

## **Definitions:**

*"Personal protective equipment" 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.*

*"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 which exercises governmental power under the laws of this state, provided, however, that this subdivision shall not include any employer as defined in section twenty-eight hundred one-a of the education law.*

*"Contractor" shall mean an individual performing services as party to a contract awarded by the state of New York or any other public employer defined in paragraph b of this subdivision.*

*"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.*

*"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.*

*"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.*

### ***Section 1: A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, and a justification of such consideration for each position and title included.***

For the purposes of identifying essential workers, Edwards-Knox CSD has established three tiers of essential workers. Tier I encompasses any position in which all job duties must be performed fully in person, with no exceptions. Tier II includes positions in which some job duties must be performed in person, but some duties can be performed remotely. Tier III designated employees can perform all duties remotely, except for potential exigencies that must be performed in person.

[See Google sheet.](#)

***Section 2: A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace.***

Edwards-Knox CSD will work with employees to provide access to technology. Administration will conduct a survey among employees to collect information about the numbers, types, and condition of devices used for necessary job functions, as well as any lack of internet service. Edwards-Knox will designate a single point of contact in each work location to plan and communicate with supervisors as information from surveys becomes available. We will include opportunities for training and support for employees to adapt to remote work. We will identify a device and/or general technology support person for each work location, and establish an IT helpdesk hotline for troubleshooting issues remotely. This information will be published on the district webpage and sent via email. Edwards-Knox will develop procedures for return and inventory of district owned devices as part of a return to work technology plan. We will develop on-site triage of staff and student devices in partnership with our Lead Computer Technician and BOCES IT service to minimize the time that staff may be without a device. We will develop a technology support plan for employees that includes options for employees without internet access.

Employees will continue to comply with applicable laws and cybersecurity guidelines. Devices will be provided by the employer and equipped with antivirus and applicable security settings including pre-loaded software programs and applications. Employees should refrain from using personal devices to complete work duties.

Any adjustments to the work provided devices should be arranged through the technology services and/or local IT helpdesk staff. All connections will be via secure transmissions either through the vendor/website or a secure VPN service.

The return to work procedures will include:

- » Safely bagging devices collected at work locations;
- » Sanitizing the devices prior to a repair or replacement evaluation;
- » Ordering accessories that may be needed over the summer; and
- » Conducting prepared maintenance routines to remove malware and fix standard issues including, screen, keyboard, or battery replacement.
- » Utilize existing asset tracking tools.
- » Identify a team to assist with processing, returning, and maintaining devices, if needed.

***Section 3: A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors in order to reduce overcrowding on public transportation systems and at worksites.***

In the event that building capacity must be reduced, to avoid overcrowding of entrance and exit points, work shifts of Tier I essential employees shall be staggered through arrival and departure times. Tier II essential employees shall be staggered by having these employees perform duties that must be performed in person at different times or days such that the fewest number of Tier II essential employees will be in person at any given time. Similarly, Tier III essential employees, when responding to an exigency that requires in person presence, will to the extent possible based on the exigency, report to the worksite and leave the worksite at times when the fewest number of essential employees are at the worksite.

Should the need arise to limit building occupancy and/or stagger work schedules and shifts, each Principal/Supervisor will develop a weekly or bi-weekly schedule that establishes adjusted shifts, hours, or days for in-person reporting and share that schedule with employees via email, or other electronic means.

***Section 4: A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees and contractors, based upon the various tasks and needs of such employees and contractors in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee and contractor during any given work shift over at least six months. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.***

Ordering of Supplies will be an essential part of safe operations due to requirements for PPE and additional disinfection and cleaning products. Edwards-Knox has designated a single point of contact for ordering of supplies and maintaining an inventory throughout the school year to ensure adequate PPE and cleaning supplies are available at all times.

**Supplies Ordering Contact:**

Angela Gollinger  
2512 CR 24  
Hermon, NY 13652  
(315) 562-8130 Ext. 25552  
agollinger@ekcsk12.org

Edwards-Knox CSD will follow proper procurement procedures to order these supplies. The Office of General Services (OGS) outlines the procedures at the link below:

» Procurement for School Districts:

<https://ogs.ny.gov/procurement/procurement-schooldistricts>

» Preferred Sources: <https://ogs.ny.gov/procurement/preferred-sources>

It may be beneficial for Edwards-Knox CSD to utilize existing BOCES bids through the Cooperative Purchasing service. Although bids for custodial supplies and health supplies are bid once per year (February/March), orders can be placed until September 30th. Relevant bids are listed below.

» BOCES Bid for Medical/Health Supplies:

»

<https://4.files.edl.io/4e99/04/16/20/115441-57503bb1-2dd5-4a67-91b3-641f51d04fa8.pdf>

» BOCES Bid for Custodial Supplies:

» <https://4.files.edl.io/fd6e/03/26/20/115701-a997db23-c8d9-478d-b898-6f163cd6bed2.pdf>

The following is contact information for the BOCES cooperative purchasing office:

**Darlene Bessette**

(315) 386-4504 ext 10127

[dbessette@sllboces.org](mailto:dbessette@sllboces.org)

**Leanne Lawrence**

[leanne.lawrence@sllboces.org](mailto:leanne.lawrence@sllboces.org)

- Districts may also utilize other bids including a few national purchasing cooperatives (linked below). It is easier for districts to use bids on State contract (linked below)
- This link brings you to the Industrial & Commercial Supplies and Equipment bid at the state. They list the awarded vendors on pages 2 & 3 of the document.  
<https://online.ogs.ny.gov/purchase/spg/pdfdocs/3900022918ra.pdf>

**State Contracts**

Medical and Laboratory Supplies and Equipment

<https://online.ogs.ny.gov/purchase/spg/awards/1200023154CAN.HTM>

Walk-In Building Supplies

<https://online.ogs.ny.gov/purchase/spg/awards/3180023084CAN.HTM>

Green Cleaning Products:

<https://greencleaning.ny.gov/Entry.asp>

## PPE Quantity Estimator

Essential Worker Tier	Number of Essential Workers	Expected in-person shifts per month	Quantity needed per day	Quantity needed per 6 month period	
Tier I		20			
Tier II		4			
Tier III		1			

## PPE Storage

PPE will be stored in designated supply closets and storage rooms, which are easily accessed, in each work location. A listing of inventory in each storage location will be posted visibly in each location.

***Section 5: A description of the protocol in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee or contractor known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee or contractor may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy.***

## Screening/Isolation Procedures

Edwards-Knox CSD will conduct mandatory daily screening in accordance with existing privacy laws among employees prior to entry of the work location via an electronic questionnaire. This

screening questionnaire will ask employees to report any COVID-like symptoms, contact with positive individuals, travel to restricted areas, or known positive COVID-19 test results. It will also prompt employees to contact their supervisor to discuss other concerns not listed before entering the worksite. A failed screening will immediately notify the employee's supervisor who will advise the employee not to report to work. Results of the screening questionnaire populate a spreadsheet by which HR tracks all quarantines, COVID-related leaves, and other relevant metrics. The supervisor, HR, and COVID Safety Officer will work together in partnership with the Department of Public Health to advise the employee on proper protocols given his/her specific situation, and to assist in contact tracing when necessary.

If an employee develops symptoms at work, the Edwards-Knox school nurse will immediately separate students and staff with COVID-19 symptoms by moving them to an isolation room or area. Each work location has designated an isolation room (separate from the nurse or health office), which is separated from the rest of the building. This room will be used in the event that a person becomes ill or begins to display COVID-19 symptoms during the school or work day. Whenever possible, the room will be located as close to an exit as possible, or have an outside exit within the room. For the purposes of contact tracing, Edwards-Knox will log all persons who entered the room. Individuals who are sick should go home or to a healthcare facility, seek COVID testing, and should follow CDC guidance for caring for oneself. Individuals should also watch for emergency symptoms and seek emergency medical care if symptoms occur.

As part of symptom screening, Edwards-Knox is prepared to refer symptomatic individuals to an appropriate healthcare provider or testing site. State, Tribal, territorial, and local health officials and/or healthcare providers will determine when viral testing for COVID-19 is appropriate.

## **Cleaning/Disinfection**

Responsibility of disinfection and cleaning will lie solely with custodial/maintenance/building and grounds staff. These workers have undergone specific training related to CDC approved methods of cleaning and handling of cleaning products. Other non-custodial employees are prohibited from bringing their own cleaning products from home, including aerosols, wipes, or sprays. Exceptions may be made in certain cases as determined by the Coordinator of Buildings and Grounds.

**Prescribed methods:** According to the CDC, reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of maintaining public spaces. The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19. Custodial staff have undergone specific training on using EPA approved cleaning products to properly disinfect and clean areas.

**In the event of a positive case in the building:** Timing and location of cleaning and disinfection of surfaces:

- At a school or central office: Close off areas visited by the ill persons. If possible, open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls) used by the ill persons, focusing especially on frequently touched surfaces.
- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.

### **Notification of Positive Cases**

In the event of a positive case of COVID-19 among Edwards-Knox employees, a notification will be posted on the district webpage, FaceBook page, and One Call Now will be used for notification purposes regarding the location of the positive case. No details or identifying information will be shared. In some cases, school administrators may contact employees to inform them of possible contact and advise them not to report to work until Public Health officials have completed official contact tracing procedures.

***Section 6: A protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees and contractors in order to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.***

Edwards-Knox will maintain a record of precise hours and work locations for NYSUT members using the time clock system, and will utilize WinCap to track attendance for all other employees. Each work location will maintain a record of visitors by requiring sign-ins upon entry. Each classroom will also maintain a log of visitors each day to determine movement within the buildings.

***Section 7: A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.***

In the event that an essential employee is in need of emergency housing, Edwards-Knox CSD will refer the employee to the appropriate public health contact who will secure available emergency housing. When necessary, Edwards-Knox will communicate with local public health officials to identify the employee as an essential worker.