

Chapter 168 and the Required Amendment to the School District's Emergency Plan

a. Essential Personnel:

- *Facilities and Maintenance Staff:* Needed to ensure buildings and grounds are cleaned, disinfected, etc. on a regular basis. Shifts would be staggered to follow social distancing guidelines.
 - o Director of Facilities, Maintenance Mechanics, Grounds, Custodians, Cleaning Staff
- *District Office Personnel:* Would follow a rotational schedule to ensure the continuity of payroll, benefits, communications, etc.
 - o Superintendent, Business Official, District Clerk, Confidential Secretary, Account Clerk/Typists
- *Building and/or District Administrators and Office Staff:* Would work a limited number of days per week to ensure the continuity of learning, communications, etc.
 - o Principals, Director of Pupil Personnel Services, Director of Instruction, Technology, and Professional Development, Assistant Principal/Data Coordinator
 - o Typists, Clerks, Computer Services Assistant
- *Transportation Department and Food Service Department:* Would follow a rotational schedule if required to provide students with meals or devices for remote learning.
 - o Food Service Director, Cooks, Food Service Helpers
 - o Transportation Supervisor, Head Bus Driver, Bus Drivers, Bus Monitors
- *Other Faculty and Staff:* Depending on guidance from New York State and/or the Department of Health, other faculty and staff members would perform their work responsibilities in-person or remotely

b. Telecommuting/Remote Work:

The District has worked to ensure that all non-essential employees have the devices, software, hot spots, network access, etc. needed to perform their job responsibilities remotely. To accomplish this, the District has used staff surveys, a Technology Committee, and an IT Helpdesk email system to identify and meet technology-related needs. Additionally, the District has used a combination of conference as well as asynchronous days to provide employees with professional development focused on supporting remote learning.

c. Work Shift Staggering:

Throughout the reopening process, the District has prioritized social distancing, face coverings, hand washing, and disinfecting. Furthermore, the District has sought to reduce exposure by moving in-person meetings and interactions to Zoom to the greatest extent practicable. If

required to implement staggered work shifts to provide an extra layer of safety, buildings or departments would design schedules in alignment with existing guidance from New York State or the Department of Health.

d. PPE Protocols:

All PPE items are currently stored in the High School basement facility storage area. Only Facilities personnel have access to this room. Staff members place a request into the Master Library System. A member of the Facilities Department will bring the requested items to the requester the same day or the following day. Once the facilities member has done this, they will mark the order complete in the Master Library System. Inventory is maintained by the Director of Facilities and reordered as necessary.

e. Exposure to Confirmed COVID-19 Cases:

If there is a confirmed case of COVID-19 at NCS, the District will immediately contact the Ontario County Department of Health as well as its medical provider (Workfit Medical) to determine appropriate next steps. To ensure the health and safety of students and staff, actions will involve:

- Isolating and safely removing individual(s) with a positive COVID-19 diagnosis
- Closing off areas used by individual(s) with the positive COVID-19 diagnosis
- Follow CDC and DOH recommendations for cleaning and disinfecting affected areas
- Coordinating with the DOH in notifying relevant classroom/building/district parents of the positive COVID-19 diagnosis. (Note: Medical confidentiality will be protected and identifying student and/or staff information will not be shared.)
- Supporting contact tracing efforts by:
 - o Maintaining accurate visitor logs and attendance records
 - o Keeping up to date class rosters and attendance records
 - o Creating bus and classroom seating charts
 - o Utilizing hallway cameras to help determine potential exposure

f. Documenting Work Hours and Locations:

Staff in the District Office, the Main Offices, and the Central Business Office will document work hours and locations using WincapWeb, Aesop, Google Docs, and PDF fillable forms (details might differ slightly based on the work responsibilities of the employee).

g. Emergency Housing for Essential Employees:

Due to limited housing options in the region, this section is not applicable to the Naples Central School District.