculty and staff	Face masks and Gloves
Contractor	Face masks and Gloves
Students	Face masks and Gloves

2. Procurement of PPE
 - a. As specified in the amended law, FCSD 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.
 - b. The FCSD will maintain at least a six month’s supply of required PPE and will make every attempt to 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 @ designated locations (the Director of Athletics, Physical Education, and Health will coordinate).
 - 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 Athletics, Physical Education, and Health to ensure integrity and to track usage rates.
 - d. Additional PPE will be ordered when supplies decrease and/or supply chains.
4. The district will strive to maintain the following amounts (6-month supply) of PPE on hand at all times for its 3200 students and 650 faculty and staff members:

Face Masks	15,000 Adult/15,000 Children
Disposable Gloves	70 Cases
Medical Gowns	1500
Eye Protection	150
Face Shields	150
Hand Sanitizer & Soap	50 Gallons
Paper Towels	210 Cases
Mark E Disinfectant	60 Cases/ 36 4oz. pkgs.
Quatt 44 Disinfectant	55 Cases/4 Gallons
Extra Strength Cleaner/Degreaser	30 Cases/72 2 oz. pkgs.
Hand Soap	65 Cases/ 6 800 ml boxes
Sanitizing Wipes	180 Cases
Alcohol Wipes (Chromebooks)	50 Cases

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

BSN	PO BOX 7726, Dallas, TX 75209	T. Peters 315.415.4977
B&T Sports	124 Cayuga St., Fulton, NY 13069	315.592.7355
Uniforms Etc.	129 Cayuga St., Fulton, NY 13069	315.592.4117
William V. Macgill & Co.	1000 N. Lombard Rd. Lombard, IL 60148	800.323.2841
WB Mason	1200 State Fair Blvd., Syracuse NY 13209	888.926.2766

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

All FCSD faculty, staff, and administration must complete the Daily Health Screening Protocol, if applicable. Any individual exhibiting any symptoms of a communicable disease should stay home and follow procedures for reporting absences.

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC, NYSED, and Local/State Department of Health (DOH) 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 10 days or other current CDC/Department of 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 direct supervisor must be notified immediately. The supervisor will notify Human Resources anytime there is a staff exposure.
 - c. The Superintendent of Schools will notify the Chief of Operations and Innovation 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 Human Resources 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/Department of Health (DOH) guidance and have consulted with a healthcare provider.
 4. The Fulton City School District may require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; in alignment with recommendations from the CDC/Local & State Department of Health (DOH) officials.
 5. CDC criteria for COVID-19 will always be based on the latest guidance
The following procedures determine return to work:
 - a. **When a staff member has 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 10 days.

b. When a staff person has 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.

6. Human Resources and lead coordinator 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 A, 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, Human Resources, and Lead Coordinator 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 a day on a determined schedule
 - ii. Classrooms – Nightly and as needed
 - iii. Bathrooms – multiple times a day on a determined schedule
 - iv. Common Areas – multiple times a day on a determined schedule
 - 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 in accordance with Cleaning for Health protocols
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 Fulton City School District is committed to reducing the burden on our employees and contractors.

It is our policy that the Fulton City School District will comply with existing federal and New York state laws and regulations governing leave provisions in the event of a public health emergency. In addition, the Fulton City School District will collaborate with its collective bargaining units to address unique concerns and contractual obligations. 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 Fulton City School District, and as such are not provided with paid leave time by the Fulton City School District, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work and or off-site visits. This information may be used by the Fulton City School District to support contact tracing within the organization and may be shared with local public health officials.

Human Resources 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 and in alignment with collective bargaining agreements.

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 Fulton City School District'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 Fulton City School District 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.

DRAFT