

# Public Employer Health Emergency Plan Warsaw Central School District



4/13/2021

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 Warsaw Educators Association and Warsaw Support Staff 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.

--

As the authorized official of Warsaw Central 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: 4/13/2021

Signature:  \_\_\_\_\_

By: Matthew J. Wilkins

Title: Superintendent of Schools

## Record of Changes

Date of Change	Description of Change	Implemented by

## Table of Contents

Promulgation	1
Record of Changes	2
Purpose, Scope, Situation Overview, and Assumptions	5
Purpose	5
Scope	5
Situation Overview	5
Planning Assumptions	5
Concept of Operations	6
Mission Essential Functions	6
Essential Positions	7
Reducing Risk Through Remote Work and Staggered Shifts	9
Remote Work Protocols	9
Staggered Shifts	10
Personal Protective Equipment	10
Staff Exposures, Cleaning, and Disinfection	11
Cleaning and Disinfecting	12
Procedures	12
Cleaning/Disinfecting Procedure	12
Step 1. Clean	13
Step 2. Disinfect	13
Laundering	13
Classrooms	14
Suggested Cleanliness and Disinfection Standards	14
Classroom	14
Restrooms and Locker Rooms	14
Common Areas (Hallways)	15
Medical Office	15
Clerical/Admin Offices	16

Athletic Areas	16
Restrooms	17
Employee and Contractor Leave	17
Documentation of Work Hours and Locations	18
Housing for Essential Employees	18



## 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, requiring 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 Warsaw Central 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 expect 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 Warsaw Central 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 of Schools.

Upon the determination of implementing this plan, all employees and contractors of Warsaw Central School District shall be notified in writing, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Warsaw Educators Association and NYSUT will be notified of pertinent operational changes by way of writing or electronic communication. 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 Warsaw Central 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 Warsaw Central 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, Warsaw Central 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 District

The Warsaw Central 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 mission essential functions for Warsaw Central School District have been identified as:

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the District in addition to needed technical support. Maintains the District's network and phone system.	1
Operations and Maintenance	Provides support for the District's physical plant and operating systems.	1
Business Office	Provides continuity of financial and personnel services.	2
Administration	Plans and coordinates continuity of operations and education.	1
Food Service	Plans and executes the District's food security plan.	1
Instruction	Provides required UPK – 12 instruction for students as required by Commissioner's regulations.	2
Instructional Support	Provides interventions and supports for students in the learning environment under the supervision of certified professionals.	3
Transportation	Provides support for delivery of meals and instructional materials as needed.	1
Health Office Staff and Mental Health Professionals	Serve as a liaison between community health organizations and the school district. Provides student physical and mental health services.	2
General Office Support	Provides general office support as needed.	2

## 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.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> <li>• Senior Computer Services Assistant</li> </ul>	<p>The SCSA works collaboratively with district administration to identify priorities for IT tasks.</p> <p>IT staff members provide support in setting up hardware and software, network management, and help desk support.</p>
Operations and Maintenance	<ul style="list-style-type: none"> <li>• Director of Facilities, II</li> <li>• Maintenance Worker</li> <li>• Groundskeeper</li> <li>• Senior Custodial Worker</li> <li>• Custodian</li> <li>• Cleaners</li> </ul>	<p>The Operations and Maintenance administration and staff ensure physical plant maintenance and adherence to the District's prioritized periodic maintenance schedule.</p>
Business Office	<ul style="list-style-type: none"> <li>• District Clerk/Executive Secretary</li> <li>• District Treasurer</li> <li>• Administrative Secretary</li> </ul>	<p>District Office administration and staff ensure the continuity of District governance and the District's fiscal stability. District Office Administration and Staff are responsible for preparing the Board of Education meeting agendas and supporting documentation, facilitating payroll and accounts payable, and act as the center for communications and information for the District.</p>
Administration	<ul style="list-style-type: none"> <li>• Superintendent of Schools</li> <li>• School Business Administrator</li> <li>• Director of Special Services</li> <li>• Director of Instructional Services</li> <li>• Senior Computer Services Assistant</li> <li>• Director of Facilities, II</li> <li>• High School Principal</li> <li>• Middle School Principal</li> <li>• Elementary School Principal</li> </ul>	<p>The team is responsible for planning and implementing the District's detailed emergency response. The team prepares District communications, activates its respective teams, and facilitates the response. The team must adjust and adapt to changing circumstances at a moment's notice. The team is responsible for supporting staff/faculty and monitoring overall operations during a public health crisis. The team is responsible for maintaining records for all aspects of a public health crisis response.</p>

	<ul style="list-style-type: none"> <li>• MHS Assistant Principal</li> <li>• Elementary School Assistant Principal</li> </ul>	
Food Service	<ul style="list-style-type: none"> <li>• Food Service Director</li> <li>• Cook</li> <li>• Food Service Helper</li> </ul>	Responsible for implementing the District's Food Security Plan. The Department purchases menu items that may be bagged and delivered. Menus must still comply with nutritional guidelines and ensure portability. The Department is responsible for the preparation of meals and tracking and keeping records of all meals served.
Instruction	<ul style="list-style-type: none"> <li>• General Education Teachers</li> <li>• Content Area Teachers</li> <li>• Special Education Teachers</li> <li>• Special Area Teachers</li> <li>• Student Support Services</li> <li>• ELL Teachers</li> </ul>	Responsible for implementing the District's continuity of education plan including adherence to student Individualized Education Plans (IEP). Educators must provide instruction in adherence with Commissioner's regulations in-person or in a remote environment depending on the circumstances of the public health crisis. Instructional faculty are responsible for tracking student attendance and establishing contact with their students.
Instructional Support	<ul style="list-style-type: none"> <li>• Teaching Assistants</li> <li>• School Monitors</li> </ul>	Teaching Assistants may provide instruction under the supervision of a certified professional. Teaching Assistants and School Monitors provide whole class and individual support for students in the instructional setting.
Health Office Staff and Mental Health Professionals	<ul style="list-style-type: none"> <li>• School Nurses</li> <li>• School Counselor</li> <li>• School Social Worker</li> <li>• School Psychologist</li> </ul>	Serve as a liaison between community health organizations and the school district. Provides student and staff physical and mental health services. Regularly distributes social emotional self assessment to students, faculty and staff.
General Office Support	<ul style="list-style-type: none"> <li>• School Secretaries</li> <li>• Keyboard Specialists I and II</li> </ul>	Support regular operations of the school as needed.

## 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

Depending on the public health emergency, 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
  - a. Priority 1 staff/faculty/administration will be required to report to the District.
  - b. Priority 2 staff/faculty/administration will be notified whether they are working remotely or must report to work.

- c. Priority 3 staff/faculty/administration will not be required to report to the District and will work remotely.
2. Approval and assignment of remote work
  - a. Direct supervisors will authorize remote work on a case-by-case basis.
  - b. The Superintendent of Schools or his/her designee have final approval of all work schedules.
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - 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
    - ii. All staff members who are working remotely will be required to check email and phone messages two times daily.

### 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 Warsaw Central 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 will be staggered
  - a. Direct supervisors will authorize remote work on a case-by-case basis.
2. Approval and assignment of changed work hours
  - a. The Superintendent of Schools or his/her designee have final approval of all work schedules.

### Personal Protective Equipment

A surplus of PPE items and medical supplies will be maintained by the district as follows:

- Facemasks: cloth and disposable
- Hand sanitizer
- Disposable alcohol wipes
- Eye protection
- Face shields
- Cleaning supplies, disinfectant
- Microfiber cloth
- Disposable gloves
- Electrostatic Disinfectant machine and appropriate cleaning chemicals
- Tyvek Gowns
- Thermometers



## Staff Exposures, Cleaning, and Disinfection

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 (the Superintendent of Schools or his/her designee is responsible for ensuring these protocols are followed):

- 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 current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees may be permitted to work remotely during this period of time.
    - b. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
  - 2. CDC guidelines provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
    - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol. See the section on Cleaning and Disinfection for additional information on that subject.
    - d. If at any time they exhibit symptoms, refer to item B below.
- 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.
- 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 cleaned and disinfected per CDC guidance (see the section on Cleaning and Disinfection for additional information on that subject).

3. Identification of potential employee and contractor exposures will be conducted (confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA)). If an employee or contractor is confirmed to have the disease in question, district personnel will inform all contacts of their possible exposure. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

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:

#### Procedures

The District will:

- Create and retain logs stating:
  - Date
  - Time
  - Scope of cleaning and disinfection
- Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting will include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses.
- Ensure safe and correct application of disinfectants ensuring adequate contact times.
- Keep products away from children.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, or other methods.
- Not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) risk to children using the facility.
- Take steps to ensure all water systems and features (for example, bottle fillers) are safe to use.
- Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Electronics
  - Follow manufacturer's instructions for cleaning and disinfecting. If there are no instructions, use alcohol-based wipes or sprays containing at least 70% isopropyl alcohol. Dry surfaces thoroughly.

#### *Cleaning/Disinfecting Procedure*

Appropriate cleaners

- Surface cleaner
  - Spray bottle
  - Bucket
- Soap & water
  - Spray bottle
  - Bucket



### *Step 1. Clean*

- Wear disposable gloves or any other required PPE to clean and disinfect
- Clean surfaces using an appropriate cleaner making sure you produce friction on the surface
- Read all labels and follow instructions (PPE may be required)
- Cleaning reduces the number of germs, dirt and impurities on the surface. Friction action breaks biofilm on any virus allowing disinfectant to contact the area
- Change out cleaning cloths (microfiber) often or use disposable products
- Clean surfaces prior to disinfecting
- Practice routine cleaning of frequently-touched surfaces

### *Step 2. Disinfect*

- Disinfecting kills germs on surfaces
- Ensure the area or item is cleaned with a cleaning agent before disinfecting
- Then disinfectant can be used
- Take all precautions on the label such as PPE, and safe handling procedures
- Change out cleaning cloths (microfiber) often or use disposable products
- Use EPA-registered disinfectant. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  - Keeping the surface wet for the entire contact/dwell time (see product label)
  - Precautions such as wearing gloves and making sure you have good ventilation during use of the product
- Diluted bleach solutions may also be used if appropriate for the surface
  - $\frac{1}{2}$  cup bleach per gallon of water - highly concentrated solutions may result in adverse health effects, discoloration and residue
  - Bleach solutions should be made fresh and not kept for more than 24 hours
  - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection
  - Unexpired bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation
  - Never mix bleach with ammonia or any other cleanser
  - Leave solution on the surface for at least 1 minute

### *Laundering*

Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or disinfect with an EPA-registered disinfectant

- Washing face coverings in a washing machine and drying in a dryer is recommended to properly clean a face covering
- If masks are hand washed prepare a bleach solution of 4 teaspoons household bleach per quart of room temperature water. Soak the face covering for 5 minutes. Rinse the face covering thoroughly with cool water. Air dry, in direct sunlight, when possible. Wash hands for 30 seconds after washing the mask
- Face coverings must be completely dry before wearing
- Wear disposable gloves when handling dirty laundry from a person who is sick
- Dirty laundry from a person who is sick can be washed with other people's items
- Do not shake dirty laundry
- Clean and disinfect clothes hampers according to guidance above for surfaces
- Remove gloves and wash hands right away



### *Classrooms*

- Faculty and support staff may be responsible for general cleaning within the classrooms and will be provided with appropriate cleaning supplies as needed.
- Keep cleaning supplies out of reach of children
- Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting should include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses. Consider scheduling this task late morning and early afternoon, ensuring adequate contact time for the disinfection
- In order to facilitate cleaning and disinfection, classroom materials should be removed to the greatest extent possible
- Trained Custodial staff should be responsible for heavier cleaning and disinfecting within classrooms.

### *Suggested Cleanliness and Disinfection Standards*

This section outlines the process and expectations following an extended school closure for the continued levels of cleanliness and disinfection required to meet federal and state mandates.

### *Classroom*

- Clean and disinfect high touch surfaces (but not limited to):
  - Classroom desks and chairs
  - Door handles and push plates
  - Bathroom faucets
  - Light switches
  - Shared telephones
  - Shared desktops
  - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and countertops
- Window in the classroom door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area (if applicable)
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

### *Restrooms and Locker Rooms*

- Clean and disinfect toilets, sinks and shower areas
- Clean and disinfect high touch surfaces (but not limited to):
  - Bottle fillers
  - Door handles and push plates
  - Light switches

- Handrails
- All trash receptacles emptied and trash removed from the room
- Floors full mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Restock all toilet paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

### *Common Areas (Hallways)*

- Clean and disinfect high touch surfaces (but not limited to):
  - Bottle Fillers
  - Door handles and push plates
  - Bathroom faucets
  - Light switches
  - Handrails
  - Buttons on vending machines
- All trash receptacles emptied and trash removed
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Walls are spot cleaned, when soiled
- Carpets are spot cleaned
- Make sure all windows are locked
- Make sure all unoccupied classrooms are locked

### *Medical Office*

- Clean and disinfect health cots regularly (after each student use)
- Discard or launder coverings after each use
- Cover treatment tables and use pillow protectors
- Clean and disinfect high touch surfaces (but not limited to):
  - Classroom desks and chairs
  - Door handles and push plates
  - Bathroom faucets
  - Light switches
  - Shared telephones
  - Shared desktops
  - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors full mopped
- Wipe clean: Tables, furniture and countertops
- Window in the door is cleaned at minimum once per week

- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect classroom sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures – Weekly
- Replace Lights (Notify Custodian or Maintenance)

### *Clerical/Admin Offices*

- Clean and disinfect high touch surfaces:
  - Door handles and push plates
  - Bathroom faucets
  - Light switches
  - Shared telephones
  - Shared desktops
  - Shared computer keyboards and mice
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped
- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and countertops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Carpets are spot cleaned
- Make sure all windows are locked
- Clean/Disinfect shared sink and toilet area if applicable
- Vacuum carpet daily if applicable
- Restock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

### *Athletic Areas*

- Establish a regular cleaning schedule for shared environmental surfaces such as wrestling mats or strength training equipment
- Disinfect mats and other high-use equipment at least daily
- Clean and disinfect high touch surfaces:
  - Handles on equipment (e.g., athletic equipment)
  - Bottle fillers
  - Ice Machines
  - Door handles and push plates
  - Light switches
  - Shared telephones
  - Shared desktops
- All trash receptacles emptied and trash removed from the room
- Floors swept and dust mopped



- Floors spot mopped or full mopped
- Wipe clean: Tables, furniture and countertops
- Window in the door is cleaned at minimum once per week
- Walls are spot cleaned
- Make sure all windows are locked
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures - Weekly
- Replace Lights (Notify Custodian or Maintenance)

### *Restrooms*

- Clean and disinfect toilets, sinks and shower areas
- Wear proper PPE, avoid splashes
- Clean and disinfect high touch surfaces:
  - Sinks
  - Faucets
  - Soap dispensers
  - Bottle fillers
  - Door handles and push plates
  - Light switches
  - Handrails
- All trash receptacles emptied and trash removed from room
- Floors full mopped
- Clean Doors and Partitions in Restrooms and Locker Rooms
- Walls are spot cleaned
- Check that toilets, faucets, and drains are working
- Check Sanitary Napkin Boxes
- Clean Exterior of Dispensers
- Make sure all windows are locked
- Re-stock all paper and soap products
- Clean Baseboards - Weekly
- Clean Light Fixtures – Weekly
- Replace Lights (Notify Custodian or Maintenance)

## Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Warsaw Central School District is committed to reducing the burden on our employees and contractors. The Warsaw Central School District will comply with all federal and New York State laws to support its employees during a public health crisis.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Warsaw Central School District, and as such are not provided with paid leave time by the Warsaw Central 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. Contact tracing is a public health function performed by local public health departments to trace all persons who had contact with a confirmed communicable disease. This allows public health officials to put in place isolation or other measures to limit the spread of the disease. The District will cooperate with state and local health department contact tracing. The District will assist the Department of Health in knowing who may have had contact at school with a confirmed case by:

- keeping accurate attendance records of students and staff members;
- ensuring student schedules are up to date;
- keeping a log of any visitors which includes date, time and where in the school they visited; and
- Assist the Department of Health in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

Confidentiality will be maintained as required by federal and state laws and regulations. School staff will not determine who is to be excluded from school based on contact without guidance and direction from the Department of Health.

## 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 Warsaw Central 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 Warsaw Central School District will coordinate with the Wyoming County Emergency Management Services to help identify and arrange for these housing needs. The Superintendent of Schools is responsible for coordinating this.