

Pandemic Planning Addendum

- ✓ The NCSD will work closely with the Wayne County Department of Health to determine the need for activation of our plan. The following procedures will be followed by school nurses when suspicion of a communicable disease symptom is present. The number of students with symptoms will be forwarded to the POC at the district office for submission to the NYS Health Department.
 - Positive cases are referred to Wayne County Public Health
 - 1519 Nye Rd., Lyons, NY 14489
 - 315-946-5749

- ✓ This plan was developed based on information, best practices and guidance at the date of publication.
- 1. All staff will continue to work on site unless directed by WCPH or the NYSDOH. If on-site instruction is not allowed to occur, remote instruction will begin.
- 2. Due to the unique circumstances that may occur during any pandemic, each pandemic will need to be addressed individually.
- 3. The following essential personnel will work as described below with all safety protocols in place:
 - ✓ Maintenance/custodians/cleaners/mechanics/supervisor will work on a rotational schedule.
 - ✓ District office personnel will work on a rotational schedule.
 - ✓ Building administrators and Directors will work on a rotational schedule.
 - ✓ Building clerical will work on a rotational schedule – as determined by the building principal.
 - ✓ Any staff members not identified above will work on a rotational schedule.
 - ✓ If ordered by the state, the above essential workers will work from home if possible.

- ✓ **Documenting in person attendance in District Facilities**
 - The NCSD will have procedures in place for essential personnel to prevent overcrowding in buildings. Sign-in and sign-out will be strictly enforced.
 - The NCSD will use school management software to track student attendance. All other visitors will be tracked utilizing the visitor management system.

- ✓ **Telecommuting/Remote Work**
 - The NCSD will work to ensure that appropriate staff have a device, software and technology necessary to perform the job duties from a remote location.

✓ **Prevention & Protocols**

- The NCSD will emphasize safety protocol as directed by CDC and/or WCPH.
- The NCSD will educate and provide information to parents, staff and students concerning the pandemic plan and making informed decisions to stay home when feeling ill. The district website, emails and other district wide communication will be utilized to disseminate this information.
- PPE items will be stored in a secure place in each building throughout the district. Main office personnel will be responsible for fulfilling requests for PPE items. PPE restock requests will be processed through the District Office.
- Cleaning supply requests should be emailed to the Director of Facilities or via facilities management software.

4. Health Protocols

- The Wayne County Department of Health will monitor county wide cases of exposure and inform school districts regarding appropriate actions.

5. Recovery

- It is essential that the NCSD re-establish a traditional school schedule as soon as possible to aid in the recovery process. We will work toward a smooth transition from the remote learning methods to our traditional in-person process.
- The NCSD will use all described communication methods (available communication systems such as email, website, phone) to keep the school community aware of the transition process.
- The NCSD will work closely with NYSED to revise or amend the school calendar as deemed appropriate.
- The NCSD will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.