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2022-2023

# District-Wide School Safety Plan

## Elba Central School District

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**We will create a respectful, safe, and engaging environment which will empower and inspire our students to be continuous learners who are challenged to succeed.**



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## **GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

### **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 emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the School District.

The Elba Central School District supports the SAVE Legislation, and intends to engage in a planning process. The Superintendent of Schools encourages and advocates ongoing district-wide cooperation and support of Project SAVE.

#### **A. Purpose:**

The Elba Central School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Elba Central School District Board of Education, the Superintendent of Elba Central School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

#### **B. Identification of School Teams**

The Elba Central School District has appointed a District-wide School Safety Team consisting of, but not limited to, representatives of the School Board, students, teachers, administrators, parent organizations; school safety personnel; and, other school personnel. The members of the team and their positions or affiliations are as follows:

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*Kelly Carlie, Elementary School Counselor*

*Lisa Crnkovich, Nutritional Services*

*Mark Beehler, Athletic Director*

*James Diehl, Genesee County Sheriff's Department and parent*

*Michael Heale, Elba Fire Department and parent*

*Laura Luft, parent*

*Jennifer Manley, District Nurse and parent*

*Pamela Pedro, Elementary School Secretary*

*Lisa Penna, District Treasurer and parent*

*Andrew Reeb, Director of Transportation*

*Bonnie Reigle, Secondary School Secretary*

*Kevin Rombaut, teacher and parent*

*Gretchen Rosales, Superintendent of Schools & Safety Committee Chair and parent*

*Joanne Soules, parent*

### **C. Concept of Operations**

- The District-wide School Safety Plan shall be directly linked to the individual Building-level Emergency Response Plans for each school building. Protocols reflected in the District-wide School Safety Plan will guide the development and implementation of individual Building-level Emergency Response Plans. The building level plans are confidential and shared only with the leadership team and the local law enforcement agency. In the event of a school or district emergency, the District will adhere to the policies and procedures within the Emergency Response Plan. The Superintendent will activate the School Response Team. The members of the School Safety Team and

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those members indicated within the Emergency Response Plan will be the initial members to respond to the event.

- Districts are exposed to many threats, hazards, and vulnerabilities. All of these have the potential for disrupting the school community, exposing students/staff to injury, and causing damage to public or private property. The Superintendent has completed a thorough threat assessment to identify circumstances in the District or near campus that may present unique problems or potential risk to people or property. The interior and exterior portions of all school buildings, school grounds and surrounding neighborhoods were assessed for potential threats/hazards that may impact the site, staff, and students. The date of the threat/hazard assessment was completed in May 2022 with a member of the New York State Troopers.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team. The District will call upon the resources of first-responders and other emergency personnel as appropriate to augment response. The following forms of communication are in place to notify the District.
  - Public address systems
  - Phone systems
  - Handheld radios
  - Electronic mail
  - Mass notification service
  - Social media – Facebook, Instagram, and Twitter
  - Raptor System (beginning in September 2022)
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols. The TIG (Trauma, Illness and Grief) Team will be activated. Plans were designed with the input and collaboration of school representatives, community members, and law enforcement.

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## **D. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The district-wide 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.

Full copies of the District-wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption.

This plan will be reviewed periodically during the year and will be maintained by the District-wide School Safety Team. The required annual review will be completed on or before July 1 of each year after its adoption by the Board of Education. A copy of the plan will be available at the Elba Central School District Office (located at 57 South Main Street, Elba, NY 14058). It can also be found on the District's webpage at ([www.elbacsd.org](http://www.elbacsd.org)) or by calling (585) 757-9967.

8 NYCRR Section 155.17 (e)(3) mandates that a copy of the EMERGENCY RESPONSE PLAN and any amendments shall be filed with the appropriate local law enforcement agency and with the New York State Police. Copies of the Emergency Response Plan, including appendices and annexes are distributed to members of the School Safety Team, the Elba Fire Department, Genesee County Sheriff's Office, NYS Police Troop A, Genesee County EMS, and the Town of Elba Supervisor/Highway Superintendent.

## **SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION**

### **A. Prevention/Intervention Strategies Program Initiatives**

The District engages in the following programs and activities to improve communication between students and staff, and reporting of potentially violent incidents, such as the establishment of:

1. Conflict resolution training programs
  - Social Standards
  - Individual and group counseling
  - Character education

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- Principal's Cabinet (high school)
  - PBIS Student Committee
  - Trauma, Illness and Grief Support
  - Direct instruction of violence prevention and mental health awareness
2. Development for faculty and staff on multi-hazard training and violence prevention Safe Schools Online Training – annually by October 1<sup>st</sup>.
    - Blood borne Pathogen Exposure Prevention
    - Bullying: Recognition and Response
    - Cybersecurity Overview
    - Emergency Operations Planning: Implementing the Plan
    - Hazard Communication: Right to Understand
    - Hearing Loss Prevention and fall prevention
    - Lockout drills
    - Personal Protective Equipment (PPE)
    - School Violence: Identifying & Addressing
    - Sexual Harassment: Staff-to-Staff
    - Sexual Harassment: Student Issues & Response
    - Student Mental Health
    - Restorative Justice
    - Classroom management
  3. Peer mediation programs and youth courts
    - Genesee County Youth Court
    - Counseling circles, counseling groups with restorative practices
  4. Extended day and other school safety programs
    - YMCA After School Child Care (anticipated to start in Sept. 2022)
    - School citizenship programs, including digital citizenship
    - Erin's Law classroom presentations
    - Character education
    - Designating a mentor for students concerned with bullying or violence
  5. Other Youth-run programs
    - Student Council
    - Peer Mentoring
  6. Adoption of Board Policy 7550 – Dignity for All Students Act (DASA)
    - Training and certification of DASA Coordinators in the District's schools
    - Morgan Marcello– Junior/Senior High School
    - Creation of a DASA incident reporting form (Available at: <https://www.elbacsd.org/Page/48>)
    - Counselors and social worker on campus to develop rapport with students
    - Student Services Team (high school)
  7. Establishing anonymous reporting mechanisms for school violence
  8. District-sponsored community education seminars and informational programs at times that are convenient to parents and families

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

Administrators, staff, and students engage in policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for

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implementing training related to multi-hazards. These drills and training include: early go-home drill; table top exercises; live drills; and Emergency Management Team exercises. These exercises are also completed with members of the Genesee County Sheriff's Department, New York State Troopers, and members of the Elba Fire Department. All staff members are trained on school security protocols and best practices. Members of the TIG Team are trained to work cooperatively with the School Safety Team to coordinate support for training, drills, and exercises.

- The District will submit certification to NYSED that all district and school staff have undergone annual training on the emergency response plan, and that the school safety training include components on violence prevention and mental health.
- New employees hired after the start of the school year must receive training within thirty (30) days of hire. The Department will require schools to certify that all school staff received this training by September 15<sup>th</sup> of each school year, or within thirty (30) days of hire, whichever is sooner.
- Transportation providers will be trained in the areas of the plan that would directly affect them. The director of transportation will coordinate bus evacuation drills on an annual basis.
- As the plan is reviewed annually, the Superintendent will submit a draft of the plan to the ECS Safety Committee and the BOE for approval before submitting it to the portal.
- Fire and Emergency Drills
  - a. Fire drill requirements include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency.
  - b. Twelve (12) drills will be conducted each school year, four (4) of which are lock-down drills; the remaining eight (8) will be evacuation drills.
  - c. Eight (8) of the required twelve (12) drills will be completed in the first half of the school year. The date of completion is December 31 of each school year for the first eight (8) drills. The rest will be completed by May 15<sup>th</sup>.

**Implementation of School Security** – The Elba Central School District has a comprehensive policy designed to provide school building security, including the use of security devices and other procedures. Some of these security measures include: outside monitors; teachers and staff visible in hallways during passing time; visitor badge/sign-in procedures; video surveillance; a security audit; canine searches and random searches. Access will be limited to one point of entry (the District Office). Staff members must be cognizant of unknown people in the building. All contractors must wear an easily identifiable badge. All visitors must have their state-issued identification run through the Raptor system.

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**Vital Educational Agency Information** – The District maintains copies of student/family census material (including contact and custodial information) in an electronic and hard-copy form. This Vital Educational Agency Information is maintained and updated regularly. In the event that an evacuation is necessary, the administration will have access to this information (electronically, if conditions allow) and in hard-copy form. This will be updated at the beginning of each school year or when personnel changes, and then on a regular basis. The superintendent or her designee will notify all educational agencies within the District of an emergency situation that could affect their operation. This information is kept confidential and included in the Emergency Response plan.

### **B. Early Detection of Potentially Violent Behaviors**

The District will use newsletters, parent meetings, letters sent home with students or in the mail, and the website to disseminate information regarding potentially concerning behaviors, which include the identification of family, community, and environmental factors to teachers, administrators, parents, and other persons in parental relation to students of the school district. To prepare for violent incidents and increase student safety, all staff members are trained annually during conference days to receive professional development on the identification of early warning signs in students, prevention strategies, and violence prevention instruction for all staff. The Safety Team will make recommendations based on relevant topics based on a needs-assessment model.

### **C. Hazard Identification**

Sites for potential emergency include: the primary and secondary school buildings, property adjacent to the schools, sidewalks, parking lots, school buses, athletic fields, and field trips.

## **SECTION III: RESPONSE**

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

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Any administrator, staff member, or concerned individual is responsible for contacting appropriate law enforcement officials in the event of a violent incident.

Emergency Response: The Genesee County Sheriff's Office or New York State Troopers will be contacted via 911; other responding entities will provide service as deemed appropriate.

We will inform all educational agencies within the school district of a disaster or emergency situation by means of:

- Telephone
- Email
- Emergency responders
- PA system
- Mass email
- Social media accounts

In the event of an emergency or impending emergency, the Superintendent will notify all principals/designees of facilities within the district of the impending emergency and to take appropriate action. This includes notifying the administrative teams in the:

- Elba Elementary School
- Elba Jr./Sr. High School
- Elba District Office
- Elba Bus Garage

Parents, guardians, or persons in parental relation to students will be contacted in the event of an emergency by the administrative team by:

- School Messenger System (via telephone)
- Website
- Email
- Local media
- Emergency Alert Broadcast System

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**B. Situational Responses Multi-Hazard Response** \*Responses to specific threats are outlined in a general form here. All staff members have access to a critical response flip-chart in every room that specifically details the detailed steps to each incident. Also, the critical responses are detailed in the confidential building EMERGENCY RESPONSE PLAN.

Describe the district's multi-hazard response plans for taking actions in an emergency that may include the following situations:

Actions - Included in the building-level safety plans are actions for handling multi-hazard emergencies that are in compliance with the Incident Command System (ICS). Functional Annexes (specific information and direction) provide standard language and procedures, and are intended to be transferable to schools statewide and modifications are not recommended. These protocols are updated annually and are included in the confidential EMERGENCY RESPONSE PLAN .

These guidelines include but are not limited to:

1. Shelter-In-Place: A Shelter-in-Place annex describes courses of action when students and staff are required to remain indoors, perhaps for an extended period of time, because it is safer inside the building or a room than outside. Depending on the threat or hazard, students and staff may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado).
2. Hold-In-Place: If there is an internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited, a "Hold-in-Place" may be initiated. This is intended to keep students and staff out of the affected area until the situation can be rectified.
3. Evacuation: should take place if it is determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.

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4. Lockout: This annex describes the courses of action the school will execute to secure school buildings and grounds during incidents that pose an imminent concern outside of the school. The primary objective of a lockout is to quickly ensure all school staff, students, and visitors are secured in the school building away from the outside danger.
  5. Lockdown: This annex describes the courses of action schools will execute to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school. The primary objective of a lockdown is to quickly ensure all school staff, students and visitors are secured in rooms away from immediate danger.

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

The Elba CSD uses the following types of procedure(s)

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform Building Principal of implied or direct threat.
- Determine level of threat with Superintendent/Designee.
- Initiate lockdown/lockout.
- Contact appropriate law enforcement agency, if necessary.
- Discipline or legal action, as appropriate.
- Monitor situation, adjust response as appropriate.

### **Arrangements for Obtaining Emergency Assistance from Local Government**

- Superintendent/Designee in an emergency contacts dispatch point or 911 center for fire or EMS response.
- Superintendent/Designee contacts highest-ranking local government official for notification and/or assistance.

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

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- The district has identified resources for an emergency from the following agencies: Elba Fire Department, Elba Fireman’s Recreation Hall, and local churches.

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

- Facilities for sheltering and buses for transportation
- Maintenance trucks for material transport
- Maintenance machines for moving items/transport as necessary
- Emergency response equipment, including first aid supplies, barriers, emergency response kits, temporary shelter
- Food for temporary sheltering
- Technology as appropriate (cell phones, landline phones, fax machines, walkie-talkies)
- Cots, blankets, etc. as available

### **Protective Action Options**

The following actions will be considered in response to an emergency where appropriate. Only the Superintendent/designee will communicate with local media.

Early dismissal-for situations that warrant sending students home safely prior to the end of the regular school day (see Weather Related). Administration will arrange for transportation, contact local media and parent notification system. Retain appropriate district personnel until all students have been returned home.

Evacuation (before, during and after school hours, including security during evacuation/evacuation routes). After determining the level of threat, Administration will contact Transportation Director to arrange transportation. Clear all evacuation routes and sites prior to evacuation. Evacuate all staff and students to pre-arranged evacuation sites. Account for all student and staff population. Administration will report any missing staff or students to Building Principal.

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Sheltering/Lock Out (internal & external) – Administration will determine the level of threat. Determine location of sheltering depending on nature of incident. Account for all students and staff. Report any missing staff or students to designee. Determine other occupants in the building. Make appropriate arrangements for human needs. Take appropriate safety precautions. Establish a public information officer to provide information. Retain appropriate district personnel until all students have been returned home.

School cancellation: (See Weather Related) when situations warrant the safety of the students to remain at home.

Lock Down: During situations of hostile criminal act or where students/staff must be safely secured, provisions shall be in place to secure the building and occupants. Implement “Security of a Crime Scene Procedures” to protect any area from disturbance where a potential crime has been committed.

Weather Related-The assistant director of transportation (Andy Reeb) shall investigate road conditions and contact the town, county and state highway departments and the New York State Police for reports on road conditions and report conditions and recommendations to the Superintendent. The Superintendent shall make the decision to close. The Superintendent or his/her designee shall contact the Transportation Supervisor and the Building Administrators to advise them of that decision and the time for dismissal. The Superintendent or other designees shall contact the radio/television stations on the emergency list as soon as it is possible. School Messenger will be activated. Cancellation: If the school remains closed or closes early because of hazardous road/weather conditions, there shall be NO activities sponsored by the school in any of the school facilities.

(BOCES), Private, or Parochial Transportation – If the district closed because of hazardous conditions of roads, students who live in the district will not be transported to BOCES/private/parochial school.

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## **SECTION IV: RECOVERY**

A. District Support for Buildings • How the District resources will support the Emergency Response Teams and the Post-Incident Response Teams in the affected schools. The Post Incident Response is intended for initiating and establishing crisis intervention to affected employees/students. After an incident the school teams shall meet and review the following:

- Establish documents
- Assess changes needed to the Emergency Response Plan
- Consider additional training or resources
- Evaluate the current violence prevention/school safety activities
- Provide appropriate counseling services
- Assemble TIG team
- Maintenance/repair to transportation systems or custodial staff
- Establish meeting times with staff, students, families, public meeting and or other methods to communicate
- Superintendent will communicate with media
- Provide for communal support and/or grief

B. Disaster Mental Health Services

- The district office will assist in the coordination of Disaster Mental Health Resources, in support of the Post-Incident Response Teams, in the affected school(s). The TIG Team, counselors and school psychologists will be an integral part of this evaluation.
- The district will evaluate the response in the recovery and assess violence prevention and school safety activities and what the school can do to improve its plan.

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## C. Continuity of Operations Plan

### Purpose

This section describes how the District will help ensure that essential functions continue during an emergency and its immediate aftermath. Essential functions include business services (payroll and purchasing), communication (internal and external), computer and systems support, facilities maintenance, safety and security, and continuity of teaching and learning.

### Actions

The District Safety Team should consider the following when reviewing current or developing new policies and procedures. This is not an exhaustive list. Procedures for the following should be included:

- Selecting primary and secondary relocation sites that meet the needs of school.
- Re-establishing essential functions, such as restoration of school operations, and maintaining the safety and well-being of students and the learning environment.
- Ensuring students receive applicable related services in the event of a prolonged closure.
- Protecting vital documents and making them available at alternate sites.
- Ensuring the safety of the building and proper maintenance of facilities in the absences of staff.
- Ensuring students receive meals in the event of a prolonged closure, including the call-back of food service workers if necessary

## D. Mental Health and Medical Emergencies

### Purpose

This section describes the courses of action that the District will implement to address emergency medical (e.g. first aid) and mental health counseling issues. Districts should coordinate these efforts with appropriate emergency medical services, law enforcement, fire department and emergency management representatives. 8 NYCRR Section 155.17 (e)(2)(vi) requires the coordination of the EMERGENCY RESPONSE PLAN with the statewide plan for disaster mental health services. The details of how this coordination is accomplished should be documented within this annex. Schools should consider

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contacting their county Director of Mental Health and Community Services for information on services available for addressing mental health issues in an emergency.

### Actions

Primary responsibility for District emergency health care rests with District health services staff. In an emergency, however, prompt action must be taken. All District employees have a responsibility for providing initial assistance until arrival of the school nurse or other designated first aid provider. However, no District employee should attempt procedures, which go beyond his/her training/qualifications. As a minimum standard, at least one person with current certification in first aid, including CPR, should be available in each building at all times that pupils, staff, or large groups are in school or on school grounds. Persons teaching or supervising physical education, athletic or recreational activities should be competent in first aid techniques and on-site injury evaluation. The school administration is responsible for educating each and every employee about his/her role in an emergency.

- First person on scene responsible for providing the safety and comfort of the person and to prevent further disability.
- This person will summon school nurse or certified designee for further assessment and first aid.
- The student's parent or emergency contact person will be notified if the ill/injured person needs further observation/care.
- In the event the student needs to be transported to a health facility, the student will be placed under the care of qualified emergency medical service personnel or health professions.

The District Safety Team should consider the following when reviewing current or developing new policies and procedures. Procedures for the following should be included:

- Instructions on where emergency medical supplies (e.g. first aid kits, AEDs) are located and who is responsible for purchasing and maintaining these materials.
- The capability to translate and the Emergency Response Plan in Spanish for Spanish-language speakers.
- Assessment of staff skills for responding to a medical emergency, such as first aid, CPR, and the like
- Procedures on sharing and reporting information; the capacity to contact families for pick-up
- Addressing the immediate, short, and long-term counseling needs of students, staff and families.
- Location where counseling and psychological first aid will be provided.
- A plan to have counselors available to assist students if necessary.

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## **Section V: Appendices**

### **Appendix 1: Promulgation**

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

This plan has been developed with the input of the EFA and the Elba CSEA, as required by the amended New York State Labor Law.

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

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

### **Appendix 2: Pandemic Response**

#### Situation Overview

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

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC](#)

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## Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments

Safe. The fundamentals of reducing the spread of infection include:

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

### Planning Assumptions

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

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

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement

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- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
  - Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
  - Per S8617B/A10832, ‘essential employee’ is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
  - Per S8617B/A10832, ‘non-essential employee’ is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

### **Concept of Operations**

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

Upon the determination of implementing this plan, all employees and contractors of the Elba Central School District shall be notified by District email (Hard copies will be available in the District Office, and main offices of both buildings), with details provided as possible and necessary, with additional information and updates provided on a regular basis. The community, Board of Education, administrators, faculty, staff and students will be notified of pertinent operational changes by way of public presentations and trainings. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The District will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of Schools of the Elba Central School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

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Upon resolution of the public health emergency, the Superintendent of Schools of the Elba Central School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

### **Mission Essential Functions**

When confronting events that disrupt normal operations, the Elba Central School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Elba Central School District

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

Essential functions are prioritized according to:

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

### **Staff Exposures**

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

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close

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contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):

1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current CDC/public health guidance for the communicable disease in question.
    - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
    - b. The Superintendent of Schools or his/her designee is responsible for ensuring these protocols are followed
    - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
  2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
    - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical.
    - d. If at any time they exhibit symptoms, refer to item B below.
    - e. The Superintendent of Schools or his/her designee is responsible for ensuring these protocols are followed
- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
  4. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.

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5. The Superintendent of Schools or his/her designee is responsible for ensuring these protocols are followed
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
    - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the disease in question, the Superintendent of Schools or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
  4. The Superintendent of Schools or his/her designee is responsible for ensuring these protocols are followed

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

### **Appendix 3: Cleaning and Disinfecting**

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

#### Procedures

The Elba Central School District will:

- Create and retain logs stating:

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- Date
  - Time
  - Scope of cleaning and disinfection
  - Schedule (at least daily) cleaning and disinfecting of touched surfaces during the regular school day. Cleaning and disinfecting will include frequently touched surfaces (PE equipment, door handles, sink handles, drinking fountains) and shared objects (toys, games, art supplies) between uses.
  - Ensure safe and correct application of disinfectants ensuring adequate contact times.
  - Keep products away from children.
  - Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, or other methods.
  - Not open windows and doors if they pose a safety or health risk (e.g., allowing pollen in or exacerbating asthma symptoms) risk to children using the facility.
  - Take steps to ensure all water systems and features (for example, drinking fountains, decorative fountains) are safe to use.
  - Soft Surfaces - Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
  - Electronics
    - Follow manufacturer's instructions for cleaning and disinfecting. If there are no instructions, use alcohol-based wipes or sprays containing at least 70% isopropyl alcohol. Dry surfaces thoroughly.

Cleaning/Disinfecting Procedure: **Will be kept with the Coordinator of Facilities (Lisa Penna) and provided upon request.**

### **Employee and Contractor Leave**

Public health emergencies are extenuating and unanticipated circumstances in which the Elba Central School District is committed to reducing the burden on our employees and contractors. The Elba Central School District will comply with all federal and New York State laws to support its employees during a public health crisis. Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources. Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the Elba Central School District, and as such are not provided with paid leave time by the Elba Central School District, unless required by law.

### **Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Contact tracing is a

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public health function performed by local public health departments to trace all persons who had contact with a confirmed case. This allows public health officials to put in place isolation or other measures to limit the spread of the virus. The District will cooperate with state and local health department contact tracing. The District will assist the Department of Health in knowing who may have had contact at school with a confirmed case by:

- keeping accurate attendance records of students and staff members;
- ensuring student schedules are up to date;
- keeping a log of any visitors which includes date, time and where in the school they visited; and
- Assist the Department of Health in tracing all contacts of the individual at school in accordance with the protocol, training, and tools provided through the New York State Contact Tracing Program.

Confidentiality will be maintained as required by federal and state laws and regulations. School staff will not determine who is to be excluded from school based on contact without guidance and direction from the Department of Health.

### **Housing for Essential Employees**

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the Elba Central School District's essential operations. The Elba Central School District will coordinate with the Genesee County Emergency Management Services to help identify and arrange for these housings needs. The Superintendent of Schools is responsible for coordinating this.

## **Appendix 4 – Emergency Remote Instruction Plan**

### **Learning Materials and Content**

- Paper textbooks, and other content (books, magazines, etc.)
- Digital copies of textbooks
- Digital content and activities provided by the district, either free or subscription-based

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- Online learning courses or course content modules

### **Communication Tools**

- Telephone and/or video calling
- Email
- Video Conferencing (Zoom)
- Social Media
- Website

All news, information and resources are posted to the District's webpage ([www.elbacsd.org](http://www.elbacsd.org)). All news, information and resources are posted to the District's Facebook page. Families receive automatic calls from the Blackboard system reminding them to access the aforementioned resources for up-to-date news, information and resources. The District has informed families it will provide paper correspondence upon request. The District allows families to retrieve their students' materials at secure locations. The District delivers instructional materials to students who are unable to travel to the District. Families may request access to their students' established Google Classrooms to view classwork and assignments.

The District's English as a Second Language teacher coordinates translation of District communications for non-English speaking families.

#### Teacher/Student Interface:

- Teacher office hours, virtually (online) via video conferencing and/or chat, and/or phone
- Scheduled teacher/student(s) check-ins, virtual (online) and/or via phone
- Asynchronous communication, feedback, and support via e-mail

Student interactions/engagement are tracked using the following methods:

- Call logs with families and students.
- Email correspondence.
- Google Classroom assignment completion.
- Zoom participation
- Clever application log-in. This allows the District to track students' progress in: iReady (Math and ELA), iXL and similar.
- Castle Learning reports.

Classroom teachers, counselors, building principals and the CSE chairperson are responsible for identifying students who are not participating. Interventions are listed as follows:

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- Google Hangout/Meet to establish face-to-face contact.
  - Phone call to parent/guardian.
  - Email to student and parent/guardian.
  - Home visitation (Exercising social distancing protocols)

When contact is established by the aforementioned parties, a plan is developed to overcome any learning barriers. If students cannot access virtual instruction, hard-copy materials are delivered to households and collected when assignments are completed.

### **Instruction**

- Hard copy (paper) instructional materials provided to students
- Instructional materials provided via technology, such as posted on a teacher website or available through Google Classroom
- Individual or small group synchronous instruction facilitated using technologies such as telephone or Zoom
- Large-group or whole class synchronous instruction facilitated using technologies such as telephone or Zoom
- Recorded instruction disseminated through technology, including via podcast, dedicated website, or Google Classroom.

Families and students, who cannot access the aforementioned wireless internet solutions, have been directed to contact their teacher(s), respective building principals. If families and students are experiencing barriers to access virtual learning materials, hard-copy materials are provided by the District.

### **Technology Access**

The District has directed teachers and related service providers to contact the District's Technology Coordinator, Ron Cain ([rcain@elbacsd.org](mailto:rcain@elbacsd.org)) for technical support. The District has developed a wireless internet solution in its common areas (such as the courtyard, library, and parking lots). Teachers and related service providers may drive in to the lot, park, and access the wireless network using District devices while adhering to social distancing protocols. The District has communicated additional locations where teachers and related service providers may access wireless internet signals at no cost. Additionally, the District will provide hotspots as necessary.

### **Student Devices**

The District provides all students with a computing device.

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## Teacher Devices

The District provides all teachers with a computing device.

## Student Home Access

Not all students have high-speed internet access at home.

The District has directed families to contact the District's Technology Coordinator, Ron Cain ([rcain@elbacsd.org](mailto:rcain@elbacsd.org)) for technical support. The District has developed a wireless internet solution in its common areas (such as the courtyard, library, and parking lots). Teachers and related service providers may drive in to the lot, park, and access the wireless network using District devices while adhering to social distancing protocols. The District has communicated additional locations where teachers and related service providers may access wireless internet signals at no cost. Additionally, the District will provide hotspots as necessary.

## Teacher Home Access

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The Elba Central School District's plan addresses continuity of learning for IEP, ELL, Homeless and Alternative Placed students in the following ways:

- IEP - Students are receiving instructional and social emotional supports to the greatest extent possible as prescribed by their IEPs. Students in self-contained special education settings will receive direct instruction through Zoom from their special education teachers, and instructional support from the support staff members in their respective classrooms. Consultant teachers will actively engage

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in lessons with the general education classrooms to which they are assigned. Special education teachers have established Google Classrooms to provide additional instruction and resource rooms for their students. Related service providers will provide services to students on their caseloads, which will be accomplished through Zoom meetings as appropriate.

- ELL - Students will receive instruction from the District's ELL teachers. The instructor has established Google Classrooms for her students and employs the use of Zoom meetings as necessary
- Homeless - The District's Homeless Liaison (Alison Riner) monitors students currently identified as homeless. These students are doubled-up in District homes and will receive the same instruction as their peers.
- Out-of-District Placed Students - The District will maintain the continuity of education plans for its out-of-District placements.

The District has constructed social-emotional resources for families and posted this information on the webpage. The District is in direct contact with local law enforcement agencies to discern any issues related to families or domestic violence. The District is in direct contact with Genesee County agencies to follow-up on any family concerns or domestic violence reports.

#### Access to High-Speed Internet

The Elba Central School District will conduct annual surveys of its students and staff to determine access to high-speed internet in the event remote learning must be implemented.