

Otsego Northern Catskills BOCES

EMPLOYEE HANDBOOK



(607) 588-6291 - NCOC Main Office

(607) 286-7715 - OAOC Main Office

(607) 286-7715 ext. 2602 – ISS Center

(607) 431-2562 – PN Program

www.oncboces.org

“A BOCES providing world-class opportunities
for the districts we represent.”

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WHAT IS BOCES?

BOCES is a cooperative association of school districts in a geographic area who have joined together to provide needed services more economically than each could offer by itself. BOCES functions as an extension of local school districts.

The Otsego Northern Catskills BOCES is comprised of 19 component school districts located within Otsego, Delaware, Schoharie and Greene Counties. We operate two learning centers located in Milford and Grand Gorge. Our service area covers approximately 1,660 square miles.

Component Districts

Andes CSD	Milford CSD
Charlotte Valley CSD	Morris CSD
Cherry Valley-Springfield	Oneonta City SD
Cooperstown CSD	Roxbury CSD
Edmeston CSD	Schenevus CSD
Gilboa-Conesville CSD	South Kortright CSD
Hunter-Tannersville CSD	Stamford CSD
Jefferson CSD	Windham-Ashland-Jewett CSD
Laurens CSD	Worcester CSD
Margaretville CSD	

We are governed by a board whose members are elected by a majority vote of component school district members at an annual meeting. Nominations are made by the boards of education and the component districts. The nine board members are elected to serve three year terms. The BOCES Board meetings are held monthly. A schedule can be found on the ONC BOCES website at www.oncboces.org.

At the BOCES helm is the District Superintendent, who serves two roles: (1) as Chief Executive Officer of the BOCES; and (2) as liaison between the State Education Commissioner and the school districts.

The BOCES operates more than 60 programs helping districts meet the challenges of new state standards as well as providing excellent Career & Technical, Adult & Continuing Education, Special Education and Instructional Support Services.

TITLE IX COMPLIANCE

The Board of Cooperative Educational Services, Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools. The compliance officer for Title IX and Section 504 is the Deputy Superintendent who is available at the Otsego Northern Catskills BOCES: 1914 County Route 35, Milford, NY 13807, (607) 286-7715, Ext. 2143.

Departments and Descriptions

District Superintendent Services

The District Superintendent serves in an advisory capacity for all school districts in the Otsego Northern Catskills area and also acts as a consultant for individual districts and as a liaison between districts and the New York State Education Department.

Career and Technical Education Programs

Career and Technical Education programs are available to all high school students, TASC students, and adults. CTE programs are available at the Otsego Area Occupational Center (OAO) and the Northern Catskills Occupational Center (NCOC).

Adult & Continuing Education

TASC and Literacy Instruction Programs, CTE classes for Adults, Certified Nursing Assistant classes among other programs.

Innovative Programs

Provides special education services to school districts both within the component school buildings and at the BOCES campuses.

Itinerant Services

BOCES hires and assigns Itinerant teachers of academics, the arts and student support areas and provides related services to schools that do not generate a student population sufficient to justify a full-time position.

Distance Learning

Formalized teaching and learning system specifically designed to be carried out remotely by using electronic communication.

Regional Partnership Center

The Southeast Regional Partnership Center (RPC) includes specialists that will focus on improving the infrastructure of educational organizations, so they can successfully implement evidence-based practices and more meaningful engagement with their students and families.

School Library System and Media Library Services

Services include the Educational Media Library, interlibrary loan, consulting, and ongoing professional development workshops in all areas of information literacy, curriculum development, policy and services.

Instructional Technology

Provides support for instructional technology through planning, purchasing, installation and technical support.

Catskill Area Schools Employee Benefit Plan and Dental Program

Self-funded, self-administered healthcare and dental programs, as well as Flexible Spending Account, Vision Plan and Affordable Care Act compliance for participating districts.

Catskill Area School Study Council (CASSC)

Provides Student Leadership Training Workshops, Enrichment Seminars, School Board Seminars, Administrative Staff Trainings and School Bus Drivers Refresher Programs among other activities.

Instructional Support Services

Includes Library Services, Courier Service and Staff Development In-Service Coordination.

Creating Rural Opportunities Partnership (CROP)

Provide sage and supportive after school and summer environment through academic support, youth development and family engagement.

Employee Safety/Risk Management Coordination

Assists participating districts in interpreting and complying with Federal and State Regulations that are applicable to the schools in all areas of life, health and safety.

Employee Relations

Provides access to an employee labor relations specialist and referrals to legal advisors for labor relations, negotiations and human resources.

Central Business Office

The Central (Shared) Business Office provides fiscal monitoring, annual reporting to NYSED, cash flow management, payroll, accounts payable, board financial reports among many other services to participating districts.


ONC BOCES Business Office

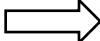
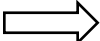
The ONC BOCES Business Office is responsible for payroll, purchasing, P-cards and accounts payable. Oversees a Shared Facilities Director and Shared Food Service Manager.

Human Resources

The Human Resources office provides Cooperative Personnel Recruitment, Substitute Calling and Absence Reporting System (Frontline Education), a Regional Certification Officer and the Employee Assistance Program.

How to Access ONC BOCES Board Policies

Please review all Board Policies. Updated policies are available by going to www.oncboces.org 

About Us  Board of Education  Board Policy Manual

Addresses and Phone Numbers

Northern Catskills Occupational Center (NCOC)

2020 Jump Brook Rd.
P.O. Box 382
Grand Gorge, NY 12434
(607) 588-6291

Otsego Area Occupational Center (OAOC)

1914 County Route 35
Milford, NY 13807
(607) 286-7715

Instructional Support Services Center (ISSC)

Hearths A'Fire Plaza
Unit #3
7352 State Highway 23
Oneonta, NY 13820
(607) 286-7715 ext. 2620

Practical Nursing (PN) Program and Labor Relations

Center Street School
31 Center Street
Oneonta, NY 13820
(607) 431-2562

Follow ONC BOCES on social media:

Instagram: onc_boces
Facebook: Otsego Northern Catskills B.O.C.E.S.
Twitter: @ONCBOCES
www.oncboces.org

Important Links

ONC BOCES Website

www.oncboces.org

Useful information regarding each department and program within ONC BOCES along with forms for insurances, evaluations and hiring new employees.

ONC BOCES Board Policies

<https://www.oncboces.org/BoardofEducation.aspx>

Provides access to all current Board Policies for review.

Frontline Education – Absence Management

<https://app.frontlineeducation.com/>

Submit time off requests.

TalentEd

<https://oncboces.tedk12.com/sso/Account/Login>

Used for new employees to complete all onboarding tasks including tax forms, I-9 and insurance forms. Current employees have access to review documents in their record and submit new forms as needed (tax forms, study grant applications, etc.).

Payroll Information

<https://www.oncboces.org/Payroll.aspx>

Access to the payroll calendar, time sheets and Flexible Spending information.

CASEBP

<https://www.oncboces.org/CASEBP.aspx>

Health insurance and dental insurance information.

WinCap Web

<https://wincapweb.com/>

Review paystubs and attendance balances, sign salary notices and register for Professional Development. You will receive an email invitation to set up your account.

Public School WORKS

<https://www.publicschoolworks.com/ARPages/accidentsPage1.php?di=714&dia=vpwad>

Used for mandatory trainings and reporting a work accident/incident.

Employee Assistance Group

<https://www.theeap.com/>

Free program offered to employees and anyone in their household to provide assistance with personal, financial and legal issues, discounts and savings plans and help with balancing your life and career among other benefits.

NEW EMPLOYEE ORIENTATION

All new hires must attend an employee orientation session in order to become familiar with the benefits provided during employment. This session may be scheduled the week prior to Labor Day for staff starting the first day of school. Staff hired after the start of the school year will be scheduled for an orientation upon hire.

ACCESS TO ELECTRONIC TELECOMMUNICATIONS

Access to electronic telecommunications is available to students and staff at the ONC BOCES. Access is through a variety of providers and includes e-mail, telephone, fax, television, radio, distance learning, internet and other online computer services, as well as electronic interlibrary loan. The goal in providing these services to students and staff is to promote educational excellence by facilitating resource sharing, innovation and communication.

The use of electronic telecommunications is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines, the staff may request the District Superintendent to deny or revoke the privilege of an individual to utilize specific modes of electronic telecommunications at the ONC BOCES. (Please refer to Board Policy)

BOCES VEHICLES

BOCES owned or leased vehicles are available for official travel. They are not available for personal use. A valid driver's license is required. Seat belts must be worn by all passengers. Mileage logs provided in each vehicle must be completed for each trip. All vehicle incidents are to be reported to your department's Supervisor upon return. (Please refer to Board Policy)

EXPENSE REIMBURSEMENT

The BOCES will reimburse district employees for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for BOCES-related business.

Mileage

Mileage is reimbursed at the current IRS rate as per Board policy. Mileage Claims Forms are available on the BOCES website (www.oncboces.org). All mileage reimbursement claims require approval by the Program Leader.

Conferences/Workshops

Prior approval to attend a conference or workshop for professional development purposes is required via an electronic approval process. The Conference Request Form on WinCapWeb under Professional Development must be completed and approved before any associated purchase orders will be approved. The bottom form on the Business Office Copy of the PO is used when submitting for reimbursement for any approved conference related expenses. Itemized receipts are required for any reimbursement claim and should be attached to completed form.

Please note, the BOCES does offer the p-Card Program and is optional for employees. Through the p-Card Program, an employee may use a BOCES credit card while traveling and or for purchasing. The p-Card Program does not circumvent the

BOCES Purchasing Policy though. Prior approval for any purchase is still required by having an approved purchase order in place. If interested in a p-Card, please contact our Purchasing Assistant in the Business Office at (607) 588-6291 Ext. 2126 to request one.

PURCHASING / BUYING

It is the goal of the BOCES Board to purchase competitively, without prejudice or favoritism, and to seek the maximum education value for every dollar expended. Prior approval to purchase is required and the BOCES uses an electronic approval process through WinCapWeb and WinCap. The PO approval chart is available on the BOCES website. Please check with your Program Leader on instructions for purchasing as each Program Leader assigns access to enter requisitions for their particular program(s). Employees of the BOCES are expected to become familiar with all Board Policies governing purchasing, including the p-Card Program. The BOCES Board policies for Purchasing can be found on the ONC BOCES website. If an employee fails to follow proper procedure, such employee shall be informed of such failure, and may be required to reimburse the BOCES for any irregular purchase, reimbursement or expenditure. Contact your department Program Leader secretary for assistance with the BOCES purchasing guidelines. If you have any additional questions or need additional assistance, please feel free to contact our Purchasing Assistant in the Business Office at (607) 588-6291 Ext. 2126.

TAX EXEMPT

BOCES is a New York State tax exempt organization. When making approved purchases, you should not pay tax on any business expenditure within New York State. The Sales Tax Exemption letter should be presented to the vendor (business) at the time of the purchase. A copy of the Sales Tax Exemption letter can be found online at www.oncboces.org under the Business Office tab. If you have any questions, contact the Business Office at (607) 588-6291 Ext. 2172.

CONFIDENTIALITY

During the course of employment, employees often have regular or incidental access to confidential information. Confidential information includes, but is not limited to, student information; personal information on employees or students; medical information; policy making information and collective bargaining information. The sharing of any confidential information with anyone, including other BOCES employees, is on a strict need-to-know basis only.

OUTSIDE EMPLOYMENT

Employees choosing to work in a second job or who do consulting/other work for pay on an intermittent basis, may do so with the following understanding:

- The employee's position with the BOCES is the primary and any additional employment will not interfere with the ability to perform his/her duties with BOCES.
- All work performed for another employer or in a secondary position with BOCES will be done during non-BOCES work hours, i.e., time when the employee is not assigned to his/her primary position.

CONFLICTS OF INTEREST

No officer whether paid or unpaid, shall:

- a) Be or become interested directly or indirectly in any manner whatsoever, except by operation of law, in any business or professional dealings with BOCES or any agency thereof.
- b) Act as an attorney, agent, broker, representative or employee in business or professional dealings with BOCES or any agency thereof for any person, firm or corporation directly or indirectly in any manner whatsoever.
- c) Accept other employment or engage in any business transactions or make any investments directly or indirectly which create a conflict with his/her official duties at BOCES. (Please refer to Board Policy)

DRUG FREE WORKPLACE

This BOCES operates in accordance with New York State Education Law and constantly strives to promote a healthful environment for all students. To accomplish this, the BOCES Board prohibits any employee to be under the influence, to use, to have in his/her possession, or to distribute in any way, controlled substances and/or alcohol on school property or at school sponsored activities off school property.

Employees found guilty of such charges, shall be subject to disciplinary measures up to and including dismissal. (Please refer to Board Policy)

EQUAL OPPORTUNITY EMPLOYMENT

ONC BOCES Board of Education provides equal opportunity employment to all qualified persons regardless of race, color, religion, age, gender, national origin, handicap or veteran status. This policy of non-discrimination extends to all areas of personnel practices. (Please refer to Board Policy)

HARASSMENT

It is the policy of the Board of Education to provide employees and students an environment free from unlawful and improper harassment. It is expressly against policy for any employee to engage in any form of sexual, or racial harassment, as well as harassment based on any other protected class. It is the responsibility of every employee who believes that he or she has been or is being subjected to harassing acts to bring such complaints to the prompt attention of their supervisor, principal, Deputy Superintendent or District Superintendent. (Please refer to Board Policy)

CHILD ABUSE AND NEGLECT

Section 413 of the Social Services Law states that individuals who work in educational settings are mandated reporters in New York State. In essence, this means that:

1. The mandated reporter must make a report when he/she has reasonable cause to suspect that a child whom the reporter sees in his/her professional or official capacity is abused or maltreated;
or
2. When a mandated reporter has reasonable cause to suspect that a child is abused or maltreated where the parent or person legally responsible for such child comes before them in his/her

professional capacity and states from personal knowledge, facts, conditions or circumstances which, if correct, would render the child abused or maltreated, or

3. Whenever a mandated reporter suspects child abuse or maltreatment while acting in his/her professional capacity as a staff member of a school. In such case, he/she shall immediately personally make a report the Statewide Central register and then notify the person in charge of that school or his/her designee that a report has been made. The person in charge, or the designated agent, is then responsible for all subsequent internal administration necessitated by the report. This may include providing follow-up information (ex. relevant information contained in the child's educational record) to Child Protective Services.

Chapter 544 of the Laws of 1988 mandates that all persons applying on or after January 1, 1991, for a certificate or license valid for administrative or supervisory or teaching service, must have completed two hours of course work or training which will include information on the physical and behavioral indicators of child abuse and the process of reporting. (Please refer to Board Policies)

CERTIFICATION

It is mandatory for all Administrators, Teachers and Licensed Teaching Assistants to have proper certification.

IT IS YOUR RESPONSIBILITY TO PROVIDE PROOF OF VALID CERTIFICATION that covers the subject area in which you will be employed. Failure to obtain proper certification will lead to termination. A regional certification office is located at the Administrative Offices in Grand Gorge. This office acts as a liaison between an individual seeking certification and the New York State Education Department, Office of Teaching. All concerns regarding certification should be addressed to the Human Resources Office at (607) 588-6291, Ext. 2110. For additional information on certification please access the Office of Teaching site at:

www.highered.nysed.gov/tcert/

EMERGENCY CLOSING

If the District Superintendent or his/her designee determines that the safety of employees will be jeopardized, BOCES staff shall be notified by telephone or appropriate radio stations of unscheduled closings or a delay due to weather or other reasons. Please sign up for e2Campus alerts at <https://oncbores.omnilert.net/subscriber.php>

STUDY GRANTS/ SALARY ADJUSTMENTS

The BOCES Board recommends employees take advantage of educational opportunities to improve professional competencies and encourage growth. Any course with additional salary credit or course reimbursement requires prior approval. Deadlines for approvals are as follows:

- Summer - June 1
- Fall - September 30
- Spring - January 31

Refer to your individual unit contract or Board Policy for detailed information or contact the Human Resources Office with questions at (607) 588-6291, Ext. 2177 or 2178. Study Grant applications and claim forms are available online in your TalentEd account.

PERSONNEL FILES

An individual personnel file is maintained for each BOCES employee in the Human Resources Office. Files contain copies of the necessary data, forms, evaluations and records relating to his/her employment. Upon receipt of appropriate notice, employees may review their personnel files. Such reviews shall take place in the presence of the Human Resources Office or other appropriate personnel.

PROBATIONARY TERMS

All full-time employees serve a probationary term. Newly appointed civil service employees serve a 9-month probationary period and are in provisional status until appointed from a Civil Service list, while certified Teachers, Licensed Teaching Assistants and Administrative appointments are normally for a four-year period. Probationary periods may vary for employees who have held previous tenured positions.

RESIGNATIONS

Resignations should be submitted in writing to the appropriate supervisor or administrator with a copy to the Human Resources Office. Certified administrators and teachers are required to provide 30 days' notice to the district. An Exit Interview form will be sent to employees leaving employment after acceptance of their resignation by the Board of Education.

VACANCIES/STAFFING

Whenever an unencumbered vacancy occurs, or a new position is created, a vacancy notice will be posted according to individual unit contract agreements. Mindful of employee request, variations in contracts, and Civil Service regulations, final transfer or reassignment decisions are determined by Administration. A current listing of current vacancies is available on the ONC website.

STAFF REDUCTIONS/ LAYOFFS

Although the district attempts to keep reductions, layoffs and other separations to a minimum, there are occasions when circumstances beyond the control of the district will impact the number of personnel needed in a particular area or position. When this occurs, reductions will be governed by individual unit contracts, Civil Service regulations, as well as Education Law and Commissioner's regulations.

DISABILITY

New York State public schools are not required to carry disability insurance. Employees are granted a number of sick and personal days each year. These allotments accrue year to year and are intended to cover your disability needs. Educational Support Staff and Non-Unit Staff should consult their individual unit contract for additional benefit options.

FAMILY AND MEDICAL LEAVE

Consistent with the Family and Medical Leave Act of 1993, the Board of Education recognizes the right of eligible employees to unpaid family and medical leave for up to 12 weeks during a 12-month period. The Board shall ensure that all eligible employees who use such leave shall have their health benefits continued and shall be returned to an equivalent position upon return

from such leave. Board policy requires employees to use any available paid leave, and such paid leave will count towards the 12-week maximum leave for FMLA.

To be eligible, employees must work at least 1,250 hours in the preceding 12 months prior to application. Employees requesting such leave should inquire through the Human Resources Office. (See Board Policy).

LEAVES OF ABSENCE - UNPAID

All leaves must be applied for, in writing, and shall be granted with the approval of the District Superintendent (or his/her designee) and the Board of Education. An unpaid leave may be granted for reasons such as child care, elder-family care, educational or other personal reasons at the discretion of the Board.

OVERTIME PAY

All overtime must have prior approval by your supervisor. Once it is approved and the overtime has been worked, staff must submit the overtime for payment within the pay period.

PAID TIME OFF PAID LEAVES OF ABSENCE

Employees may be granted paid time off for such reasons as:

- | | |
|----------------|---------------------|
| Sick Leave | Bereavement |
| Holidays | Vacation |
| Personal Leave | Medical Appointment |
| Family Illness | Jury Duty |

Refer to your unit contract or Board approved benefit summary for details. If you leave employment with BOCES you will only be paid for actual earned time. Contact the Human Resources Office if you are requesting a leave of absence or resigning to get an up-to-date earned accrual balance.

REQUEST TIME OFF

Requesting time off and approval of absence requests will now be done electronically through the Frontline Absence Management system. You do not need to complete a paper request for your absence unless required for a special circumstance. Check your contract, employment policy or Human Resources office to find out which absence approval needs pre-approval. All absences must be entered into Frontline in a timely manner. Failure to request time off accurately may result in a denial of the request and/or docked pay.

SUPPLEMENTARY SICK DAYS - SICK BANK

Supplementary sick days are provided to eligible employees who are members that face extended illness after exhausting their earned sick days. Supplementary days are donated by other members of the employee's group. Use of the sick bank may vary by unit. Refer to your unit contract or board policy for additional details. Contact the Human Resources Office at (607) 588-6291, Ext. 2177 or 2178 for an application. Applications are also available on the website.

ATTENDANCE & REPORTING

Absenteeism can seriously hamper the education of our students, reduce the efficiency in support services and affect the quality of programs we provide. Absences must be reported in the Frontline Absence Management system as soon as the employee knows they will be absent. If you are unable to report your absence in Frontline, email your Supervisor and copy the Human Resources office with the absence date, reason and time and it will then be entered into the system. This should only occur in emergencies. ONC BOCES is required by law to maintain attendance records on all employees. Frontline Employee Reports are reviewed and verified by Supervisors and the Human Resources office. PLEASE VERIFY YOU HAVE THE EARNED TIME THAT YOU ARE REQUESTING IN ORDER TO PREVENT THE OVERUSE OF TIME OFF.

RETIREMENT SYSTEM

Eligibility is from date of hire for full-time employees and date of application for part-time employees. Once your application has been completed and sent to the system, you will receive a retirement account number and more detailed information regarding the retirement system. Annual statements are provided for employees by both TRS and ERS.

You can access the retirement systems at the following web addresses. NYS Teacher Retirement Plan (TRS) (<https://www.nystrs.org/>) or the NYS Employees Retirement (ERS) plan (<https://www.osc.state.ny.us/>).

PAY DATES

Payroll dates are on the 15th and 30th of each month. If the pay date falls on a weekend or holiday, the pay date will be the business day prior.

Ten-month staff have two different pay options to choose from each calendar year. Due to changes in IRS regulations, this selection must be made prior to the end of June each year. A list of payroll dates is available on the ONC website.

DIRECT DEPOSITS

BOCES offers direct deposit of payroll checks for all staff. Further information on direct deposits can be obtained from the payroll office and forms are available in your TalentEd account. Those employees who have direct deposit must use MyWincap to view any deposits.

MY WINCAP

All employees have access to the online MyWincap account to view attendance balances and paycheck information. Those employees who have direct deposit must use MyWincap to view any deposits.

PAYROLL DEDUCTIONS

As required by law, Federal and State Income Taxes, Social Security and Medicare deductions are withheld from your pay. Additional taxes, withholdings, annuities, savings, etc. may be made upon written request. At the end of the year, a summary of earnings and deductions for tax purposes (W-2) is prepared and distributed to each employee.

SCHOOL CALENDAR

A copy of the ONC BOCES school calendar is provided to each employee on an annual basis. Calendars are available on the ONC website.

CREDIT UNION

Contributions may be made through payroll deduction to any credit union of your choice. Contact the Payroll office at (607) 588-6291, Ext. 2144 if you have any questions.

TAX SHELTERED ANNUITIES /TSA'S

BOCES employees are eligible for payroll deductions for Tax Sheltered Annuities. This is a tax favored investment in which employees of a qualified organization can set aside money for retirement. These monies are tax exempt to the individual. A Tax Sheltered Annuity can be opened at any time. Annuities cannot be withdrawn before retirement without incurring an IRS penalty. If you have any questions please contact the Payroll Office at (607) 588-6291, Ext. 2144.

FLEX PLAN (IRS 125)

Employees are eligible to participate in our Flexible Benefits Program. The program allows the employee to set aside pre-tax dollars to use for un-reimbursed medical and dependent care expenses. An open enrollment period takes place in December of each year. The Plan Year runs from January 1st through December 31st. Contact the Payroll Office with any questions at (607) 588-6291, Ext. 2144.

MEDICAL/ DENTAL INSURANCE

BOCES provides comprehensive health and dental benefits for eligible employees. You should refer to your union contract or board approved benefit summary for a review of those benefits and the amount of employee contribution for coverage. If you have any questions or need additional forms contact the Human Resources office at (607) 588-6291, Ext. 2177 or 2178.

A Health Insurance Buy-Out Option is also available for an active employee who voluntarily cancels his/her health insurance with the District (please refer to your unit contract or board approved benefit summary). Payment will be made in June for the school year in which the employee was not enrolled in the health insurance plan. You must apply for the Buy-Out Option by October 1st of each year. If you have any questions regarding the Buy-Out Option contact the Human Resources Office at (607) 588-6291, Ext. 2177 or 2178.

ON-THE-JOB INJURY/ WORKER'S COMPENSATION

All employees are covered by worker's compensation insurance. Any on-the-job injury must be reported to your supervisor and an accident report form completed within 24 hours of the incident. Accident report forms must be submitted to the Human Resources Office.

When you go to the doctor or hospital you must advise your provider that you were injured on the job, making sure they accept Worker's Compensation cases. Please provide the following information to your medical provider for billing purposes instead of your health insurance provider:

NCA Comp., Inc.
14 Lafayette Square, Suite 700
Buffalo, NY 14303

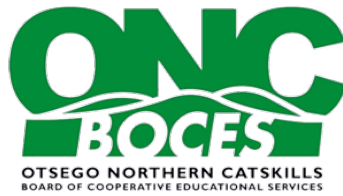
If you have any questions about the procedures please contact the Human Resources Office at (607)588-6291, Ext. 2177.

SMOKING

Federal and State Laws prohibits smoking in school buildings or on school grounds.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

The EAP program is a benefit provided by the BOCES to all employees, as well as anyone living in their households at no cost to the employee. A variety of confidential services are available for work situations, family issues, financial concerns, personal wellness, relationships and legal issues. For confidential assistance call 1-800-252-4555 or visit their website at www.theeap.com.



Help Lines

<p>Accounting Purchase Orders, Mileage Claims, Expense Vouchers</p>	<p><u>(607) 588-6291 Ext. 2172</u> Lynn Chase, Director of Management Services</p>	<p>lchase@oncbooces.org</p>
<p>Health Insurance Coverage, Claims, Provider Network</p>	<p><u>(607) 588-8197</u> TBD</p>	<p>mkiel@oncbooces.org</p>
<p>Human Resources Employment, Benefits, AESOP, Attendance, Fingerprints, Health/Dental Enrollment & Changes, Teacher Certification, Workers' Compensation & Leaves of Absences</p>	<p><u>(607) 588-6291 Ext. 2177, 2178 or 2179</u> Sarah Blood, Director of Human Resources & Employee Engagement</p>	<p>sblood@oncbooces.org</p>
<p>Payroll Deductions, Time Sheets, Tax Shelters, Flexible Spending Accounts Retiree Health</p>	<p><u>(607) 588-6291 Ext. 2144</u> Samantha DeFreese, Payroll and Benefits Specialist</p>	<p>sdefreese@oncbooces.org</p>
<p>Safety & Health Health & Safety Training, OSHA/PESH, VADIR, DEC Fuel Tank & Asbestos Compliance, Hazardous/Universal Waste Disposal, Fire/Visual/Building Inspections</p>	<p><u>(607) 441-5341</u> Joshua Reiss, Risk & Safety Officer</p>	<p>jreiss@oncbooces.org</p>
<p>Computer Problems Servers, Network, Email Software & Hardware</p>	<p><u>(607) 766-3800</u> South Central Regional Information Center</p>	<p>www.oncbooces.org ⇨ My ONC ⇨ Technology Work Request</p>

2021

**Otsego Northern Catskill BOCES
Communicable Disease –
Pandemic Plan**

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Communicable Disease - Pandemic Plan

This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team.

Effective April 1, 2021, Labor Law §27-c amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Public employers shall prepare a plan for the continuation of operations if the Governor declares a state disaster involving a communicable disease. Education Law §2801-a requires BOCESs to develop plans consistent with the new Labor Law requirement. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.**

This Plan addresses the required components in the sections as noted below:

Prevention/Mitigation

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees to reduce workplace and public transportation overcrowding.

Protection/Preparedness

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Response

- (5) Protocols to prevent spread in the workplace in the event an employee is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation, or quarantine.
- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Prevention/Mitigation

- The Otsego Northern Catskills BOCES (BOCES) will work closely with the Otsego and Delaware County Departments of Health to determine the need for activation of our Plan. Suspected and confirmed cases of communicable disease will be reported to:
 - Otsego County Public Health - https://www.otsegocounty.com/departments/health_department/index.php
 - *Main Phone - 607.547.4230*
 - *Email - bondh@otsegocounty.com*
 - *Address - 140 County Highway 33W, Suite #3 Cooperstown, NY 13326*
 - *Coronavirus Hotline: 1-888-364-3065*
 - *Weekend/After-hours Consultation and Reporting: 607-547-1697*
 - Delaware County Public Health – <http://delawarecountypublichealth.com/>
 - *Main Phone - 607-832-5200*
 - *Email – Go to: <http://delawarecountypublichealth.com/contact-us/>*
 - *Address - 99 Main Street, Delhi, NY 13753*
 - *Coronavirus Hotline: 1-888-364-3065*
- The County Departments of Health will monitor County-wide cases of communicable disease and inform BOCESs as to appropriate actions.
- The Deputy Superintendent will help coordinate our pandemic planning and response effort. This person will work with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The School Nurse and BOCES Medical Director will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the BOCES Network Specialist will also be an important team member. The Deputy Superintendent, Safety & Risk Management Coordinator, Director of Human Resources and Employee Engagement, Director of Management Services and Director of Facilities will also be vital to the planning effort. Other individuals may be part of the Team as needed.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the plan. The Team will review the *CDC Pandemic Influenza Planning Checklist* (see appendix) to assist in this determination and has considered issues related to planning and coordination; continuity of student learning; core operations; infection control policies and procedures; and communication.
- The BOCES will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings, and direct mailings for this purpose.

(1) Essential Positions/Titles

In the event of a government ordered shutdown most staff would be able to work remotely. However, some positions may be required to be on-site or in district for us to continue to function. The following information is addressed in the table below:

- **Title** – a list of positions/titles considered essential which could NOT work remotely in the event of a state-ordered reduction of in-person workforce.
- **Description** – brief description of job function.
- **Justification** - brief description of critical responsibilities that could not be provided remotely.
- **Work Shift** – brief description of how the work shifts of those essential employees will be staggered to reduce overcrowding at the worksite.
- **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees.

The worksheet below has been created in consultation with Central Administration, Human Resources, Facilities Services, Transportation, Food Service, Communications, Technology, Instructional Programs, Athletics, Special Education, Messenger/Mail Services, and Security.

Human Resources Essential Positions				
Title	Description	Justification	Work Shift	Protocol
Director of Facilities, Custodian(s)	Facilities maintenance	Ensure building security and proper operation of building systems	single staff per shift or work in separate areas of the building	Daily entry/exit logs and work logs
Network Specialist, Service technician	Network administration	Maintain network service, device repair as needed	single staff per shift or work in separate rooms	Daily entry/exit logs and work logs

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- **Mobile Device Assessments:**
 - Survey staff to determine who will need devices at home to maintain operational functions as well as instructional services.
 - Conduct a cost analysis of technology device needs.
- **Internet Access Assessments:**
 - Survey staff to determine the availability of viable existing at-home Internet service.
 - Conduct a cost analysis of Internet access needs.
- **Providing Mobile Devices and Internet Access:**
 - To the extent practicable, procure, configure, and distribute appropriate mobile devices to those in need as indicated by the survey results.
 - To the extent practicable and technically possible, procure, and when available, provide appropriate Internet bandwidth to those in need as indicated by the survey results. Wi-Fi hotspots and residential commercial Internet options will be evaluated for effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:

- Survey the level of access to devices and high-speed broadband all students and teachers have in their places of residence.

- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.
- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

Mobile Devices Delivery:

To increase options for continuing learning during extended closures technology will be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments:
 - Identify students’ technology needs to include adaptive technologies
 - Use the Asset Tracking Management System procedures to check out all mobile devices
 - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- Providing Multiple Ways for Students to Learn
 - Support instructional programs as needed in preparation of hard-copy work for students to participate in remote or blended models where students do not yet have sufficient access to devices and/or high-speed internet.

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, the BOCES is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The BOCES will utilize these base strategies and expand upon them as necessary to address any public health emergency.

Protection (Preparedness)

We will collaborate with County and local partners to assure complementary efforts.

- The Deputy Superintendent has been designated the communicable disease safety coordinator (COVID Coordinator for COVID-19), whose responsibilities include compliance with the school’s reopening plan, and any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal levels. The coordinator shall be the main contact upon identification of positive cases and is responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding a public health emergency and plans implemented by the school.

<i>School/Program</i>	<i>Safety Coordinator/Administrator</i>	<i>Contact #</i>
<i>OAOC</i>	<i>Building Principal</i>	<i>607.286.7715</i>
<i>NCOC</i>	<i>Building Principal</i>	<i>607.588.6291</i>
<i>ISSC</i>	<i>Instructional Support Services director</i>	<i>607.286.7715 x2602</i>
<i>Center Street</i>	<i>OAOC Assistant Principal</i>	<i>607.286.7715</i>

- Communication with component districts, students, staff, parents, and the school community will be important throughout a pandemic outbreak. Communication methods may include websites, school postings, general mailings, e-mail, special presentations, telephone, text message, reverse 911 systems and the public media. The District Superintendent has been designated District Public Information Officer (PIO) to coordinate this effort and act as the central point for all communication. The PIO will work with our Network Specialist to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through e-mail followed by the district automated phone notification system and our normal phone system.
 - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. Recognizing the need for job cross-training, we have trained individuals with the following job titles; Purchasing Assistant, Treasurer, Payroll Benefits Specialist, Accounts Payable Clerk and Claims Auditor. To maintain these essential functions off-site, business office staff will be provided computers, printers (also for printing checks), and Wi-Fi hotspots as needed to work remotely.
 - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to assist in essential building functions.
 - Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The Human Resources Director has provided cross-training of the following staff to ensure essential functions; Personnel Assistant and Personnel Clerk. Human Resources will help develop the plan, in conjunction with all bargaining units, for emergency use of personnel in non-

traditional functions and changes in the normal workday such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help decide if schools need to be closed.

- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented include:
 - Hard copy, self-directed lessons.
 - Use of mobile media storage devices for lessons (laptop computer, jump drive, tablet, etc.).
 - On-line instruction, on-line resources, on-line textbooks (Kahoot, Blooket, Google forms, YouTube, etc.)
 - Web-based modalities for live lessons (Google classroom/meet, Zoom, etc.)

(4) Obtaining and Storing Personal Protective Equipment (PPE)

PPE & Face Covering Availability

The District will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected.
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information will be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than basic preliminary purchases, will be done using cooperative purchasing whenever possible.
- Teach and reinforce use of face coverings among all staff and students.
- Staff are encouraged to utilize their own personal face coverings.
- Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

Specialized PPE (N95s, KN95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. N95 respirators are recommended only if staff will be in contact with a suspected positive case of a contagious disease. Those employees required to wear N95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so.

PPE Supply Management

As required by Labor Law §27-c, the District will procure appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees in a quantity sufficient to provide each type of personal protective equipment to each essential employee during any given work shift.

This PPE will be stored and replaced as follows, unless manufacturer recommendations are different:

- Keep in a clean, secure, temperature-controlled environment to prevent damage or contamination.
- Avoid storage areas that are damp or have temperature extremes.
- Use the oldest supplies first and check facepiece, straps and seal material for signs of damage or deterioration.

Using the following charts for staff and students on site, the Facilities Department will work with programs to determine the overall PPE needs of the District:

Disposable Face Coverings					
Initial recommended quantities per 100 individuals					
Group	Quantity needed for 1 week	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
100 Students	100	1200	600	300	1 Disposable Mask per Week per Student
100 Teachers and other staff	500	6,000	3,000	1,500	5 disposable masks per week per person
4 Nurses/Health Staff	40	480	240	120	10 Disposable masks per Week per School Nurse

PPE for Each Staff Having High Intensity Contact with Students			
Item	1 Week Supply per Staff	12 Week Supply per Staff	Assumptions
<i>Disposable Nitrile Gloves</i>	10	120	10 per Week per Staff
<i>Disposable Gowns</i>	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
N-95 Respirators*	10	120	10 per Week per Staff

Response

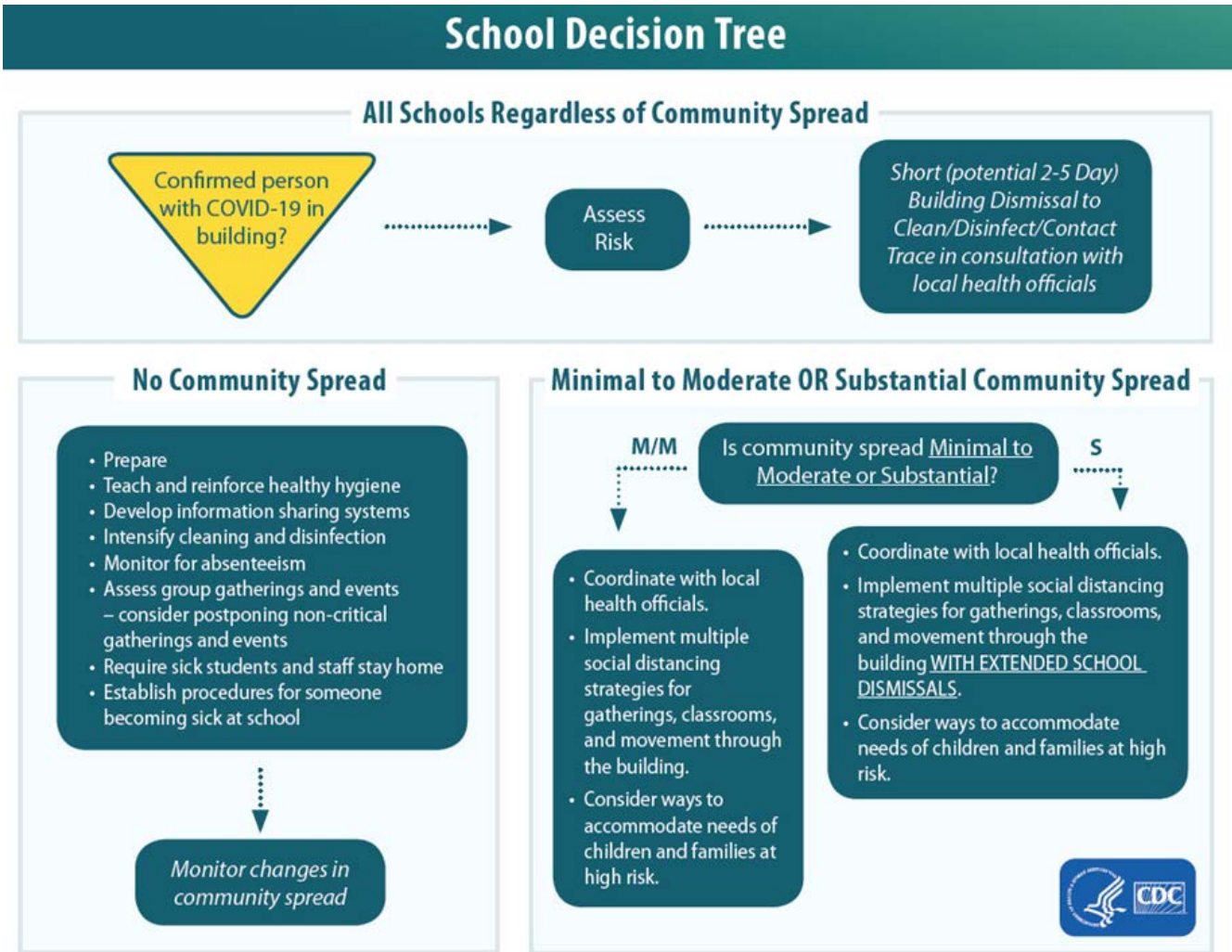
The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The PIO will work closely with the Network Specialist to test all communication systems to assure proper function. The District-Wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Director of Management services will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Director of Management services will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Director of Facilities will meet with staff and monitor ability to maintain essential function. The Director of Facilities will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Director of Facilities will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- The Director of Human Resources and Employee Engagement will meet with staff to review essential functions and responsibilities of back-up personnel. The Director of Human Resources and Employee Engagement will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Any decision to close school will be made in collaboration with the District Superintendent, Local Health Department and NYS Education Department.

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed Case Requirements & Protocols

Instructional programs must be prepared for communicable disease outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The following example is a COVID-19 decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation. This may need to be modified for different communicable disease outbreaks.



Center for Disease Control (CDC) and New York State Department of Health (NYSDOH) Recommendations:

- Close off areas used by a sick person and do not use those areas until after cleaning and disinfection has occurred.
- If possible, open outside doors and windows to increase air circulation in the area.
- Wait at least 24 hours before cleaning and disinfecting a contaminated room. If waiting 24 hours is not feasible, then wait as long as possible.
- Clean and disinfect all areas used by the suspected or confirmed infected person, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.

- Individuals without close or proximate contact with the suspected or confirmed infected person can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to NYSDOH guidance for current information on close and proximate contacts, and how staff can safely return to work.
- If more than seven days have passed since the suspected or confirmed infected person visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Return to School After Illness:

The BOCES must follow CDC and NYSDOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of a communicable disease. Depending on the disease, if a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours.
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

If a person is diagnosed with a communicable disease by a healthcare provider based on a test or whether they had or currently have symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms.
- It has been at least three days since the individual has had a fever (without using fever reducing medicine).
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

Refer to current CDC and NYSDOH guidance for individuals who are on home isolation regarding when the isolation may end.

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

Staff Absenteeism

- Instructional staff will call into the absence management system when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- The instructional departments will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

Employee Assistance Program (EAP)

- The Human Resources Department will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and/or work-related problems. EAPs address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems, and psychological disorders.

Medical Accommodations

- The Human Resources Department will handle medical and contagious disease accommodations, such as telework or shift modification. Requests for accommodations should be sent to sblood@oncboces.org.

New York State Contact Tracing Program

If a student or staff member tests positive for a contagious disease the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works.

It is recommended that all District-wide School Safety Team members, administrators, principals, nurses and others take the free Johns Hopkins University COVID-19 Contact Tracing Course at <https://www.coursera.org/learn/covid-19-contact-tracing>.

New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, a nation-leading initiative to help slow the spread of COVID-19. Contact Tracers work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from “NYS Contact Tracing” (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

A contact tracer will:

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, child-care, medical care, or other supplies. The Tracer will work with you to identify and reach out to anyone you’ve been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, IF you become sick yourself, you have not infected many others along the way.

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say “NYS Contact Tracing” (518-387-9993).

Please answer the phone so we can keep NY moving forward and stop the spread of COVID-19.

Facilities: Cleaning and Disinfecting

Soiled surfaces and objects must be cleaned before being disinfected. Cleaning does not kill germs or viruses but rather removes many of them, along with dirt and other impurities, from surfaces or objects. Disinfecting then kills many of the remaining germs and viruses, lowering their number to a safe level, as judged by public health standards.

If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Routine cleaning of school settings includes:

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails, and door knobs/handles
- Dust- and wet-mopping or auto-scrubbing floors
- Vacuuming of carpets, entryways, and high traffic areas
- Removing trash
- Cleaning and disinfecting restrooms
- Wiping heater and air conditioner vents

- Spot cleaning walls
- Spot cleaning carpets
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

Classroom/Therapy Rooms

The BOCES will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

Common Areas

Smaller common areas, like kitchenettes and copy room areas, should have staggered use. Face masks, or other identified PPE shall be worn in common areas, unless advised otherwise. Signage shall be posted in common areas to remind staff of health and safety etiquette.

Disinfecting

- Cleaning and disinfection requirements from the CDC and NYSDOH will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to be infected, with such cleaning and disinfection to include, at a minimum, all heavy transit areas, and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by central administration.
- Additional paper towel dispensers may be installed in other designated spaces.

Upon request, facilities services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- Bus seats and handrails.
- Buttons on vending machines and elevators.
- Changing tables.
- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Handrails, ballet bars.
- Dance studio floors.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Positive Academic Support Solution (PASS) Rooms.
- Related Services Spaces.
- Shared computer or piano keyboards and mice.
- Shared desktops.
- Shared telephones.

Hand Sanitizing

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by central administration.

- The District ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash removal

- Trash will be removed daily.
- Garbage cans or the process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

(6) Documenting Precise Hours/Work Locations of Essential Workers

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. Daily work logs will be maintained by each staff. Student and staff sign in/sign out sheets will be utilized for each building and may be used for areas within a building as needed. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis.

(7) Emergency Housing for Essential Employees

Emergency housing for essential workers is generally not required for school employees as opposed to healthcare workers and other critical care employees. However, the following local hotels/motels can be accessed if necessary:

1. The Otesaga, Cooperstown (607.547.9931)
2. Holiday Inn Express, Cooperstown (607.547.8000)
3. Best Western, Cooperstown (607.547.7100)
4. Hampton Inn Express, Oneonta (607.433.9000)
5. Courtyard Marriott, Oneonta (607.432.2200)
6. Holiday Inn, Oneonta (607.684.200)
7. Super 8, Oneonta (607.353.6875)
8. Colonial Motel, Grand Gorge (607.588.6122)
9. Margaretville Motel (845.586.4464)
10. The Roxbury Motel (607.326.7200)
11. Winwood Inn, Windham (518.734.3000)
12. Kaatskill Mountain Club, Hunter (800.486.8376)

If necessary, BOCES will work with the County Office of Emergency Management to determine housing options.

Recovery

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to debrief and determine lessons learned. Information from the PIO, Network Specialist, Deputy Superintendent, Safety & Risk Management Coordinator, Director of Human Resources and Employee Engagement, Director of Management Services and Director of Facilities will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

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ONC BOCES COVID-19 Preliminary On-Site Investigation

School Building Click or tap here to enter text. Today's Date Click or tap here to enter a date.
 Individual Completing Form _____ Telephone # _____

Name of Person Testing Positive: <small>Click or tap here to enter text.</small>		Position:		
Last Date Individual was in the School Building: <small>Click or tap here to enter text.</small>				
Date of Birth: <small>Click or tap here to enter text.</small>		County of Residence: <small>Click or tap here to enter text.</small>		
Telephone #: <small>Click or tap here to enter text.</small>		Please highlight case was: SYMPTOMATIC OR ASYMPTOMATIC		
Documentation of Lab Confirmed Positive: Yes <input type="checkbox"/> No <input type="checkbox"/>		Date of Test: <small>Click or tap to enter a date.</small>		
Laboratory Conducting Test: <small>Click or tap here to enter text.</small>		Telephone # <small>Click or tap here to enter text.</small>		
Names of <u>students</u> in close contact (Less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contacts, please write NO CONTACTS across the page)				
STUDENT NAME	ADDRESS	DATE OF LAST CONTACT	PHONE #	EXPOSURE LOCATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
Name of <u>staff</u> in close contact (Less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contacts please write NO CONTACTS across the page				
NAME/POSITION/ EMPLOYEE ID #	ADDRESS	DATE OF LAST CONTACT	PHONE #	EXPOSURE LOCATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

(Enter Building Name) Screening/Entry Log

Assessment responses must be reviewed every day and such review must be documented.

Screening conducted by: _____

Date	Name	All Screening Questions answered No	Any Screening Questions answered Yes	Time In	Time Out

Date	Remote Work Log What actions were completed? [activity/means] What type of activity was it? (meeting, pd, instructional, etc.) [type/method]	How was this work completed? (eg. zoom, call, text)	Duration* *(if applicable)	District* *(if applicable)

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

I. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

