

***Center Moriches  
Union Free School District***

***2020-2021***

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



# **Table of Contents**

## **Introduction**

## **General Considerations**

### **Purpose**

**Identification and Purpose of District-Wide School Safety Team**

**Concept of Operations**

**Plan Review and Public Comment**

**Mission and Goals**

## **Risk Reduction/Prevention and Intervention**

### **Prevention/Intervention Strategies**

**Facilities Initiatives**

**Training, Drills and Exercises**

**Hazard Identification**

**Notification and Activation (Internal and External Communication)**

**Responses to Acts of Violence: Implied or Direct Threats**

**Early Detection of Potentially Violent Behavior**

**Emergency Assistance and Advice from Local Government**

## **Operational Guidance**

### **Initial Response**

**Responses to Prime Emergency Situations**

**Emergency Plan Chain of Command**

**National Terrorism Advisory System**

## **Organization and Assignment of Responsibilities**

## **Recovery**

## **Appendix A**

**Declaration of Public Health Emergency**

# **Center Moriches Union Free School District District-Wide School Safety Plan**

## **INTRODUCTION**

The Center Moriches Public Schools Comprehensive School Safety Plan (as required by the SAVE Law – Safe Schools against Violence in Education – Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies which may occur in the Center Moriches Public Schools and its component school buildings.

The Center Moriches Union Free School District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

## **GENERAL CONSIDERATIONS**

### **A. Purpose**

The Center Moriches Union Free School District school safety plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Center Moriches Board of Education, the Superintendent of the Center Moriches Union Free School District appointed a District-wide School Safety Team. The members of the team and their positions or affiliations are as follows:

### **B. Identification and Purpose of District-wide School Safety Team**

- Mr. Jeremy Thode, Interim High School Principal
- Dr. Melissa Reggio, Middle School Principal
- Mr. Dennis Ricci, Elementary Principal
- Ms. Keri Loughlin, Assistant Superintendent for Business
- Mr. Joseph Townsend, Security Coordinator and Supervisor
- Officer Heidi Cummings, School Resource Officer; 7<sup>th</sup> Precinct
- Mr. Ian Foley, Center Moriches Fire Department Chief

The Center Moriches School District-Wide Safety Team will act as an advisory team to the Board of Education and the Superintendent of Schools and is responsible to assess the vulnerability of the Center Moriches Public Schools to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary.

The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the Comprehensive Safety Plan to determine its success in violence prevention. The District-wide Safety Team developed the District-wide School Safety Plan with input from appropriate constituencies, both internal and external to the District.

### **C. Concept of Operations**

- The District-wide School Safety Plan is implemented in each building as a matter of protocol. The activation of the plan triggers the notification of the chain of command and the assessment of the activation of elements of the plan.
- The District-wide School Safety Plan was developed through analysis of the local environment, emergency potential and available resources. The plan has been developed to address the specific needs of the Center Moriches Union Free School District and the community.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building-level Safety Team. The building Principal is responsible for notifying the Superintendent, or the highest ranking person in the chain of command. This notification shall be accomplished through the use of telephone or the district's radio network. All responses are outlined in each building emergency plan.
- Upon the activation of the Building-level Safety Team, the Superintendent of Schools or his/her designee shall be notified and, where appropriate, local emergency officials shall also be notified.
- County and State resources supplement the school district's emergency action planning in a number of ways:
  - State and local law enforcement can provide building reviews and employee training.
  - Local law enforcement and emergency services may participate in planning and training exercises and develop strategies for managing building-level emergencies.
  - A protocol exists for the school district to use certain facilities for sheltering during times of emergencies.
  - A protocol exists for the use of community mental health resources during post-incident response.

#### **D. Plan Review and Public Comment**

- This plan shall be made available for public comment and shall be adopted by the Board of Education pursuant to Commissioner's regulations.
- Full copies of the District-Wide School Safety Plan and any amendments shall be made available to the New York State Education Department via the District's website or upon request.
- This plan shall be reviewed periodically and maintained by the District-wide School Safety Team. The required annual review shall be completed on or before September 1st of each year after its adoption by the Board of Education.

#### **E. Mission and Goals**

- The mission of the Center Moriches Union Free School District in an emergency/disaster is to protect lives and property, respond to emergencies promptly and properly, coordinate with local emergency operations plans and community resources and aid in recovery from disasters.
- The goals of the Center Moriches Union Free School District are to provide emergency response plans, services, and supplies for all facilities and employees, ensure the safety and supervision of students, faculty, staff and visitors to the school, restore normal services as quickly as possible, coordinate the use of school personnel and facilities and provide detailed and accurate documentation of emergencies to aid in the recovery process.

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

#### **A. Prevention/Intervention Strategies**

- Program initiatives in the Center Moriches Union Free School District include:
  - Implementation of DASA (Dignity for All Students Act)
  - Child Study Teams
  - In-district psychologists, social workers and guidance counselors
  - Why-Try Anti-Bullying program
  - Bucket Fillers
  - Student Council
  - Friends and Buddies Club
  - Leaders Club
  - Students against Destructive Decisions Club
  - Student of the Month
  - Presentations by local Law Enforcement Agencies, Anti-Bias Unit, Parents of Meghan's Law, Long Island Railroad
  - District Code of Conduct
  - Athletic Code of Conduct

## **B. Facilities Initiatives**

- The District has attempted to enhance the security of its facilities through a number of initiatives, including the following: School safety personnel will help carry out the Center Moriches Public Schools Comprehensive Safety Plan and may include anyone in the school community. These individuals have received appropriate annual training as required under regulation. Such training has been conducted in cooperation with local law enforcement agencies. These individuals are not to be confused with school security guards that Center Moriches Public School employs who are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Guards receive 8-hours of pre-assignment and 16-hours of in-service training along with additional 8-hours of annual refresher training. Appropriate school building security measures and procedures have been determined by the Superintendent after review of school building procedures and practices, security surveys, and building-level occupant surveys. Based on these findings the Center Moriches Union Free School District has implemented the following security measures:
  - The Center Moriches Public Schools has had a security assessment of all school buildings conducted by Central Administration and local law enforcement agencies.
  - Visitor badge/sign-in procedures: Upon entry into the building the visitor must show photo identification, sign in and then receive a visitor badge. Signed in visitors are then escorted into the main office. Anyone in the building without a badge would be immediately questioned by building staff and the Security Guard would be informed.
  - NYS certified security guards.
  - A designated Center Moriches Public Schools Security Supervisor.
  - Regular security audits.
  - Random searches may be considered if deemed necessary.
  - We will employ any other methods deemed necessary and constantly review our current practices.

## **C. Training, Drills and Exercises**

- All staff members are trained in Emergency Preparedness procedures and protocol annually at Superintendent's Conference Day (held on the first day of every new school year). Furthermore, staff members continue to be trained in their respective buildings throughout the school year at building faculty meetings. Lastly, building-level tabletop exercises are conducted in conjunction with our local School Resource Officers.
- Students are trained through various grade-level assemblies and push-in programs in conjunction with our School Resource Officers.
- Another layer of emergency response training is through the use of "hands-on" drills and safety exercises. Drill and emergency preparedness exercises

- include fire drills, lockout drills and lockdown drills and an annual “early go home drill” which is conducted district-wide.
- The district has established policies and procedures for school safety training for students and employees. Training includes:
    - The annual “early go home drill” to test evacuation and sheltering procedures
    - Each school building conducts bus, fire and lockdown drills throughout the course of the year in compliance with SED schedule for the purpose of familiarizing students and employees with emergency procedures.
    - Building-level tabletop exercises.
  - The Center Moriches Public Schools recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. At least one exercise will occur in each school building every school year.

#### **D. Hazard Identification**

As part of each Building-Level Emergency Response Plan, each Building-Level Safety Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, and properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern include:

- Montauk Highway (Main Street)
- Long Island Railroad
- Flood zone and canals

Hazard Specific Response Guidelines have been embedded in each of the Building-Level Safety Plans. Hazard Specific Responses include Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards.

#### **E. Notification and Activation (Internal and External Communication)**

Immediate contact with the local law enforcement authorities is crucial in the event of a threat/act of violence. Each school has established contact with their respective law enforcement agency and is documented in the Building-Level plan. Internal communication protocols are delineated in said plan. Notification of parent and community members will occur through the use of Connect Ed Emergency Notification System, radio and television, and District website and list-serve.

#### **F. Responses to Acts of Violence: Implied or Direct Threats**

Any incident of an implied/direct threat shall be reported immediately to the building Principal or designee. Protocols and responses to Bomb Threats, Hostage taking, Intrusions and Kidnappings are specified in the Building-Level plans. Notification of parents/guardians will occur through the use of Connect Ed Emergency Notification System in the event of a violent incident or an early dismissal.

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Relationships have been established with local law enforcement and other emergency response agencies at the building level. Representatives from these agencies participate on Building-Level Safety Team.

The Center Moriches Public Schools recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the Center Moriches Public Schools will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

The District-Wide School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals will be utilized from local law enforcement and private consultants as necessary.

The Center Moriches Public Schools Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary. The Center Moriches Public Schools has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members.



### **G. Early Detection of Potentially Violent Behavior**

The District-Wide Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention. Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- A description of the Center Moriches Public School's Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.

Other methods for informing parents and students include:

- Gang awareness programs with parental involvement.
- School social worker outreach.
- School counselor involvement.
- Anger Management programs.
- Conflict resolution programs.

### **H. Emergency Assistance and Advice from Local Government**

Depending on the nature of the emergency, the Center Moriches Public Schools may need to obtain assistance from local government agencies. During an emergency the Superintendent/Building Principal or designee will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Local Police Department, Suffolk County Office of Emergency (Commissioner), Suffolk County Department of Mental Health, Suffolk BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the Center Moriches Public School's resources, the Suffolk County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the School Building-Level Plans.

## **OPERATIONAL GUIDANCE**

### **A. Initial Response**

- School personnel are usually first on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the emergency until it is resolved and will transfer command and incident management to the appropriate emergency responder agency with legal authority to assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.
- The Building Principal will be responsible for activating the Building-Level safety plan and the initial response which may include:
  - Evacuation
  - Reverse Evacuation
  - Lock Down
  - Shelter-in-place

### **B. Responses to Prime Emergency Situations**

- Explosive/Bomb Threats: All Center Moriches Public Schools administrators have familiarized themselves with the Bomb Threat Standards outlined in the School Building Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan.
- Hostage Taking: The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of a hostage situation.
- Intrusions: The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of an intrusion.
- Kidnapping: The School Building Emergency Response Plan Hazard Specific Response Guide procedures will be followed in the event of a kidnapping.

### **C. Emergency Plan Chain of Command**

The Center Moriches Board of Education recognizes that in an event of an emergency and in order to implement effectively any emergency plan/protocol, it is necessary that a definite person be in charge of implementing said plan/protocol. The chain of command is as follows:

1. Superintendent (Designated as the Center Moriches School District Chief Emergency Officer)
2. Assistant Superintendent for Business

3. Assistant Superintendent for Student Services
4. Assistant Superintendent for Curriculum and Instruction
5. High School Principal
6. Middle School Principal
7. Elementary School Principal
8. High School Associate Principal
9. Elementary School Assistant Principal
10. Middle School Dean of Students

The Superintendent and/or designee will initiate emergency procedures for the district:

#### Emergency “Go Home” Plan

1. The decision to begin “Go-Home” Plan rests with the Superintendent of Schools or his/her designee.
2. The Superintendent shall notify the Building Principal(s) or their designee and contact bus transportation companies (Adelwerth and Montauk)
3. For an entire “Go-Home” the order of dismissal shall be the Secondary Complex (High School and Middle School) and Clayton Huey Elementary School.
4. All staff shall be maintained until dismissed by the Building Principal or his/her designee.
5. Student Emergency Contact information will be used to determine the manner in which a child will be released by the Building Principal or his/her designee.
  - a. Send home child as usual
  - b. Send home child to parent’s designee
  - c. Maintain child at school until parent or written designee picks him/her up

#### Emergency Evacuation Plan

1. The decision to begin an Emergency Evacuation Plan rests with the Superintendent of Schools or his/her designee.
2. The Superintendent shall notify the Building Principal(s) or their designee and contact bus transportation companies (Adelwerth and Montauk).
3. Using normal Fire Drill Procedures for a building evacuation, all students and staff will exit the building.
4. Dismissal home will occur from new sites.
5. The Superintendent or his/her designee will notify local law enforcement. Parents will be notified via Connect Ed Emergency Notification System.

#### Emergency Shelter Plan

1. The decision to establish an Emergency Shelter Plan rests with the Superintendent of Schools or his/her designee.
2. The Superintendent or his/her shall notify the Building Principal(s) if students are to be sheltered beyond the regular school day.
3. The Red Cross and County Emergency Disaster Office will be notified and asked to provide food, water and first aid.
4. All staff will be required to remain and supervise pupils until dismissed by the Superintendent or his/her designee.

#### Emergency School Cancellation Plan

1. The decision to begin the School Cancellation Plan rests with the Superintendent of Schools or his/her designee.
2. The Superintendent shall notify the Board of Education President and Assistant Superintendent, who will, in turn, notify the Building Principals.
3. The Superintendent or his/her designee shall activate the Connect Ed Emergency Notification System.
4. This procedure is only valid for the day it is activated.

#### **D. National Terrorism Advisory System (NTAS)**

The new National Terrorism Advisory System replaces the Homeland Security Advisory System that has been in place since 2002. The National Terrorism Advisory System, or NTAS, will include information specific to the particular credible threat, and will not use a color-coded scale. When there is credible information about a threat, an NTAS Alert will be shared with the American public. It may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat. The advisory will clearly indicate whether the threat is Elevated, if there is no specific information about the timing or location, or Imminent, if the threat is impending or very soon. The Center Moriches Union Free School District will use similar wording in the event of an emergency.

### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

#### **District-Wide Safety Team**

The District-Wide Safety Team provides guidance and direction for school safety programs and emergency response and recovery operations.

#### **Assignment of Responsibilities**

For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, district and school staff, and other school personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the school that possesses the most appropriate knowledge and skills. Other school personnel may be assigned responsibilities for specific emergency functions.

## **Responsibilities**

### **A. The School Board**

- Establish objectives and priorities for the school safety program and provide general policy guidance on the conduct of that program.
- Review school construction and renovation projects for safety.

### **B. The Superintendent**

- Initiate, administer, and evaluate safety programs to ensure the coordinated response of all schools within the system.
- Assign resources (personnel and materials) to various sites for specific needs. This may include the assignment of school personnel from other school or community sites such as community emergency shelters.
- Authorize immediate purchase of outside services and materials needed for the management of emergency situations.
- Implement the policies and decisions of the governing body relating to emergency management.
- Coordinate use of school building(s) as public shelter(s) for major emergencies occurring in the city or county.
- Coordinate emergency assistance and recovery.

### **C. The School Principals**

- Have overall decision-making authority in the event of an emergency his/her school building until emergency services arrives.
- Ensure that the plan is coordinated with the district's plans and policies.
- Ensure that school personnel and students participate in emergency planning, training and exercise activities.
- Conduct drills and initiate needed plan revisions based on outcomes of drills.
- Assign school emergency responsibilities to staff as required. Such responsibilities include but are not limited to:
  - Provide instruction on any special communications systems used to notify first responders.
  - Appoint staff to assist in proper evacuation.
  - Ensure that all exits are operable at all times while the building is occupied.
  - Ensure a pre-planned area of rescue assistance for students and other persons with disabilities within the building readily accessible to rescuers.
  - Coordinate periodic emergency exercises to test emergency plans and training.
  - Organize the school's safety program and indentify personnel, equipment, and facility needs.
  - Create "Go Bags" for each school with pertinent information to help mange the emergency.

**D. Teachers will:**

- Participate in trainings, drills and exercises.
- Direct and supervise student's en-route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter.
- Visually check rooms and areas along the path of exit for persons who may not have received the evacuation notice. This process should not disrupt the free flow of students out of the building.
- Maintain order while in student assembly area.
- Verify the location and status of every student. Report to Principal or designee on the condition of any student that needs additional assistance.
- Establish a buddy system for students and teachers with disabilities.
- Remain with assigned students throughout the duration of the emergency, unless otherwise assigned in another capacity or until every student has been released to their parents/guardians.

**E. Security Personnel:**

- All security guards are registered and licensed by the New York State Department of State Division of Licensing Services.
- The Center Moriches School District is a New York State Certified Security Training Facility.
- All Security Guards are re-certified annually as per New York regulations and requirements.
- One of our school guards is a New York State licensed instructor that provides annual training for our security staff.
- All security guards are hired in accordance with Center Moriches hiring practices and New York State licensing requirements.
- Security Guard duties include maintaining and ensuring the safety and security of all students and staff, the supervision of bus drop off and pick up, the supervision of after school activities and the supervision of all school grounds.

## **RECOVERY**

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods to keep the school community aware of the transition process.

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services. Depending on the scope of the situation, the Suffolk County Emergency Management Office may be contacted to help coordinate a County or State-wide effort. The Post-Incident Response Team will consist of the following individuals: Superintendent, Deputy Superintendent, All Building-Level Principals, Director of Pupil Services, All Psychologists, Social Workers, nurses and school counselors.

## **Appendix A**

This appendix addresses the amended requirements to the District Safety Plan. In the event the Governor declares a public health emergency involving communicable disease the district will refer back to this section of the Safety Plan.

Chain of Command:

Dr. Ronald Masera, Superintendent

Ms. Keri Loughlin, Assistant Superintendent for Business

Mr. Ricardo Soto, Assistant Superintendent for Pupil Personnel

Building Administration

Center Moriches Teachers Association Union Representatives

Board of Education

The Superintendent will initiate the emergency procedures for the district. The District will use its website, video messages, our automated messaging system via phone call, email and text messaging, as well as social media postings to convey instructions, provide training, develop signage, and communicate applicable information to stakeholders.

### **Closure**

- a. Closure Triggers
  - a. the District will follow guidance from DOH and CDC.
- b. Operational Activity
  - a. Instruction will take place remotely in the event of closure. Business operations will continue remotely, sanitization will continue.
- c. Communication
  - a. Social media, school websites, text, email, remind, and connect-ed communications will be sent out to community members frequently in English and Spanish.

### **Staffing:**

For the purpose of this plan all staff will be categorized as essential and non-essential. Essential is defined as an employee that is required to be physically present at work in order to do his/her job. Non-essential is an employee that is not required to be physically present at work to perform his or her job.

### **Essential Workers:**

Central Administration – All central administrators will meet to discuss procedures and protocols as it relates to the specific emergency. Administration while able to tele-work will need to be onsite to supervise other essential workers and oversee the day to day operations of the instructional program.

Building Administration – Building Principals will be the central point of contact to disseminate information to their corresponding staff.

Buildings and Grounds Crew – all B&G will be called in to disinfect and clean the buildings as required under the declared emergency.

Food Service Staff – in the event meals are required to be provided to students during a closure food service staff will be allowed in the cafeterias of the buildings only. Meals will be distributed three times a week (Monday, Wednesday and Friday). The district will implement a “Grab & Go” program as necessary utilizing district transportation and in-person pick up at the Center Moriches High School.

Security – the needs for security at the buildings will be reduced when there are no students or staff in the buildings. One guard will be assigned to patrol the campus’ in the event remote learning is implemented. As staff and students return to the buildings increased security will be required. Should food service need to be provided security will be required during the meal distribution times.

**Non-essential workers:**

Teachers – all teaching staff will be required to implement remote learning for all students.

Office Staff – all clerical staff will continue to work on a staggered schedule to support administration. Each office will have half the capacity report to the office on alternating weeks. When not in the office the staff members will telework. For those that require access to the accounting software two laptops have been prepared to allow for remote access to the system. These computers are available for those that are not in the office for certain weeks. All other programs are web-based and can be accessed from any computer.

Paraprofessionals – in the event remote learning is implemented paraprofessionals will be asked to assist the instructional staff remotely when possible. In addition, the paraprofessional staff will be expected to assist the district with meal distribution, computer/instructional material distribution and any other needs to help implement a seamless transition to online learning.

**Personal Protective Equipment**

Personal protective equipment will be purchased utilizing state and local contracts depending on the requirements of Suffolk County Department of Health (SCDOH) and Center for Disease Control (CDC).

- a. When a universal face covering policy is in effect face coverings are to be worn by all faculty and students at all times. Mask breaks will be scheduled periodically throughout the day for students. Mask breaks will be staggered as necessary.



- b. Face coverings will be provided by the school district for staff, as per NYSED guidance unless the employee declines this in favor of an appropriate alternative face covering as per NYSED Guidance.
- c. Students will provide their own face coverings from home. In the event a student does not have one or forgets their mask, they will be provided one by the school. PPE usage and supply will be monitored to maintain an adequate supply. The District will work with available vendors to obtain PPE as needed.
- d. All health offices will be supplied with medical masks, N95 masks, face shields and gloves.
- e. Signage will be placed throughout all buildings reminding students and staff to wear masks.
- f. Training on appropriate use of PPE will be conducted for staff prior to the start of school. Students will be trained on the appropriate use of PPE on the first day of school. These training sessions will also be conducted periodically throughout the school year.
- g. Families will be encouraged to prepare students in advance for the universal face covering policy by building mask endurance through the summer. Support materials will be provided.
- h. The District will follow the Initial recommended quantities per 100 individuals per group per school as per NYSED guidance:

<b>Group</b>	<b>Quantity per 100 per group</b>	<b>12-week Supply at 100% Attendance</b>	<b>12-week Supply at 50% Attendance</b>	<b>12-week Supply at 25% Attendance</b>	<b>Assumptions</b>
<b>Students</b>	100 masks per week	1,200	600	300	1 disposable mask per week per student (to supplement the cloth masks provided by parent/guardian).
<b>Teachers and other staff</b>	500	6,000	3,000	1,500	5 disposable masks per week per teacher.
<b>School nurses and health providers</b>	1,000	12,000	6,000	3,000	10 disposable masks per week per school nurse.

### **Exposure Protocols:**

In the event an employee or student is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease the following protocols will be implemented:

- a. Isolation centers will be designated in each school building in order to contain the disease and the individuals exposed.
- b. Staff exhibiting symptoms will be sent home immediately and unable to return to work unless they have clearance from the Department of Health or a negative test.

- c. Students will be held in the isolation rooms until a parent/guardian can pick the child up. Students will return to school upon a negative test, fever free for 72 hours and a letter from DOH Clearing them.
- d. All areas utilized by this student/staff will be thoroughly disinfected/sanitized after 24 hours following CDC and DOH protocols.
- e. Employees that are mandated to quarantine or test positive will receive full pay as per directives from the Governor. If no executive order is in place to cover the mandated leaves the employee will be required to use sick/personal time during the leave. However should the employee be well enough to telework then no time off is required.

### **Contact Tracing**

- a. Cohorting of students will be scheduled at the elementary school. Movement of students in the MS/HS will be limited. Attendance will be taken on a daily and period-by-period basis. Assigned seating ensuring 6 feet of distance between chairs will be implemented and documented with seating charts.
- b. Sign-outs sheets will be placed in all spaces to track student movement in the building.
- c. Schedules and attendance records will be provided to DOH upon a positive case.
- d. Visitors will be limited to emergencies only. Only approved vendors will be permitted to enter the buildings, and will be primarily scheduled for after school hours. All visitors will complete health screenings and temperature checks. All visitors must sign in and out of the building, including all locations visited in order to document their travel throughout the buildings.