

## **Public Health Emergency Involving a Communicable Disease**

**Purpose: To ensure the continuity of essential operations in responding to a declared public health emergency.**

The annex outlines the responsibilities and duties, as well as procedures for staff in responding to a public health emergency.

### **Core Functions:**

#### **A. Essential personnel for a state-ordered reduction of in-person workforce**

The state-ordered reduction of in-person workforce assumes that teachers are teaching remotely, the only students attending programs may be students with high needs and those that cannot receive instruction remotely. The district would use its management rights to maintain the appropriate level of staffing to do what is in the best interest of the district operationally and fiscally.

The district would use past practice and the programs available to help navigate and operate during a pandemic. The district may look to use temporary layoffs depending on the conditions of the pandemic.

#### **Minimal Essential Staff**

A list of the 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 are as follows:

- We will need our 2 (two) auto mechanics to repair vehicles.
- We will need up to 7 (seven) bus drivers to complete those runs for out of district and private schools if those schools are in session in person and WCSD is not in session in person.
- We will have reduced data base clerk hours in the WHS Counseling Office.
- We have one typist position that will be reduced if students are not in session. There will be less work for the position with students and staff not in session.
- We will need our School Secretary I in all buildings to monitor the doors and manage daily responsibilities in the building with student attendance and record keeping. Hours in some positions may be reduced.
- We will need all 6 (six) building maintenance mechanics, 1 (one) Head Custodian, and 1 (one) senior building maintenance mechanic, working to ensure our buildings are kept in good working order and that preventive maintenance continues to occur in each building.
- If we are fully remote, we will only need one senior custodian in each building to keep up with daily maintenance items and building checks. If staff reports, but students are remote, we will need 12 (twelve) cleaners to keep our buildings clean and orderly.
- If students are fully remote, we will need our cook manager, 2 (two) senior food service helpers, and 5 (five) food service helpers to staff our grab and go lunch program on site for families who would like to pick up breakfast and lunch for their school-aged children.
- We will need all building and district administrators to continue to work to support the various year-round responsibilities and reporting in the district. We may work on a

remote/hybrid schedule depending on the Governor's Orders. This includes, 4 (four) principals, 2 (two) assistant principals, the Superintendent, Assistant Superintendent for Curriculum and Instruction, The Business Administrator, Director of PPS, Director of Health, Physical Education, and Athletics, Director of Personalized Learning and Innovative Programs, and our WHS Intern.

- We will need our School Cafeteria Manager and Transportation Supervisor working to continue with our transportation and cafeteria programming needs depending on the order that is given from the Governor's Office.
- The District Office Data Base Clerk will be needed to assist in the Special Education Office with student services.
- We will need our Network Analyst, P.C. Support Specialist, and 3 (three) Computer Technicians to support technology and remote learning across the district.
- We will need all instructional staff, teachers, therapists, mental health staff and teaching assistants to assist with daily instruction and student support during remote instruction. We will not need 3 teaching assistants due to their responsibilities regarding in school suspension and testing centers.

#### **B. Protocols for non-essential employees to work remotely.**

Teaching staff would continue to provide instruction synchronously and asynchronously through Microsoft Teams and Schoology. They would utilize their district-provided laptop and a district-provided internet hotspot if necessary. Office personnel would be able to work remotely by accessing software through remote apps, cell phones, and email on a district-provided device. Any technology assistance needed can be accessed through the Technology Help Desk, which is available through email.

#### **C. Protocols to prevent overcrowding on public transportation systems and at worksites.**

This section does not apply to the Waterloo Central School District. Waterloo CSD is a small rural district that does not have or use public transportation. To reduce overcrowding on our school buses, we only allow up to 22 students per bus. All students and the driver wear a mask while on the bus.

We are currently staggering work shifts for those who share office spaces to work remotely every other day so those who share offices are not exposed to their coworkers in an attempt to prevent the spread of COVID-19 in our offices. We only allow one person working in an office space each day.

#### **D. Procurement of PPE**

The Head Custodian will work closely with the Business Administrator to ensure that adequate PPE is available. All department leaders and building leaders will communicate their PPE needs to the Head Custodian. The Head Custodian will maintain a stock room for PPE. PPE items will need to be purchased in advance and when available to avoid a shortage. Office clerical staff will track PPE usage and notify the Head Custodian when supplies fall below the recommended thresholds.

#### **E. Protocols followed for exposure to communicable disease that is subject to the public health emergency.**

Any employee exposed to a known case of the communicable disease, exhibiting symptoms of such disease, or receiving a positive test for such disease will be quarantined until they have been tested for the communicable disease and deemed negative and/or cleared by their health care provider or local health department. Proper cleaning protocols will be followed to clean any suspected contaminated areas, at the direction of the Head Custodian. All state and federal protocols will be followed including any laws regarding sick leave or health information privacy.

#### **F. Protocol for documenting hours and work location for employees and outside visitors such as contractors.**

All staff are required to complete a digital JotForm form when in attendance at work confirming that they do not exhibit any symptoms or have been exposed to anyone that has been tested positive for the health emergency. Hourly employees are required to fill out timesheets documenting their work hours and location. Cleaning protocols require documentation of time, location, and the person sanitizing. When needed, school cameras may also be used to help with the contact tracing process. Outside visitors are required to follow all protocols for health and safety for the health emergency. Outside visitors are also required to sign in with date, time, and purpose as well as answer health emergency questions to ensure they are not exhibiting symptoms. Any off-site visits by school staff members will be tracked at the building level through the building Main Office.

#### **G. Emergency housing**

In the event that emergency housing is deemed necessary for essential employees, the Waterloo Central School District will work with our locality to identify sites for emergency housing for essential employees with the assistance of the local Department of Health and Social Services.