

2021-2022

SEWANHAKA CENTRAL  
HIGH SCHOOL  
DISTRICT-WIDE

SCHOOL SAFETY PLAN

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SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT  
*Comprehensive Safety Plan*

**Policy Statement**

The Sewanhaka Central High School **District-Wide 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 school District and its component school buildings.

The Board of Education has appointed, under the direction of the Superintendent of Schools, a **District-Wide School Safety Team** to develop, implement and maintain all provisions of the Plan. This Plan incorporates all **Building-Level Emergency Response Plans** that have been developed by the **Building-Level Emergency Response Teams** appointed by the **Building Principals**. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of **the Building Level Emergency Response Team**. Upon activation of the School Building Emergency Response Team the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. The local BOCES Health & Safety Office will assist in development of protocols for accessing these services.

**The District-Wide School Safety Team reviewed and approved** the District-Wide School Safety Plan. The **District-Wide School Safety Plan** was made available for **public comment 30 days prior to its adoption** and provided for participation of the entire school community. **By September 1<sup>st</sup> of each school year**, The District-Wide and Building-Level Plans were formally adopted by the School Board after at least one public hearing. As required by law, the District-Wide School Safety Plan is posted on the school District website by **October 1<sup>st</sup>** of each school year and will be reviewed annually by the District-Wide School Safety Team by **September 1<sup>st</sup>** of each school year. Building-Level Emergency Response Plans will be updated by **September 1<sup>st</sup>** of each school year by the Building-Level Emergency Response Team and filed with both State and Local Police by **October 1<sup>st</sup>** of each school year.

<b>Compliance Requirement</b>	<b>Date</b>
District-Wide Safety Team reviews/approves District-Wide School Safety Plan	6/6/21
School Board establishes 30-day public comment period	7/13/21
School Board adopts District-Wide School Safety Plan	8/24/21
Building-Level Emergency Response Team reviews/approves Building-Level Emergency Response Plan	8/15/21
School Board adopts Building-Level Emergency Response Plan	8/24/21
Building-Level Emergency Response Plan filed with local police	10/1/21

The Sewanhaka Central High School District refuses to tolerate violence or threats of violence on school grounds and by implementation of this Plan will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in

support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against.

A copy of the Sewanhaka Central District-Wide Plan is available upon request and is available at Central Administration in the office of the Superintendent of Schools and on the District's website. Although the Building-Level Emergency Response Plans are linked to the District-Wide School Safety Plan, in accordance with Education Law Section 2801-a, **the Building-Level Emergency Response Plans will remain confidential and not be subject to disclosure.** This will further ensure safety at the building-level and reduce the potential for planned sabotage.

### **Elements of the Comprehensive School Safety Plan**

- Identification of sites of potential emergencies.
- Plans for responses to emergencies including school cancellation, early dismissal, evacuation and sheltering.
- Responses to an implied or direct threat of violence.
- Responses to acts of violence including threats made by students against themselves including suicide.
- Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs.
- Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- Plans for identification of District resources and coordination of such resources and manpower available during an emergency.
- Designation of the Chain-of-Command (Incident Command)
- Plans to contact parents and guardians including when students make threats of violence against themselves
- School building security
- Dissemination of information regarding early detection of potentially violent behavior.
- Plans to exercise and conduct drills to test the Building-Level Emergency Response Plan including review of tests.
- Annual school safety training for staff and students.
- Protocols for bomb threats, hostage taking, intrusions and kidnapping.
- Strategies for improving communication and reporting of potentially violent incidents.
- A description of the duties of hall monitors and/or other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity
- Information about the school District including population, staff, transportation needs and telephone numbers of key school officials.
- Documentation and record keeping

## **Public Health Emergencies-Communicable Disease**

Effective April 1, 2021, Labor Law 27-c, amends Labor Law 27-1 and adds a new provision to Education Law 2801-a. Labor Law 27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law 2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare a plan a plan consistent with Labor Law 27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law 2801-a. The Plan must include the following at a minimum:

- 1- A list and description of positions and titles considered essential with justification for that determination.
- 2- The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- 3- A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.
- 4- Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each (PPE) device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
- 5- Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- 6- Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- 7- Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

**Details on this Plan are included in Appendix A (Communicable Disease-Pandemic Plan)**

## **School District Chief Emergency Officer**

The **Superintendent of Schools is the Chief Emergency Officer** and through designated personnel will provide:

- Coordination of communication between school staff/law enforcement/first responders.
- Assistance in the selection of security related technology and procedures for its use.
- Coordination of safety, security, and emergency training for school staff.
- Assistance in required evacuation and lock-down drills completion as required by law.
- Assurance that all school District staff understand the District-Wide School Safety Plan.
- Assurance that the District-Wide School Safety Plan and Building-Level Emergency Response Plans are completed, reviewed annually and updated as needed.

### **District-Wide School Safety Team (Threat Assessment Team)**

The District-Wide School Safety Team is appointed by the School District Board of Education and will always include the representation noted below at a minimum. The major function of the District-Wide School Safety Team is to create the District-Wide School Safety Plan and update as necessary.

- School Board Member – James Redden
- Teacher Representative – Chris Mayer
- Assistant Principals – Jennifer Alaimo, Brian Burke, Frank Geritano, Sharon Flynn, Marc Isseks,
- Parent/Teacher Organizations – Helen Hoffman
- School Safety Personnel – Kevin O'Brien, Assistant Superintendent for Finance & Operations; Regina Agrusa, Assistant Superintendent for Pupil Personnel & Special Education; Scott Greene, Administrative Superintendent to the Superintendent; Matt Castelluzzo, Director of Facilities/Operations; Matt McLees, Director of Physical Education, Health, Driver Education and Athletics (nurses); Dan Espina, District Coordinator of Technology & Instructional Services; Dr. Taryn Johnson, Assistant Superintendent for Curriculum & Instruction
- Principals – Kevin Dougherty, Maria Hecht, Christopher Fiore, Dr. Richard Faccio, Nichole Allen

### **Responsibilities of the District-Wide School Safety Team**

The Sewanhaka Central High School District-Wide Safety Team will act as a Threat Assessment Team with the responsibility to assess the vulnerability of the school District to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet a minimum of four times a year 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 District-Wide School Safety Plan to determine its success in violence prevention. Some of the team's primary responsibilities will include:

- 1) Recommending training programs for students and staff in violence prevention and mental health. Annual training will be completed by September 15<sup>th</sup> and may be included in existing professional development. New employees will receive training within 30 days of hire.
- 2) Dissemination of information regarding early detection of potentially violent behavior.
- 3) Developing response plans to acts of violence and address threats made by students against themselves, including suicide. We will also address methods for contacting parents/guardians when students make threats of violence against themselves.
- 4) Communicating the Plan to students and staff.

- 5) Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
- 6) Making recommendations necessary for change.
- 7) Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide Safety Team Sub-Committee or Building-Level Team.
- 8) Recommending improved security measures based on school building inspection results.
- 9) Conducting annual school building survey of students and staff to identify the potential for violent incidents.
- 10) Reviewing survey results and recommending actions that are necessary.

### **District-Wide Security Team**

The District-Wide Security Team is an annex to the District-Wide Safety Team. The District-Wide Security Team is comprised of the Superintendent, Assistant Superintendent for Finance and Operations, Administrative Assistant to the Superintendent, members of the Nassau County Police Department, Homeland Security, Floral Park Police Department, School Board President and a parent from the Sewanhaka Central High School District.

### **Responsibilities of the District-Wide Security Team**

The Sewanhaka Central High School District-Wide Security Team will utilize the expertise of our local law enforcement agencies to consult with the District on the effectiveness of our security measures, make suggestions on ways to improve our security measures, and keep the District informed on current events happening in the Districts four communities. Following each District-Wide Security Team meeting, all information will be reported to the District-Wide Safety Team.

### **Building-Level Emergency Response Team**

The Building-Level Emergency Response Team is **appointed by the School Building Principal**. The major focus of this team is to create, monitor, and update the Building-Level Emergency Response Plan that is sent to Central Administration for review, certification and submitted to the New York State Education Department by October 1. The Building-Level Emergency Response Team will meet throughout the school year to plan and coordinate building safety and security efforts and report their results to the District-Wide School Safety Team. This team, at a minimum will include the following representation:

- Teacher
- Administrator
- Parent Organization
- School Safety Personnel
- Community Members
- Law Enforcement
- Fire Officials
- Ambulance
- Others

The **Building-Level Emergency Response Team** is responsible for selecting the following:

- **Emergency Response Team** (Core group of actual responders not to be confused with the Building-Level Emergency Response Team which is a larger team for the purposes of planning and monitoring) which has the following representation:
  - School Personnel
  - Law Enforcement Officials
  - Fire Officials
  - Emergency Response Agencies
- **Post-Incident Response Team** (Individuals who can assist in the medical and psychological aftermath of a violent incident or emergency) which has the following representation:
  - Appropriate School Personnel
  - Medical Personnel
  - Mental Health Counselors
  - Others (Psychologists, Social Workers, etc.)

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

#### **Prevention/Intervention Strategies:**

##### **Program Initiatives**

1. Non-violent conflict resolution training programs
2. Peer mediation programs
3. Extended day and other school safety programs
4. Youth-run programs
5. Creating a forum or designating a mentor for students concerned with bullying/violence
6. Establishing anonymous reporting mechanisms for school violence
7. Professional Development for District and building staff.

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

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. Based on the determination of the District-wide School Safety Team and the Building-Level School Safety Team, at a minimum, the following methods may be used:

- ✓ Early Go-home drill
- ✓ Live drills including sheltering, evacuation and lock-down
- ✓ Live drills for specific responses (hostage taking, bomb-threat, etc.)
- ✓ Table-top exercises by local law enforcement and Nassau County Boces
- ✓ Emergency Response Team exercises
- ✓ Building pre-clearance searches
- ✓ Situation Drill

The Sewanhaka Central High School District recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the District invites local agencies to participate in and to help evaluate all exercises.

These agencies may include but not be limited to local Police and Fire Departments, Rescue and Ambulance Services, Local Emergency Management Offices and the local BOCES Health & Safety Office. The district, at least once every school year, shall conduct one test of its emergency response procedures under each of its Building-level Emergency Response Plans including sheltering, lockdown, or early dismissal. Following each drill, the building and law enforcement team will conduct a review of the drill to discuss any improvements needed. Each building will prepare a drill summary for the District-Wide Safety Team. Education Law Section 807 requires eight (8) evacuation and (4) lockdown drills to be completed in each school building every school year.

### **Emergency Drills (21-22) School Year Education Law 807**

12 Drills  
4 Lockdowns, 8 Evacuations  
September-December (2021) 8 drills before December 31<sup>st</sup>  
January-June (2022) 4 Drills remainder of school year  
July-August (2021) 2 drills during Summer

### **Implementation of School Security**

School Security Aide personnel will help carry out the Sewanhaka Central High School District Comprehensive Safety Plan and may include anyone in the school community. These individuals will receive appropriate annual training as required under the Regulation. These individuals are not to be confused with school security guards that are specifically regulated under the New York State Security Guard Act that requires 8-hours security training course renewal, fingerprinting and background checks. The district contracts a NYS licensed agency to facilitate the Security Aides refresher course. Each year, all security aides will meet with the Administrative Assistant to the Superintendent for professional development to review policies and procedures set forth by the Sewanhaka Central High School District. In addition, discussions are held regarding professionalism and sexual harassment.

Appropriate school building security measures and procedures will be determined by the Sewanhaka Central High School District-Wide School Safety Team and Building-Level School Safety Team after review of school building procedures and practices, emergency response plan and Code of Conduct. Based on these findings, security measures may include:

- ✓ Electronic Visitor Management System: ALL VISITORS are screened entering the building. All visitors will need to provide identification will be screened electronically. A thermal badge will be provided and will be escorted to their destination by school personnel.
- ✓ Ensuring that ALL DOORS remain locked at all times and can only be accessed with badge swipe access.
- ✓ Video surveillance
- ✓ NYS certified security aides
- ✓ Regular security audits conducted by NCPD-Homeland Security in conjunction with our Building Level Emergency Response Team.
- ✓ Random searches may be conducted if deemed necessary
- ✓ We will employ any other methods deemed necessary and constantly review our current practices

## Vital School Information

Each Building Response Plan contains vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.

## Early Detection of Potentially Violent Behavior

The Sewanhaka Central High School District-Wide School Safety Team makes recommendations for appropriate annual training for students and staff in violence prevention and mental health (online training may be utilized). Training includes early warning signs of potentially violent behavior and early intervention/prevention strategies. Training is 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.
- Dissemination of the New York State Office of Mental Health one-page handout *What Every Teacher Needs to Know – Recognizing Suicide Risk in Students* and review of the “FACTS” warning signs.
- The District will utilize any resources available for violence prevention and mental health training including those found at the following websites:  
[http://www.p12.nysed.gov/sss/documents/MentalHealthResourcesfor Educators.pdf](http://www.p12.nysed.gov/sss/documents/MentalHealthResourcesforEducators.pdf) and  
<http://www.p12.nysed.gov/sss/documents/SVPIRequiredComponents.pdf>.
- A description of the school District’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 defuse 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.
- Student training will include post-drill or actual event review by classroom teachers.

Other methods for informing parents and students include:

- Gang awareness programs with parental involvement.
- Operation Pride through Nassau County.
- School social worker outreach.
- School counselor involvement. (SEE-SAW Program)
- First and Second Step programs.
- Anger Management programs.
- 21<sup>st</sup> Century program.
- Conflict resolution programs.

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our District-Wide School Safety Plan.

## Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level Emergency Response 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, properties adjacent to schools, off-site athletic fields, buses and off-site field trips, and specifically defined areas of current concern as identified by Building-Level Staff. Each school is required to submit a floor-by-floor map of the building as part of each buildings Emergency Response Plan that is submitted on the New York State Education Portal, in addition to be submitted to the local law enforcement precincts.

### **Responses to Violence (Incident reporting, Investigation, Follow –Up, Evaluation, and Disciplinary Measures)**

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the **Individual Incident Report (IIR)**. 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. Each incident will be reported to and evaluated by the District-Wide School Safety Team (Threat Assessment Team) for the purpose of compiling data and evaluating the Violence Prevention Program.

Relationships have been established with local law enforcement officials and emergency response agencies at the building level. Representatives from these agencies are asked to participate on Building-Level School Safety Teams.

## Reporting

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the local Police Department.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per Building-Level Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents.

## ***Investigation***

After an incident has occurred the Threat Assessment Team will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The Team conducting the investigation will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.
- Consider changes in controls, policy and procedures.

## **Follow-up**

The Sewanhaka Central High School District 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 school District 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.

## **Evaluation**

The Sewanhaka Central High School District-Wide School Safety Team (Threat Assessment 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.

## **Disciplinary Measures**

The Sewanhaka Central High School District Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

## **Code of Conduct**

The Sewanhaka Central High School District 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 is communicated to all students/staff and parents, serves as a major component of our violence prevention program. The Code is

evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be posted to the District Website and made available to students, parents, staff and community members.

## **Emergency Response Protocols**

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

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships will be established by participation of local response officials on Building-Level Emergency Response Teams. These individuals and appropriate means of contact will be documented in the Building-Level Emergency Response Plan.

Internal communication is also of prime importance and is specifically defined in the Building-Level Emergency Response Plan. Depending on the nature of the emergency, some of the communication methods include telephone, fax/e-mail, District 2-way radio system, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods are determined by the Sewanhaka Central High School District-Wide School Safety Team.

The Superintendent of Schools recognizes his responsibility to notify all educational agencies within the school District of a disaster and has established the following notification list.

<b>School</b>	<b>Principal</b>	<b>Phone</b>	<b>Fax</b>
Elmont	Mr. Kevin Dougherty	488-9210	488-9213
Floral Park	Ms. Maria Hecht	488-9300	488-9214
H. Frank Carey	Mr. Christopher Fiore	539-9400	538-1791
New Hyde Park	Dr. Richard Faccio	488-9500	488-9506
Sewanhaka	Mrs. Nichole Allen	488-9683	488-9215

<b>School</b>	<b>Superintendent</b>	<b>Phone</b>	<b>Fax</b>
Elmont	Kenneth Rosner	326-5500	326-5574
FP Bellerose	Dr. Kathleen Sottile	434-2725	327-9304
Franklin Square	Dr. Jared Bloom	505-6975	505-6972
New Hyde Park-GCP	Dr. Jennifer Morrison	434-2305	352-6282

<b>School</b>	<b>Principal</b>	<b>Phone</b>	<b>Fax</b>
Notre Dame	Ms. Caryn Durkin	354-5618	354-5373
Our Lady of Victory	Ms. Peg Augello	352-4466	352-2998

In general, parent/guardian notification will be conducted by means of the Connect Ed phone tree of emergency contacts established in each school building. However, in some cases it may be necessary to use other means such as local media. Prior arrangements will be established with the appropriate media.

The Sewanhaka Central High School District recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is included in each School Building Emergency Response Plan specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building-Level Emergency Response Team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance.

### **Active Shooter (RAVE Application)**

In an event of an Active Shooter or any event of an emergency, Building Principals, Assistant Principals and Deans have the ability with a push of a button on their cell phone to bypass all 911 calls and induce an emergency response by local law enforcement. Local law enforcement has a map of the building as well as rights to all of the school's security cameras in order to identify any possible threat in the building. The Nassau County Police Department tests the application each year with each building.

### **Bomb Threats**

All Sewanhaka Central High School District administrators are familiar with the Bomb Threat Standards outlined in the Building-Level 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 Plans. The FBI Bomb Threat Call Checklists are available at phone reception areas as part of the School Building Training Plan which will be distributed in each school building.

### **Hostage Taking**

The Building-Level Emergency Response Plan (Hazard Specific Response Guide) procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call 911.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

### **Intrusions**

The Building-Level Emergency Response Plan (Hazard Specific Response Guide) procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and Dial 911 or other appropriate emergency notification.
- **If the situation escalates, plain language** will be utilized to notify all teachers to lock doors. Once lockdown is announced, administrators will evacuate students who have been locked out of their classroom or are in public areas. Students will be evacuated to a safe area outside the building as per normal evacuation procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school District.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

## Kidnapping

The Building-Level Emergency Response Plan (Hazard Specific Response Guide) procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent, he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If a student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The school Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, **when a student has not arrived at home**, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parents/guardians to contact friends.
- Advise parent/guardian to contact police if a student is not located. School principal or designee should be available for police investigation.
- Ask the parent/guardian to re-contact the school if the student is located.

## Responses to Acts of Violence (Implied or Direct Threats)

Response actions in individual buildings will include:

- Implementation of the Incident Command System.
- Use of staff trained in de-escalation techniques
- Inform building Principal
- Determine level of threat with Superintendent
- Contact law enforcement agency, if necessary
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary

## Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System.
- Determine the level of threat
- If necessary, isolate the immediate area through a Hold-In Place, and evacuate if necessary
- Inform building Principal/Superintendent
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures

## Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of the Incident Command System.
- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide and notify transportation, if necessary
- Procedures to notify parents (Connect Ed calls, email, website updates)
- Procedures to notify media
- Debriefing procedures

<b>School Building Chain of Command Table</b>			
<b>School Building</b>	<b>IC #1</b>	<b>IC #2</b>	<b>IC #3</b>
Elmont	Kevin Dougherty	Brian Burke	Dayna Sotirhos
Floral Park	Maria Hecht	Jen Alaimo	Alicia Calabrese
H. Frank Carey	Chris Fiore	Sharon Flynn	Chris Carmody
New Hyde Park	Dr. Richard Faccio	Marc Isseks	Rosemary DiGennaro
Sewanhaka	Nichole Allen	Frank Geritano	Christine Licastri

## **Emergency Assistance from Local Government**

Depending on the nature of the emergency, school districts may need to obtain assistance from local government agencies. During an emergency school districts 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, Nassau County Office of Emergency (Commissioner), Nassau County Department of Mental Health, Nassau BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the School District's resources, the Nassau County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts will be clearly delineated in the Building-Level Emergency Response Plans.

## **District Resources Use and Coordination**

Building-level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command.

## **Protective Action Options**

School Building-Level Emergency Response Plans, which are confidential, address the following response actions as determined by the nature of the emergency. **Specific response actions are explained in detail in each building plan:**

### **School Cancellation**

(Conditions warrant making a decision not to open schools)

### **Early Dismissal**

(Conditions warrant returning students to their homes)

### **Evacuation**

(Conditions in the building are unsafe warranting relocation)

**Sheltering** (internal and external)

- **Shelter in Place (Weather related)**
- **Shelter in Place (Generic/Non-specific Bomb Threat)**
- **Shelter in Place (Specific Bomb Threat)**

### **Hold-In-Place**

(Conditions warrant isolation of a specific area of the building – usually short-term)

### **Lockdown**

(The most serious situation for a school – a threat is in the building)

### **Lockout**

(A threat exists outside the school building or in the vicinity)

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

**NTAS** advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

### **Bulletin:**

Describes current developments or general trends regarding threats of terrorism.

### **Elevated Threat Alert:**

Warns of a credible terrorism threat against the United States.

### **Imminent Threat Alert:**

Warns of a credible, specific, and impending terrorism threat against the United States.

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The ***If You See Something, Say Something***<sup>™</sup> campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terrorist activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

## Recovery

### School District Support for Buildings:

The Building Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team would be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools – Dr. James J. Grossane
- Assistant Superintendent for Finance & Operations (including Food Service) – Kevin O'Brien
- Director of Facilities – Matt Castelluzzo
- Transportation Coordinator – Michael Onufrey
- Assistant Superintendent for Pupil Personnel & Special Education - Regina M. Agrusa
- Administrative Assistant to the Superintendent (School Safety Co-Coordinator) – Scott Greene
- Director of Athletics, Physical Education, Health and School Nurses- Matt McLees
- District Coordinator Technology & Instructional Services- Dan Espina

### Disaster Mental Health Services

The Building-Level Emergency Response Team will designate the Post-Incident Response Team in each school building to respond in crisis situations and help provide disaster mental health services as outlined in the Building-Level Emergency Response Plan.

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services, as appropriate. Depending on the scope of the situation, the Nassau 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 Building's Pupil Personnel Services, Psychologists and Social Workers.

### Forms and Record Keeping

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program along with training staff on our Plan. This will allow us to monitor its success and update the program as necessary. The following forms have been developed for this purpose and will be located in the Forms Section of the Building-Level Emergency Response Plan.

- Individual Incident Report (IIR)
- Self-Inspection Security Checklist
- Student/Staff Security Survey
- Bomb Threat Response
- School Building Training Pamphlet

- Training Documentation Additional resources and training materials have been developed for this purpose and can be obtained on the Nassau Schools Emergency Planning Consortium website at [www.nassauschoolemergency.org](http://www.nassauschoolemergency.org) under the **Safety Plans** tab.

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# Appendix A

## Communicable Disease Pandemic Plan

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Preparedness; Response; Recovery) This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible plan developed in collaboration with a cross section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building level through the Building Level Emergency Response Team. **Effective April 1, 2021**, Labor Law 27-c, amends Labor Law 27-1 and adds a new provision to Education Law 2801-a. Labor Law 2801-c requires public employers to develop operation plans in the event of certain declared public health emergencies. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans substantially consistent with Labor Law 27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law 2801-a.** The Plan addresses the required components in the sections as noted below.

### Prevention/Mitigation

- We will work closely with the Nassau County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by school nurses for reporting communicable disease, including influenza, Coronavirus, etc., and communicating with the Health Department.
  - Report suspected and confirmed cases of influenza and Covid-19 on the monthly school's Communicable Disease Report, (DMS-485.7/93, HE-112.4/81) and submit to: Nassau County Department of Health, Bureau of Infectious Diseases, 240 Old Country Road, Mineola, NY. 11501
  - Public Health Consultation and Immediate Reporting: 516-227-9639
  - Coronavirus Hotline: 888-364-3065
  - Fax: 516-227-9669
  - Weekend/After-hours Consultation and Reporting: 516-742-6154

The Nassau County Department of Health will monitor County-Wide cases of all communicable diseases which includes influenza and Covid-19 and inform school districts as to appropriate actions.

The Assistant Superintendent for Pupil Personnel and Special Education, District Director of Physical Education, Health, Driver Education and Athletics, Administrative Assistant for the Superintendent will assist the Superintendent of Schools to coordinate our Pandemic planning and response effort. They will work closely with the District-Wide School Safety Team that has the responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The District Medical Director and school nurses will provide vital support to the District Administration. Because of the potential importance of technology in the response effort (communication and notification) the school District Coordinator of Technology, District Coordinator of Instructional Services, Assistant Superintendent for Personnel and Administration, Assistant Superintendent for Finance and Operations, Assistant Superintendent for Curriculum and Instruction, Director of Transportation and Director of Facilities will also be vital team members in the planning efforts.

The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The CDC School District Pandemic Influenza Planning Checklist was reviewed on July 28, 2020. For this determination and has considered issues related to Planning and Coordination, Continuity of Student Learning, Core Operations, Infection Control Policies and Procedures and Communication.

The school district will emphasize and place signage for hand washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials, Cover Your Cough Materials, It's SNAP Toolkit and the NSF Scrub Clean which can be accessed at <http://www.cdc.gov/flu/school/>

We will educate and provide information to parents, staff and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

## **(1) Essential Positions/Titles**

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning, we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

- **Title:** a list of position/titles considered essential (could not work remotely) in the event of a state-ordered reduction of in-person workforce.
- **Description:** brief description of job function

- **Justification:** brief description of critical responsibilities that could not be provided remotely.
- **Work Shift:** brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.

The worksheet below has been completed by each department in Central Administration which includes members in the offices of the Superintendent, Assistant Superintendent for Personnel and Administration, Assistant Superintendent for Curriculum and Instruction, Assistant Superintendent for Finance and Operations and Assistant Superintendent for Pupil Personnel and Special Education, in addition to each school building staff.

**Note:** Essential staff may have staggered work shifts. Additional adjustments will be made when necessary by Building and District Administration.

#### Superintendent's Office

Title	Description and Justification
Superintendent of Schools	To maintain all day-to-day operational functions
Assistant to Superintendent	To coordinate district security staff, health and safety functions, acquisition of all PPE and maintain safety protocols.
Athletic Director	To maintain a plan for return to athletics and oversee all nurse protocols.
School Attorneys	To work directly with the Superintendent when it comes to legal matters.
Legal Secretary	To work directly with the school attorneys on all pertinent legal documents
District Clerk	Work directly with Superintendent with daily district functions, certify budget votes, receive time sensitive material such as summons, subpoenas, liaison between the Superintendent and the Board of Education

#### Assistant Superintendent for Curriculum and Instruction

Title	Description and Justification
Assistant Superintendent for Curriculum & Instruction	To oversee that the continuity and quality of instruction is maintained on either in-person, hybrid or remote
District Coordinator of Classroom Instructional and Technology and Staff	Coordinates all remote instruction for teachers and students. Assist to maintain the continuity of instruction. Maintain essential communication with students, teachers and parents.
District Coordinator of Technology and Instructional Services and Technology Staff	To maintain the technology for remote and in person learning and to ensure all students have internet capability. To ensure that any staff member working remotely have technology capability

**Assistant Superintendent for Personnel and Administration**

<b>Title</b>	<b>Description and Justification</b>
Assistant Superintendent for Personnel and Administration	To oversee and maintain all essential areas regarding personnel within the district
Secretary to the Assistant Superintendent for Personnel and Administration	To assist in ongoing hiring of new staff members. Handle unemployment records, prepare board agendas, as well as all the essential Personnel functions
Senior Account Clerk	Maintains and handles all district employees benefits and workman compensation cases.

**Assistant Superintendent for Finance and Operations**

<b>Title</b>	<b>Description and Justification</b>
Assistant Superintendent for Finance and Operations	Will Oversee the maintenance of overall essential function of finance and facilities operation
Accountant	Will work directly with the auditors and maintain checks and balances of the budgets
Purchasing	Will generate essential Purchase orders
Transportation	To ensure that bus routes for our parochial students that are attending the school for in person instruction.
Accounts Payable	To ensure all outstanding bills and invoices are paid timely
Accounts Receivable	To ensure all incoming checks are deposited
Payroll	To ensure that all payroll functions are prepared for staff payroll
Food Service	To ensure that meals are served for Free and Reduced students on a daily basis on a grab and go style
Director of Facilities	Will oversee that schools are being cleaned, disinfected and deep cleaned as needed.
Custodial Staff	Adhere to cleaning protocols and schedule to prepare the buildings for students and staff upon return

**Assistant Superintendent for Pupil Personnel and Special Education**

<b>Title</b>	<b>Description and Justification</b>
Assistant Superintendent for Pupil Personnel and Special Education	Will oversee the maintenance of overall essential function of district Pupil Personnel and Special Education services and functions.
Clerical for Assistant Superintendent of Pupil Personnel and Special Education	This position is essential in that invoices and bills for services need to be paid in a time sensitive manor for in district and out of district services such as STAC-202 forms.

### School Building Personnel

Title	Description and Justification
Principals, Assistant Principals, Deans	Provide onsite support for continued building operations
Building Secretarial Staff. (Main Office and Position Specific Secretarial Staff)	Provide onsite support for continued building operations
Security Personnel	Provide building and grounds security. Will also assist with grab and go meals for students who qualify
Food Services (Director and Kitchen staff)	Provide meals for students who qualify for free and reduced lunch programs.

## (2) Protocols Allowing Non-Essential Employees to Telecommute

- a- Mobile Device Assessments: All administrators, teachers, counselors and clinicians are provided with a mac book pro and iPad. Additionally, teaching assistants are provided with an iPad. In addition to essential members of the clerical staff which are provided with a mac book pro.
- b- Internet Access Assessments: Access to community hotspots and or a kajeet hotspots are provided to essential employees without WIFI access in their home.

Instructional Staff Department Chairs, Athletic Department Teachers, Pupil Personnel, & Clinicians	Students will access instruction and services remotely via Sewanhaka School District's One to One Devices.
Special Education Department and CSE Chairs & Librarian staff	Faculty and parents will access support from this subgroup remotely
Support Staff (FT, Teacher Assistant, Teacher Aide)	Students will access instruction and support provided by this subgroup remotely
School Nurse	Parents will access support from nurses remotely

### Technology & Connectivity for Students- Mandatory Requirements:

Mobile Devices Delivery: All students are provided with a district issued iPad.

Technology offers schools and districts increased options for continuity of instruction during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication: Communication is accomplished through the districts one to one program. All students are provided with an email address and google account which facilitates the use of google meet.

AREA	STRATEGY
Computer Access for District Staff and Students	The District will provide Students', Teachers, TA's, Pupil Personnel and Clinicians with Mac Book Pro's and iPad devices to conduct remote instruction
WIFI Access	The District will provide WIFI access onsite if staff do not have WIFI at home.
Equipment Repair	All repairs will be reported through the students' schools and arrangements will be made to have them repaired.
Instructional Platforms for Students	Faculty will utilize over 400 apps including a full suite of Apple, Google and Microsoft programs
Software Access and Updates	All software used is web-based, and accessible from any device
Teacher/Student & Student to Student Interaction	Teachers and Students interact through methods including Google Classroom, Google Meet and via email.

### **(3) Staggering Work Shifts of Essential Employees-Reducing Overcrowding**

Depending on the exact nature of the communicable disease and its impact, the school district is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy.

The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State and Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Stagger arrival and dismissal times.
- Alternate workdays or work weeks
- Limit or eliminate visitors to the building.
- Limit employee travel from their department to other areas of the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

### **Protection (Preparedness)**

We have collaborated with our partners to assure complementary efforts. We have invited representatives from local law enforcement to attend our District-Wide Safety meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be at the Sewanhaka Central Administration Building with the alternate site at the Sewanhaka High School Board Room and will be activated at the direction of the District Superintendent. We have established our District-Wide Incident Command Structure as follows:

- Dr. James Grossane- Superintendent of Schools
- Kevin O'Brien- Assistant Superintendent for Finance and Operations
- John Capozzi- Assistant Superintendent for Personnel and Administration
- Dr. Taryn Johnson- Assistant Superintendent for Curriculum and Instruction
- Regina Agrusa- Assistant Superintendent for Pupil Personnel and Special Education
- Scott Greene- Administrative Assistant to the Superintendent
- Matt McLees- Director of Athletics, Physical Education, Health (School Nurses)
- Brian Messinger- District Coordinator of Classroom Instructional Technology and Student Achievement
- Michael Onufrey- Supervisor of Transportation
- Matt Castelluzzo- Director of Facilities/Operations
- Dan Espina- District Coordinator of Technology and Instructional Services

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Communication will be important throughout the pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include school postings, general mailings, e-mails, connect-ed calls, phones, cell phones as well as 911 systems.

- The school district has designated COVID-19 safety coordinators the Superintendent of Schools along with each school building Principal whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinators shall be the main contact upon identification of positive COVID-19 cases and is responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

School	COVID-19 Safety Coordinator	Contact #
Central Office	Dr. James Grossane- Superintendent of Schools	516-488-9873
Elmont HS	Kevin Dougherty- Principal	516-488-9210
Floral Park	Maria Hecht- Principal	516-488-9300
H. Frank Carey	Chris Fiore- Principal	516-488-9400
New Hyde Park	Dr. Richard Faccio- Principal	516-488-9500
Sewanhaka	Nichole Allen- Principal	516-488-9607

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff and the school community. Communication methods may include website updates, school postings, general mailings, e-mails, special presentations, connect ed calls to homes, cell phones and text messages. The Superintendent of Schools has been designated to coordinate this effort and act as the central point for all communication. The Superintendent of Schools will also retain responsibility for establishing and maintaining contact with accepted media partners. The Superintendent of Schools will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communications as possible are available. We have tested our communication systems in March, 2020.

- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:

- Overall Operations- we have defined the following titles for decision-making authority: Superintendent of Schools, Assistant Superintendent for Finance and Operations, Assistant Superintendent for Personnel and Administration, Assistant Superintendent for Curriculum and Instruction and Assistant Superintendent for Pupil Personnel and Special Education. Recognizing the need for these essential individuals to have frequent communication, we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by cell phone, email and our Connect- Ed District automated phone notification system.

- The Business Office is essential for maintaining overall function and facilities operation. Back up personnel will be important to maintain purchasing and payroll responsibilities. Payroll, Accounts Payable, Accounts Receivable, Transportation, Purchasing, Accounting and Food Service have been deemed essential. Therefore, we have recognized the need for job cross training. We train these individuals on an ongoing basis in preparation should a need arise. In addition, the District has established the ability to maintain these essential functions off site from remote locations as follows: The District's Coordinator of Technology and Instructional Services has set up at (VPN) Virtual Private Network in which the business office has the ability to conduct essential business functions remotely. Off-site function was tested in April 2020. The Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators and Head Custodians with procedures for maintaining essential building functions (HVAC system operations, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team or utilize maintenance personnel from our other buildings to help and assist in essential building function and cleaning critical areas such as bathrooms. Each building will clean and disinfect each room throughout the day and utilize a cleaning log to ensure proper maintenance records.

- The Personnel Office will be essential in monitoring absenteeism and ensuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and be implemented by the Personnel office. The Personnel office has provided cross- training of staff to ensure essential functions in April, 2020 and continues to be an ongoing process. Back up Personnel job titles trained as back up for essential personnel functions are the Secretary to the Assistant Superintendent for Personnel and Administration and the Senior Account Clerk. The Personnel Office will help develop the Plan, in conjunction with all the bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal workday such as alternate or reduced work hours, working from home, etc. The Superintendent of Schools will work with administration and local officials to determine if schools need to be closed and a contingent plan needs to be enacted. The

Superintendent of Schools has the authority, consistent with State and/or local guidance, to deem certain titles essential for maintaining overall function of the District. The District continually monitors its technology needs and will annually budget for and maintain technology to support the overall function of the District should schools be closed.

- The Curriculum Office will place emphasis on both in person and d hybrid instruction Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the NYSED on this potential result throughout the crisis period. Some of the alternative learning strategies we have implemented to be used in combination as necessary include:
  - Online instruction, online resources, online textbooks through District supplied I-Pads.
  - The District will look to provide synchronous and asynchronous methods of instruction to our students.
  - The District will look to operate on a hybrid schedule, if appropriate. The hybrid schedule, and modified bell schedule, prevents overcrowding in each building. We will document, to aid in the tracking of disease and potential exposure, the hours and locations essential employees have worked.
  - Communication modalities for assignment postings and follow through school email, Schoology, in addition to Google, Microsoft and Apple platforms.
  - We have obtained input from curriculum staff in development of these strategies and have implemented in March 2020 and refined these methods in December 2020.
- The Pupil Personnel and Special Education office will focus on the development of IEP's, 504 Accommodations, CSE reviews, homeless students and in district and out of district placements, in addition to addressing essential mail such as billing and invoices for all student services. The need for job cross training is essential for all areas of the Pupil Personnel and Special Education services. This training was conducted and tested in April 2020.

#### **(4) Obtaining and Storing Personal Protective Equipment (PPE)**

PPE & Face Covering Availability:

- The Sewanhaka Central High School District will provide all employees with an acceptable face covering at no-cost to the employee and will obtain and maintain an adequate supply of face coverings in case of replacement.
- Information will be provided to staff and students on proper use, removal and washing of cloth face masks.
- Masks are most essential in times when physical distancing is difficult.
- Procurement of PPE will be based on the number of students and staff we have in our district.
- Teaching and reinforcing the importance of mask wearing will be done through trainings as well as proper signage posted throughout the buildings.

- While we have secured enough personal face coverings for anyone requesting such protection, the district encourages the staff should they choose to utilize any face covering of their own. Specialized protective face shields, gowns, gloves, etc. may be required for specific work tasks, however, the Sewanhaka Central High School will supply to all who requests them. N95 respirators will be supplied to School Nurses who come in high intensity contact with students along with staff who require a special health accommodation. We will work with Northwell Health to offer N95 fit testing.
- Parents will be encouraged to provide face coverings for students; however, face coverings will be provided for any student that cannot provide their own.

**Supply Management:**

- The Administrative Assistant to the Superintendent will work with programs to procure the Sewanhaka Central High School PPE needs in order to obtain and maintain an ample supply for the district.

<b>Disposable Face Covering Supplies</b>					
Group	Quantity per 9125 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students (8000)	8000	96000	48000	24000	1 Disposable Mask per Week per Student (supplements parent provided)
Teachers/Staff (1100)	5500	66000	33000	16500	5 Disposable Masks per Week per Teacher
Nurse/Health Staff (25)	250	3000	1500	750	10 Disposable Masks per School Nurse

<b>PPE for High Intensity Contact with Students (Based on 20 Nurses and Health Staff)</b>			
Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	200	2400	10 per Week per Staff
Disposable Nurses Gowns	200	2400	10 per Week per Staff
N95 Respirators	20	240	1 per week per Nurse

## Response

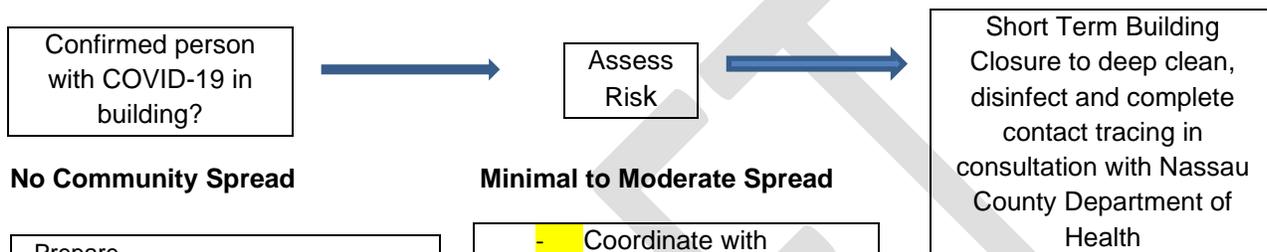
- The District-Wide Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Nassau County Department of Health and other experts. Each Building Level Emergency Response Team will be informed that the Plan has been activated.
- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The Superintendent will work closely with the Technology Department will re-test all communication systems to assure proper function. The District-Wide Safety Team and Building Level Emergency Response Teams will assist with the effort.
- The Assistant Superintendent for Finance and Operations will meet with staff to review essential functions and responsibilities of back up personnel. Ability to utilize off-site systems will be tested. The Assistant Superintendent for Finance and Operations will monitor utilization of supplies, equipment, contracts and provided services and adjust as necessary.
- The Director of Facilities will meet with staff and monitor ability to maintain essential functions. The Director of Facilities will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers and staff. The Director of Facilities will work closely with the Assistant Superintendent of Finance and Operations to implement different phases of the plan as necessary. Proper Protective Equipment, sufficient to provide at least two pieces of equipment during a shift over six (6) months, will be stored and secured in the lower level of New Hyde Park Memorial High School for distribution to the buildings. In addition, each school building administration will distribute PPE to the department offices as needed, including but not limited to the health services offices— based upon tasks and needs – and to essential workers in the event of a public health emergency.
- The Assistant Superintendent for Personnel and Administration will meet with staff to review essential functions and responsibilities of back-up personnel along with monitoring absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.

**(5) Preventing Spread, Contact Tracing and Disinfection**

**- Confirmed COVID-19 Case Requirements & Protocols:**

**School Decision Tree**

**All Schools Regardless of Community Spread**



**No Community Spread**

- Prepare
- Teach and reinforce healthy hygiene
- Intensify cleaning and disinfection
- Monitor absenteeism
- Assess group gatherings
- Self-assess application prior to coming to school
- If sick “Stay Home” protocols
- Monitor Changes in Community Spread

**Minimal to Moderate Spread**

- Coordinate with Nassau County Dept of Health
- Social Distancing strategies for classrooms and movement throughout the building
- Accommodations for children and staff at high risk

**CDC and NYSDOH Recommendations:**

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has

occurred.

- Opening doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the person suspected or confirmed to have COVID-19, such as offices, classrooms, bathrooms, lockers and common areas.
- Once the areas have been appropriately cleaned and disinfected, it can be reopened for use.
- Individuals that have been cleared of contact tracing, can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to DOH’s **Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure.** for information on “close and proximate” contacts.
- If more than seven days have passed since the person who is suspected or confirmed to have COVID-19 visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

**Return to School After Illness:**

The District will follow CDC and New York State Department of Health guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19. If a person is

not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19, they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours.
- If they have been diagnosed with another condition and have a healthcare provider written note stating that they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay home until:

- It has been at least 10 days since the individual first had symptoms.
- It has been at least 3 days since the individual has had a fever (without using fever reducing medicine
- It has been at least 3 days since the individual's symptoms improved, including cough and shortness of breath.

CDC recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 10 days of quarantine after exposure based on the time it may take to develop illness if infected. Thus, it is possible that a person known to be infected could leave isolation earlier than a person who is quarantined because of the possibility they are infected.

### **Staff Absenteeism**

- Instructional staff will follow school protocol by calling in on the school sick line when they will be absent due to illness. Teacher coverages and or substitutes will be provided as necessary.
- The school will develop a plan with the instructional departments to monitor absenteeism of staff and ensure plans are in place for that day and or upcoming days plan of instruction.

### **Employee Assistance Program (EAP)**

- The Assistant Superintendent for Personnel and Administration's office will continue to disseminate information to employees about EAP resources. EAP is a voluntary, work-based program that offers free and confidential assessments, short-term counseling, referrals, and follow-up services to employees who have personal and /or work-related problems. EAP's address a broad and complex body of issues affecting mental and emotional well-being, such as alcohol and other substance abuse, stress, grief, family problems and psychological disorders.

### **Medical Accommodations**

- The Assistant Superintendent for Personnel and Administration will continue to handle medical and COVID-19 accommodations on a case-by-case basis. Requests for COVID-19 accommodations should be sent to the Assistant to the Superintendent for Personnel and Administration.

## **New York State Contact Tracing Program**

If a student or staff member tests positive for COVID-19, the New York State Contact Tracing Program will be implemented. As such, it is important for everyone to understand how contact tracing works. The information below is provided by the New York State Contact Tracing Program:

New York State has partnered with Bloomberg Philanthropies, Johns Hopkins Bloomberg School of Public Health and Vital Strategies to create the NYS Contact Tracing Program, a nation-leading initiative to help slow the spread of COVID-19 and make it safer to begin to return to normal again.

Contact Tracers through the school district or outside contractor will work with people who have tested positive for COVID-19 to identify people they have had contact with and let them know they may have been exposed to the disease.

If you get a call from “NYS Contact Tracing” (518-387-9993), PLEASE answer the phone. Answering the phone will keep your loved ones and community safe.

### **A contact tracer will:**

- NEVER ask for your Social Security number
- NEVER ask for any private financial information
- NEVER ask for credit card information
- NEVER send you a link without proper authentication procedures

If you test positive, a COVID Contact Tracer will connect you with the support and resources you may need through quarantine, such as help getting groceries or household supplies, childcare, medical care or supplies. The Tracer will work with you to identify and reach out via phone and text to anyone you’ve been in contact with while you were infectious to trace and contain the spread of the virus.

People who have come in close contact with someone who is positive are asked to stay home and limit their contact with others. By staying home during this time, if you become sick yourself, you have not infected many others along the way. This is how we stop the spread!

Testing, medical and quarantine support for yourself and your loved ones will be arranged. We will not release your name to anyone. Your information is strictly confidential and will be treated as a private medical record. This nation-leading program will place emphasis on areas with the highest rates of infection and on regions ready to open. The program will operate through the next flu season. It will be implemented in coordination with New Jersey and Connecticut.

Your caller ID will say “NYS Contact Tracing” (518-387-9993)

Please answer the phone so we can keep NYS moving forward and stop the spread of COVID-19

### **Facilities: Cleaning and Sanitizing**

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them and lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface. Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

#### **Routine cleaning of school settings includes:**

- Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles
- Dust and wet mopping or auto scrubbing floors
- Vacuuming of entryways and high traffic areas
- Removing trash
- Cleaning restrooms
- Wiping heat and air conditioner vents
- Spot cleaning walls
- Dusting horizontal surfaces and light fixtures
- Cleaning spills

#### **Cleaning/PALS Rooms:**

Nassau BOCES will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and PALS rooms that service students with complex disabilities where multiple tools are used for communication, mobility, and instruction.

#### **Common Areas:**

Smaller common areas, like kitchenettes and copy room areas, should have maximum occupancy where 6 feet of social distancing can be attained while wearing a mask. In addition, signage has been posted in common areas to remind staff of health and safety etiquette.

#### **Disinfecting:**

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers of Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- Custodial logs will be maintained that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each building and responsibilities will be assigned.
- Hand hygiene stations will be provided and maintained, including handwashing with soap, running warm water and disposable paper towels, as well as an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include a minimum, all heavy transit areas and high touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, appropriate cleaning and disinfection supplies will be provided to faculty and staff as approved by Central Administration.
- Additional hand sanitizing dispensers may be installed in other designated spaces.

Upon request, Facilities Services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in school may include:

- Bus seats and handrails
- Vending machines and elevators
- Desks and chairs
- Door handles and push plates
- Handles on equipment (athletic equipment)
- Handrails
- Kitchen and bathroom faucets
- Light switches
- Lunchroom tables, chairs
- Related service spaces
- Shared computers
- Shared Desktops
- Shared Telephones

### **Hand Sanitizing:**

- Hand sanitizer dispensers will be located and installed in approved locations
- Hand sanitizer bottles will be distributed to staff as approved by Central Administration
- Nassau Boces ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

## **Trash Removal:**

- Trash will be removed daily
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

## **(6) Documenting Precise Hours/Work Locations of Essential Workers**

It is recognized that as the work environment changes to adapt to the emergency situations and typical work schedules are modified, it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis.

## **(7) Emergency Housing for Essential Employees**

Emergency housing for essential workers is not considered to be generally required for school employers as opposed to healthcare workers and other critical care providers. The Nassau County School Districts have established school building shelter sites across the County in cooperation with the Nassau County Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, school districts will work closely with Office of Emergency Management to determine housing options.

## **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 and our public relations team to keep the school community aware of the transition process.
- We will work closely with NYSED to revise or amend the school calendar as deemed appropriate.
- Each Building Level Post Incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for the appropriate intervention.
- The District will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- The District will implement for staff and for students, as appropriate a daily health screening process consistent with all federal, state and local guidelines.
- In the event of a confirmed case related to the public health emergency, the District will follow all CDC, State, and local guidelines related to isolation, quarantine and disinfection to ensure a safe reopening.
- The District will look to partner with the local health department and/or a local health care provider, as appropriate to obtain access for employee testing.

- The District-Wide School Safety Team and Building Level Emergency Response Teams will meet to debrief and determine lessons learned.
- Curriculum activities that may address the crisis will be developed and implemented.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned and strategies to strengthen safety measures in our schools. Information from the Superintendent, Assistant Superintendent for Finance and Operations, Assistant Superintendent for Personnel and Administration, Assistant Superintendent for Curriculum and Instruction, Assistant Superintendent for Pupil Personnel and Special Education, Director of Physical Education, Health, Driver Education and Athletics (nurses), Administrative Assistant to the Superintendent, the District Coordinator of Classroom Instructional Technology and Student Achievement and the District Coordinator of Technology and Instructional Services will be vital to this effort. The District-Wide Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.

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