

# **SAUGERTIES CENTRAL SCHOOL DISTRICT**

## **DISTRICT- WIDE SCHOOL SAFETY PLAN**

**2020-2021**

## **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-Wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The District-Wide School Safety Plan is responsive to the needs of all schools within the agency and is consistent with the more detailed emergency response plans required at the school building level. School districts and other educational agencies stand at risk from a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses risk reduction/ prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Saugerties Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools, who serves as the Chief Emergency Officer, encourages and advocates on-going agency-wide cooperation with and support for Project SAVE. The Chief Emergency Officer is responsible for ensuring this plan is updated annually, that its contents are understood by staff, and coordinates with first responders.

## **Section I: General Considerations and Planning Guidelines**

### **Purpose**

The Saugerties CSD District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Saugerties CSD Board of Education, the Superintendent of Schools appointed a District-Wide School Safety Team and charged it with the development, maintenance, and update of the District-Wide School Safety Plan. As per the amendments to 155.17, the District-Wide School Safety Plan supersedes the agency's Emergency Management/Disaster Preparedness Plan.

### **Identification of School Teams**

Saugerties CSD has created a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations, school safety personnel and other school personnel. The members of the team for 2020-21 are:

Kirk Reinhardt	Superintendent
Jane St. Amour	School Business Manager
Don Dieckmann	Principal – GDM
Tim Reid	Principal-Senior High School
Dan Erceg	Director of Human Resources
Ginger Vail	Principal – Junior High School

Jennifer Tyler-Zicot	Librarian-Saugerties JHS
Robert Thomann	Saugerties BOE President
Joseph Sinagra	Saugerties PD
Travis Winchell	Saugerties PD (SRO)
Melinda Glover	Teacher – Mt. Marion
Mark Perpetua	Teacher – High School
Susan Carter	School Nurse – High School
Sherri Danza	School Nurse – GDM
JoAnn Longendyke	Teaching Assistant – Riccardi
Karin Maines	T.A./Union Rep – High School
TBD	Student Rep – High School
Jenn Denier	Parent Rep - High School
Ann Hoffstatter	Parent Rep – High School
Kristin Wilhelm	Transportation
Randy Ricks	Facilities – District Wide
Rocco German	Technology & Network Coordinator
Mike LaTourette	Facilities – District Wide
Travis Kratochvil	Facilities - GDM
Christy Fischer	Risk Management – Ulster BOCES

The District-Wide School Safety Plan is directly linked to the individual Building-Level Emergency Response Plan for each school building. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response Plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.

Emergency response efforts may be supplemented by County and State resources through existing protocols.

### **Plan Review and Public Comment**

This plan will be reviewed periodically during the year and will be maintained by the District-Wide School Safety Team. The annual review will be completed on or before July 1 of each year. A copy of the plan will be available at the Hildebrandt Building, Saugerties CSD, 310 Washington Avenue Extension, Saugerties, NY 12477.

Pursuant to Commissioner’s Regulation 155.17 (e)(3), this plan will be made available for public comment 30 days prior to its original adoption. Public hearings will be held pursuant to plan updates. The District-Wide and Building-Level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

While linked to the District-Wide School Safety Plan, Building-Level Emergency Response Plans 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.

Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building-Level Emergency Response Plans will be supplied to both local and State Police within 30 days of adoption.

## **Section II: Risk Reduction/Prevention and Intervention**

Risk Reduction/Prevention and Intervention is comprised of activities that are taken prior to an emergency or disaster to eliminate the possibility of the occurrence or reduce the impact, of such emergency if it does occur.

### **Prevention/Intervention Strategies**

#### **Program Initiatives**

- The following programs and activities are available to building administrators for improving communication among students and between students and staff and the reporting of potentially violent incidents:
  - Too Good for Drugs
  - 6 C’s of Character
  - Olweus Bully Prevention Program
  - Bucketfilling
  - RCPC Clinic
  - Monthly Character Trait (e.g. Respect, Kindness, Honesty)
  - Kindness Campaign/Committee
  - Redirect Room

- Student and Staff access and/or referral to school support staff (School/Guidance Counselors, School Social Workers, School Psychologists)
- Positive Behavior Intervention and Support (PBIS)

### **Training, Drills, and Exercises**

- The Saugerties CSD shall arrange to provide annual multi-hazard school training for staff and students at each educational site. Such training shall include Incident Command Training for administrators and selected faculty members and other multi-hazard training for staff and students as deemed appropriate by the Board of Education and Superintendent of Schools. Training, as required by the Dignity for All Students Act, is provided for all those holding, or applying for, a professional license or certificate (e.g. administrators, supervisors, teachers). This training is provided via the Ulster BOCES DASA COSER. Staff received annual training on the building-level emergency response plan(s), violence prevention and mental health.
- The Saugerties CSD annually performs twelve (12) fire & emergency drills at each of its school buildings which are timed and documented for review prior to the annual Fire Safety Inspection. Eight (8) of the twelve (12) drills are evacuation drills, four (4) of which are via a secondary means of egress. The remaining drills are lockdown drills or other emergency drills. In addition, the Saugerties CSD participates in the annual Go-Home Early Drill and practices at least one Sheltering Drill per building per school year. The efficacy of these drills is assessed annually by building administrators and teaching staff. Participation in the annual Weather Hazards Awareness Drill, sponsored by the National Weather Service, is also required.
- For the 2020-2021 school year, the Saugerties CSD will continue to use a School Resource Officer stationed at the district's Junior-Senior High School. Working relationships with county and state police regarding the implementation of school safety and security are well established, including methods of crime scene preservation.

### **Implementation of School Security**

- The Saugerties CSD uses the following security procedures in its school buildings:
  - a) Securing those exterior doors not routinely used for student or staff entrance.
  - b) To the extent possible, limiting entrance to the main door of each school building.
  - c) Requiring all visitors to sign in at the main office of each school building.
  - d) Use of video surveillance cameras.
  - e) Other security measures as deemed appropriate by the Board of Education and the Superintendent of Schools (e.g. security guards).
  - f) RAPTOR System

### **Vital Educational Agency Information**

- Each individual educational program within the Saugerties CSD collects and maintains vital

educational information, i.e. student enrollment, number of staff, etc. (see chart below). Transportation needs are assessed by the Transportation Department in conjunction with agency administrators. Internal divisions (e.g. the Business Office) maintain and update listings of home and business telephone numbers for key personnel throughout the agency and local component school districts.

Location	Contact Person	Phone Number	Enrollment	Number of Staff
Saugerties SHS	Tim Reid	(845) 247-6651	1,200	219
Saugerties JHS	Ginger Vail	(845) 247-6561		
Cahill Elementary	Dawn Scannapieco	(845) 247-6800	243	85
Morse Elementary	Donald Dieckmann	(845) 247-6960	302	65
Mt. Marion Elementary	Carole Kelder	(845) 247-6920	287	80
Riccardi Elementary	Susan McKinney	(845) 247-6870	355	69

Name	Position	Mobile Phone	Office Number
Kirk Reinhardt	Superintendent	(845) 417-5297	(845) 247-6550
Jane St. Amour	Business Manager	(607) 768-9699	(845) 247-6550
Daniel Erceg	Director of HR	(845) 594-4180	(845) 247-6550
Randy Ricks	Maintenance	(845) 399-0191	(845) 247-6550
Tim Reid	Principal-SHS	(845) 532-8958	(845) 247-6651
Ginger Vail	Principal-JHS	(914) 388-2041	(845) 247-6561
Dawn Scannapieco	Principal-Cahill	(518) 249-7635	(845) 247-6800
Donald Dieckmann	Principal-Morse	(518) 466-3370	(845) 247-6960
Carole Kelder	Principal-Mt. Marion	(845) 332-6701	(845) 247-6920
Susan McKinney	Principal-Riccardi	(845) 532-9963	(845) 247-6870
Travis Winchell	SRO	(518) 821-6551	(845) 247-6651

#### Early Detection of Potentially Violent Behaviors

- The early detection of potentially violent student behaviors shall be accomplished through professional development workshops for Saugerties CSD instructional staff. These professionals, among other duties, support at risk students to ensure successful adjustment to class by providing

them with conflict resolution skills and appropriate communication strategies.

Where a student is deemed by an appropriate staff member to require attention in this area the school principal, teacher representatives, school counselor, and/or the CSE Chairperson shall be notified. Police shall be notified in the event of any crime, violent act, or threat of violence to another. Parents will be notified, and family court may also be contacted. If concerns are raised about a student's mental health, parents and school district personnel shall be contacted.

### **Hazard Assessment**

- Each Saugerties CSD educational site is evaluated annually by the Risk Management Department from Ulster BOCES for potential hazards, both on and off school grounds. Such hazards include fire, explosion, chemical spills, and biological contamination. The next assessment will be performed in March 2021. The results of the assessment will be sent to the district in the standard report format.

### **Potential Emergency Sites**

- JSHS: Kiwanis Ice Arena
- Cahill Elementary: St. Mary's
- Morse Elementary: Blue Mountain Reformed Church
- Mt. Marion Elementary: Mt. Marion Park Circle
- Riccardi Elementary: Glasco Fire House

## **Section III: Response**

### **Notification and Activation (Internal and External Communications)**

- In the event of a violent incident, either implied or direct, Saugerties CSD shall utilize the county's 911 system to contact available law enforcement personnel.
- In the event of an emergency or disaster that may impact school facilities or programs, Saugerties CSD will use the following means to communicate with all educational facilities within the district:

Telephone/Cell Phone	Fax/Email
Radio Systems	Local Media (e.g. WPDH, WBNR, WDST)
<a href="http://www.saugerties.k12.ny.us">www.saugerties.k12.ny.us</a>	
School Messenger (email, text blast, auto-dialer system)	
School Website	

- In the event of an early dismissal, other event that warrants such action, persons in parental relation shall be notified via the local media, the use of telephone chains and/or the School Messenger System.

**Situational Responses**

**Multi-Hazard Response Protocols**

- The Saugerties CSD has developed multi-hazard response plans, based on the Incident Command System and the National Incident Management System (NIMS), for the following emergency situations:

<b>Hazard Category</b>	<b>Type</b>
Civil Disturbance	Bomb Threat Intruder Alert Hostage Taking Kidnapping Physical Assault or Threat
Environmental Emergency	Flood Hazardous Materials Incident Snow/Ice Storm Tornado Warning Thunder/Lightning Storm Fire Explosion Gas Leak
Building Failure	System Failure Structural Failure
Medical Emergency	Sick/Injured Person School Bus Accident Mass Illness/Epidemic Influenza Pandemic

Please see **Appendix A** for an outline of the sequential response action for each emergency situation.

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

- Students and staff of the Saugerties CSD are expected to abide by normal standards of civility as outlined in the Code of Conduct. In the event of a direct or implied threat, by a student, staff member or visitor, the building administrator should be informed as soon as possible by the threatened individual or other involved party. This includes direct/implied threats of suicide or self-harm by a student. The administrator shall make the appropriate contacts (e.g. crisis intervention, law enforcement, Superintendent of Schools, those in parental relation) based on the nature of the threat.
- The Saugerties Central School District Code of Conduct contains Board of Education Policies and Procedures regarding conduct on school property and is incorporated by reference into this District-Wide Safety Plan.

## Acts of Violence

- Any act of violence against another, by a student, staff member or visitor, will not be tolerated by the Saugerties CSD. In the event of such an incident the building administrator or his/her designee shall notify the Superintendent of Schools and law enforcement, where appropriate. If law enforcement is called, the building administrator or his/her designee shall meet with representatives when they arrive on site. Depending on the nature of the emergency, other actions (e.g. evacuation, lockdown) will be taken where appropriate.

## Arrangements for Obtaining Emergency Assistance from Local Government

- When appropriate, the Saugerties CSD will make use of the following local government agencies during emergencies:

Fire, Police, Medical	911
Central Hudson (Gas Odors)	800-942-8274
Congressional Offices	845-331-4466
Department of Environmental Conservation	845-256-3000
Family Court	845-340-3600
Poison Control Center	800-336-6997
Ulster County American Red Cross	845-338-7020
Ulster County District Attorney	845-340-3315
Ulster County Emergency Management	845-331-7000
Ulster County Health Department	845-340-3010
Ulster County Highway/Bridge Department	845-340-3100
Ulster County Mental Health Services	845-340-4000
Ulster County Safety Office	845-340-3410

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

- When deemed appropriate, the Superintendent of Schools or his/or designee will contact the appropriate local government agency or agencies for advice or assistance during an emergency situation.

## District Resources Available for Use in an Emergency

- Each Saugerties CSD facility is equipped with resources available for use during emergency situations. These include communication devices, first aid and medical supplies, food/water, fire extinguishers, flashlights, batteries, and emergency phone number lists. Additional resources (e.g. tools, adhesives, hardware) are located in the maintenance shop at the Hildebrandt Building and on the four utility trucks. Each Saugerties CSD facility can serve as a sheltering site, if required, during most emergencies.

- The Saugerties CSD Transportation Department maintains a fleet of four 4x4 utility trucks, two one-ton dump trucks, two tractors/loaders, one box truck, one 15-person bus. Via shared services the district also has access to vehicles and equipment from the Town and Village of Saugerties and the Ulster County DPW.

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

- The use of manpower and resources during an emergency shall be coordinated at each facility by the building administrator with direction from the Superintendent of Schools or his/her designee. The coordination of manpower may be further broken down into internal departments or divisions.
- An inventory of resources will be made periodically but no less than annually and following each activation of the Building-Level Safety Plan.

### **Protective Action Options**

#### **(a) School Cancellation or Delay**

The cancellation or delay of the Saugerties CSD educational programs shall take place pursuant to action taken by the superintendent or deputy superintendent of schools.

#### **(b) Early dismissal**

Early dismissal shall be implemented under conditions when it is imperative to return students to their homes as quickly as possible (e.g. an impending storm). The decision to dismiss school early shall be made by the Superintendent of Schools or his/her designee. Transportation is then notified to contact component school districts to send their buses to pick up students at the designated time. Persons in parental relation are notified via the local media and/or telephone chains. SCHOOL MESSENGER

#### **(c) Emergency Evacuation**

Emergency evacuation is implemented under conditions when it is no longer safe for students and staff to remain in the building (e.g. a hazardous materials spill). The decision to evacuate is made by the building administrator or his/her designee. Once out of the building students will be assembled by class groups, or some other means, and at designated areas to be accounted for by staff members. In some cases, students will be taken to an alternative location off site. All students and staff shall remain outside the building until it has been deemed safe for them to return by local emergency responders and the Saugerties CSD administration. If the decision is made to dismiss for the day, the conditions of section (b) apply.

#### **(d) Sheltering**

Sheltering, inside the school, is implemented under conditions when it is safer for students and

staff to remain inside the building than to evacuate or be dismissed early (e.g. a tornado warning). The decision to shelter students on site is made by the building administrator or his/her designee. Where to shelter students and staff on site will depend upon the nature of the emergency. During a high wind advisory or tornado warning, for example, sheltering should take place at the building's lowest level in interior rooms or corridors (preferably away from windows & doors). Other emergencies may call for students and staff to remain where they are (i.e. lockdown). Plain language should be used to inform staff members what actions to take. If the sheltering period is to be extended more than a few hours, arrangements to meet basic human needs (toilet facilities, water, food) must be accounted for.

Each school has food in stock in the kitchen pantries. In addition, there is food in the walk in coolers and freezers at the Junior-Senior High School.

Sheltering off site may be required when students and staff cannot remain in the building or on school grounds but also cannot be dismissed. Such conditions require that an alternative site be available and that a means of moving or transporting students be arranged. Sheltering sites have been established at the previously identified locations.

**(e) Terrorist Threats & Activities**

In the event of terrorist threats or activities, building administrators shall be instructed by the Superintendent of Schools or his/her designee to follow the recommended actions outlined in the NYS Homeland Security System for Schools (see **Appendix B**). The actions recommended are based on the level of alert declared by the state and federal governments.

## **Section IV: Recovery**

The extent of, and need for, disaster or emergency recovery depends in large part upon the nature of the incident. The Saugerties CSD administration will provide the necessary resources to ensure as smooth a transition back to normal operations as possible following an emergency or violent incident.

- A. The Saugerties CSD will support the Emergency Response Teams and the Post-Incident Response Teams in school buildings affected by emergencies or disasters by providing both financial and logistical support. The agency will also assist these teams by interfacing with relevant regulatory agencies and the media.
- B. The Saugerties CSD district office, under the direction of the Superintendent of Schools, shall facilitate the coordination of disaster Mental Health Resources by interfacing with the State Emergency Management Office, the NYS Office of Mental Health, and the American Red Cross.

## APPENDIX A

### **BOMB THREAT**

- Evaluate and identify the threat situation. Use Bomb Threat Instruction Form
- Call 911.
- Do NOT use Fire Alarm.
- Notify building administration
- Initiate a Hold in Place. Advise All Staff to scan their area for anything unusual or suspicious.
- Scan and clear area that students are to be moved to. If necessary, evacuate the Building. Take student information.
- Move students so that they are clear of the building,
- Shut off all radios and cell phones.
- Set up command post.
- Notify Superintendent's Office.
- Wait for Law Enforcement, inform them and follow their directions.
- Contact transportation supervisor.
- If necessary, institute a "Return Home" or "Off Site" plan, or
- Terminate emergency. Resume instruction.

### **INTRUDER**

- Notification to Main Office
- Administrator in charge to Identify and Evaluate situation
- Call 911.
- Immediate Lockdown Procedures announced and followed.
- SRO, if available, contacted and to proceed immediately to building involved.
- Contact Superintendents' office
- Wait for Law Enforcement, inform them and follow their directions.

### **HOSTAGE SITUATION**

- Identify and evaluate situation. Who is in the area? Are there any other hazards?
  - §Call 911.
  - §Notify building administration
- Contact the Superintendent's Office.
- Initiate a lockdown or evacuation.
- Take student information and cell phones.
- Check that all students and staff are accounted for.
- Set up command post.
- Wait for Law Enforcement. Notify and advise of the situation and follow their instruction.
- If necessary, institute a "Return Home" or "Off Site Sheltering" plan, or
- Terminate emergency. Resume instruction.

## **KIDNAPPING**

- Identify and evaluate situation.
- Call 911
- Notify building administration
- Contact the Superintendent's office.
- Set up command post.
- Wait for police, Law Enforcement. Notify and advise of the situation and follow their instruction.

## **FLOOD**

- ▬ Monitor weather radio warnings.
- ▬ Review flood plain maps and transportation routes.
- ▬ Contact Superintendent's office.
- ▬ Contact transportation supervisor.
- ▬ If necessary, institute "Shelter" or "Return Home" plan.

## **SNOW/ICE STORM**

- Monitor weather radio warnings
- Contact Superintendent's office.
- Contact transportation supervisor.
- If necessary, institute "Shelter" or "Return Home" plan.

## **HAZARDOUS MATERIALS INCIDENT**

- If incident is inside the building move everyone away from the area of the spill/leak and perform a normal building evacuation.
- Call 911.
- If incident is outside the building initiate a Hold in Place and call 911.
- The facilities department will be notified to shut down all ventilation.
- Wait for Law Enforcement & emergency services and follow their instruction.

## **TORNADO WATCH/WARNING**

- Monitor weather radio warnings
- If tornado **watch** is issued, continue to monitor weather radio and utilize trained tornado spotters, if available.
- If tornado **warning** is issued, curtail all outdoor activities and immediately bring all students and staff inside building
- Move staff and students to pre-designated sheltering locations.

## **THUNDER/LIGHTNING STORM**

- Monitor weather radio warnings
- Based on radio warnings, curtail all outdoor activities and immediately bring all students and staff inside building
- Continue normal indoor activities until weather radio warnings warrant moving staff and students to pre-designated sheltering locations.

## **FIRE**

- Sound alarm if not already activated.
- Take student information and cell phones.
- Evacuate building.
- Move students clear of building.
- Check to see if all students are accounted for.
- Contact the Superintendent's Office.

- Set up command post.
- Wait for the fire department to arrive.
- If necessary, institute an "Off Site Sheltering" or "Return Home" plan.
- Terminate emergency. Resume instruction.

## EXPLOSION

- Sound fire alarm.
- Take student information.
- Move students clear of the building. Communicate by hard wire phone, bull horn, and courier.
- Check to see if all teachers have all students accounted for.
- Set up command post.
- Contact Superintendent's Office.
- Wait for emergency services (fire department, police) to arrive and advise of situation.
- If necessary, institute a "Return Home" or "Off Site Sheltering" plan.

## GAS LEAK

- Upon discovery of a gas leak or detection of odors (i.e., mercaptan) notify: main office, facilities, school principal, and SRO, if available.
- Facilities staff will isolate gas leak and activate emergency gas shut off for that location (e.g. science lab).
- If the cause of gas leak is unknown, the principal or designee will call 911 to alert fire service and Central Hudson gas leak response at (800) 942-8274.
- Evacuate the building leaving lights as they are. DO NOT use the fire alarm.
- Assemble in Emergency Evacuation Safety Zones.
- Wait for the all clear and return to normal activities.

## System Failure

- Assess situation. Determine if problem is internal or external.
- Contact facilities department.
- Contact Superintendents' office.
- If there is a question of safety of the building occupants initiate evacuation.
  - Otherwise Hold in Place.
- If necessary, institute "Shelter" or "Return Home" plan.
- If necessary, institute a "Return Home" or "Off Site Sheltering" plan, or
- Terminate emergency. Resume instruction.

## Structural Failure

- Assess situation. Determine if problem is internal or external.
- Contact facilities department.
- Contact Superintendents' office.
- If there is a question of safety of the building occupants initiate evacuation.
  - Otherwise Hold in Place.
- If necessary, institute "Shelter" or "Return Home" plan.
- If necessary, institute a "Return Home" or "Off Site Sheltering" plan, or
- Terminate emergency. Resume instruction.
- Contact design professionals.
- Implement Continuity of Operations Plan (COOP).

## SICK/INJURED PERSON

- Identify injured or sick person
- Contact school nurse & building administration
- Follow procedure according to building policy
- Initiate Hold in Place.
- If needed parents or family members will be notified.

**SCHOOL BUSACCIDENT**

- If able the driver will account for all students and evacuate them if it is unsafe for them to remain on the bus.
- The driver will contact the transportation supervisor who will call 911.
- The transportation supervisor will contact the Superintendent's office.
- The building principal or assistant principal and the school nurse will go to the scene of the accident.
- Any injured students will be evaluated on-site by medical personnel.
- If needed parents or family members will be notified

**MASS ILLNESS/COMMUNICABLE DISEASE/EPIDEMIC**

Should Saugerties Central School District determine a mass illness/epidemic is underway in the district the following actions will be taken:

**Initial Response Protocols  
First 24 Hours**

Action	Responsible Individual(s)
Identify illness pattern/Contact District Physician Quarantine student away from the masses	School Nurse Building Administrator
Attempt to determine the causative or etiologic agent	School Nurse
Notify the Ulster County Health Department	Building Administrator
Notify the District Superintendent	Building Administrator
Notify the parents of stricken student(s)	School Nurse Building Administrator
Determine who else (students and staff) may have been exposed	School Nurse Building Administrator
Meet with the public health officials, apprise them of the situation, and provide any assistance necessary	Building Administrator District Superintendent Director of PPS
Under direction of Health Department, initiate Early Dismissal Plan if warranted	Building Administrator District Superintendent Administrative Aide for Transportation
If Early Dismissal Plan is enacted, notify those in parental relation via: -Local Media/Radio Stations -All Call -Social Media	Building Administrator District Superintendent District Webpage Supervisor Secretary in charge of All Call Community Relations
Sanitize building according to Ulster County Health Guidance	Head Custodian Maintenance Foreman
Communicate district status with those in parental relation and staff	District Superintendent District Webpage Supervisor Secretary in charge of All Call Community Relations
Reopen building(s) upon guidance from Ulster County Health Department	District Superintendent

**Departmental Response Protocols**

Should Saugerties Central School District be directed to close a building or buildings by the Ulster County Department of Health, the following departments will take the following actions:

## Academic Response Protocols

It is the expectation that teachers are supplying work and providing feedback to students during any period of building or district closure

Action	Responsible Individual(s)
Notify all stakeholders of the Educational Learning Plan (In-person, Hybrid, Remote)	District Superintendent
Notify all stakeholders if the buildings are physically open.	District Superintendent
<p>Communicate learning expectations to students and families.</p> <p>Possible ways to communicate:</p> <ul style="list-style-type: none"> <li>● Google Classroom</li> <li>● Google Hangouts Meet (tutorial attached to staff in email)</li> <li>● Zoom (Tutorial link:) <a href="https://www.youtube.com/watch?v=3WBpYCLLn4&amp;feature=youtu.be">https://www.youtube.com/watch?v=3WBpYCLLn4&amp;feature=youtu.be</a></li> <li>● Schoology</li> <li>● District Supported Webpage</li> <li>● Email</li> <li>● Posting Video Lessons</li> <li>● Posting Smartboard Recordings</li> </ul> <p>Possible Assignments:</p> <ul style="list-style-type: none"> <li>-iReady</li> <li>-IXL</li> <li>-Continue Projects Started in Class</li> <li>-Technology Based Activities</li> <li>-Current Events</li> </ul>	Classroom Teachers
Provide feedback to students where appropriate	Classroom Teachers

**IT Department  
Response Protocols**

<b>Action</b>	<b>Responsible Individual(s)</b>
Continue to maintain District Supported Technology	District Technology Coordinator
Distribute devices as necessary - -	District Technology Coordinator Director of Human Resources
Ensure educational staff have access to devices as necessary - - -	District Technology Coordinator & Building Level Computer Lab Teaching Assistant
Ensure the following individuals have access to required technology and systems: -Payroll Officer -District Treasurer -Accounts Payable -Transportation	District Technology Coordinator Business Official

NOTES: District Technology Coordinator is looking into establishing remote access to staff computers and setting up a designated laptop should business office staff not be allowed in the Hildebrandt Building.

**Custodial and Maintenance Response Protocols**

<b>Action</b>	<b>Responsible Individual(s)</b>
Prioritize cleaning of buildings	Head Custodian District Superintendent Department of Health
Specify Cleaning Procedures according to Department of Health Guidelines	Head Custodian Department of Health
Daily Checks of buildings as allowed by Department of Health	Maintenance Foreman

**Special Education Response Protocols**

<b>Action</b>	<b>Responsible Individual(s)</b>
Communicate to guardians that all CSE/CPSE Meetings will be canceled and rescheduled	Special Education Office District Webpage Supervisor Secretary in charge of All Call Community Relations

NOTE: Special Education Office may be used as a backup Central Administration Office or used to house students should student be relocated.  
-60 Day turnaround time on initial testing will be maintained.

**Business Office**  
**Response Protocols**

Action	Responsible Individual(s)
Communicate with District Technology Coordinator and the Business Official to ensure access to payroll software should District Offices be closed	Payroll Officer Technology Coordinator Business Official
Communicate with District Technology Coordinator and the Business Official to ensure access to banking website necessary funds to pay: -Payroll (Priority) -Medical Insurance (Priority) -Debt Service (Primary-Two times per year)	District Treasurer District Technology Coordinator Business Official
Communicate with District Technology Coordinator and the Business Official to ensure access to nVision and banking website to pay: -Medical Insurances (Priority)	Accounts Payable Clerk District Technology Coordinator Business Official
Ensure building secretaries send daily attendance to the Business Office	Director of Human Resources
Communicate with District Technology Coordinator and Business Official to ensure to Transportation Software is loaded on Transportation Laptop	Administrative Aide for Transportation District Technology Coordinator
Communicate transportation changes with guardians	Administrative Aide for Transportation District Webpage Supervisor Secretary in charge of All Call Community Relations
Collect and process business office mail	School Driver Messenger Business Official Business Office

**Notes:** Director of Human Resources will encourage staff to enroll in Direct Deposit as technology to print paychecks may not be available if the Hildebrandt Building is Closed.

**Food Service**  
**Response Protocols**

Action	Responsible Individual(s)
Develop plan to distribute food should we be closed for an extended period of time	Cafeteria Manager Superintendent Director of Human Resources
Identify locations to distribute food within community with the assistance of local officials	Cafeteria Manager Superintendent Director of Human Resources

**Social Emotional  
Response Protocols**

Action	Responsible Individual(s)
Identify locations in the community, with the support of local officials, to provide social emotional support	Superintendent Director of Human Resources
Coordinate the staffing of these locations	Superintendent Director of Human Resources Director of PPS

**The Custodial Staff's Current Procedures**

Cleaning supplies we currently use are on the approval list.  
Custodians have been instructed to use gloves when cleaning.  
Custodial and maintenance staff may be reassigned to meet the needs of the district.

Action	Frequency
Disinfecting desks	Daily
Disinfecting doorknobs	Daily
Disinfecting railings	Daily
Disinfecting bathrooms	Daily
Disinfecting common area countertops	Daily
Disinfecting light switches	Daily
Refill hand sanitizing stations	As necessary
Disinfect areas with Electrostatic Disinfecting Mister sprayers	HS Nurse office Daily Buildings once per week
Keyboards in computer labs	After each class by Teacher/Teaching Assistant
Post handwashing signs in all district bathrooms	In process
Refill soap dispenser with antibacterial soap	As necessary
Disinfecting lockers at Jr./Sr. High School	Weekly
Disinfecting weight room	After each use by those that use it Custodian with Electrostatic Disinfecting Mister sprayer

### Computer/Technology Cleaning Procedures

Action	Responsible Individual(s)
Clean the following after use of public device: Keyboard Mouse Touch Screen Chair Headphones Copy Machines Phones	Staff member using the device or assisting students using the device.

### General Response

Action	Responsible Individual(s)
Identify the status of buildings and operating hours. Define entry protocols. Communicate this information to all stakeholders.	District Superintendent
Maintain supply of PPE including but not limited to: <ul style="list-style-type: none"> <li>● Disposable Masks</li> <li>● N95 Masks</li> <li>● Face Shields</li> <li>● Gowns</li> <li>● Gloves</li> </ul>	District Health and Safety Coordinator Building Principals Building Nurses Head Custodian Sr Inventory Control Asst
All hours of employment and location of work will be documented in the event they are needed for tracing efforts.	Building Principals Direct Supervisors

The District maintains that while the following staff members are considered essential, it is dependent on the emergency, the needs of the District, and the particular duties required that they be physically present at work each business day during the emergency period. While the staff members are essential, this does not mean that all such employees will be required to report to work on campus. It will be up to the individual's immediate supervisor to determine necessary staffing levels, and if an essential employee is to physically report to work on a given day (during the emergency period). In the event of a state-ordered reduction of the District's in-person workforce, the following is a list of essential employees:

### Designation of Essential Function Staff in the Event of an Epidemic

Position/Title	Department	Specific Functions for Which Deemed Essential
Maintenance Workers	Maintenance and Custodial	Need to maintain the physical facilities (grounds, heat, HVAC, sewer, plumbing, electrical, etc.) This staff may also be utilized to assist with the cleaning and sanitization of buildings.
Head Custodian Custodian Custodial Workers	Maintenance and Custodial	Needed to maintain the cleanliness and sanitation of the building at all times.
Senior Inventory Control Assistant School Driver/Messenger Head Bus Driver	Maintenance and Custodial	Delivery of mail and packages Support Meal delivery This staff may also be utilized to assist with the cleaning and sanitization of buildings.
School Lunch Manager Cook Assistant Cook Typist Food Service Helpers	Food Service/Cafeteria	Prepare and distribute meals to students who request it. Complete required business functions.
Typist Senior Typist Clerical Stenographer Data Clerk	Building Level Secretaries	Support teaching and administrative functions including but not limited to: -answering phone calls -processing purchase orders -other clerical responsibilities
Business Official District Treasurer Administrative Aide Senior Account Clerk Account Clerk/Typist Account Clerk	Business Office	Processing of: -accounts payable -accounts receivable -payroll -tax collection -routing of students on buses -general office work that requires interacting with the public via phone or potentially in-person
Administrative Assistant Secretary to the Superintendent Typist	Superintendent's Office	Support District Level Administrators Support HR Functions Support Educational Technology Functions

Administrators	Building and District Level	Critical to the day-to-day operations of the District including support for remote instruction.
Information Technology Department	IT Support	Support technology needs for the daily instruction of students and staff. Distribute technology devices. Maintain digital infrastructure.
Nurses	Nurses	Support the medical needs of our students and staff. Assist with the socio-emotional need of staff and students. Assist with medical recommendations from the Department of Health, State, or CDC.
Teachers Counselors Social Workers Other Student Support Professionals	Instructional Staff Pupil Personnel	Provide instruction and support to students and staff. Provide accommodations as stated in IEPs and 504 Plans.
Teaching Assistants Teacher Aides	Support Staff	Fulfill accommodations as stated in IEP and 504 Plans. Assist with the management and supervision of students. Monitor isolation room.
Lunch Monitor Door Monitor	Monitors	Assist with building entry procedures/screening. Provide assistance for distributing meals. Monitor isolation room.
School Resource Officer	Safety and Security	Support student's socio-emotional needs. Support students through the distribution of materials and house visits as necessary. Assist with safety and security across the district.

### **Designation of Non-Essential Function Staff in the Event of an Epidemic**

Any employees deemed non-essential employees will be surveyed to determine what technology requirements they may need to complete essential work-related activities. Any non-essential employee who requires a computer to complete their work-related activities will be supplied one as a loaner from the Technology Department if one is available. It will be the responsibility of the employee to maintain said device and return it to the District upon their return to work. Phone lines may be forwarded, or staff can retrieve messages from their school voice mail. There may be some staff who will not be able to telecommute nor will they be needed to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

### **Staggered Work Shifts**

To the extent possible, and consistent with collective bargaining agreement requirements, the District will stagger work shifts of employees and contractors performing essential functions. In order to plan and maintain the safest environment possible, employees will be required to sign up in advance in a manner designated by the District indicating the location and hours working in the building. All entrances will be locked and monitored. Employees will utilize their access cards for entrance which documents their arrival on premises. Visitors will not be allowed into District buildings unless there is an appointment and a need for a face to face interaction as determined by the building administrator.

## Maintaining Personal Protective Equipment

The District has purchased masks to supply students and staff if needed. In addition, the District has purchased all other recommended PPE products for staff that may be required. The District will evaluate its inventory on a bi-weekly basis to determine if more PPE supplies are required to be ordered. The District will maintain sufficient protective equipment to provide at least two pieces of each type of PPE to each employee and contractor performing essential functions during any given work shift over at least six months. The District is part of a CoSer through Ulster BOCES for the purchase of PPE products as well as purchasing products from other vendors that have supplied us with PPE products and being part of a Cooperative purchase agreement that has PPE dedicated resources already approved for purchase. All PPE will be stored at a location that is easily accessible to distribute to all buildings should the need arise. The location is a temperature-controlled environment that allows for safe storage of all PPE products.

## Daily Cleaning Guidelines During an Epidemic

The District will comply with CDC, Department of Health, and/or State guidance regarding guidance for cleaning and disinfection of schools. Students will not be present when disinfectants are in use and will not partake in cleaning and/or disinfection activities. The District will maintain logs that include the date and time that bathrooms are cleaned and disinfected. All rooms will be cleaned and disinfected according to the set schedule in each building. The District will use approved cleaning and disinfection supplies. Custodial and Maintenance work hours may be adjusted to meet the needs of the district.

1. Throughout the day the following will occur
  - A. Cleaning and Disinfecting of high touch area including but not limited to:
    - All door handles (exterior and interior)
    - Railings
    - Tabletops
    - Light switches
  - B. Clean common restrooms multiple times during the day.
  - C. Clean and disinfect classrooms if/when rooms are vacant.
  - D. Clean the following after use of a public device: (Cleaning performed by staff member using or overseeing students using devices.)
    - Keyboard
    - Mouse
    - Touch Screen
    - Chair
    - Headphones
    - Copy Machine
    - Phones
2. When Students leave the Building
  - A. Cleaning and disinfection of desks, tables, flat surfaces.
  - B. Cleaning and disinfection of high touch area including but not limited to:
    - All door handles (exterior and interior)
    - Railings
    - Tabletops
    - Light switches
  - C. Disinfecting of classroom surfaces via Electrostatic Disinfecting Mister.

- D. Cleaning and disinfection of all bathrooms.
  - Toilets
  - Sinks
  - Handles in stalls
  - Paper towel dispensers/hand dryers
- E. Cleaning and disinfection of Nurses Office and Isolation Room
- F. Cleaning and disinfection of Offices

### **Cleaning Procedures for Areas that Need to be Disinfected due to a positive or Designated Positive Case**

- Close off areas used by the individual who is suspected or confirmed to have the disease
- Open outside doors and windows to increase air circulation in the area
- If feasible, wait 24 hours before cleaning and disinfecting all affected areas
- Follow cleaning guidance document (based on CDC, Department of Health, and/or State guidelines) to clean and disinfect all areas of potential exposure
- Once affected area(s) have been cleaned and disinfected, the area(s) may be reopened for use

### **Protocol for Documenting Precise Hours and Work Locations**

Employees and contractors performing essential functions will have their hours and work locations, including off-site visits, documented for the purpose of contact tracing in a manner designated by the District. In the event someone is working remotely and contracts the communicable disease the District will be notified by the local Department of Health. Additionally, in consultation with the local health department contact tracing will commence to assist the Department of Health with tracking of the disease.

### **Emergency Housing for Essential Employees**

In the event emergency housing is necessary for essential employees, the District will reach out to local hotels in a 15 miles radius from the district's central office. This may be used in the event it is necessary to further contain the spread of the communicable disease.

## **Protocol for Individuals Who May Exhibit Symptoms of a Communicable or Infectious Disease**

- Students and staff with symptoms of illness will be sent to the building's health office. This office will be called before anyone is sent.
- The school nurse, wearing appropriate PPE, will assess individuals to determine if symptoms are related to chronic conditions such as asthma and allergies or a possible communicable or infectious disease.
- If the school nurse is not available, schools will isolate and dismiss any student or staff member who has a fever or other symptoms of a communicable or infectious disease that are not explained by a chronic health condition for follow up with a health care provider.

If Students or Staff become ill with symptoms of a communicable or infectious disease at School and are sent to the school's health office, the school nurse will notify the building Principal and arrange to have the student escorted to the designated isolation room.

- Students will be supervised by an adult utilizing appropriate PPE
- The school nurse will call the parent/guardian to pick up the student.
- Students will be escorted from the isolation area to the parent/guardian
- The parent or guardian will be instructed to call their health care provider, or if they do not have a health care provider, to follow up with a local clinic or urgent care center
- The building principal will contact the Health and Safety Coordinator: Dr. Lisajane Kappler
- The Health and Safety Coordinator will contact the District's Medical Director: Dr. William Maliha and the county health department.
- Saugerties Central School District will comply with NYS or Federal laws regarding leave provisions. Should provisions not be afforded by state or federal law, the employee may be able to use their accumulated time to cover the time to receive testing, treatment, isolation, or quarantine.

Additional measures include:

- Students placed in the isolation room will be separated by at least 6 feet
- Areas used by a sick person will be closed off until after cleaning and disinfection has occurred
- Opening outside doors and windows to increase air circulation in the area
- Waiting at least 24 hours before cleaning and disinfection
- All areas used by the person suspected or confirmed to have a communicable or infectious disease will be cleaned and disinfected. Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have a communicable or infectious disease can return to the area and resume school activities immediately after cleaning and disinfection.
- Following guidance from the Department of Health, contact tracing will begin. Families of students who are at an increased risk due to contact will be notified.

**If emergency warning signs present such as trouble breathing, persistent pain or pressure in the chest, confusion, inability to arouse, bluish lips or face, 911 will be called and the operator notified that the person may have a communicable or infectious disease.**

If a student or staff member reports having tested positive for a communicable or infectious disease, school administrators notify the school's Health and Safety Coordinator, who will notify the local health department to determine what steps are needed for the school community.