

# Public Employer Health Emergency Plan

## Evans-Brant (Lake Shore) Central School District



Approval Date: February 23, 2021

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

## Promulgation

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

This plan has been developed with the input of The Lake Shore Administrators and Supervisors' Association, The Lake Shore Central Teachers' Association and the Teamsters Local #264, as required by the amended New York State Labor Law.

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

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

--

As the authorized official of the Evans-Brant (Lake Shore) Central School District, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: February 23, 2021

By: Charles A. Galluzzo, Ed.D.

Title: Superintendent

Signature:  \_\_\_\_\_

# Record of Changes

Date of Change	Description of Change	Implemented by

## Table of Contents

Promulgation .....	1
Record of Changes.....	2
Purpose, Scope, Situation Overview, and Assumptions.....	4
Purpose.....	4
Scope .....	4
Situation Overview .....	4
Planning Assumptions .....	4
Concept of Operations .....	5
Mission Essential Functions.....	6
Essential Positions .....	7
Reducing Risk Through Remote Work and Staggered Shifts.....	7
Remote Work Protocols .....	8
Staggered Shifts.....	8
Personal Protective Equipment.....	9
Staff Exposures, Cleaning, and Disinfection .....	10
Staff Exposures .....	10
Cleaning and Disinfecting .....	12
Employee and Contractor Leave .....	12
Documentation of Work Hours and Locations.....	13
Housing for Essential Employees.....	13

## Purpose, Scope, Situation Overview, and Assumptions

### Purpose

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

### Scope

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

### Situation Overview

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

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

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

### Planning Assumptions

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

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

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

## Concept of Operations

The Superintendent of Schools of the Evans-Brant (Lake Shore) Central School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Superintendent of Schools.

Upon the determination of implementing this plan, all employees and contractors of the Evans-Brant (Lake Shore) Central School District shall be notified by email or telephone, with details provided as possible and necessary, with additional information and updates provided on a regular basis. The District's Board of Education, Administrative Team Members, and its instructional and non-instructional employees will be notified of pertinent operational changes by way of District email and/or telephone calls including but not limited to robocalls. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The District's Public Relations Assistant will coordinate communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of the Evans-Brant (Lake Shore) Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of Schools of the Evans-Brant (Lake Shore) Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

## Mission Essential Functions

When confronting events that disrupt normal operations, the Evans-Brant (Lake Shore) Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Evans-Brant (Lake Shore) Central School District

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

Essential functions are prioritized according to:

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

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

The mission essential functions for the Evans-Brant (Lake Shore) Central School District have been identified as:

Essential Function	Description	Priority
Student Instruction	The District's Core Mission – providing K-12 instruction to students, either in-person (in school) or remotely.	1
Central Administration	Oversight and coordination of all District level functions	1
Information Technology (IT)	Maintenance and support of the District's computer network, hardware, software and communication systems (telephone, email, web site, etc.) including user support	1
Custodial & Maintenance	Cleaning, disinfecting, repairing and maintenance of all school district buildings. Monitoring and maintenance of all building systems (i.e., heat, power, water, sewer, security)	1
Public Information/Relations	Dissemination of pertinent information to the public, parents, students and news outlets including social media as appropriate.	2
Building Administration	Oversight and coordination of all individual building level functions	2
Transportation	Transportation of students to and from school district buildings as well as BOCES and other out of District program placement locations	2
Foodservice	Providing meals (breakfast and lunch) to students attending school in the District, and remote meals for students when remote instruction is required	3

Business & Finance	Development and management of the District's budget (including grants), Human Resources, payroll, cash management and filing of all required State and Federal financial forms	4
--------------------	--	---

### Essential Positions

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

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> <li>Technology Director</li> <li>Support Specialist</li> </ul>	Director prioritizes tasks and oversees all IT staff and work Specialists provide onsite troubleshooting and repairs, maintenance of network and hardware/software
Custodial & Maintenance	<ul style="list-style-type: none"> <li>Director of Facilities</li> <li>Head/Sr. Custodians</li> <li>Custodians</li> <li>Laborers</li> <li>Maint. Mechanics</li> <li>Groundskeepers</li> <li>Stores Clerk</li> </ul>	Director prioritizes tasks and oversees staff and building construction contractors from District Level Head/Sr. Custodians oversee staff in their building and coordinate daily cleaning, disinfecting and repair work Custodians perform tasks assigned by Head/Sr. Custodian Laborers perform cleaning and disinfecting tasks Maint. Mechanics perform building repairs as assigned Groundskeepers maintain outside areas (snow plowing, etc.) Stores Clerk operates Central Receiving, checking and inventorying all orders received by the District
Transportation	<ul style="list-style-type: none"> <li>Director of Transportation</li> <li>Transportation Clerk</li> <li>Bus Drivers</li> <li>Bus Attendants</li> <li>Bus Mechanics</li> </ul>	Director prioritizes tasks and oversees routing & scheduling for District, Seneca Nation and North Collins CSD school buses Transportation Clerk assists Director in monitoring and maintaining bus driver 19-A certification requirements & files Bus Drivers transport the students on District buses Bus Attendants care for assigned students riding the buses Bus Mechanics service buses and ready them for DOT inspections
Foodservice	<ul style="list-style-type: none"> <li>Cafeteria Manager</li> <li>Foodservice helpers</li> </ul>	Manager oversees on-site meal programs and provision of remote meals, including ordering of food & supplies Foodservice helpers prepare meals and package for parent pick-up
Business & Finance	<ul style="list-style-type: none"> <li>Asst. Supt. For Admin. &amp; Finance</li> <li>Treasurer</li> </ul>	Asst. Supt. Authorizes payment of bills and purchases, releases bank wire transactions Treasurer receives cash/check payments and deposits funds

### Reducing Risk Through Remote Work and Staggered Shifts

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

## Remote Work Protocols

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

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

Each District Administrator/Supervisor will determine which employees under their supervision will work remotely during the specified period. Administrators and Supervisors will notify their staff of approval and assignment of remote work duties, and work with the Director of Technology to issue any District laptops that will be required to complete remote work. Employees who are completing Human Resources, Business and Financial duties including online banking are required to utilize District owned laptops to perform these functions. The Technology Director and his staff will insure that all District owned laptops issued to staff have VPN access to secure network drives as needed, and will verify that each employee receiving a District owned laptop for remote work has appropriate internet access at their home location. Employees may need to visit their normal work location to pick up mail, paperwork including invoices, Claim Forms, schedules, etc., but time in the building location will be minimized to control possible exposure and processing of duties will be done remotely. Administrators and Supervisors will maintain biweekly timesheets for their hourly employees electronically using WinCap Web, and will remotely approve all timesheets in order to facilitate the bi-weekly process of the District's payroll by the Erie 2-Chautauqua-Cattaraugus BOCES' Central Business Office.

## Staggered Shifts

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

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

Administrators and Supervisors will identify positions that could be scheduled for staggered shifts. For example, clerical staff working within the same office could be staggered to restrict the number of people in the office at one time. Administrators and Supervisors will closely examine the need for each position to be present during specific times of the day, and evaluate mitigation efforts that could reduce the need for employees to work on site together with coworkers on each shift. These efforts shall include tools such as email, call forwarding, etc. If the Administrators and Supervisors deem staggered shifts to be necessary, employees will be assigned to the

staggered shifts based upon seniority, with most senior employees having first preference of the various shifts. All such shift reassignments will be communicated to the affected employees' union.

In the case of Building Custodians and Laborers, the Director of Facilities may reassign employees from the 2<sup>nd</sup> and 3<sup>rd</sup> shifts to earlier (i.e., 1<sup>st</sup> or 2<sup>nd</sup>) shifts in an effort to close the building(s) down during the overnight hours. As outlined above, employees will be assigned to the staggered shifts based upon seniority, with most senior employees having first preference of the various shifts. All such shift reassignments will be communicated to the affected Teamsters Local 264 and to the Building Principal/Administrator.

## Personal Protective Equipment

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

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

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

Protocols for providing PPE include the following:

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

The Director of Facilities will consult with the Safety/Risk Management Director at the Erie 2-Chautauqua-Cattaraugus BOCES to determine what PPE items and cleaning supplies are necessary for the District's various employees based upon their job duties. Once that list is established, the Director of Facilities will work with the Building Principals and Head/Sr. Custodians to determine the quantities of each PPE item and/or cleaning supplies necessary for each building/location.

The Director of Facilities will work with the Purchasing Director, the Stores Clerk and with State Contract and other vendors to procure PPE and cleaning supplies at the best possible price/value for the District, in volumes adequate to meet the needs of the District. Multiple vendors may be used in order to procure the appropriate quantities if one vendor cannot meet the demand. If quantities are known far enough in advance, the

Purchasing Agent may include these items in the District's annual bids (Health Supplies or Custodial Supplies) as appropriate. Emergency supply orders will be allowed, and if items are not available through an approved NYS Purchasing Contract, the Facilities Director will work with the Business Office staff to locate a vendor with the necessary items in stock who will provide them for the lowest possible price.

All PPE and cleaning supplies received will be shipped to the District's Central Receiving, and will be inventoried by the Stores Clerk. The Director of Facilities will consult with the Stores Clerk to set the desired inventory level of each item so as to maintain an adequate supply on hand for use. All such items will be stored in the District's Central Store (in the basement of the High School Building). All orders for PPE and cleaning supplies will be placed and processed through the WinCap Web Stock Inventory program, and will be approved by the Director of Facilities and the Purchasing Agent prior to being pulled from inventory and shipped to school buildings. The WinCap Web Stock Inventory system will maintain the usage and running inventory records. No employees other than the Store Clerk and Courier will have access to items held in the Central Store Inventory, including all PPE items and cleaning supplies. No orders for Central Store items including but not limited to PPE items and cleaning supplies will be processed without being entered and approved in the WinCap Web Stock Inventory program.

## Staff Exposures, Cleaning, and Disinfection

### Staff Exposures

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

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
  1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. These employees must immediately notify the School Nurse, who shall then notify the Superintendent of Schools or his/her designee once they are informed of their need to quarantine. It is the responsibility of the School Nurse to impress upon them the need for them to follow all required protocols during their quarantine period.
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as possible.

- c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
  - d. If at any time they exhibit symptoms, refer to item B below.
  - e. The Superintendent of School or his/her designee is the decision-maker in these circumstances, and responsible for ensuring these protocols are followed. No critical essential employee or contractors shall be permitted to continue to work on District property or in a District building without the permission of the Superintendent of Schools or his/her designee.
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
- 1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should report to the School Nurse and immediately be sent home with a recommendation to contact their physician.
  - 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  - 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  - 4. The Evans-Brant (Lake Shore) Central School District will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; unless there is a recommendation from the CDC/public health officials to do so.
  - 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
  - 6. The School Nurse will be notified of all such cases, and will be notified of the employee's approved return to work date by the employee prior to their returning to work.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
- 1. Apply the steps identified in item B, above, as applicable.
  - 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  - 3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, The Superintendent of Schools or their designee should inform the Erie County Department of

Health, who will in turn notify all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).

- b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
4. The Superintendent of Schools or their designee must be notified in these circumstances and is responsible for ensuring these protocols are followed.

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

### Cleaning and Disinfecting

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

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
  - b. Building Laborers and Custodians are responsible for cleaning common areas. Head/Sr. Custodians in each building will provide schedules for cleaning to building Custodians and Laborers. Bathrooms will have checklists noting the dates and times of cleaning and disinfection posted on the outside door, visible to the public.
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

### Employee and Contractor Leave

Public health emergencies are extenuating and unanticipated circumstances in which the Evans-Brant (Lake Shore) Central School District is committed to reducing the burden on our employees and contractors. The *Families First Coronavirus Response Act* provided requirements related to the COVID-19 pandemic, which form the policies outlined below. This policy may be altered based upon changes in law or regulation, as applicable.

It is our policy that employees of the Evans-Brant (Lake Shore) Central School District will not be charged with leave time for testing. Employees will be provided with up to two weeks (80 hours) of paid sick leave at the employee's regular rate of pay for a period which the employee is unable to work due to quarantine (in accordance with federal, state, or local orders or advice of a healthcare provider), and/or experiencing symptoms and seeking medical diagnosis.

Further, the Evans-Brant (Lake Shore) Central School District will provide up to two weeks (80 hours) of paid sick leave at two-thirds the employee's regular rate of pay if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a

healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additionally, the Evans-Brant (Lake Shore) Central School District will provide up to an additional 10 weeks of paid expanded family and medical leave at two-thirds of the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days by the Evans-Brant (Lake Shore) Central School District, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to the public health emergency. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Evans-Brant (Lake Shore) Central School District, and as such are not provided with paid leave time the Evans-Brant (Lake Shore) Central School District, unless required by law.

## Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the Evans-Brant (Lake Shore) Central School District to support contact tracing within the organization and may be shared with local public health officials.

District and Building Offices will maintain a list of all visitors, including dates and times of their visit to assist in contact tracing should an employee or visitor test positive for the communicable disease after their visit. Employees' hours worked and work locations will be tracked via timesheets maintained electronically in WinCap Web. Building Secretaries and Building Principals are responsible for the accuracy and completeness of the timesheet data. Logs of contractors' building access will be maintained by the Director of Facilities for normal contract work. If the District has a capital construction project being completed, the District's Construction Management firm will be responsible for maintenance, accuracy and completeness of contractor records.

## Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Evans-Brant (Lake Shore) Central School District's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Evans-Brant (Lake Shore) Central School District will coordinate with the Erie County Department of Health to help identify and arrange for these housing needs. The Superintendent of School or their designee will coordinate this process with Dr. Gale Burstein, Erie County Health Commissioner or her designee.