

Frewsburg Central School District



Public Employer Health Emergency Plan

This plan has been developed in accordance with NYS legislation S8617B/A10832.
Adopted by the Frewsburg Central School District Board of Education:

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 The Frewsburg Faculty Association (FFA) and the Frewsburg United School Employees (FUSE), 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 Frewsburg 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:

Date: _____

By: Shelly O'Boyle

Signature: _____

Title: Superintendent

Record of Changes

Date of Change	Description of Change	Implemented by
2/11/2021	No changes. Accepted as is.	FUSE Patty Ekstrom
2/22/2021	In the table at the top of page 9, "Psychologists" should be added to the cell containing "FFA Certificate Service Providers Counselors, Speech, OT" to match the same cell in the next table.	FFA President Shaun Laska
2/22/2021	And on page 17, third to last paragraph, a misspelling: the word "chile" should be change to "child".	FFA President Shaun Laska
	Signed versions of these proposed changes can be found at the end of this document.	

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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, requires 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 the Frewsburg 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.

For more specific information on fundamentals of reducing the spread of infection aligned to the CDC, NYSDOH, CCDOH, and NYSED please refer to the Frewsburg Central School District Reopening Plan.

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 expects 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 the Frewsburg Central School District, his/her designee, or his/her 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.

Upon the determination of implementing this plan, all employees and contractors of the Frewsburg Central School District shall be notified by emails, calls/texts from the district's auto-call system, website, social media platforms, and Zoom meetings, with details provided as possible and necessary, with additional information and updates provided on a regular basis. Parents, community, and all other associated constituency groups will be notified of pertinent operational changes by way of emails, calls/texts from the district's auto-call system, website, social media platforms, and Zoom meetings. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent or his/her designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Frewsburg Central School District, his/her designee, or his/her 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 Frewsburg Central School District, his/her designee, or his/her successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the Frewsburg 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 Frewsburg Central School District

The Frewsburg 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 the Frewsburg Central School District have been identified as:

Essential Function	Description	Priority
Information Technology	Provides all hardware and software for the school. Maintains the school's network and phone system. Troubleshoots remote students' connection and device issues (Help desk).	1
Business Office	Provides payment of bills. Completes payroll function. Performs functions such as health insurance, aid payments and purchasing of required materials, supplies, and PPE.	1
Cafeteria	Provides students with meals.	1
Buildings and Grounds	Maintains pool, buildings, and grounds. Assesses status of building for leaks, issues, etc. Performs snow removal. Assists with unloading of supplies such as food deliveries, etc.	1
Transportation	Delivers meals and instructional materials.	1
Cleaners Utility Workers	Cleans and disinfects areas in use throughout the district for safety purposes.	
Secretarial Staff	Makes copies, answers phone calls, coordinates district efforts	1

Special Education Assistant	Schedules CSE meetings, distributes IEPs, coordinates paperwork	1
Teachers-Instructional	Provides instruction to students.	1
FFA Certificated-Services Providers Counselors, Speech, OT	Provides services to students.	1
Nurses	Monitors onsite personnel to make sure all are healthy.	1
Teaching Assistants	Provides instruction to students.	1
Aides	Assists with preparing and packaging meals, as needed.	1
Administrators	Oversees operations in buildings	1
Construction Workers	Performs upgrades to buildings and sites.	1

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"> • Director • Staff • Staff 	All technology staff will work remotely as much as possible. The Technology Director will determine those situations that require onsite work and will determine who will be allowed back on campus in-person based upon the work required. For example, if a network closet goes down, then a BOCES employee will be allowed onsite. A rotational basis will be used as able.
Business Office	<ul style="list-style-type: none"> • Business Manager • District Treasurer • Payroll Clerk • Purchasing Agent 	All business office positions will work remotely as much as possible. However, there are situations and duties that require the positions to access materials, records, etc in-person. The Business Manager will develop a schedule ensuring that only one person is onsite at a time. The payroll clerk will be permitted to work onsite as much as possible.
Cafeteria	<ul style="list-style-type: none"> • Cafeteria Supervisor • Cooks • Food Service 	All cafeteria staff are required to be onsite in order to perform job responsibilities in order to provide meals to students. Only one site will be used to limit cleaning of buildings.
Buildings and Grounds	<ul style="list-style-type: none"> • Gen Maintenance Mech • Building Maint Mech • Groundskeepers 	All buildings and grounds staff will be required to be onsite in order to perform job responsibilities and to maintain maintenance and grounds throughout the district. These employees will be assigned duties either outside or in different areas of the buildings as much as practicable for safe social distancing.
Transportation	<ul style="list-style-type: none"> • Transportation Supervisor 	Transportation Supervisor will be onsite in order to deliver meals/instructional materials and to also supervise any bus drivers needed.

	<ul style="list-style-type: none"> • Mechanic • Bus Drivers 	<p>Mechanic will be onsite to perform needed repairs. Bus Drivers will be onsite on an as needed basis in order to deliver meals/instructional materials.</p>
Cleaners	<ul style="list-style-type: none"> • Working Supervisor • Cleaners • Utility Workers 	<p>Working supervisor will be onsite All cleaners need to be onsite to clean and disinfect areas used by onsite employees. If district operations move to one building, then number of cleaners onsite may be reduced. Utility workers need to deliver mail, remove snow, and assist with deliveries. If district operations move to one building, then the number of Utility Workers onsite may be reduced.</p>
Secretarial Staff	<ul style="list-style-type: none"> • Building Secretaries • Guidance Secretaries 	<p>One secretary will be required to be onsite to facilitate onsite operations, such as answering phone, fielding questions, making copies, and assisting administrators as needed Guidance secretary may need to be onsite to complete scholarship applications and assist students with college applications. This will be done remotely as much as possible but files onsite may necessitate onsite access.</p>
Special Ed Assistant	<ul style="list-style-type: none"> • Special Ed Assistant 	<p>This position will work remotely as much as possible but files onsite may necessitate onsite access.</p>
Instructional Staff	<ul style="list-style-type: none"> • Teachers • Core Classroom • Specials • Electives 	<p>Teachers are able to remotely teach from home, however, in order to facilitate access to materials, priority will be to keep teachers onsite for as long as possible. If density needs to be reduced, teachers will be moved to offsite.</p>
FFA Certificated-Services Providers	<ul style="list-style-type: none"> • Speech • OT • Counselors • Psychologists 	<p>Service providers are able to remotely provide services to students from home, however, in order to facilitate access to materials, priority will be to keep these individuals onsite for as long as possible. If density needs to be reduced, service providers will be moved to offsite.</p>
Nurses	<ul style="list-style-type: none"> • Nurses 	<p>A nurse is required to be onsite to monitor onsite personnel. Nurse will be rotated whenever possible.</p>
Teaching Assistants	<ul style="list-style-type: none"> • Teaching Assistants 	<p>Teaching assistants required by an IEP in order to provide 1:1 instruction for students are able to provide services to students from home, however, in order to facilitate access to materials, priority will be to keep these individuals onsite for as long as possible. If density needs to be reduced, TA's will be moved offsite. The need for all other TA's will be assessed.</p>
Aides	<ul style="list-style-type: none"> • Copy aides • Cafeteria aides • Classroom aides 	<p>Aides will perform duties, as needed (cleaning, meal preparation, etc). If all aides are needed to help with onsite operations, a rotational list will be created to provide equity in onsite/offsite assignment.</p>
Administrators	<ul style="list-style-type: none"> • Principals • Director of Curriculum • Superintendent 	<p>Administrators must supervise onsite work. A rotational list of principals and director of curriculum will be created to make sure someone is onsite whenever employees are assigned onsite.</p>
Construction Workers	<ul style="list-style-type: none"> • Contractual Companies • Construction Crews 	<p>Companies are called upon to fix items within the district. Construction crews complete capital project work. Construction companies will be allowed onsite to complete capital projects, if allowed by Executive Order.</p>

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

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
 - i. Note that phone lines may need to be forwarded to off-site staff

Depending on the situation, the administrative team will develop a plan for who will work remotely and who will be onsite. Information such as Executive Orders, the type of pandemic, the severity of the outbreak in the surrounding community will be used in order to determine when to move employees to remote work. A remote meeting will be conducted in order to create a specific plan with input gathered from all administrators including supervisors. The specific plan will be documented and distributed via emails and in the Google Drive. Supervisors and principals will have direct discussion with employees.

The Director of Curriculum and Instruction will work with principals and supervisors in order to develop a calendar and job duties that will be performed onsite. All others will be given permission to perform their job duties remotely from home.

After assessing the district's response to the March 2020 pandemic, a meeting was held with technology in order to assure that the following items were purchased in order to make working remotely from home more productive in the future:

Technology

Administration needs ability to print from anywhere in the district

Business Manager
HS Principal
ES Principal
Director of Curriculum and Instructional Services
Superintendent

Printers (black and white/could have color too) able to go home for the following:

Superintendent's Secretary
Director of Curriculum
HS Secretary
ES Secretary
HS Principal
ES Principal
Guidance Secretary

Business Manager
CSE Secretary
Payroll Clerk
Purchasing Agent
District Treasurer
Superintendent

Scanners

Superintendent Secretary
HS Secretary
ES Secretary
CSE Secretary
Guidance Secretary
Payroll Clerk
Purchasing Agent
District Treasurer

VPN (*Some of these people already have VPN)

Business Manager*
Payroll Clerk*
Purchasing Agent*
District Treasurer*
Superintendent's Secretary
HS Secretary
Guidance Secretary
ES Secretary
Special Education Assistant

Laptop Computers

ES Secretary
HS Secretary
Guidance Secretary
ES Attendance Officer
HS Attendance Officer
Cafeteria Supervisor
Cleaning Supervisor
Payroll Clerk
Purchasing Agent
District Treasurer

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 Frewsburg 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
2. Approval and assignment of changed work hours

Positions for Staggered Hours	Staggered Hours	Approving Body
Buildings and Grounds	AM/PM hours	Supervisor
Special Ed Assistant	Able to come in once everyone is gone to access files	Director of Special Education
Guidance Secretary	Able to come in once everyone is gone to access files	Building Principal
Business Office	Rotating Schedule	Business Manager

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to disinfect surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. 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
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. 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

Currently, we have a stockpile of 8 weeks of PPE supplies. These supplies are distributed to the appropriate destination. For example, the working supervisor is responsible for all gloves in the district. The nurses have all nitrile gloves, gowns, face shields, and N-95 respirator masks. The school offices have been given masks in various sizes to distribute as needed. Ordering of additional PPE supplies is done by the central office ensuring an adequate stockpile will be maintained. The Frewsburg Central

School District will use the following suppliers to ensure we have adequate PPE and cleaning supplies ordered:

NYS Contract
BOCES Contracts
Individual companies
Amazon
Home Depot

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

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:

- 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 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.
 - b. The superintendent or his/her designee must be notified and will be responsible for ensuring these protocols are followed
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
- 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.
 4. The Frewsburg Central School District 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.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. The Superintendent or his/her designee must be informed in these circumstances and who is responsible for ensuring these protocols are followed

- 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 closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent or his/her designee or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. The Superintendent or his/her designee must be notified in these circumstances and who is responsible for ensuring these protocols are followed.

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:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. Cleaners are responsible for cleaning common areas, and the recommendation of the CDC will be followed for frequency of such areas.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Frewsburg Central School District is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below.

It was our policy that employees of the Frewsburg Central School District were not charged with leave time for testing. Employees were provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee was unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the Frewsburg Central School District provided up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee was unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider was closed or unavailable for reasons related to the public health emergency, and/or the employee was experiencing a substantially similar condition as specified by the CDC/public health officials. This provision was modified if an employee is able to effectively work remotely and the need existed for them to do so.

Additionally, the Frewsburg Central School District provided up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by the Frewsburg Central School District, was unable to work due to a bona fide need for leave to care for a child whose school or child care provider was closed or unavailable for reasons related to the public health emergency. This provision was modified if an employee is able to effectively work remotely and the need existed for them to do so.

This policy has since expired as of January 1, 2021. Under NY's COVID-19 Sick Leave, public employers must provide at least 14 days of paid sick leave, at employees' regular rate of pay, to those eligible employees that are themselves subject to mandatory or precautionary order of quarantine or isolation due to COVID-19. Such paid sick leave is not to be charged against employees' accruals. This provision may be modified if an employee is able to effectively work remotely and the need existed for them to do so.

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 Frewsburg Central School District, and as such are not provided with paid leave time by the Frewsburg 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. Identification of locations shall include on-site work, off-site visits. This information may be used by the Frewsburg Central School District to support contact tracing within the organization and may be shared with local public health officials.

The following protocol is from the Frewsburg Central School District Return to Work Plan developed in July 2020.

Sign-In, Screening, and Temperature Check Procedures

Staff arrival:

- Employees must be wearing a face covering upon arrival at school.
- All doors continue to be locked and all badges have been turned off with the exception of designated employees'. Employees must use the main entrances at both RHJ and MS/HS.
- Every day, immediately upon entrance, all employees must complete a wellness questionnaire electronically or via paper. If you answer "yes" to any of the questions, you must contact your healthcare provider, immediate supervisor, and the COVID designee (Shelly O'Boyle).
- Employees must take their temperature prior to entering the building (Temperatures of 100.3 or below are permissible.) If you have a temperature 100.0 or higher, you must immediately go to the nurse for further screening. In the absence of the nurse, the secretary will secure the employee in a designated area and contact the COVID designee (Shelly O'Boyle).
- Building secretaries will monitor sign-in and make sure that all people given access to the building take their temperature. The temperature does not get recorded. Employees must sign-in on the [Google form](#) every day. The sign-in information includes: Name, Date, Time, Phone Number which allows for rapid contact tracing and the ability to clean areas accessed.
- In addition to signing in upon entering, employees must sign-in on the door to each room prior to entering for the purpose of a double check for the cleaning staff.

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 essential operations.

Since public school employees are not considered essential, housing for essential employees does not apply. However, the Frewsburg Central School District will make every effort to rotate staff onsite and keep density low by having as many work offsite as possible in order to prevent the spread of the subject communicable disease and to protect employees from potential exposures. The Superintendent or his/her designee, or his/her successor will be responsible for coordinating this.

Record of Changes

Date of Change	Description of Change	Implemented by
2/11/21	no changes accepted as is	FUSE Patty Johnston

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