

**Addendum to Rochester Prep Charter Schools
District-Wide Safety Plan for 2020-2021**

Pursuant to the legislative amendments to New York Education Law 2801-a, the district wide school safety team should develop amendments to the school safety plan in accordance with the requirements below.

Section 2801-a (6) requires that the district-wide safety plan and any amendments be available for public comment at least thirty (30) days prior to its adoption, and may be adopted by the school board (or governing body) only after at least one (1) public hearing that provides for the participation of school personnel, parents, students and any other interested parties. Further, a copy of the plan and any amendments to the plan must be filed with the Commissioner of Education no later than thirty (30) days after adoption.

Governor Cuomo signed legislation that requires all New York State public employers to adopt a plan for operations, in the event of a declared public health emergency, involving a communicable disease. The new legislation will constitute New York State Labor Law Section 27-C, and serves as a response to the effects of the sudden onset of the COVID-19 pandemic this past spring. In addition to 27-C, the following section was added to 2801-A of the Education Law that will require additions to the district plan. 2801-a (m) - protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions of section 27c of the labor law.

Governor Cuomo extended the original deadline (30 days after the passage of the law) to allow companies and districts time to work out all of the logistics with unions. The NYS Website states plans need to be finalized by April 1, 2021.

List and description of positions and titles considered essential.

ESSENTIAL PERSONNEL	JUSTIFICATION OF NECESSITY
Director of Operations	<ul style="list-style-type: none"> ● Responsible for access to schools for staff and emergency personnel. Maintains physical security of schools, oversees alarm, access control and CCTV systems. ● Liaison to the Incident Commander. ● Responsible for all personnel assigned to disinfect the buildings and maintenance of the schools/offices. Distribution of PPE to essential staff. ● Responsible for approving essential items, i.e. payroll, procurement of emergency supplies.

Principal	<ul style="list-style-type: none"> • Ensures continuation of instruction and communication with students and their families. • Coordinates services i.e. mental health, liaison with town/state agencies for acquiring PPE supplies.
(Director of)Special Projects	<ul style="list-style-type: none"> • Potential may arise to coordinate distribution of technological devices, food, etc. to students. • Where necessary, to ensure the continued operation of the district.
Office Manager/Receptionist	<ul style="list-style-type: none"> • Provides communication to the community (i.e. website, social media, school messenger). • Where necessary, to ensure the continued operation of the district.
Custodial Staff	<ul style="list-style-type: none"> • Responsible for ensuring that food is prepared and distributed daily to the community. • Disinfects and cleans all schools, following a closure. Sanitizes areas that essential staff utilize. Replenishes PPE and supplies for essential workers and at entry points. • Where necessary, to ensure the continued operation of the district.

Description of protocols for non-essential employees and contractors to telecommute.

The sign-out process for issuing technology to students and staff will be as follows:

Administration, faculty, and students have already been issued Chromebooks to use for district needs. The IT department will evaluate, on a case-by-case basis, the individual needs, along with every request relating to distributing devices and downloading software technology.

Requests to have phone calls forwarded to personal phone lines will be made to the respective supervisor, and, if approved, the IT department will work to fulfill such request.

The following programs may need to be used by essential and non-essential staff, and students, and are not limited to the following:

Email	Google Classroom Suite
Clever	Amplify Reading
mClass	Zearn
Epic Reading	Actively Learn
Desom	Gizmos
Illuminate	PowerSchool

Description of how work shifts of essential employees and contractors will be staggered in order to reduce overcrowding on public transportation systems and at worksites.

In the event of a state-ordered reduction in workforce, those employees deemed essential will be strategically deployed in a fashion so that they are working within the guidance provided by the Department of Health such as maintaining safe distances from one another. Additionally,

- In-person days may be staggered by cohort groups.
- Employees may be permitted to work remotely.
- Contractors may not be permitted on campus during school hours.
- Visitors may not be permitted on campus during school hours.

With respect to managing transportation services provided to the district, in addition to the wearing of facial coverings, the following measures have been taken:

- Buses will stagger seating.
- Members of the same household sit together.
Seat behind the driver will be left empty where practicable.
- Buses will load back to front when applicable (K-students and special circumstances notwithstanding).
- Arrival and departure activities shall be supervised to ensure social distancing.
- Whenever possible, a single driver will be assigned to the same bus and routes.
- Bus windows and roof hatches will be kept open to allow for ventilation.
- Buses will be disinfected at the end of every run and deep cleaned periodically.

Protocol to procure the appropriate Personal Protective Equipment (PPE) for essential employees and contractors.

This information shall serve as a plan for ongoing procurement, storage, dissemination and maintenance of Personal Protective Equipment (PPE). The district will provide at minimum five pieces of PPE (cloth/ disposable mask, gloves, hand sanitizer, disinfectant) for each school-based employee. The Director of School Support will serve as the liaison for the district to obtain, disseminate and maintain all PPE.

The ongoing procurement of said PPE will be in line with the district's purchasing routes. The Director of Operations will decide on proper storage areas within their school, based on availability, and also ensure that compliance with manufacturer's storage recommendations are adhered to. Ongoing inventory will be maintained by the schools.

Protocol to be implemented in the event an employee or contractor is exposed to a known case of the communicable disease that is the subject of the public health emergency.

When individuals enter a school for a period of 5 minutes or longer, they will be required to sign in. In the event that an individual is exposed to a known case of the communicable disease, exhibits symptoms, or tests positive, the individual will be directed to quarantine. The area the individual came into contact with will be closed, contact tracing will be implemented, notification to those impacted will be made, and a thorough sanitization of the contaminated areas will take place.

The district will adhere to all federal, state and local laws regarding available leave, in the event that an employee needs to receive testing, treatment, isolation or quarantine.

Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors.

The district utilizes a variety of methods listed below for time and attendance tracking:

- Elementary schools use a biometric system to report daily in-person attendance
- Middle & High School uses a Google form to report daily in-person attendance

All employees electronically acknowledge their health status before reporting to work. Individuals who do not report to work must notify their supervisor, and their absence will be recorded in the Human Resource time and attendance system. Payroll, attendance, and/or time cards/biometric systems will further document an employee's presence on campus.

- Any contractor assigned to work in the district, must first be cleared to work in a specific location by the Director of Operations, and once approved, will mandate that project managers maintain documentation with dates and specific hours that each employee worked on a site.
- In the event that an essential employee is scheduled for an off-site visit (out of the district), the employee must get prior approval from their direct supervisor, so that in the event of an exposure, contact tracing can be implemented.
- Non-essential visitors will not be allowed on site, however, exceptions may be made on a case by case basis.

Protocol identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease.

The District will work with the county health department to provide a list of available housing. The employee will be directed to work with Human Resources to the extent possible.

Please refer to the district's [reopening plan](#) for further information.