

In response to Chapter 168 of the laws of 2020 signed into law on 7/7/20 which requires Roslyn Public Schools to adopt a continuation of operations plan in the event that the governor declares a public health emergency involving a communicable disease, this draft language is being presented to you to review and make recommendations. Plans must be submitted to the State by 4/1/21.

**Corresponding Sections of the District Wide Safety Plan adopted by the Roslyn UFSD on August 18, 2020 is amended as follows:**

**Pandemic Planning**

- The District will procure appropriate personal protective equipment (PPE) for essential employees and contractors by way of State, County and Local contracts for best pricing and availability. Such PPE will consist of safety masks, gloves, hand sanitizers and paper goods as needed. The District will have enough on hand to provide each essential employee with (2) units per shift for a period of 6 months. The District will provide Cleaners with disinfectant and equipment to clean all high contact areas and surfaces. Inventory will be supplemented as materials are distributed to maintain an ample supply. All materials are stored in a locked, climate-controlled warehouse to prevent degradation and will be accessible for immediate distribution should the need arise. Access will be limited to three members of the Maintenance Department.
- In the event of a declared emergency which requires that we provide housing to essential employees in order to contain the spread of the communicable disease, we will be working with local hotels, motels and school dormitories as necessary. The District has been and is continuing to work closely with the Nassau County Department of Health, the local Police and Fire Departments and the Office of Emergency Management. We also contract with an outside vendor, Covert Investigations, giving us 24/7 access to a Security Director and the Principal who are both retired law enforcement officers. They have become the main liaison between the District and these agencies. We will take advantage of these relationships to streamline the housing process. As time permits, depending on the urgency of the situation, we will contact Union Heads to discuss the plans for their members' housing.

**Prevention/Mitigation**

- In order to minimize the possibility of an employee coming to work with COVID-19, we utilize a self-screening program that denies entry when any one of four questions is answered in the positive. If an employee cannot answer each question negatively, the program will not provide them with an Entry Pass. Without that pass available to show to the designated staff member at each building, they will not be allowed to enter. Most often, we are receiving emails from employees who are aware that they will not be able to pass the self-screening questionnaire prior to

their completion of the questions. Once we receive the email, it is followed up with a phone call or email from Human Resources to get more details. We do not anticipate that anyone would come into the building knowingly having tested positive or they would not get the Entry Pass upon answering the questionnaire. However, if a staff member or contractor tests positive or shows symptoms after they are already in one of the buildings, they are immediately ushered out of the building and cannot return until cleared by a health care provider in accordance with the Nassau County Department of Health guidelines. Any area they may have been in will be thoroughly cleaned and disinfected by a Cleaner wearing the proper PPE. The same process will be used to clean any shared equipment they may have touched.

- In order for our faculty and staff to remain up to date on safety protocols, the District provides annual training regarding current health and safety standards based on the CDC and NYS Department of Health guidelines. Open and constant communication is maintained with the Nassau County Health Department and local hospitals as well. The District has been and is continuing to follow the protocol set forth in Federal, State and Local law with respect to sick leave and health information privacy.
- We do not anticipate that anyone would come into the building knowingly having tested positive or they would not get the Entry Pass upon answering the questionnaire. However, if a student tests positive or shows symptoms, each building in the District has an Isolation Room that the individual will be required to stay in until a parent or guardian takes the child home. Any area they may have been in will be thoroughly cleaned and disinfected by a Cleaner wearing the proper PPE. The same process will be used to clean any shared equipment they may have touched.

Please reference our existing District Reopening Plan via the link below to review the proper protocols already in place for the District.

<https://sites.google.com/roslynschools.org/reopenroslyn/message-from-the-superintendent>

### **Preparedness**

- The following titles are considered Essential Employees. They would need to be in District, even during a state-ordered reduction of in-person workforce, in order to keep the District running smoothly:
  - **Assistant Payroll Supervisor/Account Clerk/ District Clerk/Treasurer (Administration Office)** – in order to issue live paychecks on a bi-weekly basis as based upon the needs of the department.
  - **Food Service Workers/Cook Managers/Assistant Cook Managers/Food Service Manager (High School)** – in order to prepare meals as required, particularly for Free and Reduced families in the District, whenever

mandated by law during Remote Learning as based upon the needs of the department.

- o **Bus Drivers (Bus Garage)** - in order to deliver essential food and equipment to students, families, and staff members as based upon the needs of the department.

- o **Assistant to the Superintendent for Administration and Special Projects (District-wide)** - essential for daily District-wide operations and the coordination of the Maintenance and Custodial Department as based upon the needs of the department

- o **Cleaners/Custodians/Head Custodians/Maintainers (District-wide)** - in order to continuously maintain, clean and disinfect the buildings not only to eliminate the possibility of transmission within the building but also in preparation for the eventual return to In-District learning as based upon the needs of the department.

- o **Senior Account Clerks/Account Clerks/Administrative Assistants/Secretarial Staff/Assistant Administrator for Business (Administration Building)**– in order to maintain purchasing of supplies, services, and capital projects along with payment for them. There will be a weekly schedule in place, with each essential employee required to work 1-2 days a week as based upon the needs of the department.

- o **Human Resources - Administrative Assistant and Administrative Officer (Administration Building)** - in order to process any essential personnel documents. There will be a weekly schedule in place, with each of the employees required to come in one day per week as based upon the needs of the department.

- o **Assistant to the Superintendent for Technology and Security (District wide)** - will be available on an “as needed” basis whenever technological issues require physical interaction with the data center and cannot be done remotely.

- o **Administrators (District wide)** - will be available on an as needed basis.

- o **Security Aides (District wide)** will be rotated between our seven (7) buildings, meeting minimum manning requirements.

- o **Security Consultant (District wide)** will be available on an “as needed” basis.

- In order to enable essential and non-essential employees and contractors to telecommute, the District has assigned a laptop to all teachers, students, and key staff members. We also provide remote desktop capability for key employees that require business critical software to facilitate the district's operation. Everyone also has the ability to use our remote apps portal to access their documents from either a Mac or a PC. In addition, all staff and faculty have access to Zoom, Exchange

Email, and the Google Suite for collaboration and video conferencing. In order to further facilitate operations, the Technology Department has the ability to remotely call forward any district phone line to the appropriate employee's home or cell phone.

#### Resources for Staff and Faculty

<https://www.roslynschools.org/domain/29>

<https://mpassi00.wixsite.com/rpsdigitaltechnology>

In order to make sure all Roslyn students are able to be taught remotely, the District has provided each of them with a device. Chromebooks have been provided for everyone in Kindergarten through 10th grade, while 11th and 12th graders have iPads. Families who need access to high-speed internet are able to get that through wireless hotspots provided to families by the district. Student data privacy and security will be maintained at all times, assuring compliance with Federal and State laws related to student technology use, including NY Education Law 2-d and Part 121 of the Commissioner's Regulations. We will also provide ongoing professional development for staff and faculty on designing effective remote/online learning experiences and best practices for instruction in remote/online settings. In order to see the district's reopening plans as they pertain to technology, please click on the link below:

• <https://sites.google.com/roslynschools.org/reopenroslyn/technology-and-connectivity>

#### **Response**

- In order to reduce overcrowding on public transportation and within the buildings, the District will limit occupancy to meet or fall beneath the maximum allowable by state or local guidance. Work schedules will be staggered to reduce capacity as necessary. In situations where all students are being taught remotely, the employees who have been identified as essential workers will never be put in situations where their presence will cause occupancy to exceed the limits set by the governing authorities during a declared emergency. For specific scheduling, please refer to the title descriptions in the section above. Additionally, no outside visitors will be admitted to a building without due cause and without scheduling an appointment in advance. Essential visitors who do have appointments will be subject to existing District health screening protocols.
- In order to aid in the tracking of the disease and identify the population of exposed employees and contractors in order to facilitate the provision of benefits which may be available to them, we have a self-screening program that denies entry when any one of four questions concerning COVID-19 is answered in the positive. Each employee must show that they passed all four criteria or the program does not provide them with an Entry Pass. No employee is permitted in the buildings without showing the Entry Pass to a designated staff member assigned for that building.

- In most circumstances, we are receiving emails from employees who are aware that they will not be able to pass the self-screening questionnaire prior to their completion of the questions. Once we receive the email, it is followed up with a phone call or email from Human Resources to get more details.
- In order to track the absences and provision of benefits, it is then determined which category of the EPSFLA or Expanded FMLA the employee falls into and it is logged onto a spreadsheet by that category. The days of absence are tracked for pay as well as to insure that the individual does not exceed the limit of allowable COVID absences pursuant to law, without drawing on their sick bank.
- If someone is identified as COVID-19 positive, our Security Consultant (a Johns Hopkins certified Contact Tracer) does preliminary contact tracing and in conjunction with the Nassau County Department of Health, identifies any close contacts. The District follows the protocol of the Nassau County Department of Health as per the attached document for Contact Tracing. Written correspondence and phone calls will be made to those impacted by this to identify them as close contacts. If a student or staff member testing positive is in a contained classroom, and a determination is made that there are close contacts, the classroom students and staff will be required to quarantine and learn remotely during the quarantine period. If the positive student or staff member is not learning in a contained area and concerns of too many close contacts are identified, the school building will close down for a time period to be determined by the District in conjunction with the Nassau County Department of Health.
- During the pandemic we do not allow contractors into the buildings unless it is after hours/building not occupied. This minimizes the need for tracking of contractors. In any event, when a classroom or building is closed down, the Custodial and Cleaning staff will do a deep cleaning in the building and designated areas.

Dated: February 1, 2021