

West Buffalo Charter School

2020-2021

Pandemic Plan

- a. A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. Note that per NYS Department of Health COVID-19 toolkit guidance, school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide child care for children of first responders or health care workers, you may need to designate certain positions/titles as essential for this purpose.

| Position/Title | Description/Justification |
|------------------------------|---|
| School Leader | As the title implies, this person is responsible for overseeing all functions of the school, implementation of all safety and emergency plans and reports directly to the Board of Trustees, the Charter School Office and the broader NYS Education Department. To that end, she must have access to the building as needed. |
| Finance & Operations Officer | As the title implies, this person is responsible for all aspects of the finance and operational functions of the school (all central office functions). During a state-ordered closure, this person must still oversee all functions and safety of the facilities, including overseeing maintenance, office functions, HR, and food service (emergency distribution site), etc. This person also acts as the back-up to the School Leader. In short, even if the building is closed to the public, all financial and operational functions continue. During closure, staff, students, and families must still be supported (device distribution, material handling, payroll, benefits, food service, etc.). The building must be maintained for its eventual re-opening. Proper cleaning and maintenance protocols for essential workers must be managed. |

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| <p>House Principal – Middle School</p> <p>House Principal –Elem. School</p> <p>Asst. House Principal</p> | <p>The three House Principal staff members are essential to the operations and success of the school. However, during a state mandated closure, they would operate remotely. All three have wide ranging duties however those are primarily limited to students, student families and staff. Since all three of those stakeholder groups would be working from home, this professional group would be able to support them remotely and are not required to be in the school.</p> |
| <p>Maintenance Manager</p> <p>Head Cleaner</p> <p>Cleaning Staff-Other (6)</p> | <p>This group is responsible for maintaining and cleaning the school and school grounds. While the number of people accessing the building during a state-mandated closure would be limited to the above, the school must still be maintained, cleaned and disinfected each day. The six cleaning staff would likely have reduced hours but would be needed to disinfect the areas in use daily. Since the school operates as a breakfast and lunch distribution site, the areas in need of cleaning and disinfecting are broad (food prep, cafeteria, distribution area, etc.). Additionally, the need for maintenance varies depending on the time of year. Snow removal from the entire school grounds is still required and in the warmer weather months, the playground and grounds are used by the neighborhood and require constant clean-up.</p> |
| <p>BPS Food Service (number varies)</p> | <p>WBCS contracts with Buffalo Public Schools (BPS) as its food service vendor. During a state-mandated closure, WBCS would continue to offer meals to the community as a designated food distribution site (past practice). This typically requires four to six food service workers who are employed by BPS. The program is managed by BPS but conducted from WBCS for the benefit of the whole community.</p> |

- b. A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable.

West Buffalo Charter School has protocols that will allow all non-essential employees to telecommute. Faculty and staff will be provided devices such as employer-issued Chromebooks and Internet hot-spots for use during the period of building closure. All incoming phone calls to West Buffalo Charter School will be forwarded to an identified staff member's cell phone during scheduled work hours. Access to the building will be granted during specified hours.

- c. A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.

West Buffalo Charter School will stagger work shifts of essential employees and contractors. Essential employees and contractors will rotate work days and stagger their daily hours to minimize the number of employees on site at any given time. A total of four Cleaners (per shift) will be on site each day, four in the morning and four in the afternoon. Two members of the clerical staff will modify their work schedules to allow for a rotation of days limiting the number of staff onsite each day.

- d. Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.

West Buffalo Charter School will purchase cloth face coverings, PPE, and cleaning supplies in bulk quantities. Faculty, staff, and students may choose to supply their own face coverings. If not feasible, West Buffalo Charter School will provide a face covering to any employee, student, or visitor prior to entering the school building.

- **While conducting screenings, PPE or barriers for staff members will be provided.**
- **West Buffalo Charter School will ensure they have adequate supplies of PPE for use by school health professionals to assess and care for ill students and staff members;**
- **Such PPE includes, but is not limited to:**
 - **face masks (disposable surgical masks)**
 - **respirators (N95) masks that are fit tested**
 - **eye protection or face shields**
 - **gloves**
 - **disposable gowns**
- **PPE equipment will be stored in the Nurse/Health Office and only given out by the healthcare professional onsite or by a member of the Administration Team.**

DISPOSABLE MASKS

Initial recommended quantities per 100 individuals per group per school

| Group | Quantity per 100 per group | 12-week Supply at 100% Attendance | 12-week Supply at 50% Attendance | 12-week Supply at 25% Attendance | Assumptions |
|--|-----------------------------------|--|---|---|---|
| Students | 100 masks per week | 1,200 | 600 | 300 | 1 disposable mask per week per student (to supplement the cloth masks provided by parent/guardian). |
| Teachers & Other Staff | 500 | 6,000 | 3,000 | 1,500 | 5 disposable masks per week per teacher. |
| School Nurse & Health Providers | 1,000 | 12,000 | 6,000 | 3,000 | 10 disposable masks per week per School Nurse. |

MATERIALS FOR STAFF MEMBERS WHO MAY BE IN HIGH-INTENSITY CONTACT WITH STUDENTS OR HANDLING WASTE MATERIALS

Initial recommended quantities calculated per 1 staff (e.g. nurses, custodians, and some special education teachers and other staff)

| Item | 1-week Supply for 1 Staff | 12-week Supply | Assumptions |
|--|----------------------------------|-----------------------|---|
| Disposable Nitrile Gloves | 10 | 120 | 10 pairs disposable nitrile gloves per week, per staff. |
| Disposable Gowns | 10 | 120 | 10 disposable gowns per week, per staff. |
| Eye Protection | 2 | n/a | 2 reusable eye protection per staff total. |
| Face Shields | 2 | n/a | 2 reusable face shields per staff total. |
| Waste Disposal Medium | 1 | n/a | 1 unit per staff total. |
| N-95 Ventilating Masks* Note: N-95 masks are recommended <i>only</i> if staff will be in contact with a suspected COVID-19 positive case and/or performing aerosol-generating procedures | 10 | 120 | 10 N-95 masks per week, per staff. |

- e. Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols shall not violate any existing federal, state, or local law, regarding sick leave or health information privacy, and must include:
- Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and
 - The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

In the case of West Buffalo Charter School being informed of a positive COVID-19 diagnostic test result by an individual who has been in school or on school grounds including students, faculty, staff, or visitors, West Buffalo Charter School will implement the following procedures:

- **School Nurse in conjunction with the Covid Coordinator will immediately notify the local and state health departments.**
- **School Nurse in conjunction with the Covid Coordinator and other responsibility parties will cooperate with the state and local health department contact tracing, isolation, and quarantine efforts.**
- **Covid Coordinator and other responsible parties will ensure the areas used by the individual during their infectious period will be cleaned and disinfected thoroughly according to CDC guidelines.**
- **School Nurse in conjunction with the Covid Coordinator will notify all individuals who have come into close or proximate contact with the person with COVID-19. These contacts (assigned cohort and any others deemed exposed through contact tracing) will be notified and instructed to quarantine at home for 14 calendar days. They will be permitted to return to school after the 10 days if asymptomatic.**
- **School Nurse in conjunction with the Covid Coordinator will additionally notify all West Buffalo Charter School families, teachers, and support staff while maintaining confidentiality as required by the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA) that a person with a positive COVID-19 test was in the school or on school grounds and exposed individuals are in quarantine as per CDC and NYSDOH guidance.**
- **All notifications will be sent as soon as possible and include information on symptom monitoring, what to do if symptoms develop, COVID-19 prevention strategies, and information on what West Buffalo Charter School is doing in response to the positive case.**
- **All areas of the building the individual was in will be thoroughly cleaned and disinfected as per CDC guidelines.**

PTO combines vacation (12-month employees only), sick and/or personal days into one bank of time. PTO is designed for use in situations such as (but not limited to) medical appointments, family sickness, or emergencies that cannot be tended to after school hours. This combined use policy is designed with employee flexibility in mind but is not intended to be used as vacation. Vacation time is to be taken at the same time as student vacations. Since this time includes sick and emergency time, employees should be prudent in the use of this time should it be needed for cases of illness or emergency. Abuse of this policy will be grounds for disciplinary action.

Paid Time Off (PTO) is administered on a School Calendar year basis. Each full-time employee will begin the school year with three (3) days of accrued PTO as of September 1st then earn one (1) PTO day per month thereafter to a maximum of twelve (12) days per year.

- f. **Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.**

Prior to entering the building all essential personnel will complete a health screening questionnaire via a downloaded application (i.e. PikMyKid). This app includes the date/time the essential employee reported to the building and a series of health screening responses. In addition, a Google document will also be kept listing who (employees and/or contractors) is onsite each day. The document will include the date, time onsite, and location the essential personnel reported to while on the premises. All documentation will be shared with the local and/or state department of health to assist in contact tracing.

- g. Protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.

Identifying emergency housing for essential employees is not applicable (N/A) to West Buffalo Charter School.