

COMMUNICABLE DISEASE - PANDEMIC PLAN

This section addresses the protocols and procedures for responding to a communicable disease outbreak or pandemic, as mandated by Labor Law §27-c and Education Law §2801-a. It is designed to ensure the safety and well-being of students, staff, and the community, while maintaining continuity of educational operations to the greatest extent possible. This plan is built upon the existing framework of the DWSSP and Building-Level Emergency Response Plans (BLERPs), and will be regularly reviewed and updated in collaboration with public health authorities.

Prevention/Mitigation

- **Essential Positions/Titles:**

- The mission essential functions for Onondaga CSD have been identified as:
- Information Technology: Providing all hardware and software for the District. Maintaining the District's computer network and communication systems.
- Instructional Program: Providing educational opportunities for all Onondaga CSD students, consistent with State and Federal Laws and/or Regulations.
- Food Service: Providing meals for students consistent with State and Federal Laws and/or Regulations.
- Transportation: Providing delivery of meals and instructional materials consistent with State and Federal Laws and/or Regulations.
- Maintenance & Custodial: Properly maintain the buildings and grounds consistent with State and Federal Laws and/or Regulations.
- Administration & Clerical Operations: Coordination and support for Information Technology, Instruction, Food Service, Transportation, and Maintenance & Custodial Operations, consistent with State and Federal Laws and/or Regulations.

Positions as deemed essential at the discretion of the Superintendent.				
Title	Description	Justification	Work Shift	Protocol
Superintendent of Schools	Head Administrator	This position is necessary to ensure proper administrative oversight of districtwide administrative functions.	N/A	N/A
School Business Administrator	Head of Business Office	This position is necessary to ensure proper administrative	1 st shift (7 am – 4 pm)	Come in as needed

		oversight of districtwide administrative functions.		
Junior/Senior High School Principal, or the Junior/Senior High School Assistant Principal	Head of School	This position is necessary to ensure proper administrative oversight of Junior/Senior High School functions.	Discretion of Superintendent	Come in as needed
Elementary School Principal, or the Director Special Education Services	Head of school building	This position is necessary to ensure proper administrative oversight of Elementary School functions.	Discretion of the Superintendent	Come in as needed
the Secretary to the Superintendent, Personnel Specialist, Treasurer, or Accounts Payable	Support to Business Office and Superintendent	This position is necessary to provide on sight clerical support for districtwide administrative functions School Banking, Segregation of duties, bill paying process	Discretion of the Superintendent	As needed
Secretarial Staff Member at each of the Elementary Schools	Support staff needed to support buildings	This position is necessary to provide on sight clerical support for Elementary School administrative/instructional functions.	Discretion of the Superintendent	As needed
Secretarial Staff Members at the Junior/Senior High School	Support staff needed to support buildings	This position is necessary to provide on sight clerical support for Junior/Senior High School administrative/instructional functions.	Discretion of the Superintendent	As needed
Technology Coordinator	IT Department Supervisor	This position is necessary to ensure the continuing operations of our technology infrastructure	Discretion of the Superintendent	As needed
LAN Tech	ensure LAN functionality, manage phone	This position is necessary to ensure the continuing operations of our technology infrastructure.	Discretion of the Superintendent	As needed
Director of Facilities	Assists Maintaining Buildings, Cleans Buildings, Security for Buildings and Grounds	This position is necessary to ensure that our physical plant is properly maintained and remains operational.	Discretion of the Superintendent	Building safety while partial staff in attendance
Building Maintenance Mechanic	Assists Maintaining Buildings, Cleans Buildings, Security for Buildings and Grounds	This position is necessary to ensure that our physical plant is properly maintained and remains operational	1st and 2nd shift as the discretion of the Superintendent	As needed
Groundskeeper/Maintenance Helper	Assists Maintaining Buildings, Cleans Buildings, Security for Buildings and Grounds Plow Snow Mow Grass Maintain Equipment	This position is necessary to ensure that our physical plant is properly maintained and remains operational.	1st and 2nd shift as the discretion of the Superintendent	As needed
Junior/Senior High School Head Custodian	Assists Maintaining Buildings, Cleans	This position is necessary to ensure that our physical plant	1st and 2nd shift as the discretion of the Superintendent	N/A

	Buildings, Security for Buildings and Grounds	is properly maintained and remains operational.		
Rockwell Elementary School Head Custodian	Assists Maintaining Buildings, Cleans Buildings, Security for Buildings and Grounds	This position is necessary to ensure that our physical plant is properly maintained and remains operational.	1st and 2nd shift as the discretion of the Superintendent	N/A
(2) Elementary School Custodians	Assists Maintaining Buildings, Cleans Buildings, Security for Buildings and Grounds	This position is necessary to ensure that our physical plant is properly maintained and remains operational at each Elementary Building.	1st and 2nd shift as the discretion of the Superintendent	N/A
Junior/Senior High School Custodian	Assists Maintaining Buildings, Cleans Buildings, Security for Buildings and Grounds	This position is necessary to ensure that our physical plant is properly maintained and remains operational.	1st and 2nd shift as the discretion of the Superintendent	N/A
Bus Dispatcher	This position is necessary, only if there is a need to provide logistical support for the distribution of instructional materials and meals.	This position is necessary, only if there is a need to provide logistical support for the distribution of instructional materials and meals.	Discretion of the Superintendent Come in as needed	N/A
Head Mechanic	Ensures fleet is operational	This position is necessary to ensure that our fleet of buses remains operational.	1st and 2nd shift as the discretion of the Superintendent	Come in as needed
Two (2) Couriers	To ensure delivery of meals and instructional materials	These positions are necessary only if there is a need to distribute instructional materials and meals.	1st and 2nd shift as the discretion of the Superintendent	Come in as needed
RESERVED				

- **Telecommuting Protocols:**

- During normal work days, Non-Essential employees shall either work from home, or shall be placed in on-call status.
- During normal work days, Non-Essential employees shall complete a Daily Work Log detailing an appropriate number of hours of work, or indicating on-call status from 7:30am-3:00pm.
- During normal work days, in lieu of completing a Daily Work Log, Non-Essential employees may use available leave time (i.e.: personal/family illness days, personal days, etc.), provided they properly notify the appropriate supervisor.
- While on-call, Non-Essential employees shall be available to work. On those occasions when they are called on to work, their status will change from Non-Essential to Essential, and they will be expected to report to the school campus in a reasonable amount of time.
- Non-Essential on-call employees who are called on to work, shall be called on to perform duties associated with their job titles.
- Daily Work Logs must be turned in by the end of the day Monday for the previous week.

- **Coordination and Communication:**

- Close collaboration with the Health Department.
- Designated Pandemic Coordinator and District-Wide School Safety Team.
- Educational campaigns on hand hygiene and respiratory etiquette.
- Information dissemination to parents, staff, and students.

Protection/Preparedness

- **Personal Protective Equipment (PPE):**

- Procurement of PPE: As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months. (or will be supplied periodically through their supervisor).
- Storage of, access to, and monitoring of PPE stock: a. PPE must be stored in a manner which will prevent degradation. b. Employees and contractors must have immediate access to PPE in the event of an emergency. c. The supply of PPE must be monitored to ensure integrity and to track usage rates.
- Various groups within the District were surveyed (Administration, Nurses, Teaching Staff, Special Ed, Custodial/Maintenance, Transportation) to determine PPE needs. Based on the survey a 12 weeks supply of PPE (Masks, Face Shields, Gloves, Disposable gowns, Cleaning Supplies used to sanitize surfaces as well as soaps and hand sanitizer) was ordered directly with vendors as well as through OCM BOCES regional purchasing process. PPE Vendors/Suppliers contract information is maintained by the District Business Office. Emergency procurement of PPE will be handled by the District Business Office and Onondaga CSD. The 12 week supply of PPE that has been received in the Elementary School will be monitored, maintained and issued, upon request, by the Nurse and will be stored/secured within the Nurse's Office. The 12 week supply of PPE that has been received in the Junior Senior High School will be monitored, maintained and issued, upon request, by the Custodial Supervisor and Nurse. The PPE will be stored/secured within the Custodial Office and various secured storage rooms.

Disposable Face Covering Supplies					
Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students	100 Masks per Week	1200	600	300	1 Disposable Mask per Week per Student (supplements parent provided)
Teachers/Staff	500	6000	3000	1500	5 Disposable Masks per Week per Teacher
Nurse/Health Professionals	1000	12,000	6000	3000	10 Disposable Masks per Week per School Nurse

PPE for High Intensity Contact with Students			
Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	10 boxes	120 boxes	10 per Week per Staff

Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable per Staff
Waste Disposal Medium	1	n/a	1 Unit per Staff Total
N-95 Respirators*	10	120	10 per Week per Staff

- **Incident Command:**

- Establishment of District-Wide and Building-Level Command Centers and Incident Command Structures.
- Designated Pandemic Coordinators for each school.
- Comprehensive communication strategies, including a designated Public Information Officer (PIO).

- **Operational Continuity:**

- Remote Work Protocols

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.
2. Approval and assignment of remote work.
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. Note that phone lines may need to be forwarded to off-site staff.

Response

- **Activation Protocols:**

- Criteria for activating the pandemic response based on internal monitoring and public health guidance.
- Notification of the Incident Command Structure and implementation of communication procedures.

- **Spread Prevention and Contact Tracing:**

- 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:
- 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):
 - Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question. a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - Superintendent of Onondaga CSD, their designee, or their successor is responsible for decision-making in these circumstances and is responsible for ensuring these protocols are followed
 - If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
 - 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.
 - Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
- 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.
- Onondaga CSD will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so. Superintendent of Onondaga CSD, their designee, or their successor, is responsible for the decision-maker in these circumstances and who is responsible for ensuring these protocols are followed.
- If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
 - Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - Identification of potential employee and contractor exposures will be conducted. If an employee or contractor is confirmed to have the disease in question, School District Administrators shall inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - Apply the steps identified above, as applicable, for all potentially exposed personnel. School District Administrators are responsible for decision-maker in

these circumstances and who is responsible for ensuring these protocols are followed

- This information may be used by Onondaga CSD to support contact tracing within the organization and may be shared with local public health officials.
 - During normal work days, Non-Essential employees shall complete a Daily Work Log detailing an appropriate number of hours of work, or indicating on-call status from 7:30am-3:00pm.
 - During normal work days, in lieu of completing a Daily Work Log, Non-Essential employees may use available leave time (i.e.: personal/family illness days, personal days, etc.), provided
 - Non-Essential on-call employees who are called on to work, shall be called on to perform duties associated with their job titles.
 - Daily Work Logs must be turned in by the end of the day Monday for the previous week
- **Disinfection and Cleaning:**
 - 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:
 - As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - The School Business Administrator is responsible for decision-maker in these circumstances and is responsible for ensuring these protocols are followed 2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
 - Soiled surfaces will be cleaned with soap and water before being disinfected.
 - Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
 - Staff will follow instructions of cleaning products to ensure safe and effective use of the products.
- **Employee Support:**
 - Employee assistance program and medical accommodations.
 - Onondaga CSD will provide employee leave to receive testing, treatment, isolation, or quarantine as required under applicable and as required under applicable collective bargaining agreements.
- **Emergency Housing:**
 - 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 Onondaga CSD 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, Onondaga CSD will coordinate with the Onondaga County Emergency Management Office to help identify and arrange for these housing needs. Superintendent of Onondaga CSD, their designee, or their successor will coordinate this.

Recovery

- **Return to Normal Operations**

- **Gradual Re-entry:** The District will coordinate a phased return of students and staff based on guidance from public health agencies, prioritizing health and safety.
- **Reinstatement of In-Person Instruction:** Traditional school schedules and routines will be re-established, with flexibility to support students requiring ongoing accommodations or transitional support.
- **Resumption of All District Services:** Food service, transportation, custodial, and extracurricular programs will return to full capacity as conditions allow.
- **Continued Monitoring:** Health and safety protocols (e.g., symptom monitoring, hand hygiene, PPE availability) may remain in place for a transitional period based on ongoing public health guidance.
- **Communication:** Regular updates will be provided to families, staff, and stakeholders throughout the recovery process.

- **Post-Incident Assessment:**

- **Debriefing Sessions:** The District-Wide School Safety Team and Building-Level Emergency Response Teams will conduct structured debriefings to assess response effectiveness, identify challenges, and develop recommendations.
- **After-Action Report:** A formal report will document key decisions, actions taken, outcomes, and areas for improvement.
- **Plan Revisions:** Findings from the after-action review will inform updates to the District-Wide Safety Plan (DWSSP), Building-Level Emergency Response Plans (BLERPs), and pandemic-specific protocols.