OTSEGO NORTHERN CATSKILL BOCES

District-Wide School Safety Plan

2026-2027 School Year

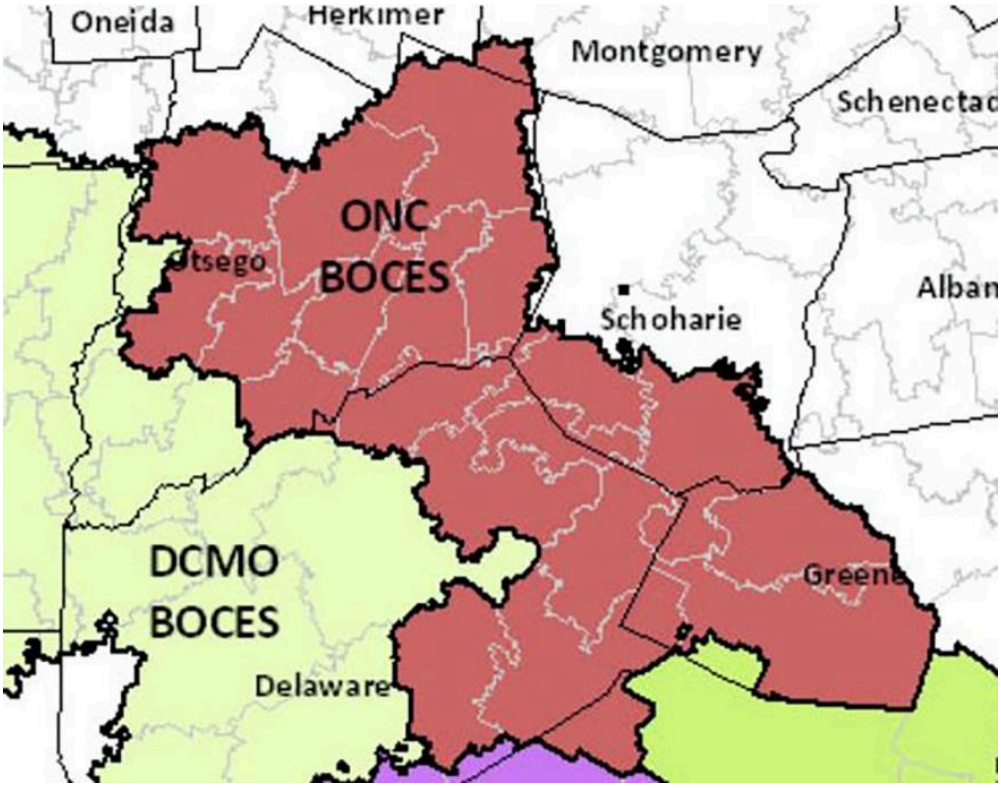


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PROJECT SAVE
(Safe Schools Against Violence in Education)
Otsego Northern Catskill BOCES
District SAVE Plan

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The district-wide plan is responsive to the needs of all schools within the district and is consistent with the more detailed building-level emergency response plans required for each ONC BOCES Occupational Center (referred to as “Centers”). Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response and recovery with respect to a variety of emergencies in each school district and its schools.

The Otsego Northern Catskill BOCES supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates ongoing district-wide cooperation and support of Project SAVE.

SECTION I: DISTRICT-WIDE SCHOOL SAFETY PLAN
GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

This ONC BOCES district-wide school safety plan was developed pursuant to Commissioner's Regulation Section 155.17. This plan shall be reviewed and updated annually by the district-wide school safety team. The plan shall then be made available for public comment for a period of thirty days prior. After the public comment period, the plan shall then be presented for approval by the ONC BOCES Board of Education by September 1st of each year.

Amendments to Education Law § 2801-a require District-wide Safety Plans to designate a chief emergency officer who is responsible for coordinating communication between staff and law enforcement and first responders. The chief emergency officer shall also ensure staff understanding of their respective building-level emergency response plan, and for ensuring completion and yearly updates of the building-level emergency response plans. Building-level emergency response plans shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officials.

B. Identification of School Teams

The District has created a District-Wide School Safety Team including the following persons:

Position	Name
Chief Emergency Officer:	Dr. Jennifer Avery, Deputy Superintendent
Assistant Superintendent for Student Services and Professional Learning:	Nathan Jones
Risk and Safety Officer:	Josh Reiss
Director of Student Services:	April Erkson
Principal – OAOC:	Tera Talbot
Principal – NCOC:	Jesse Bright
Non – Instructional – OAOC:	Secretary and Head Custodian
Non – Instructional – NCOC:	Secretary and Head Custodian
Instructional – OAOC:	Teacher
Instructional – NCOC:	Teacher

C. Concept of Operations

The Otsego Northern Catskill (ONC) BOCES comprises two separate locations, Otsego Area Occupational Center in Milford (OAOC), and Northern Catskill Occupational Center in Grand Gorge (NCOC). Students from 19 local school districts among Otsego, Delaware, Schoharie and Greene counties. Therefore, the District-wide School Safety

Plan shall be a general guideline of school safety concerns. (See Appendix 1.)

As this is a K-12 centralized BOCES with multiple locations, the District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plan for all locations. All specific information for the plan will be found in the building level plan (Section 2 of this document).

In the event of an emergency or violent incident, the initial response to all emergencies at any of the locations there will be by the Emergency Response Team.

Upon the activation of the Emergency Response Team, the Principal of the location or designee will be notified and, where appropriate, local emergency officials will also be notified. The exact procedures to be followed, including flowcharts for effective communication are included in the Building Safety Plan.

Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

D. Plan Review and Public Comment

This plan shall be maintained and reviewed annually by the District-wide School Safety Team.

Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment for 30 days prior to its adoption. The district plan may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education prior to September 1st each year (A listing of dates of board approval will be kept with the district plan).

While linked to the District-wide School Safety Plan, Building-level Emergency Response Plans shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

Within 30 days from adoption the plan will be posted on the ONC BOCES district website. The URL must be submitted to the Education Department via the annual Basic Educational Data System (BEDS) collection each October to comply with the requirement that the plan be submitted to the Commissioner within 30 days from adoption.

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

Each center has established procedures for the identification of potential sites and the internal and/or external hazards that may be present. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies. These informant agencies can be found in the building level response plan.

B. Actions in response to an emergency

Each Center has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building level Emergency Response Plans include identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

- **Natural Hazards**: Earthquakes, Tornadoes, Lightning, Severe Wind, Hurricanes, Floods, Wildfires, Extreme Temperatures, Landslides or mudslides, Winter precipitation, Wildlife
- **Technological Hazards**: Explosions, Release of hazardous materials within the school, Release of hazardous materials from outside the building, Dam Failure, Power Failure, Water Failure
- **Biological Hazards**: Infectious diseases, Contaminated food outbreaks, Toxic materials present in school
- **Adversarial, Incidental and Human-caused Threats**: Fire, Active shooters, criminal threats or actions, Gang violence, Bomb threats, Domestic Violence and abuse, Cyber-attacks, Suicide.

C. District resources and personnel available for use during an emergency

Each Center has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in line with the Building-Level Emergency Response Plans as deemed appropriate by the District Safety Team.

Specific personnel and resources are identified in the Building Level Emergency Response Plans. However, some examples of resources would include: (1) Personnel: EMT's, CPR/AED certification, Registered Nurse; (2) Building Resources: sheltering, food, water, phone, fax, radio communications, and transportation. Responsibilities associated with specific personnel and resources are clearly outlined in these plans as well.

D. Procedures to coordinate the use of school district resources during emergencies

Each center uses the Incident Command System model for emergency actions. The District-Wide Chief Emergency Officer will be the Deputy Superintendent, Dr. Jennifer Avery, or her designee. For all emergencies the Incident Commander will be the Building Principal, or their designee. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in their respective Building-Level Emergency Response Plan. All Incident Command staff are identified in the Building-Level Emergency Response Plan for each Center.

E. Annual multi-hazard school training for staff and students

Each Center will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the District-Wide and Building-Level Safety Teams, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills of other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials if possible. Existing Plans will be revised in response to post-incident critiques of these drills.

F. Training procedures and frameworks

Training procedures for staff in violence prevention and all emergency drills as outlined in Appendix 2.

G. Cardiac Emergency Response Plan

Training and Certified Personnel

- **CPR/AED Certified Personnel:** At least one school staff member that is trained and certified in both CPR and AED usage will be present at school, school athletics, and school sponsored events. The training taken must be through a nationally recognized organization, such as the American Red Cross. This training is mandatory for all school nursing and coaching staff but is voluntary for other employees.

- **Documentation of Certified Personnel:** The District maintains a list of all trained personnel by building/location and their certification expiration dates to ensure compliance.

- **Voluntary CPR/AED Training:** Training may be offered periodically on a voluntary basis to relevant district staff, including members of the building-level emergency response team(s).

- **Required Student and Staff Sudden Cardiac Arrest Training**: All students and staff will be trained in the signs of sudden cardiac arrest annually. Student training will take place in an age and developmentally appropriate manner.

AED Availability and Maintenance

- **AED Availability:** The District will provide AED equipment in each instructional facility and at key locations across the district (i.e. fields). They will be clearly marked, accessible, and maintained according to manufacturer guidelines.

- **Signage:** Signage will be posted at the main entrance of each school building indicating the locations of the AEDs.

- **Documentation of AED Locations:** All AEDS will be clearly labeled and stored in appropriate containers, cabinets, or go-bags/cases. The District maintains a list of all AEDs by building/location and expiration dates of batteries, pads and units.

- **EMS Notification:** The District maintains a Public Access Defibrillation agreement with Regional Medical Services Organization (REMO), 431 New Karner Road, Albany, NY 12205, 518.464.5097, ww.remo-ems.com, which includes the location and types of AEDs in service and will report every AED use to them.

Cardiac Emergency Response Protocols/Venue Specific Procedures: This section outlines the immediate actions to be taken upon recognition of a potential SCA incident in the school building, on school grounds, or at school-sponsored events. Staff should always carry communication devices and emergency contact information for assistance when outside or off school property.

***Emergency Contact Number - Call 911**

<u>Steps to Take When Responding to Medical Emergencies Including Sudden Cardiac Arrest</u>

Upon discovery of a medical emergency in a school building, on school grounds, or at athletic/school events, we will take the following steps:

1. **Ensure Scene Safety** - Staff member(s) will take charge of the area until the incident is contained or relieved. (It is recommended that they do not move the patient if a head, neck, or back injury is suspected.)

2. **Notification - Shout for help. If alone, call for Emergency Medical Services (EMS) via 911 and obtain the Automatic External Defibrillator (AED), if the victim is in cardiac arrest.**
    1. Follow 911 emergency dispatcher's instructions.
    2. Call for any Certified Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) school personnel and notify administration or designee*.
    3. The nurses/trained school personnel have access to Stop the Bleed kits, first aid kits, epi-pens, AEDs, and/or naloxone.

3. **Treatment** - The certified school personnel will begin preliminary evaluation and treatment including CPR/defibrillation.

4. **Upon arrival of EMS**, nurses/certified school personnel will report initial findings to emergency personnel and be relieved.

5. **School administration or designee notifies** parent/guardian or staff member's emergency contact.

6. Other staff may be asked to support the situation (i.e. clear halls, direct emergency personnel, contact family). Other annexes may be used as necessary depending on the situation (i.e. Hold-in Place). All staff should know where AEDs are located and how to call for help. Staff outside or off school property should always carry communication devices and emergency contact information for assistance.

Post-Emergency Actions

- **Document**: Document event including observations, all steps taken and by whom, who was notified, and information reported to EMS. Hold a post event debriefing.
- **Data Download:** The school nurse or responding staff present must be prepared to download the school's AED data onto a flash drive to provide to EMS for the emergency department's physician.
- **Debriefing:** Hold a post-event debriefing. Plans should be in place to notify the Post-Incident Response Team, if necessary.

SECTION III: COMMUNICATION WITH OTHERS

A. Obtaining assistance during emergencies from emergency services organizations and local government agencies

During emergencies, including state declared emergencies, local government agencies, including emergency services, can be accessed via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies. (Section I, Appendix 2; Section II)

B. System for informing all education agencies and our district who sends students for specific educational programs

Each center will notify all appropriate educational agencies and districts who send students for educational programs as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

The component district's bus garages will be notified by phone. All teachers by intercom, phone or email. Media by direct communication with Principal or designee only (phone, fax, or face to face contact.)

C. Communication between students and staff plays a vital role in the deterrence of potentially violent incidents.

Students are encouraged to report bullying, harassment, or the threat of violence to a teacher, administrator, or other staff member. They may use the Say Something Anonymous Reporting System (SSARS) from the Sandy Hook Promise by:

- Using the Say Something mobile app
- Scanning the QR code posted throughout the buildings
- Texting TIP to 79775
- Calling 1-844-572-9669
- Online at SAYSOMETHING.NET

They may also use the ONC BOCES' anonymous bullying reporting system, "utip", by sending a text message to 50911, or . Based on their location, either OAOC1 or NCOC1 will be entered at the start of the message. Students are also encouraged to seek out either a guidance counselor or their counselor. ONC BOCES offers a peer mentoring and leadership club (College for Every Student (CFES) to help peer mediation and conflict resolution as well as a confidence builder.

D. Outside agencies to be contacted during emergencies

All agencies and districts available for support during emergencies are listed in the Building Level Plan (Section II). All phone numbers are provided.

E. Procedure for Obtaining Advice and Assistance from Local Government Agencies.

The school administration will be responsible for contacting local agencies and providing them with copies of the District and Building Level plans for their review and comment. We will work with local emergency agencies to schedule meetings as needed for the purpose of review of the entire SAVE plan and for conducting tabletop exercises.

SECTION IV: RESPONDING TO THREATS AND ACTS OF VIOLENCE

Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school:

The District has developed the following safety and security procedures to protect students, staff and visitors from indirect & direct threats of violence.

A. Reporting of threats of violence to school authorities:

1. Students are encouraged to inform school staff about any indirect or direct threat of violence to themselves, others or property.
2. Staff are required to inform administration of any direct or indirect threat of violence to students, themselves, others or property.
3. Parents and visitors are encouraged to tell school staff about any indirect or direct threats of violence towards students, themselves, others or property.
4. Students, staff, parents, and others will be educated about the importance of reporting threats and the procedures of reporting.

B. Investigation of threats of violence

1. The building administrator will investigate reported threats of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
2. Serious acts will require the involvement of police personnel (violent offenses in accordance with SAVE requirements).
3. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
4. Threats placing students, staff and others in imminent danger require an immediate call to the police.

The District has developed the following safety and security procedures to protect students, staff and visitors from acts of violence.

C. Reporting acts of violence to school authorities

1. Students are encouraged to inform school staff about acts of violence toward themselves, others and property.
2. Staff are required to inform administration of any act of violence to students, themselves, others or property.
3. Parents and visitors are encouraged to tell staff about any acts of violence toward students, themselves, others or property.
4. Students, staff, parents and others will be educated about the importance of reporting acts of violence and the procedures of reporting these acts.
5. The building administrator will investigate reported acts of violence and will make the determination of disciplinary measures consistent with the Code of Conduct.
6. Serious acts will require the involvement of police personnel.(Violent offenses according to the SAVE requirements)
7. Chronic offenders may require a behavior intervention plan, close monitoring, and police involvement.
8. Acts of violence placing students and staff in staff in imminent danger require an immediate call to the police.

The District Code of Conduct is annually:

*reviewed by the Board of Education at a public meeting,
*reviewed by the staff at the first Superintendent's Conference Day,
*reviewed with all students on the first day of classes,
*mailed to all parents.

D. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident

Law enforcement officials (NYS Police, Otsego County or Delaware County Sheriff's Dept.) will be contacted by the Incident Commander as outlined in the Building Level Emergency Response Plan.

E. Appropriate responses to emergencies

Each center recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of the emergency. The Building Level Emergency Response Plans clearly detail the appropriate response to such emergencies.

F. Policies and procedures to contact parents, guardians or persons in parental

relation to students in the event of a violent incident or an early dismissal

Conditions requiring such notification are outlined in the Building Level Emergency Response Plans.

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and/or security devices or procedures

At this time, ONC BOCES has installed the following security systems: 1) entrance security 2) ID cards for high frequency visitors/delivery personnel 3) Network Based Video Surveillance System 4) Swipe Card Entrance Monitoring System. In addition, the following safety precautions have been put in place:

1. The outside doors are locked at all times, and remain locked during the day. All Entries must be granted access from within the main office.
2. Hand-held communication devices such as cell phones and radios are used by all supervising staff when monitoring students outside the building (i.e. during recess, PE or appropriate Career and Tech Education Programs.)
3. All visitors are required to check in and out at the receptionist desk.
4. The staff is trained annually in procedures to follow regarding visitors in the building
5. Building Safety Committee meetings are held monthly. District Safety Committee meetings are held quarterly.

B. Procedures for the dissemination of informative materials to the media, staff, parents and students

The Center will provide information concerning early detection of potentially violent behaviors, including, but not limited to the identification of community, family and environmental factors through a variety of mechanisms. These include, open houses, annual reviews of the District Code of Conduct, staff development opportunities and open communication with the districts.

In addition, the policies and procedures for the dissemination of informative material for specific crisis situations is clearly outlined in the Building Level Response Plans (Section II).

C. Prevention and intervention strategies

The Centers continue to develop and investigate various strategies regarding violence

prevention and intervention. These strategies include, but are not limited to:

1. Collaborative agreements with state and local law enforcement officials as well as outside agencies designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations,
2. Therapeutic Crisis Intervention annual training for staff members in high risk areas.

D. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel.

1. Hiring and screening process:

The district follows the NYS Fingerprinting Laws.

2. Duties of hall monitors and school safety personnel:

a. The district does not hire hall monitors, however, all staff are trained on an annual basis regarding safety, emergency drills, violent incidents, etc.
b. Staff have specific hall monitoring responsibilities to fulfill during their regular day as well as emergencies. These responsibilities are clearly outlined in the Building Level Emergency Response Plan.
c. All staff receive training and participate in drills assigned to implement skills learned on an annual basis. Drills (Section I, Appendix 2), are run multiple times per year.

G. Bomb Threat

The paramount concern shall be for the safety of the pupils and personnel in both Otsego Area Occupational Center and Northern Catskills Occupational Center
All administrators have familiarized themselves with the Bomb Threat Standards outlined in the Building Safety Plan so that appropriate decisions may be made depending on the exact nature of the situation. A copy of the New York State Police "Bomb Threat Instructions" has been placed under or at every phone in the building.

1. If you receive a bomb threat:

A If you have a display phone, follow the directions listed on the bomb threat instructions and record the incoming phone number.
B Signal to other staff that you are receiving a bomb threat and have them immediately notify a school administrator.
C Listen carefully to the call.
D Ask the questions listed on the NYSP "Bomb Threat Instructions “to

evaluate the threat.

E Write down the answers as soon as you can.

F You will be interviewed by a school Administrator and/or Police to ascertain the degree of threat.

2. District Administer

The Building Principal or designee makes the decision regarding evacuation, lockdowns and/or shelter in place. First responders can assist and consult with them to make their decision (joint decision making / unified command).

The school administration has the duty to instruct and train pupils by means of drills, so that they may, in a sudden emergency, be able to leave the school building in the shortest time possible.

H. Hostage Taking

The Building Safety Plan procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

1. The first person aware of the situation will immediately notify the Building Principal and/or other Building Administration and notify the local police at (607) 432-3211 or 911.
2. The Building Principal, or designee will issue the appropriate alert if necessary ("lockdown," for example) and isolate the area.
3. No response to the media will be given at this time.
4. The Building Principal or designee will turn over authority to the police upon their arrival and assist as requested.

I. Intrusions

The Building Safety Plan procedures will be followed in the event of an intrusion. In general the following response action will be taken:

1. The first person becoming aware of an intruder or suspicious person will immediately report this information to the Building Principal, Building Administration or designee.
2. The Building Principal, Building Administration or designee will approach the intruder to determine the nature of their presence and ask them for identification.
3. The Building Principal, Building Administration 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 administrator or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
4. If the individual(s) refuses to leave, inform them that they are in violation of the law and that the police will be notified. Dial 911 and notify a local police

agency of the situation.
5. If the situation escalates, plain language will be utilized to notify all teachers to lock down the building as per the instructions outlined in the Building Safety Plan. Students attending classes outside of the building will be evacuated to a safe area designated by the Building Safety Plan.
6. The administrator in charge or designee will turn over authority to the police upon their arrival and assist as requested.

J Kidnapping

In the event of a kidnapping, the following response action will be taken:

1. 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 Building Principal and/or Building Administration, who will obtain student information and photo I.D.
2. School building staff will search the building and also utilize the public announcement system.
3. Parents/guardians will be notified. If the student is not found, police will be notified.
4. The administrator in charge or designee will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
5. Parents will be notified immediately if the student is located.
6. During school hours, **when a student has not arrived at BOCES**, the home school district will be notified by an electronic attendance notification and the following response action will be taken:
7. If a student is not legally absent the district will notify BOCES that he/she could be lost, a runaway or truant (determine if any friends are also missing).
8. The student's means of transportation to home district and BOCES will be reviewed. If the student is not located, the police should be notified. Student information and photo I.D. will be obtained.
9. The Building Principal and/or Administration will be notified.
10. The administrator in charge will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
11. Parents and home district will be notified immediately if the student is located.
12. Parents will be asked to contact BOCES if the student is located.

If a student misses his/her bus back to their home district the BOCES will then take the following actions:

1. Notify the home district to arrange transportation.
2. Student will wait in the main office until transportation arrives.

K In the Event of School Cancellation.

In the event of a school cancellation the BOCES Assistant Superintendent of Student Programs or designee will be responsible for; alerting Building Principals to notify the media (radio and TV stations) for the purpose of notifying parents and students, and starting the BOCES Mass Notification for staff.

L In the Event of Early Dismissal or Evacuation.

In the event of early dismissal or evacuation, the BOCES Assistant Superintendent of Student Programs or designee will be responsible for notifying Building Principals. The Building Principal will notify the staff to put the needed procedures in place and for notifying Local Districts. See the Building-Level Safety Plans for complete details for conducting an evacuation. (Section 1)

SECTION VI: RECOVERY - SCHOOL DISTRICT SUPPORT FOR BUILDINGS

The School Building-Level Emergency Response Team 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. The Centers commit to monthly Safety Committee Meetings and the District to quarterly Safety Committee Meetings.

SECTION VII: DISASTER MENTAL HEALTH SERVICES

A District-Wide Post-Incident Response Team will respond in crisis situations to help provide disaster mental health services. This list includes school psychologists, school counselors, county mental health agencies, and area hospitals.

APPENDICES
Appendix 1: Building List

Listing of all school buildings covered by the district-wide school safety plan with addresses of buildings, and contact names and telephone numbers for building staff

Building Name	Address	Contact Name	Telephone Number
Otsego Area Occupational Center BOCES	1914 Co. Hwy. 35 Milford, NY 13807	Tera Talbot Building Principal	(607) 286-7715
Northern Catskill Occupational Center BOCES	2020 Jump Brook Rd Grand Gorge NY 12434	Jesse Bright Building Principal	(607) 588-6291
Otsego Northern Catskill BOCES	1914 Co. Hwy 35 Milford, NY 13807	Dr. Catherine Huber District Superintendent	(607) 286-7715
Otsego Northern Catskill BOCES	1914 Co. Hwy 35 Milford, NY 13807	Dr. Jennifer Avery Deputy Superintendent	(607) 286-7715
Otsego Northern Catskill BOCES	1914 Co. Hwy 35 Milford, NY 13807	April Erkson Director of Student Services	(607) 286-7715
Northern Catskill Occupational Center BOCES	2020 Jump Brook Rd Grand Gorge NY 12434	Nathan Jones Assistant Superintendent of Student Services and Professional Learning	(607) 286-7715 Ext 2602

Appendix 2: Training Procedures and Frameworks

A. Training

1. Violence Prevention

The Otsego Northern Catskill BOCES staff will receive training in the area of violence prevention and intervention annually.

Training topics will be decided upon by the School Administration and Safety/ Crisis Team.
Training will be provided by any of the following: Local ONC BOCES, State Police, local law enforcement agencies, local or county emergency management teams.

Emergency Drills: The Otsego Northern Catskill BOCES staff will receive training in the area of all emergency drills annually.

2. Emergency Drills

The district will run multiple training drills throughout the school year. All drills will be organized/coordinated by the school Administration and/or Safety/Crisis Team. Drills will:

- Be conducted in a trauma-informed, developmentally and age-appropriate manner; not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency.
- Occur after annual training in emergency procedures has been provided to students and staff.
- Be completed on different days of the week and during different times of the school day.

Drills to be held:

- Evacuation (Fire) Drills: A minimum of 8 drills per school year will be held.
- Emergency Lockdown Drills: At least 4 Emergency Lockdown drills will occur annually.
    - Six evacuation drills and two lockdown drills, shall be conducted between September 1 and December 31 of each year.
- One Emergency Dismissal drill shall be conducted to test emergency response procedures that require early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.
- 2 additional evacuation drills must be held during summer school. The first of which shall be during the first week of summer school.

All drills - Parents/Guardians must be notified within 1 week prior to the drill.

All drills <u>except evacuation drills</u> must be announced as a drill at the time the drill is

conducted.

Students will be instructed as to safety awareness and proper behavior for drills.

The School Safety/Crisis Team will meet annually to review the procedures for all drills. The team will meet to review individual situations as necessary.

3. **A copy of the plan will be shared with Local Emergency Responders. Responders will be asked to meet with the district on an as needed basis to review the plan, conduct tabletop exercises and make revisions as necessary.**

- Milford and Grand Gorge Fire Departments/Emergency Squad
- New York State Police
- Otsego County/Delaware County Sheriff's Department
- ONC BOCES, Safety Risk Management Office

Appendix 3: Communicable Disease Plan

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Communicable Disease - Pandemic Plan

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 §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Public employers shall prepare a plan for the continuation of operations if the Governor declares a state disaster involving a communicable disease. Education Law §2801-a requires BOCESs to develop plans consistent with the new Labor Law requirement. **Educational institutions must prepare plans 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.**

Examples of COVID 19 are provided below but this plan can be adjusted to any communicable disease.

This Plan addresses the required components in the sections as noted below.

Prevention/Mitigation

(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 to telecommute.
(3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees to reduce workplace and public transportation overcrowding.

Protection/Preparedness

(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.

Response

(5) Protocols to prevent spread in the workplace in the event an employee 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 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.

Prevention/Mitigation

- The Otsego Northern Catskills BOCES (BOCES) will work closely with the Otsego and Delaware County Departments of Health to determine the need for activation of our Plan. Suspected and confirmed cases of communicable disease will be reported to:
  - Otsego County Public Health - https://www.otsegocounty.com/departments/health_department/index.php
    - *Main Phone - 607.547.4230*
    - *Email - bondh@otsegocounty.com*
    - *Address - 140 County Highway 33W, Suite #3 Cooperstown, NY 13326*
    - *Weekend/After-hours Consultation and Reporting: 607-547-1697*
  - Delaware County Public Health – http://delawarecountypublichealth.com/
    - *Main Phone - 607-832-5200*
    - *Email – Go to: http://delawarecountypublichealth.com/contact-us/*
    - *Address - 99 Main Street, Delhi, NY 13753*

- The County Departments of Health will monitor County-wide cases of communicable disease and inform BOCESs as to appropriate actions.
- The Deputy Superintendent will help coordinate our pandemic planning and response effort. This person will work with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The School Nurse and BOCES Medical Director will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the BOCES Network Specialist will also be an important team member. The Deputy Superintendent, Safety & Risk Management Coordinator, Director of Human Resources and Employee Engagement, Director of Management Services and Director of Facilities will also be vital to the planning effort. Other individuals may be part of the Team as needed.
- The District-Wide School Safety Team will review and assess any obstacles to implementation of the plan. The Team will review the *CDC Pandemic Influenza Planning Checklist* (see appendix) to assist in 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 BOCES will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all 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 most staff would be able to work remotely. However, some positions may be required to be on-site or in the district for us to continue to function. The following information is addressed in the table below:

- **Title** – a list of positions/titles considered essential which 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 will be staggered to reduce overcrowding at the worksite.
- **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees.

The worksheet below has been created in consultation with Central Administration, Human Resources, Facilities Services, Transportation, Food Service, Communications, Technology, Instructional Programs, Athletics, Special Education, Messenger/Mail Services, and Security.

Human Resources Essential Positions				
Title	Description	Justification	Work Shift	Protocol
Director of Facilities, Custodian(s)	Facilities maintenance	Ensure building security and proper operation of building systems	single staff per shift or work in separate areas of the building	Daily entry/exit logs and work logs
Network Specialist, Service technician	Network administration	Maintain network service, device repair as needed	single staff per shift or work in separate rooms	Daily entry/exit logs and work logs

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- **Mobile Device Assessments:**
  - Survey staff to determine who will need devices at home to maintain operational functions as well as instructional services.
  - Conduct a cost analysis of technology device needs.
- **Internet Access Assessments:**
  - Survey staff to determine the availability of viable existing at-home Internet service.
  - Conduct a cost analysis of Internet access needs.
- **Providing Mobile Devices and Internet Access:**
  - To the extent practicable, procure, configure, and distribute appropriate mobile devices to those in need as indicated by the survey results.
  - To the extent practicable and technically possible, procure, and when available, provide appropriate Internet bandwidth to those in need as indicated by the survey results. Wi-Fi hotspots and residential commercial Internet options will be evaluated for effectiveness in particular situations.

Technology & Connectivity for Students - Mandatory Requirements:

- Survey the level of access to devices and high-speed broadband all students and teachers have in their places of residence.
- To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access.

- Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

Mobile Devices Delivery:

To increase options for continuing learning during extended closures technology will be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments**:**
    - Identify students' technology needs to include adaptive technologies
    - Use the Asset Tracking Management System procedures to check out all mobile devices
    - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- Providing Multiple Ways for Students to Learn
    - Support instructional programs as needed in preparation of hard-copy work for students to participate in remote or blended models where students do not yet have sufficient access to devices and/or high-speed internet.

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, the BOCES is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements 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 or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The BOCES will utilize these base strategies and expand upon them as necessary to address any public health emergency.

Protection (Preparedness)

We will collaborate with County and local partners to assure complementary efforts.

- The Deputy Superintendent has been designated the communicable disease safety coordinator (COVID Coordinator for COVID-19), whose responsibilities include compliance with the school's reopening plan, and any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal levels. The coordinator shall be the main contact upon identification of positive 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 a public health emergency and plans implemented by the school.

School/Program	*Safety Coordinator/Administrator*	*Contact #*
OAOC	*Building Principal*	*607.286.7715*
NCOC	*Building Principal*	*607.588.6291*
ISSC	*School Library System Coordinator*	*607.286.7715 x2602*

- Communication with component districts, students, staff, parents, and the school community will be important throughout a pandemic outbreak. Communication methods may include websites, school postings, general mailings, e-mail, special presentations, telephone, text message, reverse 911 systems and the public media. The District Superintendent has been designated District Public Information Officer (PIO) to coordinate this effort and act as the central point for all communication. The PIO will work with our Network Specialist to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available.

- 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 – 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 e-mail followed by the district automated phone notification system and our normal phone 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. Recognizing the need for job cross-training, we have trained individuals with the following job titles; Purchasing Assistant, Treasurer, Payroll Benefits Specialist, Accounts Payable Clerk and Claims Auditor. To maintain these essential functions off-site, business office staff will be provided computers, printers (also for printing checks), and Wi-Fi hotspots as needed to work remotely.

    - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee 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 with procedures for maintaining essential building functions (HVAC system operation, 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 assist in essential building functions.

    - Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The Human Resources Director has provided cross-training of the following staff to ensure essential functions; Personnel Assistant and Personnel Clerk. Human Resources will help develop the plan, in conjunction with all 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. Working with administration and local officials, the Human Resources Department will help decide if schools need to be closed.

- 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 New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented include:

    - Hard copy, self-directed lessons.
    - Use of mobile media storage devices for lessons (laptop computer, jump drive, tablet, etc.).
    - On-line instruction, on-line resources, on-line textbooks (Kahoot, Blooket, Google forms, YouTube, etc.)
    - Web-based modalities for live lessons (Google classroom/meet, Zoom, etc.)

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

PPE & Face Covering Availability

The District will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected.
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information will be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than basic preliminary purchases, will be done using cooperative purchasing whenever possible.
- Teach and reinforce use of face coverings among all staff and students.
- Staff are encouraged to utilize their own personal face coverings.
- Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

Specialized PPE (N95s, KN95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. N95 respirators are recommended only if staff will be in contact with a suspected positive case of a contagious disease. Those employees required to wear N95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so.

PPE Supply Management

As required by Labor Law §27-c, the District will procure appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees in a quantity sufficient to provide each type of personal protective equipment to each essential employee during any given work shift.

This PPE will be stored and replaced as follows, unless manufacturer recommendations are different:

- Keep in a clean, secure, temperature-controlled environment to prevent damage or contamination.
- Avoid storage areas that are damp or have temperature extremes.
- Use the oldest supplies first and check facepiece, straps and seal material for signs of damage or deterioration.

Using the following charts for staff and students on site, the Facilities Department will work with programs to determine the overall PPE needs of the District:

Disposable Face Coverings Initial recommended quantities per 100 individuals					
Group	Quantity needed for 1 week	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
100 Students	100	1200	600	300	1 Disposable Mask per Week per Student
100 Teachers and other staff	500	6,000	3,000	1,500	5 disposable masks per week per person
4 Nurses/Health Staff	40	480	240	120	10 Disposable masks per Week per School Nurse

PPE for Each Staff Having High Intensity Contact with Students			
Item	1 Week Supply per Staff	12 Week Supply per Staff	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable per Staff
N-95 Respirators*	10	120	10 per Week per Staff

Response

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the 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 PIO will work closely with the Network Specialist to test all communication systems to assure proper function. The District-Wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Director of Management services will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Director of Management services 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 function. The Director of Facilities will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Director of Facilities will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- The Director of Human Resources and Employee Engagement will meet with staff to review essential functions and responsibilities of back-up personnel. The Director of Human Resources and Employee

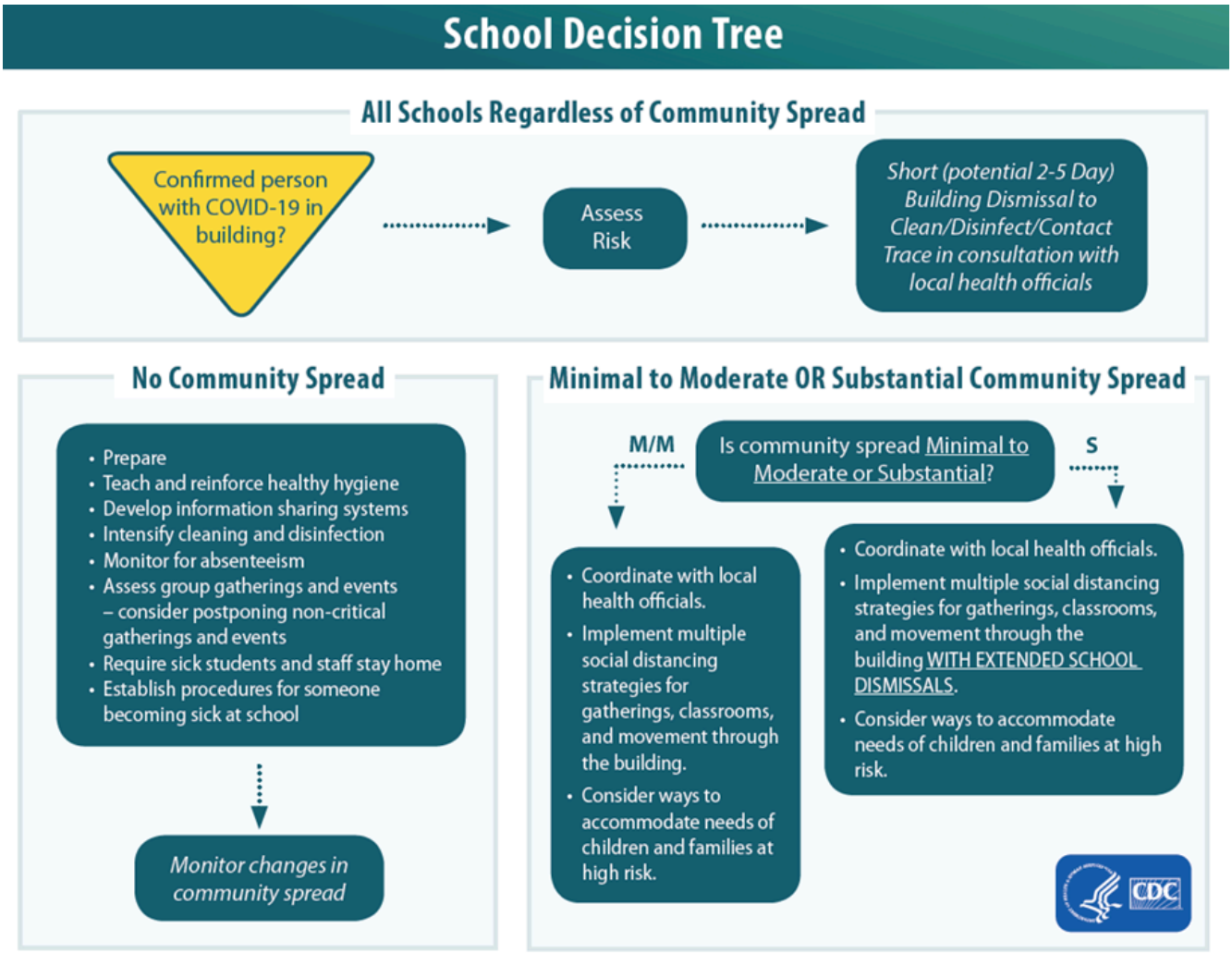
Engagement will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.

- **Any decision to close school will be made in collaboration with the District Superintendent, Local Health Department and NYS Education Department.**

(5) Preventing Spread, Contact Tracing and Disinfection

Confirmed Case Requirements & Protocols

Instructional programs must be prepared for communicable disease outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The following example is a COVID-19 decision tree to help schools determine which set of mitigation strategies may be most appropriate for their current situation. This may need to be modified for different communicable disease outbreaks.



Center for Disease Control (CDC) and New York State Department of Health (NYSDOH) Recommendations:

- Close off areas used by a sick person and do not use those areas until after cleaning and disinfection has occurred.
- If possible, open outside doors and windows to increase air circulation in the area.

- Wait at least 24 hours before cleaning and disinfecting a contaminated room. If waiting 24 hours is not feasible, then wait as long as possible.
- Clean and disinfect all areas used by the suspected or confirmed infected person, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the suspected or confirmed infected person can return to the area and resume school activities immediately after cleaning and disinfection.
- Refer to NYSDOH guidance for current information on close and proximate contacts, and how staff can safely return to work.
- If more than seven days have passed since the suspected or confirmed infected person 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 BOCES must follow CDC and NYSDOH guidance for allowing a student or staff member to return to school after exhibiting symptoms of a communicable disease. Depending on the disease, if a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) 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 a communicable disease by a healthcare provider based on a test or whether they had or currently have symptoms, they should not be at school and should stay at home until:

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

Refer to current CDC and NYSDOH guidance for individuals who are on home isolation regarding when the isolation may end.

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 14 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 call into the absence management system when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- The instructional departments will monitor absenteeism of students and staff, cross train staff, and create a roster of trained back-up staff.

Employee Assistance Program (EAP)

- The Human Resources Department 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. EAPs 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 Human Resources Department will handle medical and contagious disease accommodations, such as telework or shift modification. Requests for accommodations should be sent to humanresources@oncboces.org.

Facilities: Cleaning and Disinfecting

Soiled surfaces and objects must be cleaned before being disinfected. Cleaning does not kill germs or viruses but rather removes many of them, along with dirt and other impurities, from surfaces or objects. Disinfecting then kills many of the remaining germs and viruses, lowering their number to a safe level, as judged by public health standards.

If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Routine cleaning of school settings includes:

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

Classroom/Therapy Rooms

The BOCES will provide related service providers with additional cleaning supplies to ensure continuous disinfecting of classrooms and therapy 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 staggered use. Face masks, or other identified PPE shall be worn in common areas, unless advised otherwise. Signage shall be posted in common areas to remind staff of health and safety etiquette.

Disinfecting

- Cleaning and disinfection requirements from the CDC and NYSDOH 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 facility type 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 be infected, with such cleaning and disinfection to include, at 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 paper towel 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 schools may include:

- Bus seats and handrails.
- Buttons on vending machines and elevators.
- Changing tables.
- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Handrails, ballet barres.
- Dance studio floors.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Positive Academic Support Solution (PASS) Rooms.
- Related Services Spaces.
- Shared computer or piano keyboards and mice.
- 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.
- The District 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 the 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 situation 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. Daily work logs will be maintained by each staff member. Student and staff sign in/sign out sheets will be utilized for each building and may be used for areas within a building as needed. 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 generally not required for school employees as opposed to healthcare workers and other critical care employees. However, the following local hotels/motels can be accessed if necessary:

1. The Otesaga, Cooperstown (607.547.9931)
2. Holiday Inn Express, Cooperstown (607.547.8000)
3. Best Western, Cooperstown (607.547.7100)
4. Hampton Inn Express, Oneonta (607.433.9000)
5. Courtyard Marriott, Oneonta (607.432.2200)
6. Quality Inn, Oneonta (607.684.200)
7. Super 8, Oneonta (607.353.6875)

8. Colonial Motel, Grand Gorge (607.588.6122)
9. Margaretville Motel (845.586.4464)
10. The Roxbury Motel (607.326.7200)
11. Winwood Inn, Windham (518.734.3000)
12. Kaatskill Mountain Club, Hunter (800.486.8376)

If necessary, BOCES will work with the County 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 PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to debrief and determine lessons learned. Information from the PIO, Network Specialist, Deputy Superintendent, Safety & Risk Management Coordinator, Director of Human Resources and Employee Engagement, Director of Management Services and Director of Facilities will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

Appendix

Example Contact Tracing Form 17
Example Screening/Entry Log 18
Example Daily Work Log 19
HHS and CDC Pandemic Influenza Planning Checklist 20

ONC BOCES COVID-19 Preliminary On-Site Investigation

School Building Click or tap here to enter text. **Today's Date** Click or tap to enter a date.
Individual Completing Form_____ **Telephone #**_____

Name of Person Testing Positive: Click or tap here to enter text. **Position:**

Last Date Individual was in the School Building: Click or tap here to enter text.

Date of Birth: Click or tap here to enter text. **County of Residence:** Click or tap here to enter text.

Telephone #: Click or tap here to enter text. **Please highlight case was: SYMPTOMATIC OR ASYMPTOMATIC**

Documentation of Lab Confirmed Positive: **Yes** ☐ **No** ☐ **Date of Test:** Click or tap to enter a date.

Laboratory Conducting Test: Click or tap here to enter text. **Telephone #** Click or tap here to enter text.

Names of students in close contact (Less than 6 feet for more than 10 minutes)
Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms.
If no contacts, please write NO CONTACTS across the page)

STUDENT NAME	ADDRESS	DATE OF LAST CONTACT	PHONE #	EXPOSURE LOCATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				

Name of staff in close contact (Less than 6 feet for more than 10 minutes)
Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms.
If no contacts please write NO CONTACTS across the page

NAME/POSITION/ EMPLOYEE ID #	ADDRESS	DATE OF LAST CONTACT	PHONE #	EXPOSURE LOCATION
1.				
2.				
3.				
4.				
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(Enter Building Name) Screening/Entry Log
Assessment responses must be reviewed every day and such review must be documented.

Screening conducted by: _____

Date	Name	All Screening Questions answered No	Any Screening Questions answered Yes	Time In	Time Out

Date	**Remote Work Log** What actions were completed? **[activity/means]** What type of activity was it? (meeting, pd, instructional, etc.) **[type/method]**	**How was this work completed?** (e.g. zoom, call, text)	**Duration*** *(if applicable)	**District*** * (if applicable)

Appendix 4: ONC BOCES Learning Plan for Remote Learners

Purpose:

This plan establishes guidelines and procedures for ONC BOCES to deliver instruction in a remote setting. It outlines procedures and describes the roles and responsibilities of all parties involved with remote learning. For the purposes of this document, "remote learner" is defined as an individual unable to attend in-person instruction at any ONC BOCES campus.

Accessibility

ONC BOCES will assess student digital accessibility prior to and/or at the beginning of the school year to prepare for online instruction. Students with:

- *Reliable internet access, but insufficient device capabilities* will be provided by a chromebook to complete online instruction.
- *Limited internet accessibility and the potential to use a mobile hotspot device for online instruction* will be provided with a mobile hotspot in addition to their chromebook.
- *No internet accessibility* will be provided instruction through paper/book assignments.

ONC BOCES will take advantage of the van-mail service to transport work and materials between component schools and the BOCES learning centers. Where van-mail service is unable to be used, materials will be mailed directly to the student's primary residence and collection procedures will be established between the family and ONC BOCES.

Teachers will collect student work and/or provide additional materials for delivery. If any staff member is unable to enter the building, they will contact administration to ensure work is delivered to students in a timely manner. As a safety precaution, student work (paper) via mail will be isolated for 24 hours before being provided to the teacher.

Accommodations

ONC BOCES will collaborate with the home school district of each student, as well as the parents/guardians, to ensure to the greatest extent practicable, each student with a disability will be provided educational and related services as identified in the student's individual education plan (IEP).

The ONC BOCES site Principals, Directors, Supervisor of Itinerant Services, teachers, and related service providers will collaborate with the Committee on Special Education (CSE) to ensure that students' programs and services are consistent with IEP recommendations in all instructional delivery environments (remote, hybrid, in-person). The ONC BOCES Communication and Work Log, as well as Related Service Provider session notes and IEP progress notes, will be maintained consistently and uniformly. Student progress will be shared with CSE and parents on a regular basis. The ONC BOCES will ensure that their teachers, related service providers and BOCES administrators (when applicable) will participate in home district CSE processes. Teachers and Related Service Providers will utilize a variety of methods to monitor student progress as referenced in the district's reopening document. At this

time, ONC BOCES does not provide any Committee on Preschool Special Education (CPSE) services.

Instruction

ONC BOCES teachers will utilize the Learning Management System BUZZ as a provision of their expanded learning classrooms. Instruction will be provided using the learning management platform which may also include but is not limited to additional software and virtual conferencing programs such as ZOOM. Assigned coursework will include a combination of synchronous and asynchronous activities such as class discussion via Zoom meetings, YouTube videos for skill/activity demonstrations and student interaction, online review modules for certification exams. Remote learners will be provided with alternative opportunities for obtaining hours towards work-based learning experiences and/or industry certification requirements. Remote learners will remain eligible to earn all the BOCES awards and achievements, including honor roll designations, scholarships, etc. Remote learners will be held to the grading standards and policies of ONC BOCES outlined in the student handbook and will follow the ONC BOCES school calendar for all holidays, breaks, marking periods, etc.

Administration will develop a school-wide remote schedule for students to interact and seek feedback and support from their teachers that follows individual students' daily schedule. One day of the week will be dedicated to remote student/staff office hours to provide instructional support and answer questions. This dedicated day may also be used for remote students to enter the building by appointment to minimize exposure to health risks and complete lab portions of their coursework and/or meet with service providers.

Student contact will be made by BOCES teachers, LTAs, and/or other staff to maintain instructional connections and strengthen school/home relationships. Each teacher will maintain a student contact log as well as maintain daily student attendance as verified through student activity in the learning management system. For students without access to the internet, daily phone contact will be made to verify attendance.

In instances where a remote learner is not engaging in the required coursework, the following steps will be taken:

1. Concerns will be raised to the school attendance officer
    - Attendance officer will connect with the parent through alternative methods (email, facebook messenger, text, emergency contact)
2. Reach out to school counselor connected with the student program
    - The counselor will connect with the outside counselor and social worker and home school counselor
3. Program administrator will contact the component school administrator
    - Student engagement meeting will be held if student engagement does not improve
    - The meeting will include attendance officer, counselor, program administrator, component school counselor and administrator to determine next steps

Counseling

The ONC BOCES counselors will establish daily office hours for remote learners and schedule secure virtual conference meetings to provide mandated IEP counseling.

Roles and Responsibilities

Teachers	Counselors	Licensed Teaching Assistants & Teacher Aides	Consultant Teachers
● Create and maintain Buzz classrooms ● Hold office hours and communicate such times to students - be available for questions via Buzz, zoom, or email ● Develop instruction that is foundational for future learning in his/her program and for success in the next level of work or education ● Teachers with college credit bearing classes will continue teaching those classes per college guidelines ● Teachers will use email, phone, Buzz, or text to communicate with students to determine health and safety, and to identify potential supports ● Participate in PLCs, webinars, and other professional development opportunities as needed to gather and share resources for continued instruction. Instructional Support Services - Resources for Educators, (Additional Web Resources) provides Zoom trainings for CTE teachers	● Evaluate student academic progress and social-emotional well-being on a weekly basis ● Develop a plan to support each student's IEP or 504 ● Maintain regular communication with teachers to address student concerns ● Coordinate between teacher, school district, and parent any additional student needs ● Implementing teletherapy as deemed appropriate for students on a case by case basis ● Provide progress notes and attend CSE review meetings for students on their caseloads ● Participate in PLCs, webinars, and other professional development opportunities as needed to gather and share resources for continued instruction. Instructional Support Services - Resources for Educators (Additional Web Resources)	● Serve as a resource for students and teachers ● Provide feedback and support concerning instruction ● When appropriate, attend and participate in the eLearning environment ● Conduct daily check-ins with assigned students and act as a resource to share needs	● Consultant teachers will continue to support students on their assigned caseload ● Consultant teachers will continue to collaborate with their colleagues to increase opportunities for student success ● To the greatest extent possible, Consultant teachers will continue to support the IEP or 504 for each student **Related Service Providers (OT, PT, Speech, TVI, THI, APE, School Psychologists)** ● Establish daily routines for engaging in learning. ● Regularly monitor email to check for announcements and feedback from teachers and staff. ● Complete assignments with integrity and academic honesty. ● Do your best to meet timelines, commitments, and due dates. ● Be proactive with your teachers when having difficulty. ● Comply with the Acceptable Use Policy including expectations for online etiquette.

Remote Learners	Parents of Remote Learners
● Establish daily routines for engaging in learning. ● Regularly monitor email to check for announcements and feedback from teachers and staff. ● Complete assignments with integrity and academic honesty. ● Do your best to meet timelines, commitments, and due dates. ● Be proactive with your teachers when having difficulty. ● Comply with the Acceptable Use Policy including expectations for online etiquette**.**	● Regularly communicate concerns and issues related to the education of your child to the appropriate district staff. ● Ensure your child complies with the Acceptable Use Policy including expectations for online etiquette**.** ● Read and understand student handbook/code of conduct as well as the Learning Plan for Remote Learners (available on www.oncboces.org)

Technical Support

Technical support will be provided through the Managed Information Technology Service (MITS) with the use of ServiceNow technology support help desk for all students and families. A link with technical support information will be provided on the district website.

Communication by the Agency for Remote Learners

Communication for an individual basis:

- Telephone call
- Email
- Postal Mail

Communication for group notifications:

- Postal Mail
- District webpage
- District Facebook
- Robocall (Thrill Share)

Appendix 5: School Resource Officer Agreement

This Agreement ("Agreement") has been entered into as of September 1, 2024, by and between Upstate Security Consultants, LLC having its principal office at 413 Upper Stella Ireland Rd Binghamton, NY 13905 (the "Company"), and Otsego Northern Catskills BOCES having its District office at 1914 County Route 35 Milford, NY 13807 (the "District").

1. Services to be Rendered: The District hereby engages the Company to provide School Resource Officer Services (the "Services") as described in this section below. The compensation payable to the Company for the Services shall be an annual fee of $68,000 for year 2024-2025, then $70,720 for 2025-2026 and 73,548 for 2026-2027, payable in equal monthly installments on the 15th of each month from September through June, for the term.

It is understood and agreed that the District and Company officials share the following goals and objectives regarding the (SRO) Program in the schools:

- To foster educational programs and activities that will increase student knowledge of and respect for the law and the function of law enforcement agencies.
- To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school, such as: disorderly conduct by trespassers, the possession and use of weapons on campus, the illegal sale and/or distribution of controlled substances, and serious assaults.
- To follow all District policies when acting in the capacity of School Resource Officer.
- To report serious crimes that occur on campus and to cooperate with the law enforcement officials in their investigation of crimes that occur at school.
- Establish and maintain a close partnership with school administrators in order to assist them in providing a safe school environment.
- To be present upon request during school searches, which may involve weapons, controlled dangerous substances, or in such cases that the student's emotional state may present a risk to an administrator.
- The SRO shall not act as a school disciplinarian. District officials are responsible for routine school discipline matters. However, if the administrator believes an incident is a violation of the law, the administrator may contact the SRO, and the SRO shall then determine whether law enforcement action is appropriate.
- The SRO shall be available for lunchroom duties, hall monitoring, bus duties or other monitoring activities if a situation requires it. The SRO will not be assigned to these duties on a permanent basis.
- Assist school administrators in emergency crisis planning and building security matters. Provide a course of training for school personnel in handling crisis situations, which may arise at the school. Assist in conflict resolution efforts.
- Work to prevent juvenile delinquency through close contact and positive relationships with students.
- The SRO shall be permitted to conduct security inspections as permitted by law to deter criminal or delinquent activities. The SRO should monitor crime statistics and work with local patrol officers and students together to design crime prevention strategies.
- Build working relationships with the school's staff as well as with student and parent groups.
- Work with guidance counselors and other student support staff to assist students and
- to provide services to students involved in situations where referrals to service agencies are necessary.
- The SRO is not responsible for supervising students.

- The SRO will not question students regarding student immigration status.
- In the event that the District believes that the assigned SRO is not effectively performing his or her duties and responsibilities, it shall recommend to the Company that the SRO be removed from the assignment.

2. Insurance: The Company shall maintain insurance of the types typically maintained by businesses of the same type as the Company, including, but not limited to comprehensive general liability insurance and workers' compensation insurance. The Company shall provide a certificate of liability insurance naming the District, its officers, employees and agents as additional insureds in an amount of not less than Two Million Dollars ($2,000,000.00).

3. Limitation of Liability; Indemnification: The District acknowledges and agrees that it is District's sole obligation to provide a safe school environment, and that this obligation is not being delegated to or assumed by Company. Company is providing the Services to assist the District in the District's sole obligations and Company cannot, and is not expected to, prevent or mitigate an attack on the District or its school building occupants, such as active shooter or similar event ("Critical Event"). If such a Critical Event were to occur, the District agrees to defend, indemnify and hold Company harmless from and against any and all liability, losses, costs, expenses or damages which Company or its employees, contractors or owners may incur, including those claims brought by third parties, and including court costs and reasonable attorneys' fees, that are a result of or which arise out of a Critical Event unless the claims arise out of the Company's intention or reckless acts. The District's aforementioned agreement and indemnification relating to Critical Events are material conditions for Company's entering into this Agreement and its establishment of compensation to be paid Company.

4. Compliance with Laws: The Company agrees that it shall be responsible for ascertaining the existence of any laws, rules and regulations of duly constituted government authorities applicable to its activities and shall be solely responsible for obtaining any and all licenses, registrations or other approvals required by law in connection with the Services to be rendered hereunder. The Company represents that it has complied with all federal, state and local laws regarding business permits and licenses that may be required for it to perform the Services as set forth in this Agreement. The Company and its officers, employees and agents shall comply with all applicable District policies and procedures that are provided to Company. School officials shall allow the SRO to inspect and copy any public records maintained by the school including student directory information such as yearbooks. However, the SRO may not inspect and/or copy, and the District agrees not to provide to Company in any manner, any confidential student education records except in accordance with Family Education Rights and Privacy Act ("FERPA"). The Company shall provide the District with copies of all formal reports prepared in connection with the Company's Services. The Company agrees to protect student data privacy rules as stated in Education Law 2-d and as stated in the attached Supplemental Third Party rider and Parents Bill of Rights attached hereto as Attachment A.

5. The Company agrees that any SRO assigned to BOCES will have received clearance from NYSED through the applicable fingerprinting process.

6. Workday: The Company and the District determine when and how to perform the Services, consistent with this Agreement, provided that the Services will be provided Monday through Friday from 7:15 AM to 3:15 PM. The SRO will work when the instructional staff is present as defined by the current District school calendar for each year of this contract. In the event the District requires the SRO beyond the contractual hours, the SRO will accrue comp time at a minimum of two hours per event. The District has the option to pay the Company for the additional time of the SRO, instead of providing comp time for school events at a rate agreed upon by both parties.

7. Absences and Leave: The SRO shall have eight paid leave days per school year.

8. Employee Training: Company will be responsible for insuring all employees have the requirements and qualifications to successfully fulfill their duties as SRO. Unless otherwise agreed between the Company and District, Company will be financially responsible for all training, conferences and workshops.

9. Term: The initial term of this Agreement shall be from September 1st, 2024, through June 30th, 2025, and school years 2025-2026 and 2026-2027. After the initial term, this Agreement will be renewed on a yearly basis, by the mutual consent of the parties. Either party may give written notice of termination of this Agreement, which termination will be effective at the end of the current school year. Either party may terminate this Agreement if, after providing written notice to the other party, the other party fails to cure a material breach of the Agreement within 30 days of receipt of such written notice.

Notices: Except as otherwise provided herein, any notice required or desired to be given under this Agreement shall be deemed given and sufficient if in writing and delivered either personally or by certified mail to either party at the party's address stated herein. Either party may change its address stated herein by giving notice of the change in accordance with this section.

10. Entire Agreement: This Agreement constitutes and contains the entire agreement and understanding between the parties hereto and the subject matter hereof, and supersedes any and all previous agreements, memoranda or other understandings of the parties hereto pertaining to the subject matter hereof. No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by both of the parties hereto.

11. Applicable Law: This Agreement shall be governed by, and construed and enforced in accordance with, the laws of New York State.

12. Severability: Whenever possible, each provision of this Agreement is to be interpreted to be effective and valid under applicable law. However, if any provision of this Agreement is prohibited by or invalid under such law, it is deemed modified to conform to the minimum requirements of such law or, if for any reason it is not deemed so modified, only that part shall be void and all other provisions shall remain valid and enforceable to the fullest extent.

13. No Waiver: The waiver by either party of a breach of any provision of this Agreement shall not operate, or be construed, as a waiver of any subsequent breach.

14. Headings: Section or other headings contained in this Agreement are for reference purposes only and are not to be used to interpret or construe any provision of this Agreement.

15. Counterparts: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

16. Successors and Assigns: This Agreement shall be binding upon and insure to the benefit of the Parties and their respective heirs, executors, administrators, successors and assigns.

17. Force Majeure. If either Party is unable to perform any of its obligations under this Agreement because of an event or circumstance (a "Force Majeure Event") resulting from a judicial or government decree or regulation which is not such Party's fault, communication line failure, power failure, any natural disaster or act of God, war, terrorism, invasion, insurrection, riot, the order of any civil or military authority, fire, flood, earthquake, weather, lockouts, strikes, the unavailability of personnel due to injury, sickness, death or termination of employment, either voluntary or

involuntary, or, without limitation, any other cause beyond such Party's reasonable control, the Party so affected shall promptly give notice to the other Party and shall do everything possible to resume performance. Upon delivery of such notice, all obligations under this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days, the Party receiving notice of a Force Majeure Event may, by giving written notice, terminate this Agreement or any SOW. A Force Majeure Event, however, shall not apply to or extend to District's obligation to pay for Services.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date first written above.

Upstate Security Consultants LLC

By: _____

Otsego Northern Catskills BOCES

By: _____