

# **Wilson Central School District**

## **District-Wide School Safety Plan**

**2022 - 2023**

**Revised June 2022 (for the 2022-2023 School Year)**

**Reviewed June 2021 (for the 2021-2022 School Year)**

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# INTRODUCTION

Every board of education of a school district, every board of cooperative educational services and county vocational education and extension board and the chancellor of the City School District of the City of New York **shall adopt by** July 1, 2001, and **shall update by** July 1<sup>st</sup> for the 2002-2003 through the 2015-2016 school years **and by September 1<sup>st</sup>** for the 2016 – 2017 school year **and each subsequent September 1<sup>st</sup> thereafter**, a comprehensive District-Wide School Safety Plan and Building Level Emergency Response Plans regarding crisis intervention and emergency response and management, provided that in the City School District of the City of New York, such plans shall be adopted by the chancellor of the city school district. **Such plans shall be developed by a District-Wide School Safety Team and a Building Level Emergency Response Team**, as such terms are defined in subdivision (b) of this section, and shall be in a form developed by the commissioner in consultation with the Division of Criminal Justice Services, the superintendent of the State Police and any other appropriate State agencies. **Each District-Wide School Safety Plan and Building Level Emergency Response Plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.**

## GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

### Purpose

The **Wilson Central School District-Wide Safety Plan** was developed pursuant to Commissioner's Regulation 155.17. At the direction of the **Wilson Central School District Board of Education**, the **Superintendent of Wilson Central School District** appointed a **District-Wide School Safety Team** and charged it with the development and maintenance of the **District-Wide School Safety Plan**.

## Identification of School Teams

The **Wilson Central School District** has appointed a **District-Wide School Safety Team** consisting of, but not limited to:

**School Board Members**  
**Administrators**  
**Teachers**  
**Students**  
**Parent Organizations**  
**School Safety Personnel**  
**Other School Representatives**

## Concept of Operations

- The **District-Wide School Safety Plan** is directly linked to the individual **Building Level School Emergency Response Plan** for each of the school buildings. Protocols reflected in the **District-Wide School Safety Plan** will guide the development and implementation of the individual **Building Level School Emergency Response Plan**.
- The District-Wide School Safety Plan includes the designation of the school Superintendent or school Superintendent's designee, as the district's **Chief Emergency Officer**, who is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring staff understanding of the District-Level Safety Plan. The Chief Emergency Officer shall also be responsible for ensuring completion and yearly update of the Building Level School Emergency Response Plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school's Building Principal or Designee.
- With authorization from the Building Principal or Designee and or the Superintendent of Schools, local emergency response personnel (fire/police/EMS) shall be notified. If deemed necessary by the Building Principal or Designee and or the Superintendent of Schools, activation of the building **Emergency Response Team** shall take place.
- Additional local/county/state resources could supplement the district efforts through existing protocols or emergency response actions, including post incident response, may be supplemented by county and state resources through existing protocols.

## Plan Review and Public Comment

- Pursuant to Commissioner's Regulation, Section 155.17 (e) (3), this plan was made available for public comment 30 days prior to its adoption. The **District-Wide School Safety Plan** was adopted by the School Board after one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. The plan was formally adopted by the Board of Education on June 18, 2001. The District-Wide School Safety Plan is reviewed and updated annually.
- Full copies of the **District-Wide School Safety Plan** shall be posted on the district's web site or can be requested in writing. The **Building Level School Emergency Response Plan** is submitted to local law and fire/ems agencies and entered on the SEDDAS' business portal of NYSED for New York State Police.
- This plan is reviewed periodically during the year and is maintained by the **District-Wide Safety Team**. The required annual review is completed on or before **September 1** of each year. **The District-Wide School Safety Plan is located in the Office of the Superintendent.**
- While linked to the **District-Wide School Safety Plan**, the **Building Level School Emergency Response Plan** shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers law or any other provision of law in accordance with Education Law Section 2801 – a.

## **RISK REDUCTION / PREVENTION AND INTERVENTION**

### **Prevention / Intervention Strategies**

#### **Program Initiatives: Prevention / Faculty**

The **Wilson Central School District** continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies may include but are not limited to:

1. Compliance with district's Code of Conduct.
2. Strategies for Crisis Intervention and Prevention (SCIP) technique training.
3. An Alternative Placement Program for intervention of violent students who cannot function in a regular school environment is operated by BOCES.
4. Alternative Education programs are operated by BOCES and address the criteria under the section entitled Early Detection of Potentially Violent Behaviors.
5. Peer mediation and conflict resolution – counselors, principals, student coordinators, psychologists, and teachers work with students who are potentially violent.
6. **The Wilson Central School District** encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, student coordinators, psychologists, and teachers or any other mentor without fear of retaliation by communicating this to all students at the beginning of the school year and periodically throughout the school year as appropriate. The district is committed to the Dignity for All Students Act (DASA).

#### **Program Initiatives: Intervention**

Peer Mediation, Conflict Resolution, Group Sessions, Community Support Center, De-Escalation Training, Formal School Emergency Plans, School Resource Officer, Liaisons with law enforcement agencies and judicial system, Counseling Program, Communication Plan

#### **Program Initiatives: Post-Intervention**

Formal Debriefing Meetings, Liaisons with law enforcement agencies and judicial system, School Crisis Plan, Long-Range Intervention, Formal School Emergency Plans

## **Training and Exercises**

The school understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur.

### **Training**

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at [www.training.fema.gov](http://www.training.fema.gov). ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at [www.dhSES.ny.gov](http://www.dhSES.ny.gov). or by contacting your local emergency management agency.

### **Drills and Exercises**

Procedures for review and the conduct of drills and exercises to test components of the emergency response plan, including for the regular school year, regular school day:

- eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31 each school year.
- four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress.
- Conducting drills at different times of the school day.
- Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly;
- at least one early dismissal drill each school year that is no more than 15 minutes before the normal dismissal time, including
  - notifying parents and guardians at least one week prior to the drill; and
  - testing the usefulness of the communications and transportation system during emergencies.

Additional drill requirements for residential schools, summer school, after school programs, events or performances:

- four additional drills must be held in each school year during the hours after sunset and before sunrise in school buildings in which students are provided with sleeping accommodations.
- at least two additional drills must be held during summer school in buildings where summer school is conducted, one must be held during the first week of summer school.
- for after-school programs, events or performances conducted within a school building and include persons who do not regularly attend classes in the building, the principal or other person in charge of the building must require the teacher or person in charge of the after-school program, event or performance notify attendees of the procedures to be followed in an emergency.



Policies and procedures for annual school safety training for students and staff:

- the district must certify (via BEDS in October each year) to the commissioner that all staff received (by September 15 each school year) annual training on the emergency response plan, and that the school safety training include violence prevention and components on mental health;
- new employees hired after the start of the school year shall receive training within 30 days of hire or as part of a district's existing new hire training program, whichever is sooner.

## **School Security**

The **Wilson Central School District** is committed to providing a safe working and learning environment at each of its schools. To help ensure the personal safety of staff and students the following has been adopted.

1. Screening of potential new employees which includes:
  - Providing a resume
  - Providing three references
  - Submit to a criminal history background check that includes fingerprinting (for all new employees hired after July 1, 2001)

## **Implementation of School Security**

1. All outside doors will be locked as necessary.
2. Every exterior door will be accessible as an exit.
3. All classroom doors will be locked when unattended.
4. A sign at the main entrance will direct all visitors to "Report to the Office".
5. All visitors are required to sign in, be entered in the district's Raptor Technologies Visitor Management System, generating a Visitor ID Tag.
6. The Middle and Elementary Schools have secured vestibule entrances. All visitors are held in this area until processed in the Raptor System and issued a visitors I.D. Tag. The high schools secured vestibule entrance has an anticipated opening for the fall of 2020.
7. Surveillance cameras have been mounted at 91 locations covering 5 buildings for external security surveillance of district buildings.

## Security Personnel – Hall Monitors

The **Wilson Central School District** does not employ trained school security officers or hall monitors. A district-wide monitoring policy routinely utilizes existing staff to maintain a presence in hallways during passing times, maintain a presence in school parking lots at the beginning and end of school days, maintain a presence at building entrances at the beginning and end of school days, and maintain a presence at any other strategically advantageous points to observe traffic flow. Staff receives no additional training for these duties. The **Wilson Central School District** has a School Resource Officer available through the Niagara County Sheriff's office.

## School Resource Information

Each **Building Level School Emergency Response Plan** will include the following information:

1. School population
2. Number of staff
3. Transportation needs
4. Office and home telephone numbers of key officials of each educational agency

The **Building Level School Safety Teams** will insure that this information is updated routinely and is accurate.

## Early Detection of Potentially Violent Behaviors

There are early warning signs in most cases of violence to self and others. Certain emotional and behavioral signs that, when viewed in context, can signal a troubled student. The more signs a student exhibits, the more likely he/she may need intervention. Such early warning signs may include but are not limited to the following:

- Social withdrawal
- Excessive feelings of isolation
- Excessive feelings of rejection
- Being the victim of violence
- Feeling of being picked on
- Low school interest and poor academic performance
- Expression of violence in writing and drawings
- Uncontrolled anger
- Patterns of impulsive, chronic hitting and bullying
- History of discipline problems
- History of violent and aggressive behavior
- Intolerance for differences and prejudicial attitudes
- Alcohol and drug usage
- Affiliation with gangs
- Inappropriate access / use of firearms
- Serious threats of violence

The above comes from the United States Department of Education's "Early Warning, Timely Response" document. This information will be available for all staff relating to early identification of potentially violent behaviors.

1. Information may be made available to parents / guardians on how to identify potentially violent behavior.
2. If a teacher or administrator feels help for a student is warranted, it will be discussed with the appropriate school personnel to determine the next step.

## **Hazard Identification of Sites of Potential Emergencies**

The **Wilson Central School District** has established procedures in the **Building Level School Emergency Response Plan** for the identification of potential internal and/or external hazards that may be present in them. These procedures have been developed in coordination with local emergency management office personnel, fire department, and law enforcement agencies. They are as follows:

### **Areas of Potential Emergencies – On Site:**

**Administration Building  
Middle / High School  
Wilson Elementary  
District Construction Areas - if applicable  
Industrial Arts Building  
Athletic Field Concession Stand/Press Boxes  
Athletic Fields**

Areas of Potential Emergencies – On Site: for addresses and telephone numbers see the School Building Information in the **Building Level School Emergency Response Plan**.

Areas of Potential Emergencies – Off Site: emergencies will be handled by the County Emergency Management procedures.

For detailed **Situational Responses – Threat and Hazard Specific Annexes** refer to Criminal Offenses, Natural Hazards, Technological Hazards, Explosion and Fire, Systems Failure, Medical Emergencies, and School Building sections in the **Building Level School Emergency Response Plan**.

## RESPONSE

### Notification and Activation of Internal and External Communications

Upon being notified of an emergency, the Building Principal or Designee will contact law or emergency personnel in accordance with stated response protocol and request the closest response agency to ensure that the response to the incident is as rapid as possible.

In an event of an emergency, the Building Principal or Designee will notify all building occupants to take the appropriate protective action. Follow established procedures as listed in **Building Level School Emergency Response Plan**.

The following systems may be utilized as forms of communications:

Telephone	District Radio Systems
Intercom	Emergency Alert System
Fax / E-mail	NOAA Weather Radio
Local Media	

### Notification of Educational Agencies

In the event of an emergency or disaster within the **Wilson Central School District**, the Superintendent or Designee will:

1. Contact Orleans/Niagara BOCES District Superintendent:

Orleans/Niagara BOCES  
4232 Shelby Basin Road  
Medina, New York 14103  
Phone: 716-731-6800, ext. 2202

2. Contact and act as the communications liaison for the public/non-public Educational Agencies associated with **Wilson Central School District**. Committee on Special Education will retain this listing.

**The Building Level School Emergency Response Plan** also details the appropriate responses for the following:

- Identification of the decision makers
- Determination of threat level
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify media
- Debriefing procedures

## **Functional Annexes**

**The information in this section was developed utilizing the Federal Emergency Management Administration's Guide for Developing High Quality School Emergency Operations Plans.**

**The Functional Annexes within this section, should provide schools with a comprehensive set of guides for responding to and functioning during an emergency. Each School Building Level School Safety Team should assess and develop annexes to meet the unique needs of each school building.**

Functional Annexes provide standard language and procedures, and are intended to be transferable to schools statewide and modifications are not recommended.

- **Shelter-in-Place**
- **Hold-in-Place**
- **Evacuation (required per 8 NYCRR Section 155.17 (e)(2)(i))**
- **Lock-out**
- **Lock-down**

These annexes contain elements required by 8 NYCRR Section 155.17. Completion of these annexes utilizing the recommended actions will help the school comply with State law.

- **Crime Scene Management**
- **Communications**
- **Medical Emergency and Mental Health**

The School Safety Improvement Team also recommends that schools complete the following annexes utilizing the recommended actions.

- **Accounting for All Persons**
- **Reunification**
- **Continuity of Operations**
- **Recovery**
- **Security**

## **Situational Responses - Threat and Hazard Specific Annexes**

The district's multi-hazard response plans for taking actions in the following emergencies are included in the **Building Level School Emergency Response Plan**. They are as follows:

### **Criminal Offenses**

- Bomb Threat
  - Written Threats
  - Telephone / Verbal Threats
  - Suspicious Packages
  - Outside Facility
  - Evacuation for Bomb Threat
  - Shelter in Place for Bomb Threat
  - Bomb Threat Response Form
- Civil Disturbance / Prison Break
- Hostage Taking / Kidnapping
- Intrusion
- Suspected Student with a Weapon on Campus
- Active Shooter
- Suicide Threat
- Missing Students from Classroom / Building

### **Natural Hazards**

- Severe Thunderstorm / Tornado
- Winter Storm / Ice Storm
- Hurricane / Tropical Storm
- Flood
- Reservoir / Canal / Dam Failure
- Earthquake

### **Technological Hazards**

- Mail Handling Protocol
- Anthrax / Biological Threat On-Site
- Biological Threat Off-Site
- Air Pollution
- Aircraft Crash
- Gas Leak
- Hazardous Material Incident – On Site
- Hazardous Material Incident – Off Site
- Radiological Incident
- Water Emergency

### **Explosion and Fire**

- Explosion / Fire Emergency

### **Systems Failure**

- Building Structure Failure
- Cyber Failure / Computer Loss
- Electrical System Failure
- Energy Supply Loss / Utility Restrictions
- Heating System Failure
- Sewage System Failure
- Transportation Fleet Loss
- Fire Alarm or Phone System Failure

### **Medical Emergencies**

- School Bus Accident (Off-Site)
- Epidemic / Human Disease

## **Acts of Violence**

The **Wilson Central School District** recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The **Building Level School Emergency Response Plan** and Code of Conduct details the appropriate response to such emergencies utilizing the following procedure:

- The threat level will be determined
- If the situation warrants, the immediate area will be isolated and evacuated if deemed necessary
- Administration will be notified
- If necessary, lockdown procedures will be initiated and appropriate law enforcement officials will be notified
- The situation will be monitored and the appropriate response will be adjusted accordingly. If necessary, early dismissal, sheltering or evacuation procedures may be initiated.

## **Responses to Acts of Violence / Implied or Direct Threats**

The school district has adopted policies and procedures dealing with acts of violence and responses to acts of violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the acts of violence. The normal procedures to respond to implied or direct threats of violence will be:

- Use of staff trained in de-escalation or other strategies to diffuse the situation
- Inform building principal of implied or direct threat
- Determine level of threat with District Superintendent / Designee
- Contact appropriate law enforcement agency if necessary
- Monitor situation, adjust response as appropriate, include the possible use of the Emergency Response Team

## **Arrangements for Obtaining Emergency Assistance from Local Government**

During emergencies, local government agencies, including emergency services, can be obtained by contacting the county Emergency Management Coordinator. The Incident Commander will authorize the request for assistance from these agencies.

**Niagara County: 911 or 716-438-3171**

## **Procedures for Obtaining Advice and Assistance from Local Government Officials**

If the nature of the emergency necessitates advice and/or assistance from local governmental officials, the Incident Commander will notify the county Emergency Management Coordinator at:

**Niagara County: 911 or 716-438-3171**

and/or the highest ranking local governmental official for obtaining the advice and assistance. The district resources, which may be available during an emergency, include the following but not limited to:

Red Cross	NYS Dept. of Environ. Conservation
Fire Department	NYS Dept. of Transportation
Police	NYS Dept. of Health
Private Industry	Village / Town Officials
Private Individuals	State Emergency Mgmt Office (SEMO)
Religious Organizations	Other

Specific resources are identified in the **Building Level School Emergency Response Plan**.

## **District Resources Available for Use in an Emergency**

The district has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the **Building Level School Emergency Response Plan** as deemed appropriate by the Incident Commander. Specific resources are identified in the **Building Level School Emergency Response Plan**.

## **Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies**

The district uses the Incident Command system model for emergency actions. For district-wide emergencies the incident commander will be the Superintendent or his/her designee. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the **Building Level School Emergency Response Plan**.



# RECOVERY

## District Support for Buildings

After a critical incident has occurred, the District is committed to a thorough and comprehensive recovery for students, staff, and families. To achieve this goal, the Post Incident Response Team should consider the following steps:

- Step 1: Consult with administrators and others to:
  - Determine advisability of team involvement
  - Determine nature of team involvement
  - If team is needed, acquire release from currently assigned responsibility
  - Inform Superintendent of nature of incident
- Step 2: Acquire facts and circumstances as to the nature of the trauma/loss
- Step 3: Determine those groups and/or individuals most affected by the trauma/loss (target population)
- Step 4: Assist building administrator in the following:
  - Arrange for staff meeting
  - Formulate staff meeting agenda
  - Dissemination of information to staff, parents, students, media, etc. (e.g., letters, etc.)
  - Determine logistical needs (e.g., work space, crisis center, counseling rooms, class schedules, etc.)
- Step 5: Assignment of team members and other staff to individual tasks
- Step 6: Provide Post Incident Response Team Services
  - Conduct faculty meeting with all building staff
  - Provide educational information to teachers to be used in class
  - Conduct classroom meetings with team member and teacher in seriously affected classes
  - Assess needs and arrange for follow-up meetings with individuals and small groups
  - End of day staff meeting to update staff and administrator and plan for next day
  - Crisis Team “debriefing” at the end of day
  - Provide substitutes and aides as back-up staff for teachers
  - Offer a separate room for parent contact, if necessary
  - Crisis workers in offices to aid office staff to deal with parents’ telephone calls and questions

Remind staff about “Teachable Moments”

- Death and grief education
- Personal safety
- Sorting rumor from fact
- Anatomy of the injury (e.g., what type, extent, what it means)

Step 7: Assist in creating a committee that can coordinate and plan for memorial contributions, expressions of sympathy, scholarship funds, etc., should be composed of staff students, and parents

Step 8: Follow-up plans for ending Post Incident Response Team involvement

- Staff meeting
- Alert staff to individual staff questions and needs
- Respond to individual staff questions and needs
- Provide feedback to teachers regarding individual student needs referral of literature
- Refer students and others to appropriate building personnel or other helping resources in the community
- Arrange for meeting with Post Incident Response Team to determine effectiveness of the Post Incident Response Plan in addressing the needs in this particular incident

## **Medical and Mental Health Emergency Annex**

### **Purpose**

This annex describes the courses of action that the school will implement to address emergency medical (e.g. first aid) and mental health counseling issues. Schools should coordinate these efforts with appropriate emergency medical services, law enforcement, fire department and emergency management representatives. 8 NYCRR Section 155.17 (e)(2)(vi) requires the coordination of the ERP with the statewide plan for disaster mental health services. The details of how this coordination is accomplished should be documented within this annex. Schools should consider contacting their county Director of Mental Health and Community Services for information on services available for addressing mental health issues in an emergency.

# **CHAIN OF COMMAND**

The **Superintendent of the Wilson Central School District** will be responsible for designation of response actions necessary to cope with an emergency.

**Superintendent of Schools / Chief Emergency Officer**

Mr. Timothy Carter

Office: 716-751-9341, ext. 120

In the event the Superintendent is not available, the response action designation responsibility shall be delegated as follows:

**High School Principal**

Mr. Paul Galgovich

Office: 716-751-9341, ext. 114

**Business Administrator**

Mrs. Carolyn Oliveri

Office: 716-751-9341, ext. 121

**Director of Facilities**

Mr. Todd Harmon

Office: 716-751-9341, ext. 158

# **ADMINISTRATION STAFF**

**Superintendent of Schools / Chief Emergency Officer**

Mr. Timothy Carter

Office: 716-751-9341, ext. 120

**Business Administrator**

Mrs. Carolyn Oliveri

Office: 716-751-9341, ext. 121

**Director of Facilities**

Mr. Todd Harmon

Office: 716-751-9341, ext. 158

**High School, Principal**

Mr. Paul Galgovich

Office: 716-751-9341, ext. 114

**High School Assistant Principal / Athletic Director**

Mr. Jeffrey Roth

Office: 716-751-9341, ext. 174

**Middle School, Principal**

Mr. Scott Benton

Office: 716-751-9341, ext. 123

**Wilson Elementary, Principal**

Mr. John Diodate

Office: 716-751-9341, ext. 118

**Director of Special Education**

Mrs. Amanda Schaus

Office: 716-751-9341, ext. 162

**School Food Service Director**

Mrs. Susan Bell

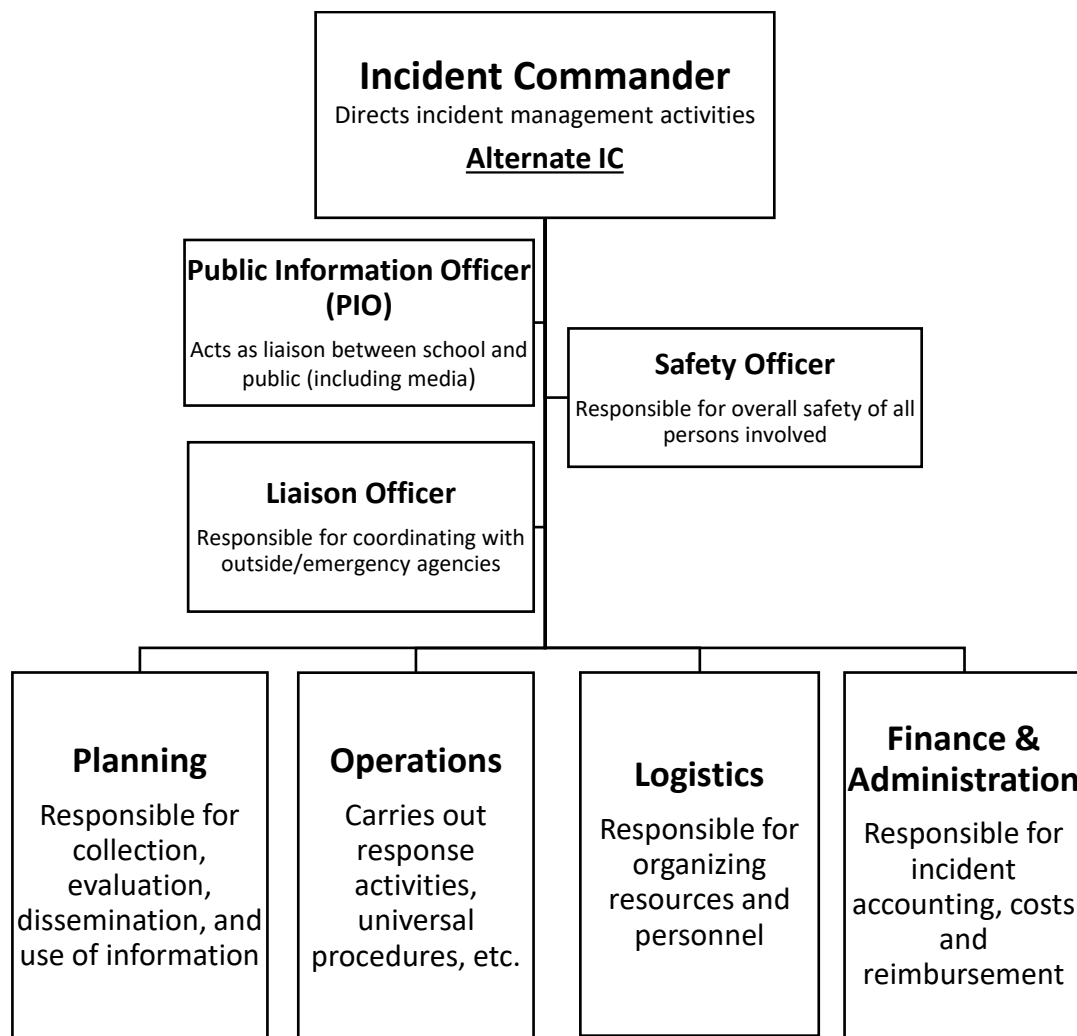
Office: 716-751-9341, ext. 139

## Direction, Control, and Coordination

### School Incident Command System

To provide for effective direction, control and coordination of an incident, the School ERP will be activated through the implementation of the Incident Command System (ICS).

Staff are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. The School ICS is organized as follows:



## **Supplemental Information as found in the Building Level School Emergency Response Plan**

### **Implied or Direct Threats of Violence**

The school district has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence.

### **Acts of Violence**

The district recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency.

### **Media Notification Plan**

The media plan addresses who is designated to meet/talk with the media. All district/media communication during an emergency must flow through the designated individual to prevent miscommunication or inaccurate information from being released. The plan provides the necessary guidance for district representatives to effectively deal with the media during an emergency.

### **Parent / Guardian Notification Plan**

Addresses the need for a separate plan to notify parent/guardian in the event of an emergency. The plan provides the necessary guidance for district representatives to effectively deal with parent/guardian during an emergency.

### **Post Incident Response / Recovery**

Provides guidance to district representatives for initiating a post incident response to an emergency or tragic event. Specific guidance is given to establishing crisis intervention teams and Critical Incident Stress De-briefing teams and how to utilize them.

### **Crime Scene Management**

- The Building Principal or Designee is responsible for crime scene security until relieved by law enforcement officials.
- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.
- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.

**Student / Staff / Guest with Special Needs**

- This appendix is a school specific procedure for students with special needs during an emergency situation.

**School Safety and Educational Climate (SSEC) - Formally Violent or Disruptive Incident Reporting (VADIR)**

- All violent and disruptive incidents must be logged throughout the school year. A summary of all violent and disruptive incidents are to be submitted annually to NYSED.

# **APPENDIXES**

**Memorandum of Understanding Regarding the School Resource Officer**

**Public Health Emergency Continuation of Operations Plan**



**INTERMUNICIPAL AGREEMENT BETWEEN THE NIAGARA COUNTY  
SHERIFF'S OFFICE AND THE WILSON CENTRAL SCHOOL DISTRICT FOR  
THE PROVISION OF SCHOOL RESOURCE OFFICER SERVICES**

This Agreement is made this 16<sup>th</sup> day of Aug. 2022 by and between the COUNTY OF NIAGARA, NIAGARA COUNTY SHERIFF'S OFFICE, a municipal corporation organized and existing under the laws of the State of New York, with its principal office at 5526 Niagara Street Extension, Lockport, NY 14094 ("the Sheriff's Office"), and WILSON CENTRAL SCHOOL DISTRICT, an educational corporation organized and existing under the laws of the State of New York, with its principal office at 412 Lake St, Wilson NY 14172, ("the District") (collectively referred to as "the Parties," and individually referred to as "Party").

**WITNESSETH:**

WHEREAS, the District is desirous of retaining the services of a full-time officer in an effort to deter criminal behavior and otherwise benefit the student population through positive interactions between students during school hours, and to otherwise perform duties traditionally associated with a school resource officer to the extent permitted by law; and

WHEREAS, the Sheriff's Office is desirous of providing such services to the District, in order to benefit the District's student population as well as the community at large; and

WHEREAS, the Parties have considered and deliberated over the terms upon which this program will be implemented, and have agreed upon the terms set forth herein for that purpose;

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, the Parties hereby agree as follows:

1. **Term.** The term of this Agreement shall commence on 9/1/22 (the "Effective Date") and be effective for five (5) 10-month terms. This agreement can be renewed for two additional five 10-month terms in writing by both parties. The 10 months shall coincide with the official school district calendar which will be supplied each year to the Sheriff's Office when adopted by the school board.
2. **Termination.** This Agreement may be terminated with or without cause at any time by either Party, in its sole discretion, upon a ninety (90) day written notice to the other Party.
3. **Compensation and Costs.** The Sheriff's Office, as more fully set forth below, shall appoint and employ an officer who shall hereinafter be referred to as the "SRO" in recognition that the intent of this Agreement is to have the officer perform duties traditionally associated with a school resource officer, to the extent permitted by law under New York State Educational Law Section 2801-a. The Sheriff's Office shall be solely responsible for paying the SRO's salary, and providing the SRO with any other compensation and employment benefits (all of which must be approved in advance by the District), as well as paying required payroll taxes and other payments on behalf of the SRO (including FICA and required contributions to the state retirement system). The cost of providing the officer shall be \$89,049 for the 2022-23 school year. Subsequent years to be determined in future years and mutually agreed upon by the District and the Sheriff's Office. The Sheriff's Office shall, on a quarterly basis, submit an invoice to the District for the total accrued amount of all such payments made to or on behalf of the SRO during that quarter. The District shall pay the invoice amount within fifteen days of receipt. The Sheriff's Office acknowledges and agrees that the SRO is not eligible to participate in any District pension or fringe benefit program, such as vacation pay, sick pay, or health insurance that is provided to District employees.

4. **The Duties of the Sheriff's Office.** The Sheriff's Office shall appoint and assign on SRO to the District as follows:

- 4.1 The SRO shall be assigned to the District, and shall be expected to work a regular schedule of 7:15 a.m. to 3:30 p.m. (with a 30 minute meal period) for 261 days. However, the SRO's working days and hours may be adjusted by mutual agreement between the SRO and the District's Superintendent of Schools.
- 4.2 The SRO may leave school grounds during scheduled working hours to handle law enforcement emergencies, attend required training, or to perform duties that arise in the course of the SRO's services under this Agreement. The SRO shall provide notice to the Superintendent of Schools as soon as practicable, and in advance if possible, of any such obligations.
- 4.3 The SRO, if required to work beyond the standard 8.25 hour day, including for security, sporting events and other special projects, shall then be permitted to flex his time to account for such additional hours upon notice to and approval of the Superintendent.
- 4.4 If the SRO is off consecutively for 4 days or more, the Sheriff's Office will provide a suitable replacement until such time that the original SRO will return. The replacement will be mutually agreed upon by the District and the Sheriff's Office.

5. **The Duties of the SRO.** The SRO shall perform the following duties under this Agreement, as directed by the District, to the extent permitted by law.

- 5.1 The SRO shall act as an educator, a counselor, and a police officer.
- 5.2 The SRO shall act as an instructor for specialized, short-term, programs at the District, when invited to do so by the principal or a member of the faculty.
- 5.3 The SRO shall make presentations to the District faculty and students on law-related topics. Such subjects shall include a basic presentation on laws, the role of police officers and the police mission.
- 5.4 The SRO shall coordinate his or her activities with the Superintendent of Schools and relevant staff members and will seek permission, advice and guidance prior to undertaking any program in the District.
- 5.5 The SRO shall encourage individual and small group discussions with students regarding material presented in class to establish rapport with the students.
- 5.6 The SRO shall make himself or herself available for conferences with students, parents and faculty member in order to assist them with law enforcement or crime prevention matters.
- 5.7 The SRO shall become familiar with all community agencies that offer assistance to youths and their families, such as mental health clinics, drug treatment centers, etc.
- 5.8 The SRO shall assist the principal in developing plans and strategies to prevent and/or minimize dangerous situations which may occur in school or during school sponsored

events.

- 5.9 The SRO shall take law enforcement action as required to the extent that a SRO may do so under the authority of law. As soon as practicable, the SRO shall make the Superintendent of Schools aware of such action. At the Superintendent's request, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related school functions, to the extent that the SRO may do so under the authority of the law. Whenever practicable, the SRO shall advise the Superintendent before requesting additional police assistance on school property or at school sponsored events.
- 5.10 The SRO will assist other police officers and law enforcement representatives in matters regarding this Agreement, whenever necessary.
- 5.11 The SRO shall maintain detailed and accurate records of the operation of the SRO Program, and shall make them available to the Superintendent of Schools as required by law, or upon request.
- 5.12 The SRO shall not act as a school disciplinarian. However, if the Superintendent believes an incident involves a violation of the law, then the Superintendent may contact the SRO and the SRO shall then determine whether law enforcement action is appropriate. The SRO is not to be used for regularly assigned lunchroom duties, hall monitoring, bus duties or other monitoring duties. If there is a problem in one of these areas, then the SRO may assist the school until the problem is solved.

6. **Rights and Duties of the District.**

- 6.1 1 The District shall provide to the SRO the following materials and facilities, which are deemed necessary for the performance of the SRO's duties:
  - 6.1.1 Access to a properly lighted office, which shall contain a telephone and which may be used for general business purposes;
  - 6.1.2 A location for official files and records which can be locked and secured;
  - 6.1.3 A desk with drawers, a chair, work table, filing cabinet and office supplies; and
  - 6.1.4 Access to a computer.

7. **Independent Contractor.** The relationship between the District and the Sheriff's Office is that of an Independent contractor.

8. **Federal, State and Local Taxes.** Consistent with its status as an Independent contractor, the Sheriff's Office agrees that it, and not the District, shall be responsible, where appropriate for: (1) Withholding FICA (Social Security and Medicare) taxes from the SRO's compensation or making FICA payments on the SRO's behalf; (2) Making federal or state unemployment insurance contributions on the SRO's behalf; (3) Withholding federal, state, or local income tax from the SRO's compensation or paying such taxes on the SRO's behalf. The Sheriff's Office represents, warrants, and agrees that it will timely pay all federal, state, and local income taxes, FICA taxes, federal and state unemployment insurance contributions which arise in connection with the SRO's provision of services under this Agreement.

9. **Workers' Compensation.** The Sheriff's Office acknowledges that the SRO will not be entitled to workers' compensation or disability insurance coverage under the District's policies. The Sheriff's Office

will, at its own expense, cover the SRO with workers' compensation and any other similar insurance required by law. The Sheriff's Office will provide the District with proof of such coverage upon request, before the SRO begins performing services under this Agreement. To the extent a claim is asserted against the District by the SRO, the Sheriff's Office shall defend and indemnify the District for any judgments or claims entered against the District under the Workers' Compensation Law.

10. **Unemployment Insurance.** The Sheriff's Office acknowledges that the SRO will not be entitled to unemployment insurance benefits from the District. The Sheriff's Office agrees that it will make any federal or state unemployment insurance contributions on behalf of the SRO. To the extent the SRO asserts an unemployment insurance claim against the District, the Sheriff's Office shall defend the District and shall indemnify the District for any resulting judgment or liability under the Unemployment Insurance Law.

11. **Appointment of the SRO.** The SRO must possess relevant job knowledge, experience, training, education, and have the appropriate appearance, attitude, communication skills and bearing. The SRO must be legally eligible to be appointed and to serve as an SRO. The Sheriff's Office shall solicit candidates for appointment to SRO, and shall conduct the process of interviewing and screening candidates. The District shall have the right to have a representative present during the interview, screening and selection process. The final selection of the SRO will be mutually agreed upon by The District and the Sheriff's Office.

12. **Termination and Replacement of the SRO.** In the event that either the Sheriff's Office or the District believes that the SRO is not effectively performing his/her duties and responsibilities, it shall promptly notify the other. The Parties shall then confer to determine whether to (a) terminate the appointment of the SRO and appoint another individual to serve as SRO, or (b) terminate this Agreement. If the Parties are unable to reach agreement under this section, then this Agreement shall terminate 30 days after provision of the notice referred to herein.

13. **Notices.** Any and all notices or any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows:

Wilson Central School District  
Attn: Superintendent of Schools  
412 Lake Street  
Wilson, NY 14172

Niagara County Sheriff's Office  
Attn: Sheriff Michael Filicetti  
5526 Niagara Street Extension  
Lockport, NY 14094

14. **Good Faith.** The District, the Sheriff's Office, their agents and employees, agree to cooperate in good faith in fulfilling the terms of this Agreement. Unforeseen difficulties or questions will be resolved by negotiation between the Parties.

15. **Modification.** This document constitutes the full understanding of the Parties and no terms, conditions, understandings or agreement purporting to modify or vary the terms of this document shall be binding unless upon mutual agreement by the Parties.

16. **Non-Assignment.** The District shall not assign, transfer, sublet or otherwise dispose of this Agreement, of its right, title or interest in this Agreement, or its power to execute the same, to any other person or corporation without the previous consent, in writing, of the Sheriff's Office. An assignment of this Agreement shall not relieve the assignor or its obligations hereunder. In the event of assignment, all the provisions herein shall be binding upon and inure to the benefit of the respective successors and assignees to the same extent as if each successor or assignee were named as a party to the Agreement.

17. **Severability.** In the event any provision of this Agreement shall be or become invalid under any provision of federal, state or local law, such invalidity shall not affect the validity or enforceability of any other provision hereof.

18. **Insurance Requirements.** The District recognizes that the County of Niagara is a self-insured entity. The County will provide the District proof of its self-insured status in the form of self-insurance letters/certificates.

19. **Hold Harmless.** The Sheriff's Office agrees to indemnify and hold harmless the District, its officers, Board of Education members, employees, agents, contractors and representatives, from any and all liability, damages, fines, or judgments (including those based on negligence), which may arise as a result of the Sheriff's Office acts and omissions in the performance of this Agreement or violation or breach of any promise, representation, or the law. The District agrees to indemnify and hold harmless the County of Niagara, its officials, employees, agents and assigns from any and all liability, damages, fines, or judgments (including those based on negligence), which may arise as a result of the District's acts and omissions in the performance of this Agreement or violation or breach of any promise, representation, or the law.

20. **Entire Agreement.** This constitutes the entire agreement of the Parties hereto and all previous communications between the Parties, whether written or oral, with reference to the matter of this Agreement, are hereby superseded.


21. **Compliance with Laws.** The services to be provided by the SRO to this agreement shall be in all respects consistent with applicable law, and the terms of this Agreement shall be interpreted and applied consistent with applicable law. By their Signatures below, the Niagara County Sheriff and the Superintendent of Schools represent and certify that this Agreement has been approved by resolution of the Niagara County Legislature and the Board of Education, respectively.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date set above.

County of Niagara:

  
Rebecca Wydysh, Chairwoman

Wilson Central School District:

  
School Board President  
Wilson Board of Education

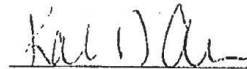
Niagara County Sheriff's Office:

  
Michael J. Filicetti, Sheriff

Wilson School Superintendent:

  
Timothy Carter, Superintendent

Approved as to Legal Form:

  
Katherine Alexander, Esq  
County Attorney Office

# **Wilson Central School District**

## **Public Health Emergency Continuation of Operations Plan**

**Revised June 2022**

**Reviewed June 2021**

**Date of Approved Plan April 1, 2021**

**This plan has been developed in accordance with NYS legislation S8617B/A10832.**

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## **Promulgation**

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has been developed with the input of the Wilson Teacher Association (WTA), Wilson Administrators and Professional Unit (WAPU), CSEA Local 1000, Wilson Cafeteria Unit CSEA 872 unions, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.



## Record of Changes

Date of Change	Description of Changes	Implemented By
January 13, 2021	Change in language and titles	Timothy P. Carter Todd Harmon
January 14, 2021	Review and edits	District Safety Committee

# Purpose, Scope, Situation Overview, and Assumptions

## Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraph m of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

## Scope

This plan was developed exclusively for and is applicable to **Wilson Central School District**. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

## Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, touching commonly used items, and countertops, etc.
- Practice social distancing when possible
- Mask wearing with guidance published by the CDC, the State Department of Health, or County health officials
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations by individual who works at the station on an as needed basis.
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials

## Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

## Concept of Operations

The Superintendent of **Wilson Central School District**, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent.

Upon the determination of implementing this plan, all employees and contractors of **Wilson Central School District** shall be notified by the Email and District Messaging System (Black Board Connect) with details provided as possible and necessary, with additional information and updates provided on a regular basis. All district employees, parents and guardians, and the Board of Education will be notified of pertinent operational changes by way of the Email and District Messaging System. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent or his designee will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of **Wilson Central School District**, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of **Wilson Central School District**, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## **Mission Essential Functions**

When confronting events that disrupt normal operations, **Wilson Central School District** is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of **Wilson Central School District**

The **Wilson Central School District** has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of a one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The mission essential functions for **Wilson Central School District** have been identified as:

<b>Essential Function</b>	<b>Description</b>	<b>Priority</b>
<b>Superintendent of Schools</b>	Oversees and plans. Assigns critical functions assuring compliance with all CDC, DOH, and NYSED requirements. Establishes communication with staff and parents to execute and standardize district goals. Establishes contacts to provide outside organizations with information relative to District plans to procedures. Communicates with the Board of Education directly.	<b>1</b>
<b>Administration</b>	Coordinates functions delegated by the Superintendent of Schools. Assigns tasks to facilitate and accomplish district goals. Communicates regularly with the Superintendent, Director of Facilities, Technology Facilitator, and Business Official. Oversees personnel assigned to tasks. Ensures critical functions are being performed as necessary. Provides regular progress reports on daily activities necessary to accomplish district goals. When directed by the Superintendent of Schools, the administration is responsible for communicating and updating employees in District policy. This includes cleaning regime, scheduling and any changes to these duties. Monitors and requests building safety equipment and supplies as needed.	<b>1</b>
<b>Director of Facilities</b>	Coordinates functions with the Superintendent of Schools, Business Official, Administration and Staff. Responsible for staffing, maintenance activities, custodial duties including ordering supplies, training, and scheduling to meet the needs of the district. Instructs and informs staff of District policy and procedures including personal protection, cleaning procedures, methods of reporting, receiving issues and concerns that may affect or enhance safety procedures. Responsible for communication and updating employees in District policy, cleaning regime, schedules and constant changes to these duties. Maintains a current inventory of supplies and safety equipment and provides staff and services as needed. Inventory includes maintaining a cache of necessary supplies and equipment through reordering and replenishing stock so as not to fall short of critical supplies. Adjusts schedules to	<b>1</b>

	meet current needs, updates and trains staff on proper handling and use of tools and chemicals as per the manufacturer, CDC, DOL, and DOH requirements. Coordinates deliveries and ensures delivery agents know and follow District policy when on site. Schedules outside maintenance activities. Ensures third party contractors know and follow all school, CDC, DOL, and DOH policies while on school district property.	
<b>Head Custodian</b>	Coordinates activities with and updates the Director of Facilities and Operations regularly. Provides employees with proper direction for performing necessary cleaning equipment, cleaning products and protocols. Provides a direct line of communication from custodial staff to the Director of Facilities and Operations. Keeps records of and controls inventory, communicates directly with suppliers for ordering and receiving material and supplies to maintain an adequate cache of necessary products and materials. Coordinates all deliveries including deliveries from suppliers and deliveries to building staff. Assists with building schedules and arranging custodial staff and staff schedules to meet District needs. Responsible for communication and updating employees in District policy, cleaning regime, schedules and constant changes to these duties.	<b>1</b>
<b>Business Official</b>	Assists the Superintendent of Schools with maintaining critical functions and Administration oversight. Provides needed guidance and advice with logistical and financial obligation; as well as record keeping. Provides purchasing support to ensure that necessary safety equipment and supply inventory can be maintained for education, maintenance, nursing, and custodial functions.	<b>1</b>
<b>Technology Department</b>	Provides support to ensure critical infrastructure is in place to provide effective building support and educational support securely. Works directly with the Superintendent of Schools and Administration staff to ensure communication and internet stability. Provides the necessary equipment and approved software to staff and students to perform the functions of each necessary school sector to	<b>1</b>

	maintain building maintenance, day-to-day operations, and educational needs.	
<b>Nurses</b>	Assists with the goals of the district. Provide medical insight and support to help maintain a healthy school population. Assists with planning and achieving district goals. Provides support and assistance to carry out orders from the Medical Director, CDC, DOH, and NYSED regulations. Maintains a sanitary environment. Monitors isolation area. Keeps accurate records. Makes immediate and necessary notifications to building administrators when necessary. Coordinates activities with parents. Offers guidance to building occupants and parents. Communicates regularly with the building administration and the Superintendent.	<b>1</b>
<b>Building Secretaries</b>	Staff will continue to perform vital services as directed by the Superintendent of Schools and directed by their school administrator. The District will determine need based on individual circumstances and can be utilized in school or remotely. Administration will provide services necessary for staff to operate in a safe and clean environment on site. Administration will ensure all staff will be informed of and are required to adhere to district safety policy while onsite. Administration will provide the necessary means and materials to safely and effectively work in a remote setting as well.	<b>1</b>
<b>Maintenance Staff</b>	Maintenance staff will perform vital services to keep and maintain essential equipment for onsite and remote learning. Maintenance staff and work will be overseen by the Director of Facilities. Staff will be informed of school procedures and adhere to all personal safety protocols required by the CDC, DOL (PESH), and DOH at all times. The Director of Facilities will supervise and schedule maintenance personnel for the purpose of keeping vital services operating and functional.	<b>1</b>

<b>Custodial Staff</b>	Custodial staff will work as directed by the Director of Facilities and Head Custodian. The Director of Facilities, Head Custodian, and Custodians will oversee and ensure school buildings are being cleaned properly. Building Administration will also assist with notification and information about building conditions and issues that need to be discussed or addressed. Custodial staff has received pandemic awareness training. Training provided essential information about communicable diseases. Training also included information about personal protective equipment, cleaning products, proper disinfection, sanitization, product use, product labels, Safety Data Sheets, and manufacturers' requirements for use. The district will provide custodial staff with the required personal protective equipment and cleaning supplies to maintain a safe working environment. Staff shifts and personnel will be scheduled accordingly based on the needs of the district. As with all staff, custodial personnel will follow district protocols required by the CDC, DOL, DOH and the district while providing services and on breaks.	<b>1</b>
<b>Educational (Teachers, support staff)</b>	The Teachers and support staff will work with the Superintendent and Administration to determine the level of on-site education and or implement the District Remote Learning Plan.	<b>1</b>
<b>Outside Contractors</b>	Outside contractors will be scheduled and work will be performed with the oversight of the Director of Facilities. All outside contractors will notify the Director of Facilities when they arrive on-site. Outside contractors will be informed of district procedures and policy before they are allowed to work on the premises. Companies performing work on site will provide their employees with the proper PPE to comply with District policy. Outside contractors who do not or cannot work safely will not be allowed on district property.	<b>1</b>
<b>Food Service</b>	All Food Service operations will be determined by the Food Service Director. All District protocols will be initiated by the Food Service Director.	<b>1</b>



<b>Transportation</b>	Transportation will provide services directed by the Director of Transportation. The Director of Transportation will supervise operations. The District will provide safe and secure transportation based on the needs of the District and learning environment. Protocols will be established and the Transportation Contractor has received proper training for cleaning and sanitizing buses. The Transportation Contractor will provide their employees with the training and proper PPE and disinfection equipment to effectively maintain the transportation fleet. Records will be maintained accurately to ensure bus safety procedures are being followed. The Director of Transportation will schedule staff and bussing pickup and drop off according to the needs of district. The District will continually inform staff and parents of changes to procedures as necessary.	<b>1</b>
<b>B.O.E</b>	The Board of Education and Superintendent of Schools will develop and administer school policy and procedures.	<b>1</b>
<b>Outside Deliveries</b>	Deliveries will be coordinated with the Director of Facilities, Head Custodian, and Building Custodians and Laborers. The Director of Facilities and Food Service Director will inform companies of District policy and procedures in advance. All delivery agents will be required to notify the district prior to arrival on District and strictly adhere to District policy while on site. Employers will be required to provide their employees with the proper PPE to work safely while on site.	<b>1</b>

## Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section.

<b>Essential Function</b>	<b>Essential Positions/Titles</b>	<b>Justification for Each</b>
Information Technology	Technology Facilitator, Microcomputer Techs and Network Senior	The Technology Facilitator establishes all priorities for IT task and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.
Administration and Oversight	Superintendent of Schools	The Superintendent is the decision-maker for the entire district.
Operations	Director of Facilities and Business Administrator	Ensures all essential functions are maintained.
Education	Building Administrators, Technology Facilitator, Teachers and Support Staff	Assist the Superintendent with the educational plan.
Facilities	Director of Facilities	The Director of Facilities maintains the necessary level of cleaning and sanitizing.
Administration	Principals, Assistant Principals, Director of Special Education and Pupil Services	The Principals, Assistant Principals, Director of Special Education and Pupil Services are the liaisons between students, families, and employees in the building.
Cleaning and Sanitizing	Buildings and Grounds Staff, Custodial Maintenance, and Laborers and Grounds	Performs all cleaning, sanitization, and necessary upkeep of the buildings.
Support	District Clerical Staff	Provides necessary support for all Administrators.
Health Services	Nursing	Directs all Health Services.
Food Service	Food Service Director, Head Cooks, Food Service Helpers/Monitors	Provides necessary support to students and staff.

Safety	Safe Risk Specialist	Advise and assists with the coordination of Safety regulations and Procedures.
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## Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

### Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications
    - i. Note that phone lines may need to be forwarded to off-site staff

Per District policy the Superintendent of Schools will determine the level of remote working for all district employees in conjunction with all NYSDOH guidelines.

### Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, **Wilson Central School District** will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Director of Facilities will work with the Superintendent of Schools or a designee to formulate a calendar that schedules employees based on the needs of the District.

## Personal Protective Equipment

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

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

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

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months
  - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE must be stored in a manner which will prevent degradation
  - b. Employees and contractors must have immediate access to PPE in the event of an emergency
  - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Director of Facilities, Head Custodian, and Nurses will be responsible for insuring the proper PPE is available at all buildings for required applications. The District will work to ensure we maintain a six-month supply of PPE as directed above for all faculty and students. An extra supply of PPE will be available in all buildings for the Principals, Nurses, or Custodial staff. The **Wilson Central School District** participates in the Orleans/Niagara Cooperative Bid Purchasing Agreement. It provides a comprehensive list of suppliers and products used for maintaining employee safety, disinfecting, and sanitization protocols.

Surplus PPE will be stored in a dry, secured central location. Access to the surplus PPE can only be made by the Director of Facilities, Head Custodian, and Nurses as this will ensure the accurate accountability of all supplies on hand. The Head Custodian will be responsible for keeping accurate records and reporting.

## **Staff Exposures, Cleaning, and Disinfection**

### **Staff Exposures**

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  - 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. All necessary parties will be notified of staff exposure through contact tracing using established protocol by Niagara County Department of Health.
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing.
  - 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
    - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health multiple times a day, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
    - d. If at any time they exhibit symptoms, refer to item B below.
    - e. The Superintendent of School, or his designee, in the organization is the decision-maker in these circumstances and who is responsible for ensuring these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
  - 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, students and visitors. They should immediately be sent home with a recommendation to contact their Healthcare Provider.
  - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their healthcare provider.

3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. **Wilson Central School District** will require sick employees to provide a negative test result for the disease in question, healthcare provider's note to validate their illness, or released from the DOH qualify for sick leave, or return to work unless there is a recommendation from the CDC/public health officials to do so.
  5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  6. The Business Administrator, Building Administrators, and Nurses in the organization must be informed in these circumstances and who is responsible for ensuring these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent, or his designee, should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

## Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum, in conjunction with District custodial staff.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly as often as possible.
  - b. The Head Custodial under supervision from the Director of Facilities will coordinate and establish cleaning guidelines and schedules for all cleaners to cover the common areas listed above.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

## Employee and Contractor Leave

Employee and Contractor Leave Public health emergencies are extenuating and unanticipated circumstances in which **Wilson Central School District** is committed to reducing the burden on our employees and contractors. The Families First Coronavirus Response Act provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable. It is our policy that employees of **Wilson Central School District** will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis. Further, **Wilson Central School District** will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

## **Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits.

This information may be used by **Wilson Central School District** to support contact tracing within the organization and may be shared with local public health officials.