Orleans/Niagara Boces

District-Wide School Safety Plan

2021 - 2022

Reviewed June 2021 (for the 2021-2022 School Year)
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INTRODUCTION

Every board of education of a school district, every board of cooperative educational services and county vocational education and extension board and the chancellor of the City School District of the City of New York shall adopt by July 1, 2001, and shall update by July 1st for the 2002-2003 through the 2015-2016 school years and by September 1st for the 2016 – 2017 school year and each subsequent September 1st thereafter, a comprehensive District-Wide School Safety Plan and Building Level Emergency Response Plans regarding crisis intervention and emergency response and management, provided that in the City School District of the City of New York, such plans shall be adopted by the chancellor of the city school district. Such plans shall be developed by a District-Wide School Safety Team and a Building Level Emergency Response Team, as such terms are defined in subdivision (b) of this section, and shall be in a form developed by the commissioner in consultation with the Division of Criminal Justice Services, the superintendent of the State Police and any other appropriate State agencies. Each District-Wide School Safety Plan and Building Level Emergency Response Plan shall be reviewed by the appropriate school safety team on at least an annual basis, and updated as needed.

GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

Purpose

The Orleans/Niagara BOCES School District-Wide Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Orleans/Niagara BOCES School District Board of Education, the Superintendent of Orleans/Niagara BOCES School District appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.
Identification of School Teams

The Orleans/Niagara BOCES School District has appointed a District-Wide School Safety Team consisting of, but not limited to:

- Superintendent
- School Principals
- Director of Facilities
- Board of Education Designee
- Teachers’ Union Representative
- Parent Organization
- Other School Personnel
- Students

Concept of Operations

- The District-Wide School Safety Plan is directly linked to the individual Building Level School Emergency Response Plan for each of the school buildings. Protocols reflected in the District-Wide School Safety Plan will guide the development and implementation of the individual Building Level School Emergency Response Plan.

- The District-Wide School Safety Plan includes the designation of the school Superintendent or school Superintendent’s designee, as the district’s Chief Emergency Officer, who is responsible for coordinating communication between staff and law enforcement and first responders and for ensuring staff understanding of the District-Level Safety Plan. The Chief Emergency Officer shall also be responsible for ensuring completion and yearly update of the Building Level School Emergency Response Plan.

- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by that school’s Building Principal or Designee.

- With authorization from the Building Principal or Designee and or the Superintendent of Schools, local emergency response personnel (fire/police/EMS) shall be notified. If deemed necessary by the Building Principal or Designee and or the Superintendent of Schools, activation of the building Emergency Response Team shall take place.

- Additional local/county/state resources could supplement the district efforts through existing protocols or emergency response actions, including post incident response, may be supplemented by county and state resources through existing protocols.
Plan Review and Public Comment

- Pursuant to Commissioner’s Regulation, Section 155.17 (e) (3), this plan was made available for public comment 30 days prior to its adoption. The District-Wide School Safety Plan was adopted by the School Board after one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. The plan was formally adopted by the Board of Education on June 18, 2001. The District-Wide School Safety Plan is reviewed and updated annually.

- Full copies of the District-Wide School Safety Plan shall be posted on the district’s web site or can be requested in writing. The Building Level School Emergency Response Plan is submitted to local law and fire/ems agencies and entered on the SEDDAS’ business portal of NYSED for New York State Police.

- This plan is reviewed periodically during the year and is maintained by the District-Wide Safety Team. The required annual review is completed on or before September 1 of each year. The District-Wide School Safety Plan is located in the Office of the Superintendent.

- While linked to the District-Wide School Safety Plan, the Building Level School Emergency Response Plan 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.
RISK REDUCTION / PREVENTION AND INTERVENTION

Prevention / Intervention Strategies

Program Initiatives: Prevention

The Orleans/Niagara BOCES continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies may include but are not limited to:


2. Strategies for Crisis Intervention and Prevention (SCIP) technique training.

3. An Alternative Placement Program for intervention of violent students who cannot function in a regular school environment is operated by BOCES.

4. Alternative Education programs are operated by BOCES and address the criteria under the section entitled Early Detection of Potentially Violent Behaviors.

5. Peer mediation and conflict resolution – counselors, principals, student coordinators, psychologists, and teachers work with students who are potentially violent.

6. Orleans/Niagara BOCES encourages students to report school violence and any symptoms of potentially violent behavior to counselors, principals, student coordinators, psychologists, and teachers or any other mentor without fear of retaliation by communicating this to all students at the beginning of the school year and periodically throughout the school year as appropriate. Orleans/Niagara BOCES is committed to the Dignity for All Students Act (DASA).

Program Initiatives: Intervention

Peer Mediation, Conflict Resolution, Group Sessions, Community Support Center, De-Escalation Training, Formal School Emergency Plans, School Resource Officer, Liaisons with law enforcement agencies and judicial system, Counseling Program, Communication Plan

Program Initiatives: Post-Intervention

Formal Debriefing Meetings, Liaisons with law enforcement agencies and judicial system, School Crisis Plan, Long-Range Intervention, Formal School Emergency Plans

Training and Exercises

The school understands the importance of training, drills, and exercises in being prepared to deal with an incident. To ensure that school personnel and community responders are aware of their responsibilities under the School ERP, the following training and exercise actions should occur.
Training

All school staff, students, and others deemed appropriate by the school should receive training during the school year to better prepare them for an incident.

- Roles and Responsibilities
- Incident Command System (ICS) Training – Training should be completed prior to assignment to an ICS role. Online training is available through the FEMA Independent Study Program at www.training.fema.gov. ICS classes are offered through the NYS Division of Homeland Security and Emergency Services (DHSES) at www.dhses.ny.gov or by contacting your local emergency management agency.

Drills and Exercises

Procedures for review and the conduct of drills and exercises to test components of the emergency response plan, including for the regular school year, regular school day:

- eight evacuation drills and four lock-down drills each year, eight of the required drills must be completed by December 31 each school year.
- four of the required drills must be through use of the fire escapes on buildings where fire escapes are provided or through the use of identified secondary means of egress.
- Conducting drills at different times of the school day.
- Pupils shall be instructed in the procedure to be followed in the event that a fire occurs during the lunch period or assembly;
- at least one early dismissal drill each school year that is no more than 15 minutes before the normal dismissal time, including
  - notifying parents and guardians at least one week prior to the drill; and
  - testing the usefulness of the communications and transportation system during emergencies.

Additional drill requirements for residential schools, summer school, after school programs, events or performances:

- four additional drills must be held in each school year during the hours after sunset and before sunrise in school buildings in which students are provided with sleeping accommodations.
- at least two additional drills must be held during summer school in buildings where summer school is conducted, one must be held during the first week of summer school.
- for after-school programs, events or performances conducted within a school building and include persons who do not regularly attend classes in the building, the principal or other person in charge of the building must require the teacher or person in charge of the after-school program, event or performance notify attendees of the procedures to be followed in an emergency.
Policies and procedures for annual school safety training for students and staff:

- the district must certify (via BEDS in October each year) to the commissioner that all staff received (by September 15 each school year) annual training on the emergency response plan, and that the school safety training include violence prevention and components on mental health;
- new employees hired after the start of the school year shall receive training within 30 days of hire or as part of a district’s existing new hire training program, whichever is sooner.

School Security

The Orleans/Niagara BOCES School District is committed to providing a safe working and learning environment at each of its schools. To help ensure the personal safety of staff and students the following has been adopted.

1. Screening of potential new employees which includes:
   - Providing a resume
   - Providing three references
   - Submit to a criminal history background check that includes fingerprinting (for all new employees hired after July 1, 2001)

Implementation of School Security

1. Every door will be accessible as an exit.
2. All buildings are simple point entrance via main office. Visitors are subject to driver license scan before entry.
3. All staff have been assigned Picture ID’s.
4. Camera’s have been installed at main entrance and other strategic locations to monitor various buildings.
Security Personnel – Hall Monitors

The Orleans/Niagara BOCES employs a Niagara County sheriff located at the Niagara West Campus. This officer will perform a variety of functions within the school and the adjoining Niagara Academy including teaching crime prevention and substance-abuse classes, monitoring troubled students, and building respect for law enforcement among students. The School Resource Officer will also do the following:

- Respond to classrooms and elsewhere for incidents involving disruptive, disorderly, harassing, dangerous, or violent conduct
- Assist administration and staff in resolving student disputes through mentoring and/or conflict resolution sessions
- Assist administration with questions
- Establish presence in the parking lots, bus circles, or near flag pole for bus arrivals and departures
- Have a visible presence on campus
- Assist school administrators in completing school safety plans
- Assist with safety drills

A district-wide monitoring policy routinely utilizes existing staff to maintain a presence in hallways during passing times and maintain a presence in school parking lots at the beginning and end of school days. The staff receives additional training for these duties.

School Resource Information

Each Building Level School Emergency Response Plan will include the following information:

1. School population
2. Number of staff
3. Transportation needs
4. Office and home telephone numbers of key officials of each educational agency

The Building Level School Safety Teams will insure that this information is updated routinely and is accurate.
Early Detection of Potentially Violent Behaviors

There are early warning signs in most cases of violence to self and others. Certain emotional and behavioral signs that, when viewed in context, can signal a troubled student. The more signs a student exhibits, the more likely he/she may need intervention. Such early warning signs may include but are not limited to the following:

- Social withdrawal
- Excessive feelings of isolation
- Excessive feelings of rejection
- Being the victim of violence
- Feeling of being picked on
- Low school interest and poor academic performance
- Expression of violence in writing and drawings
- Uncontrolled anger
- Patterns of impulsive, chronic hitting and bullying
- History of discipline problems
- History of violent and aggressive behavior
- Intolerance for differences and prejudicial attitudes
- Alcohol and drug usage
- Affiliation with gangs
- Inappropriate access / use of firearms
- Serious threats of violence

The above comes from the United States Department of Education’s “Early Warning, Timely Response” document. This information will be available for all staff relating to early identification of potentially violent behaviors.

1. Information may be made available to parents / guardians on how to identify potentially violent behavior.

2. If a teacher or administrator feels help for a student is warranted, it will be discussed with the appropriate school personnel to determine the next step.
Hazard Identification of Sites of Potential Emergencies

The Orleans/Niagara BOCES School District has established procedures in the Building Level School Emergency Response Plan for the identification of potential internal and/or external hazards that may be present in them. These procedures have been developed in coordination with local emergency management office personnel, fire department, and law enforcement agencies. They are as follows:

Areas at Risk – On Site:

- Orleans Career and Technical Center
- Orleans Learning Center
- Niagara Career and Technical Center
- Niagara Academy
- Niagara East – Technology, Conference Center, and Special Education
- Lockport Community Education Center

Areas of Potential Emergencies – On Site: for addresses and telephone numbers see the School Building Information in the Building Level School Emergency Response Plan.

Areas of Potential Emergencies – Off Site: emergencies will be handled by the County Emergency Management procedures.

For detailed Situational Responses – Threat and Hazard Specific Annexes refer to Criminal Offenses, Natural Hazards, Technological Hazards, Explosion and Fire, Systems Failure, Medical Emergencies, and School Building sections in the Building Level School Emergency Response Plan.

RESPONSE

Notification and Activation of Internal and External Communications

Upon being notified of an emergency, the Building Principal or Designee will contact law or emergency personnel in accordance with stated response protocol and request the closest response agency to ensure that the response to the incident is as rapid as possible.

In an event of an emergency, the Building Principal or Designee will notify all building occupants to take the appropriate protective action. Follow established procedures as listed in Building Level School Emergency Response Plan.

The following systems may be utilized as forms of communications:

- Telephone
- Intercom
- Fax / E-mail
- Local Media
- District Radio Systems
- Emergency Alert System
- NOAA Weather Radio
Notification of Educational Agencies

In the event of an emergency or disaster within the Orleans/Niagara BOCES School District, the Superintendent or Designee will:

1. Contact Orleans/Niagara BOCES District Superintendent:

Orleans/Niagara BOCES
4232 Shelby Basin Road
Medina, New York 14103
Phone: 716-731-6800, ext. 2202

2. Contact and act as the communications liaison for the public/non-public Educational Agencies associated with Orleans/Niagara BOCES School District.

The Building Level School Emergency Response Plan also details the appropriate responses for the following:

- Identification of the decision makers
- Determination of threat level
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify media
- Debriefing procedures
Functional Annexes

The information in this section was developed utilizing the Federal Emergency Management Administration’s Guide for Developing High Quality School Emergency Operations Plans.

The Functional Annexes within this section, should provide schools with a comprehensive set of guides for responding to and functioning during an emergency. Each School Building Level School Safety Team should assess and develop annexes to meet the unique needs of each school building.

Functional Annexes provide standard language and procedures, and are intended to be transferable to schools statewide and modifications are not recommended.

- Shelter-in-Place
- Hold-in-Place
- Evacuation (required per 8 NYCRR Section 155.17 (e)(2)(i)
- Lock-out
- Lock-down

These annexes contain elements required by 8 NYCRR Section 155.17. Completion of these annexes utilizing the recommended actions will help the school comply with State law.

- Crime Scene Management
- Communications
- Medical Emergency and Mental Health

The School Safety Improvement Team also recommends that schools complete the following annexes utilizing the recommended actions.

- Accounting for All Persons
- Reunification
- Continuity of Operations
- Recovery
- Security
Situational Responses - Threat and Hazard Specific Annexes

The district’s multi-hazard response plans for taking actions in the following emergencies are included in the Building Level School Emergency Response Plan. They are as follows:

**Criminal Offenses**
- Bomb Threat
- Written Threats
- Telephone / Verbal Threats
- Suspicious Packages
- Outside Facility
- Evacuation for Bomb Threat
- Shelter in Place for Bomb Threat
- Bomb Threat Response Form
- Civil Disturbance / Prison Break
- Hostage Taking / Kidnapping
- Intrusion
- Suspected Student with a Weapon on Campus
- Active Shooter
- Suicide Threat
- Missing Students from Classroom / Building

**Natural Hazards**
- Severe Thunderstorm / Tornado
- Winter Storm / Ice Storm
- Hurricane / Tropical Storm
- Flood
- Reservoir / Canal / Dam Failure
- Earthquake

**Technological Hazards**
- Mail Handling Protocol
- Anthrax / Biological Threat On-Site
- Biological Threat Off-Site
- Air Pollution
- Aircraft Crash
- Gas Leak
- Hazardous Material Incident – On Site
- Hazardous Material Incident – Off Site
- Radiological Incident
- Water Emergency

**Explosion and Fire**
- Explosion / Fire Emergency

**Systems Failure**
- Building Structure Failure
- Cyber Failure / Computer Loss
- Electrical System Failure
- Energy Supply Loss / Utility Restrictions
- Heating System Failure
- Sewage System Failure
- Transportation Fleet Loss
- Fire Alarm or Phone System Failure

**Medical Emergencies**
- School Bus Accident (Off-Site)
- Epidemic / Human Disease
Acts of Violence

The Orleans/Niagara BOCES School District recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The Building Level School Emergency Response Plan and Code of Conduct details the appropriate response to such emergencies utilizing the following procedure:

- The threat level will be determined
- If the situation warrants, the immediate area will be isolated and evacuated if deemed necessary
- Administration will be notified
- If necessary, lockdown procedures will be initiated and appropriate law enforcement officials will be notified
- The situation will be monitored and the appropriate response will be adjusted accordingly. If necessary, early dismissal, sheltering or evacuation procedures may be initiated.

Responses to Acts of Violence / Implied or Direct Threats

The school district has adopted policies and procedures dealing with acts of violence and responses to acts of violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the acts of violence. The normal procedures to respond to implied or direct threats of violence will be:

- 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 District Superintendent / Designee
- Contact appropriate law enforcement agency if necessary
- Monitor situation, adjust response as appropriate, include the possible use of the Emergency Response Team

Arrangements for Obtaining Emergency Assistance from Local Government

During emergencies, local government agencies, including emergency services, can be obtained by contacting the county Emergency Management Coordinator. The Incident Commander will authorize the request for assistance from these agencies.

Niagara County: 911 or 716-438-3171
Orleans County: 911 or 585-589-4414
Procedures for Obtaining Advice and Assistance from Local Government Officials

If the nature of the emergency necessitates advice and/or assistance from local governmental officials, the Incident Commander will notify the county Emergency Management Coordinator at:

Niagara County: 911 or 716-438-3171
Orleans County: 911 or 585-589-4414

and/or the highest ranking local governmental official for obtaining the advice and assistance. The district resources, which may be available during an emergency, include the following but not limited to:

- Red Cross
- Fire Department
- Police
- Private Industry
- Private Individuals
- Religious Organizations
- NYS Dept. of Envirn. Conservation
- NYS Dept. of Transportation
- NYS Dept. of Health
- Village / Town Officials
- State Emergency Mgmt Office (SEMO)
- Other

Specific resources are identified in the Building Level School Emergency Response Plan.

District Resources Available for Use in an Emergency

The district 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 School Emergency Response Plan as deemed appropriate by the Incident Commander. Specific resources are identified in the Building Level School Emergency Response Plan.

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

The district uses the Incident Command system model for emergency actions. For district-wide emergencies the incident commander will be the Superintendent or his/her designee. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. 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 the Building Level School Emergency Response Plan.
RECOVERY

District Support for Buildings

After a critical incident has occurred, the District is committed to a thorough and comprehensive recovery for students, staff, and families. To achieve this goal, the Post Incident Response Team should consider the following steps:

Step 1: Consult with administrators and others to:
- Determine advisability of team involvement
- Determine nature of team involvement
- If team is needed, acquire release from currently assigned responsibility
- Inform Superintendent of nature of incident

Step 2: Acquire facts and circumstances as to the nature of the trauma/loss

Step 3: Determine those groups and/or individuals most affected by the trauma/loss (target population)

Step 4: Assist building administrator in the following:
- Arrange for staff meeting
- Formulate staff meeting agenda
- Dissemination of information to staff, parents, students, media, etc. (e.g., letters, etc.)
- Determine logistical needs (e.g., work space, crisis center, counseling rooms, class schedules, etc.)

Step 5: Assignment of team members and other staff to individual tasks

Step 6: Provide Post Incident Response Team Services
- Conduct faculty meeting with all building staff
- Provide educational information to teachers to be used in class
- Conduct classroom meetings with team member and teacher in seriously affected classes
- Assess needs and arrange for follow-up meetings with individuals and small groups
- End of day staff meeting to update staff and administrator and plan for next day
- Crisis Team “debriefing” at the end of day
- Provide substitutes and aides as back-up staff for teachers
- Offer a separate room for parent contact, if necessary
- Crisis workers in offices to aid office staff to deal with parents’ telephone calls and questions
Remind staff about “Teachable Moments”
- Death and grief education
- Personal safety
- Sorting rumor from fact
- Anatomy of the injury (e.g., what type, extent, what it means)

Step 7: Assist in creating a committee that can coordinate and plan for memorial contributions, expressions of sympathy, scholarship funds, etc., should be composed of staff students, and parents

Step 8: Follow-up plans for ending Post Incident Response Team involvement
- Staff meeting
- Alert staff to individual staff questions and needs
- Respond to individual staff questions and needs
- Provide feedback to teachers regarding individual student needs referral of literature
- Refer students and others to appropriate building personnel or other helping resources in the community
- Arrange for meeting with Post Incident Response Team to determine effectiveness of the Post Incident Response Plan in addressing the needs in this particular incident

Medical and Mental Health Emergency Annex

Purpose

This annex describes the courses of action that the school will implement to address emergency medical (e.g. first aid) and mental health counseling issues. Schools 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 ERP 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 contacting their county Director of Mental Health and Community Services for information on services available for addressing mental health issues in an emergency.
CHAIN OF COMMAND

The Orleans/Niagara BOCES District Superintendent will be responsible for designation of response actions necessary to cope with an emergency.

Superintendent of Schools / Chief Emergency Officer

Dr. Clark Godshall
Office: 716-731-6800
Ext: 2201 or 2202

In the event the District Superintendent is not available, the response action designation responsibility shall be delegated as follows:

Director of CTE and Adult/Secondary Programs / Instructional Services and Curriculum

Dr. Michael Weyrauch
Office: 716-731-6800
Ext: 4447

Director of Facilities

Mr. Daniel Connolly
Office: 716-731-6800
Ext: 2221
BUILDING ADMINISTRATION

Orleans Career and Technical Center
Career and Technical Coordinator
Mr. Michael Mann
Office: 716-731-6800
Ext: 2230

Orleans Career and Technical Center
Career and Technical Coordinator/RSS
Mrs. Nicole Goyette
Office: 716-731-6800
Ext: 2234

Niagara Career and Technical Center
Career and Technical Coordinator
Mr. Scott Bindemann
Office: 716-731-6800
Ext: 4442

Niagara Career and Technical Center
Career and Technical Coordinator
Mr. Robert Robinson
Office: 716-731-6800
Ext: 4440

Niagara Career and Technical Center
Career and Technical / Adult Ed Coordinator
Mrs. Kathleen Bongiovanni
Office: 716-731-6800
Ext: 4423

Niagara Academy
Special Education Coordinator
Mrs. Amanda Bennett
Office: 716-731-6800
Ext: 4480

Niagara Academy
Special Education Coordinator
Mrs. Michelle Kulbago
Office: 716-731-6800
Ext: 4483

Niagara East – Placement Center
Director of Special Programs
Mr. Ronald Barstys
Office: 716-731-6800
Ext: 3715

Niagara East - Placement Center
Special Education Coordinator
Mrs. Lorrina Kostuk-Madonia
Office: 716-731-6800
Ext: 3713

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BUILDING ADMINISTRATION

Newfane Learning Center
Coordinator
Mrs. Krista Macomber  Office:  716-778-6455

North Tonawanda Learning Center
Coordinator
Ms. Ann Logel  Office:  716-807-3570

Royalton-Hartland Learning Center
Coordinator
Mrs. Paulette Hamilton-Koehler  Office:  716-731-6800
Ext. 4269 or 4272

Orleans Career and Technical Center
Director of Business Services / Technology Center and Staff
Mrs. Melanie Conley  Office:  716-731-6800
Ext:  2210

Orleans Career and Technical Center
Director of Labor Relations / School Attorney
Mr. Wayne Van Vleet  Office:  716-731-6800
Ext:  2206

Lockport Community Education Center
Mr. Charles Diemert  Office:  716-731-6800
Ext:  3101

Niagara Falls Learning Center
Coordinator
Ms. Brenda Good  Office:  716-286-4139

LaSalle Preparatory Learning Center
Coordinator
Ms. Brenda Good  Office:  716-286-4141
Direction, Control, and Coordination

School Incident Command System

To provide for effective direction, control and coordination of an incident, the School ERP will be activated through the implementation of the Incident Command System (ICS).

Staff are assigned to serve within the ICS structure based on their expertise, training and the needs of the incident. Roles should be pre-assigned based on training and qualifications. The School ICS is organized as follows:

- **Incident Commander**
  - Directs incident management activities
  - *Alternate IC*

- **Public Information Officer (PIO)**
  - Acts as liaison between school and public (including media)

- **Safety Officer**
  - Responsible for overall safety of all persons involved

- **Liaison Officer**
  - Responsible for coordinating with outside/emergency agencies

- **Planning**
  - Responsible for collection, evaluation, dissemination, and use of information

- **Operations**
  - Carries out response activities, universal procedures, etc.

- **Logistics**
  - Responsible for organizing resources and personnel

- **Finance & Administration**
  - Responsible for incident accounting, costs and reimbursement
Supplemental Information as found in the Building Level School
Emergency Response Plan

Implied or Direct Threats of Violence

The school district has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence.

Acts of Violence

The district recognizes that appropriate response to acts of violence by students, teachers, other school personnel and visitors varies greatly depending upon the actual threat or act as well as the magnitude of such emergency.

Media Notification Plan

The media plan addresses who is designated to meet/talk with the media. All district/media communication during an emergency must flow through the designated individual to prevent miscommunication or inaccurate information from being released. The plan provides the necessary guidance for district representatives to effectively deal with the media during an emergency.

Parent / Guardian Notification Plan

Addresses the need for a separate plan to notify parent/guardian in the event of an emergency. The plan provides the necessary guidance for district representatives to effectively deal with parent/guardian during an emergency.

Post Incident Response / Recovery

Provides guidance to district representatives for initiating a post incident response to an emergency or tragic event. Specific guidance is given to establishing crisis intervention teams and Critical Incident Stress De-briefing teams and how to utilize them.

Crime Scene Management

- The Building Principal or Designee is responsible for crime scene security until relieved by law enforcement officials.

- No items shall be moved, cleaned, or altered without prior approval from the appropriate law enforcement agency.

- Nothing in this section should be interpreted to preclude the rescue and aid of injured persons.
Student / Staff / Guest with Special Needs

- This appendix is a school specific procedure for students with special needs during an emergency situation.

School Safety and Educational Climate (SSEC) - Formally Violent or Disruptive Incident Reporting (VADIR)

- All violent and disruptive incidents must be logged throughout the school year. A summary of all violent and disruptive incidents are to be submitted annually to NYSED.
APPENDIXES

Memorandum of Understanding Regarding the School Resource Officer

Public Health Emergency Continuation of Operations Plan
CONTRACT FOR SERVICES

This is an agreement between the Orleans/Niagara Board of Cooperative Educational Services (hereinafter referred to as "the BOCES"), with its principal offices located at 4232 Shelby Basin Road, Medina, New York, 14103, and the County of Niagara, Niagara County Sheriff’s Office (hereinafter sometimes referred to as "the Contractor"), with principal offices located at 5526 Niagara Street Extension, Lockport, New York, 14095-0496. Pursuant to this agreement, the BOCES agrees to purchase and the Contractor agrees to perform school resource officer services.

Term, Services and Fees

The term of this contract shall be September 1, 2021 through August 31, 2022.

The BOCES shall pay the Contractor the sum of one hundred four thousand two hundred fifty-three dollars ($104,253.00) for the term of the agreement, in consideration for the school resource officer services rendered for such term.

Duties and responsibilities of the school resource officer(s) shall be consistent with the terms and provisions of Exhibit A.

Status as Independent Contractor/Certification of Competency

The BOCES and the Contractor agree that the Contractor is an independent contractor and that neither the Contractor nor its agents, employees or representatives shall in any way be deemed employees of the BOCES. The Contractor, in accordance with its status as an independent contractor, covenants and agrees that neither the Contractor nor any of its agents, employees or representatives shall hold themselves out as, or claim to be, officers or employees of the BOCES, and none of them shall make any claims, demands, or applications to or for any rights or privileges applicable to an officer or employee of the BOCES including, but not limited to, Workers' Compensation coverage, retirement membership or retirement credits.

The Contractor warrants and represents that all personnel engaged in providing services hereunder shall be completely trained, fully qualified, appropriately licensed (as applicable) and competent to provide such services. The Contractor shall provide the BOCES with such information regarding the training, qualifications and licensure of its personnel as may be requested by the BOCES.

All services rendered by the Contractor under this agreement shall be performed consistent with the professional standards and skills established and expected for such services. All services provided by the Contractor pursuant to this Agreement shall be rendered in compliance with all applicable federal, state and local laws, rules and regulations.

The Contractor shall be responsible for hiring, determining the terms and conditions of employment for, determining the compensation to be provided to, compensating and exercising supervision and control over its employees, assistants, agents and representatives. The BOCES shall not be responsible for any of the foregoing tasks or duties.
The Contractor shall assume responsibility for compliance with all applicable federal, state and local laws, rules, and regulations. Such responsibility shall include, but shall not be limited to, responsibility for the payment of all required or applicable pension and welfare benefits or contributions, insurance premiums or costs (including but not limited to those required for workers’ compensation insurance, unemployment insurance, liability insurance and disability benefits insurance) and Social Security and other taxes, pertaining to the Contractor’s employees.

Insurance

The Contractor is a self-insured entity and will provide the BOCES with proof of its self-insurance program upon request. The Contractor’s self-insured coverage will apply primary to the BOCES consistent with defense and indemnification terms and provisions that are contained in this agreement.

Defense and Indemnification

The BOCES covenants and agrees to indemnify and save harmless the Contractor, its Board, Officers, Employees, and Agents from and against any and all claims, actions, damages, liability, loss, and expense, including reasonable attorneys’ fees, arising from or out of any occurrence that is caused wholly, or in part, by any act or omission of the BOCES, its Officers, Employees, and/or Agents, in the performance of this Agreement. The obligations contained in this paragraph shall survive the expiration of this agreement.

The Contractor covenants and agrees to indemnify and save harmless the BOCES, its Board, Officers, Employees, and Agents from and against any and all claims, actions, damages, liability, loss, and expense, including reasonable attorneys’ fees, arising from or out of any occurrence that is caused wholly, or in part, by any act or omission of the Contractor, its Board, Officers, Employees, and/or Agents, in the performance of this Agreement. The obligations contained in this paragraph shall survive the expiration of this agreement.

Data Sharing and Confidentiality

The Contractor shall comply with the data sharing and confidentiality terms and provisions that are contained in Exhibit B of this Agreement.

Force Majeure

In the event that the BOCES’ facilities or operations or any substantial portion thereof are interrupted by pandemic, war, fire, explosion, insurrection, labor troubles, riots, government requirement or order (including but not limited to an order that school be closed), civil or military authority, flood, the elements, earthquakes, acts of God, act or omission of transportation companies, or any other similar cause beyond the BOCES’ control (hereinafter sometimes referred to as “a force majeure event”), then the BOCES shall have the right to suspend or cancel this Agreement. If such a cancellation or suspension of this Agreement occurs due to a force majeure event, then the fees owed by the BOCES to the Contractor as provided for in this Agreement shall be prorated as of the date of such cancellation or suspension of this Agreement.
It is mutually agreed and understood that the BOCES shall not owe fees to the Contractor for time periods when the Contractor is not rendering services to the BOCES pursuant to this Agreement.

Severability

If any of the terms or provisions contained in this agreement are declared illegal, unenforceable or ineffective in a legal forum of competent jurisdiction, then such terms or provisions shall be deemed severable, such that all other terms or provisions contained in this agreement shall remain valid and binding upon both parties.

Complete Agreement

This agreement constitutes the entire agreement between the parties with respect to the subject matter addressed herein, and may not be altered, amended, modified, superseded, canceled or terminated in any way except by a writing duly executed by the parties or the attorneys for the parties.

Construction

This contract shall be construed in accordance with the laws of the State of New York.

IN WITNESS THEREOF, the parties hereunto have set their hands and seals.

__________________________ Date __________________________ Date

Orleans/Niagara BOCES

Niagara County Sheriff

Dated: June 1, 2021
EXHIBIT A

1. GOALS AND OBJECTIVES OF THE PARTNERSHIP

Mission Statement: The mission of the Niagara County Sheriff's Office and Orleans/Niagara BOCES collaborative partnership is to establish and sustain a School Resource Officer Program at the Niagara Career and Technical Education Center/Niagara Academy two-building campus on 3181 Saunders Settlement Road in Sanborn, New York.

Goals and Objectives: The goals and objectives of the School Resource Officer (SRO) Program are to: (1) delineate and address conditions, on a daily basis, that contribute to student truancy, insubordination and violence, and substance abuse; (2) provide various resources for students, parents, faculty, and staff related to law, safety, and security issues; (3) enhance communication among school faculty, staff, students, parents, and other law enforcement related agencies; (4) provide a daily constructive and visible on-campus community policing presence; (5) work with the BOCES administration as a law enforcement officer to assist in addressing on-campus or school related activities; (6) investigate and enforce on a case by case basis, suspected violations of law and/or BOCES policy; (7) increase the safety of students and school staff/facility on campus; (8) improve understanding of and communication among students, the SRO, and school faculty/staff; and (9) provide positive role models for students. Those goals and objectives will be achieved by deploying one sworn Niagara County Sheriff’s Office Deputy Sheriff to the Orleans/Niagara BOCES Niagara Career and Technical Education Center/Niagara Academy campus. The SRO will work directly with school administrators, faculty, staff, students, parents, and others to achieve those goals and objectives.

2. DELINEATION OF ROLES AND RESPONSIBILITIES

Receipt and Disbursement of Funds: The Niagara County Sheriff’s Office will employ the deputy, while the Orleans/Niagara BOCES will be responsible for all wage and benefit cost work as invoiced prior to June 30th annually by Niagara County.

General Duties of SRO: The SRO, in collaboration with the Orleans/Niagara BOCES administration, staff and faculty, will:

- Have a visible presence on campus.
- Establish presence in the parking lots, bus circles, or near flag pole for bus arrivals and departures.
- Assist administration with questions.
- Assist administration and staff in resolving student disputes through mentoring and/or conflict resolution sessions.
- Assist BOCES administrators in developing and implementing plans and strategies to prevent and/or minimize dangerous situations.
- Respond to classrooms and elsewhere for incidents involving disruptive, disorderly, harassing, dangerous, or violent conduct.
- Make arrests or take other law enforcement action as warranted. The SRO shall notify the BOCES Principal, in writing, of such actions.
- Call for additional law enforcement to come to campus when circumstances so warrant.
- Assist with students leaving the school building without permission.
• Perform hallway walkthroughs.
• Perform checks of parking lots.
• Monitor cameras.
• Maintain emergency radios.
• Participate in safety committee meetings.
• Assist with safety drills.
• Plan and coordinate visits from (including sweep-throughs of each building on the campus by) the Canine Division twice per school year.
• Assist school administrators in completing school safety plans.
• Facilitate the development of more formalized working relationships with other law enforcement, criminal justice, and social services related agencies.
• Provide identification cards to students as requested by the BOCES.
• Assist with driving passes as requested by the BOCES.
• Work in conjunction with BOCES administrators and teachers to assist in the delivery of instruction in subject areas including but not limited to: Police and their role in society; juvenile and adult criminal justice systems; career opportunities in law enforcement; drug education; gang resistance education and training; teens, crime, and community; and conflict resolution.
• Prepare and deliver presentations on a guest lecturer basis.
• Participate and take an active role in security and law programs.
• Perform other functions and/or responsibilities, as requested by the BOCES, in furtherance of the goals and objectives listed above.

The SRO shall not act or serve as the school disciplinarian. School discipline shall be handled by the BOCES administration.

Provision of Space and Equipment: The Orleans/Niagara BOCES will be responsible to provide the Niagara County Sheriff’s Office sworn law enforcement SRO with necessary office space, supportive equipment, and supplies needed to successfully implement the program. The office space, supportive equipment, and supplies will be located at the Career and Technical Education Center/Niagara Academy campus at 3181 Saunders Settlement Road in Sanborn, New York. The Niagara County Sheriff’s Office will ensure that a marked police vehicle is located at the site at, as available, to reflect law enforcement presence and for use by the SRO in support of the relevant career and technical education programs (i.e. instruction in security and law enforcement).

SRO Time On Task: The Niagara County Sheriff’s Office agrees to allow the designated SRO to spend 100% of their contracted work time in and around the Orleans/Niagara BOCES Career and Technical Education Center two-building campus. The SRO will be authorized to leave the campus area to handle law enforcement emergencies, attend required training, or perform duties that arise as part of the SRO responsibility. The SRO will work a full twelve (12) Month schedule at the campus, as the campus is open year-round, and serves children and adults. Notwithstanding any and all other terms or provisions of this agreement, services shall be rendered for not less than 170 school days during the regular (September through June) school year and not less than 25 school days during summer school programming (in July and August). During the regular (September through June) school year, services shall be rendered for a minimum of seven and one-half hours per day (concurrent with the teacher work day). During summer school (July and August), services shall be rendered for a minimum of seven hours per day (concurrent with the teacher work day).
day). Upon reasonable advance notice by the Orleans/Niagara BOCES to the Niagara County Sheriff's Office, the daily schedule of hours may be modified to enable the SRO to be in attendance and perform services at after school (afternoon, evening, or night) activities.

If the Contractor's services are rendered for less time than that which is specified in the preceding paragraph, then the fees owed by the BOCES to the Contractor under this Agreement shall be reduced accordingly on a prorated basis.
EXHIBIT B

DATA SHARING AND CONFIDENTIALITY AGREEMENT

Including

The Orleans/Niagara Board of Cooperative Educational Services (BOCES) Bill
of Rights for Data Security and Privacy and Supplemental Information about a
Master Agreement Between the Orleans/Niagara Board of Cooperative
Educational Services and The Niagara County Sheriff’s Office

1. Purpose

   (a) The Orleans/Niagara Board of Cooperative Educational Services
   (hereinafter sometimes referred to as “BOCES” or “the BOCES”) and The
   Niagara County Sheriff’s Office (hereinafter sometimes referred to as
   “Contractor” or “the Contractor”) are parties to a contract or other written
   agreement pursuant to which Contractor will receive student data and/or teacher
   or principal data that is protected under New York Education Law Section 2-d
   and Part 121 of the Regulations of the Commissioner of Education (collectively
   referred to as “Section 2-d”) from the BOCES for purposes of providing certain
   products or services to the BOCES (the “Master Agreement”).

   (b) This Exhibit supplements the Master Agreement to which it is
   attached, to ensure that the Master Agreement conforms to the requirements of
   Section 2-d. This Exhibit consists of a Data Sharing and Confidentiality
   Agreement, a copy of the BOCES’ Bill of Rights for Data Security and Privacy
   signed by Contractor, and the Supplemental Information about the Master
   Agreement between the BOCES and the Contractor that the BOCES is required
   by Section 2-d to post on its website.

   (c) In consideration of the mutual promises set forth in the Master
   Agreement, Contractor agrees that it will comply with all terms set forth in the
   Master Agreement and this Exhibit. To the extent that any terms contained in the
   Master Agreement, or any terms contained in any other Exhibit(s) attached to
   and made a part of the Master Agreement, conflict with the terms of this Exhibit,
   the terms of this Exhibit will apply and be given effect. In addition, in the event
   that Contractor has online or written Privacy Policies or Terms of Service
   (collectively, “TOS”) that would otherwise be applicable to its customers or users
   of the products or services that are the subject of the Master Agreement between
   the BOCES and Contractor, to the extent that any terms of the TOS, that are or
   may be in effect at any time during the term of the Master Agreement, conflict
   with the terms of this Exhibit, the terms of this Exhibit will apply and be given
   effect.
2. **Definitions**

As used in this Exhibit:

(a) "Student Data" means personally identifiable information, as defined in Section 2-d, from student records that Contractor may receive from the BOCES pursuant to the Master Agreement.

(b) "Teacher or Principal Data" means personally identifiable information, as defined in Section 2-d, relating to the annual professional performance reviews of classroom teachers or principals that Contractor may receive from the BOCES pursuant to the Master Agreement.

(c) "Protected Data" means Student Data and/or Teacher or Principal Data, to the extent applicable to the product or service actually being provided to the BOCES by Contractor pursuant to the Master Agreement.

(d) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1).

3. **Confidentiality of Protected Data**

(a) Contractor acknowledges that the Protected Data it receives pursuant to the Master Agreement originates from the BOCES and that this Protected Data belongs to and is owned by the BOCES.

(b) Contractor will maintain the confidentiality of the Protected Data it receives in accordance with federal and state law (including but not limited to Section 2-d) and the BOCES’ policy on data security and privacy. The BOCES will provide Contractor with a copy of its policy on data security and privacy upon request.

4. **Data Security and Privacy Plan**

As more fully described herein, throughout the term of the Master Agreement, Contractor will have a Data Security and Privacy Plan in place to protect the confidentiality, privacy and security of the Protected Data it receives from the BOCES.

Contractor’s Plan for protecting the BOCES’ Protected Data includes, but is not limited to, its agreement to comply with the terms of the BOCES’ Bill of Rights for Data Security and Privacy, a copy of which is set forth below and has been signed by the Contractor.

Additional components of Contractor’s Data Security and Privacy Plan for protection of the BOCES’ Protected Data throughout the term of the Master Agreement are as follows:
(a) Contractor will implement all state, federal, and local data security and privacy requirements including those contained within the Master Agreement and this Data Sharing and Confidentiality Agreement, consistent with the BOCES' data security and privacy policy.

(b) Contractor will have specific administrative, operational and technical safeguards and practices in place to protect Protected Data that it receives from the BOCES under the Master Agreement.

(c) Contractor will comply with all obligations contained within the section set forth in this Exhibit below entitled “Supplemental Information about a Master Agreement between the BOCES and the Contractor”. Contractor's obligations described within this section include, but are not limited to:

   (i) its obligation to require subcontractors or other authorized persons or entities to whom it may disclose Protected Data (if any) to execute written agreements acknowledging that the data protection obligations imposed on Contractor by state and federal law and the Master Agreement shall apply to the subcontractor; and

   (ii) its obligation to follow certain procedures for the return, transition, deletion and/or destruction of Protected Data upon termination, expiration or assignment (to the extent authorized) of the Master Agreement.

(d) Contractor has provided or will provide training on the federal and state laws governing confidentiality of Protected Data for any of its officers or employees (or officers or employees of any of its subcontractors or assignees) who will have access to Protected Data, prior to their receiving access.

(e) Contractor will manage data security and privacy incidents that implicate Protected Data and will develop and implement plans to identify breaches and unauthorized disclosures. Contractor will provide prompt notification to the BOCES of any breaches or unauthorized disclosures of Protected Data in accordance with the provisions of Section 5 of this Data Sharing and Confidentiality Agreement.

5. **Notification of Breach and Unauthorized Release**

(a) Contractor will promptly notify the BOCES of any breach or unauthorized release of Protected Data it has received from the BOCES in the most expedient way possible and without unreasonable delay, but no more than seven (7) calendar days after Contractor has discovered or been informed of the breach or unauthorized release.

(b) Contractor will provide such notification to the BOCES by contacting the BOCES' Data Privacy Officer, Wayne M. Van Vleet (hereinafter sometimes referred to as "the Data Privacy Officer"), directly by email at wvanvleet@onboces.org or by calling (716) 731-6800, extension 2206.
(c) Contractor will cooperate with the BOCES and provide as much information as possible directly to the Data Privacy Officer or his/her designee about the incident, including but not limited to: a description of the incident, the date of the incident, the date Contractor discovered or was informed of the incident, a description of the types of Protected Data involved, an estimate of the number of records affected, the schools within the BOCES affected, what the Contractor has done or plans to do to investigate the incident, stop the breach and mitigate any further unauthorized access or release of Protected Data, and contact information for Contractor representatives who can assist affected individuals that may have additional questions.

(d) Contractor acknowledges that upon initial notification from Contractor, the BOCES, as the educational agency with which Contractor contracts, has an obligation under Section 2-d to in turn notify the Chief Privacy Officer in the New York State Education Department ("CPO"). Contractor agrees not to provide this notification to the CPO directly unless requested by the BOCES or otherwise required by law. In the event the CPO contacts Contractor directly or requests more information from Contractor regarding the incident after having been initially informed of the incident by the BOCES, Contractor will promptly inform the Data Privacy Officer or his/her designee.

6. **Additional Statutory and Regulatory Obligations**

Contractor acknowledges that it has the following additional obligations under Section 2-d with respect to any Protected Data received from the BOCES, and that any failure to fulfill one or more of these statutory or regulatory obligations will be deemed a breach of the Master Agreement and the terms of this Data Sharing and Confidentiality Agreement:

(a) To limit internal access to Protected Data to only those employees or subcontractors that are determined to have legitimate educational interests within the meaning of Section 2-d and the Family Educational Rights and Privacy Act (FERPA); i.e., they need access in order to assist Contractor in fulfilling one or more of its obligations to the BOCES under the Master Agreement.

(b) To not use Protected Data for any purposes other than those explicitly authorized in this Data Sharing and Confidentiality Agreement and the Master Agreement to which this Exhibit is attached.

(c) To not disclose any Protected Data to any other party, except for authorized representatives of Contractor using the information to carry out Contractor's obligations to the BOCES and in compliance with state and federal law, regulations and the terms of the Master Agreement, unless:

   (i) the parent or eligible student has provided prior written consent; or

   (ii) the disclosure is required by statute or court order and notice of the disclosure is provided to the BOCES no later than the
time of disclosure, unless such notice is expressly prohibited by the statute or court order.

(d) To maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of Protected Data in its custody.

(e) To use encryption technology to protect Protected Data in its custody while in motion or at rest, using a technology or methodology specified by the Secretary of the U.S. Department of Health and Human Services in guidance issued under Section 13402(H)(2) of Public Law 111-5.

(f) To adopt technologies, safeguards and practices that align with the NIST Cybersecurity Framework.

(g) To comply with the BOCES' policy on data security and privacy, Section 2-d and Part 121.

(h) To not sell Protected Data nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.

(i) To notify the BOCES, in accordance with the provisions of Section 5 of this Data Sharing and Confidentiality Agreement, of any breach of security resulting in an unauthorized release of Protected Data by Contractor or its assignees or subcontractors in violation of applicable state or federal law, the BOCES' Bill of Rights for Data Security and Privacy, the BOCES' policies on data security and privacy, or other binding obligations relating to data privacy and security contained in the Master Agreement and this Exhibit.

(j) To cooperate with the BOCES and law enforcement to protect the integrity of investigations into the breach or unauthorized release of Protected Data.

(k) To pay for or promptly reimburse the BOCES for the full cost of notification, in the event the BOCES is required under Section 2-d to notify affected parents, students, teachers or principals of a breach or unauthorized release of Protected Data attributed to Contractor or its subcontractors or assignees.
EXHIBIT B (CONTINUED)

Bill of Rights for Data Security and Privacy
Orleans Niagara BOCES

PARENTS’ BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

The Orleans/Niagara BOCES is committed to protecting the privacy and security of student, teacher, and principal data. In accordance with New York Education Law § 2-d, the Orleans/Niagara BOCES wishes to inform the school community of the following:

1) A student’s personally identifiable information cannot be sold or released for any commercial purposes.

2) Parents have the right to inspect and review the complete contents of their child’s education record.

3) State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to, encryption, firewalls, and password protection, must be in place when data is stored or transferred.

4) A complete list of all student data elements collected by the State is available for public review at: http://www.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, New York 12234.

5) Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be directed to the Chief Privacy Officer via email at: CPO@mail.nysed.gov.

BY THE CONTRACTOR:

________________________________________
Name (Print)

________________________________________
Signature

________________________________________
Title

________________________________________
Date
EXHIBIT B (CONTINUED)

Supplemental Information about a Master Agreement Between
The BOCES and The Contractor

The BOCES has entered into a Master Agreement with the Contractor, which
governs the availability to the BOCES of the following products or services:

School Resource Officer (SRO) services

Pursuant to the Master Agreement (which includes a Data Sharing and
Confidentiality Agreement), the BOCES may provide to Contractor, and
Contractor will receive, personally identifiable information about students and/or
teachers and principals that is protected by Section 2-d of the New York
Education Law ("Protected Data").

Exclusive Purposes for which Protected Data will be Used: The exclusive
purpose for which Contractor is receiving Protected Data from the BOCES is to
provide the BOCES with the functionality of the products or services listed
above. Contractor will not use the Protected Data for any other purposes not
explicitly authorized above or within the Master Agreement.

Oversight of Subcontractors: In the event that Contractor engages
subcontractors or other authorized persons or entities to perform one or more of
its obligations under the Master Agreement (including subcontracting hosting of
the Protected Data to a hosting service provider), it will require those
subcontractors or other authorized persons or entities to whom it will disclose
the Protected Data to execute legally binding agreements acknowledging their
obligation under Section 2-d of the New York Education Law to comply with all
applicable data protection, privacy and security requirements required of
Contractor under the Master Agreement and applicable state and federal law
and regulations.

Duration of Agreement and Protected Data Upon Termination or
Expiration:

• Upon expiration of the Master Agreement without renewal, or upon
termination of the Master Agreement prior to its expiration, Contractor will
securely delete or otherwise destroy any and all Protected Data
remaining in the possession of Contractor or any of its subcontractors or
other authorized persons or entities to whom it has disclosed Protected
Data. If requested by the BOCES, Contractor will assist the BOCES in
exporting all Protected Data previously received back to the BOCES for its own use, prior to deletion, in such formats as may be requested by the BOCES.

- In the event the Master Agreement is assigned to a successor Contractor (to the extent authorized by the Master Agreement), the Contractor will cooperate with the BOCES as necessary to transition Protected Data to the successor Contractor prior to deletion.

- Neither Contractor nor any of its subcontractors or other authorized persons or entities to whom it has disclosed Protected Data will retain any Protected Data, copies, summaries or extracts of the Protected Data, or any de-identified Protected Data, on any storage medium whatsoever. Upon request, Contractor and/or its subcontractors or other authorized persons or entities to whom it has disclosed Protected Data, as applicable, will provide the BOCES with a certification from an appropriate officer that these requirements have been satisfied in full.

**Challenging Accuracy of Protected Data:** Parents or eligible students can challenge the accuracy of any Protected Data provided by the BOCES to Contractor, by contacting the BOCES regarding procedures for requesting amendment of education records under the Family Educational Rights and Privacy Act (FERPA). Teachers or principals may request to challenge the accuracy of APPR data provided to Contractor by following the appeal process in the BOCES’ applicable APPR Plan.

**Data Storage and Security Protections:** Any Protected Data that Contractor receives will be stored on systems maintained by Contractor, or by a subcontractor under the direct control of Contractor, in a secure data center facility located within the United States. The measures that Contractor (and, if applicable, its subcontractors) will take to protect Protected Data include adoption of technologies, safeguards and practices that align with the NIST Cybersecurity Framework, and safeguards associated with industry standards and best practices including, but not limited to, disk encryption, file encryption, firewalls, and password protection.

**Encryption of Protected Data:** Contractor (and, if applicable, its subcontractors) will protect Protected Data in its custody from unauthorized disclosure while in motion or at rest, using a technology or methodology that complies with Section 2-d of the New York Education Law.
Orleans/Niagara BOCES

Public Health Emergency Continuation of Operations Plan

Reviewed June 2021
Date of Approved Plan: March 10, 2021
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Promulgation

This plan has been developed by the Orleans/Niagara Board of Cooperative Educational Services (hereinafter sometimes referred to as “BOCES” or “the BOCES”), in accordance Section 27-c of the New York Labor Law and Section 2801-a(2)(m) of the New York Education Law.

This plan has been reviewed by the following employee organizations: The Orleans/Niagara BOCES Administrators and Supervisors Association (ONBASA); the BOCES Teachers’ Association (BOCESTA); the Staff Specialist Association; the Educational Secretaries Unit, Civil Service Employees Association, Inc.; the Technical, Maintenance and Custodial Services Unit, Local #837, Civil Service Employees Association, Inc.; and the Teacher Aide Unit of CSEA, Inc., Local 1000, AFSCME, AFL-CIO unions. Recommendations from the aforesaid employee organizations have been considered.

Signed on this day: ______________________________

Signature: ______________________________________

By:    Dr. Clark J. Godshall
Title: District Superintendent/Chief Executive Officer
Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed by the Orleans/Niagara Board of Cooperative Educational Services (hereinafter sometimes referred to as “BOCES” or “the BOCES”), in accordance Section 27-c of the New York Labor Law and Section 2801-a(2)(m) of the New York Education Law.

Scope

This plan was developed exclusively for and is applicable to the Orleans/Niagara BOCES. This plan is pertinent to a declared public health emergency in the State of New York, which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan. This plan shall be a fluid document subject to updates and changes as it evolves.

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 during 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, students and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use Centers for Disease Control guidance for keeping workplaces safe. The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including but not limited to:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations as needed.
- 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, students, and contractors and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Pursuant to Section 27-c of the New York Labor Law, “essential employee” is defined as a public employee or contractor who is required to be physically present at a work site to perform his or her job
- Pursuant to Section 27-c of the New York Labor Law, “non-essential employee” is defined as a public employee or contractor who is not required to be physically present at a work site to perform his or her job

Concept of Operations

The District Superintendent of Orleans/Niagara BOCES, his or her designee, or his 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 District Superintendent. The District Superintendent is authorized to administer this plan and to promulgate any regulations, rules, procedures, and forms to facilitate the administration of his plan.

Upon the determination to implement this plan, all employees and contractors of Orleans/Niagara BOCES shall be notified by electronic or written means with details provided as practicable and necessary, with additional information and updates provided on a regular basis to the extent practicable. BOCES employees, parents and guardians, and the Board of Education will be notified of pertinent operational changes by way of the electronic or written means, to the extent practicable. Other interested parties, such as vendors, will be notified by electronic or written means as necessary and practicable. The District Superintendent or his or her designee will
maintain communications with the public and constituents as needed throughout the implementation of this plan.

The District Superintendent of Orleans/Niagara BOCES, or his or her designee(s) will maintain awareness of information, direction, and guidance from public health officials and the Governor’s office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the District Superintendent of Orleans/Niagara BOCES or his or her designee(s) will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, Orleans/Niagara BOCES 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 and mission of the Orleans/Niagara BOCES

The Orleans/Niagara BOCES 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 ongoing.

Essential functions are prioritized according to:

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

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

The mission essential functions for Orleans/Niagara BOCES have been identified as:
<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Description</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Superintendent of Schools/CEO</td>
<td>Oversees and plans. Assigns critical functions assuring compliance with CDC, DOH, and NYSED requirements. Establishes communication with staff and parents to execute and standardize BOCES goals. Establishes contacts to provide outside organizations with information relative to BOCES plan’s to procedures. Communicates with the Board of Education directly.</td>
<td>1</td>
</tr>
<tr>
<td>Director of Labor Relations</td>
<td>Liaison for the District Superintendent of Schools. Coordinates and supports the goals of the BOCES with the District Superintendent of Schools and other Directors. Oversees the functions of the personnel/human resources office. Communicates directly with administration to assist with planning and daily functions to achieve BOCES goals.</td>
<td>1</td>
</tr>
<tr>
<td>Directors of Special Programs and Career &amp; Technical Education (CTE)</td>
<td>Liaison for the District Superintendent of Schools. Coordinates and supports the goals of the BOCES with the District Superintendent of Schools and other Directors. Communicates directly with the administration to assist with planning and functions, ensuring that the needs of the BOCES are being met. Reports to the District Superintendent of Schools. Assists with CDC, DOH and NYSED regulations including oversight of NYS recording requirements.</td>
<td>1</td>
</tr>
<tr>
<td>Administration</td>
<td>Coordinates functions delegated by the District Superintendent of Schools or designee. Assigns tasks to facilitate and accomplish BOCES goals. Communicates regularly with the appropriate director. Oversees personnel assigned to tasks. Ensures critical functions are being performed as necessary. Provides regular progress reports on daily activities necessary to accomplish district goals. When directed by the District Superintendent of Schools, the administration is responsible for communicating and updating employees in BOCES policy. This includes cleaning regime, scheduling and any changes to these duties. Monitors and requests building safety equipment and supplies as needed.</td>
<td>1</td>
</tr>
<tr>
<td><strong>Director of Facilities</strong></td>
<td>Coordinates functions with the District Superintendent of Schools and BOCES Directors. Responsible for staffing, maintenance activities, custodial duties including ordering supplies, training, safety-risk staff and scheduling to meet the needs of the BOCES. Instructs and informs staff of BOCES policy and procedures including personal protection, cleaning procedures, methods of reporting, receiving issues and concerns that may affect or enhance safety procedures. Assist with communication and updating employees in BOCES policy, cleaning regime, schedules and constant changes to these duties. Maintains a current inventory of supplies and safety equipment and provides staff and services as needed. Inventory includes maintaining a cache of necessary supplies and equipment through reordering and replenishing stock so as not to fall short of critical supplies. Adjusts schedules to meet current needs, updates and trains staff on proper handling and use of tools and chemicals as per the manufacturer, CDC, Department of Labor (DOL), and DOH requirements. Coordinates deliveries and ensures delivery agents know and follow BOCES policy when on site. Schedules outside maintenance activities. Ensures third party contractors comply with BOCES, CDC, DOL, and DOH policies while on BOCES’ property.</td>
<td>1</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td><strong>Custodial Staff</strong></td>
<td>Custodial staff will work as directed by the Director of Facilities. The Director of Facilities will oversee and ensure school buildings are being cleaned properly. Building Administration will also assist with notification and information about building conditions and issues that need to be discussed or addressed. Custodial staff will receive pandemic awareness training. Training provided essential information about communicable diseases. Training also included information about personal protective equipment, cleaning products, proper disinfection, sanitization, product use, product labels, Safety Data Sheets, and manufacturers’ requirements for use. The BOCES will provide custodial staff with the required personal protective equipment and cleaning supplies to maintain a safe working environment. Staff shifts and personnel will be scheduled accordingly based on the needs of the BOCES. As with all staff, custodial personnel will follow BOCES protocols required by the CDC, DOL, DOH and the district while providing services and on breaks.</td>
<td>1</td>
</tr>
</tbody>
</table>
Coordinates activities with and updates the Director of Facilities and Operations regularly. Provides employees with proper direction for performing necessary cleaning equipment, cleaning products and protocols. Provides a direct line of communication from custodial staff to the Director of Facilities. Keeps records of and controls inventory, communicates directly with suppliers for ordering and receiving material and supplies to maintain an adequate cache of necessary products and materials. Coordinates all deliveries including deliveries from suppliers and deliveries to building staff. Assists with building schedules and arranging custodial staff and staff schedules to meet BOCES needs. Responsible for communication and updating employees in BOCES policy, cleaning regime, schedules and constant changes to these duties.

| **Director of Business Services** | Assists the District Superintendent of Schools with maintaining critical functions and administration oversight. Provides needed guidance and advice with logistical and financial obligation; as well as record keeping. Provides purchasing support to ensure that necessary safety equipment and supply inventory can be maintained for education, maintenance, nursing, and custodial functions. | 1 |

| **Technology Department** | Provides support to ensure critical infrastructure is in place to provide effective building support and educational support securely. Works directly with the Director of Business Services to ensure communication and internet stability. Supports the equipment and approved software to staff and students to perform the functions of each necessary school sector to maintain building maintenance, day-to-day operations, and educational needs. | 1 |

| **School Nurses** | Assists with the goals of the BOCES. Provide medical insight and support to help maintain a healthy school population. Assists with planning and achieving district goals. Provides support and assistance to carry out orders from the Medical Director, CDC, DOH, and NYSED regulations. Maintains a sanitary environment. Monitors quarantine area. Keeps accurate records. Makes immediate and necessary notifications to building administrators when necessary. Coordinates activities with parents. Offers guidance to building occupants and parents. Communicates regularly with the administration. | 1 |
| **Building Secretaries** | Staff will continue to perform vital services as directed by the District Superintendent of Schools and directed by their BOCES administrator. The BOCES will determine need based on individual circumstances and can be utilized in school or remotely. Administration will provide services necessary for staff to operate in a safe and clean environment on site. Administration will ensure staff will be informed of and are required to adhere to BOCES safety policy while onsite. Administration will provide the necessary means and materials to safely and effectively work in a remote setting, if needed. | 1 |
| **Maintenance Staff** | Maintenance staff will perform vital services to keep and maintain essential equipment for onsite and remote learning. Maintenance staff and work will be overseen by the Director of Facilities. Staff will be informed of BOCES procedures and adhere to personal safety protocols required by the CDC, DOL, and DOH. The Director of Facilities will supervise and schedule maintenance personnel for the purpose of keeping vital services operating and functional. | 1 |
| **Component Districts** | The component districts will work and communicate with the District Superintendent of Schools or designee to meet their needs to accomplish BOCES goals. | 1 |
| **Outside Contractors** | Outside contractors will be scheduled and work will be performed with the oversight of the Director of Facilities. All outside contractors will notify the Director of Facilities when they arrive on-site. Outside contractors will be informed of BOCES procedures and policy before they are allowed to work on the premises. Companies performing work on site will provide their employees with the proper PPE to comply with BOCES policy. Outside contractors who do not or cannot work safely will not be allowed on BOCES property. | 1 |
| **Food Service** | Food Service operations will be determined by the Director of Business Services. All BOCES protocols will be initiated by the Food Service contractors. | 1 |
| **Transportation** | Transportation will usually be provide by component school districts. If the BOCES operates such services they will provide safe and secure transportation based on the needs of the BOCES and the learning environment. The Transportation Contractor will provide | 1 |
proper training for cleaning and sanitizing buses. The Transportation Contractor will provide their employees with the training and proper PPE and disinfection equipment to effectively maintain the transportation fleet. Records will be maintained accurately to ensure bus safety procedures are being followed. The Transportation of the sending districts will schedule staff and bussing pickup and drop off according to the needs of the BOCES. The BOCES will inform staff and parents of changes to procedures as necessary.

<table>
<thead>
<tr>
<th>Board of Education</th>
<th>The Board of Education and District Superintendent of Schools will establish and promulgate policies and procedures.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Deliveries</td>
<td>Deliveries will be coordinated with the Director of Facilities and Operations, Custodial Supervisor, and Building Custodians and Laborers. The Director of Facilities will inform companies of BOCES policy and procedures in advance. All delivery agents will be required to notify the BOCES prior to arrival on BOCES and strictly adhere to policy while on site. Employers will be required to provide their employees with the proper PPE to work safely while on site.</td>
</tr>
</tbody>
</table>

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## Essential Positions

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

<table>
<thead>
<tr>
<th>Essential Function</th>
<th>Essential Positions/Titles</th>
<th>Justification for Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>Technology Department Staff</td>
<td>The Director of Business Services establishes all priorities for technology department staff, and organizes that staff. Technology department staff members provide support in setting up hardware and software, network management, and help desk support.</td>
</tr>
<tr>
<td>Administration and Oversight</td>
<td>District Superintendent of Schools</td>
<td>The District Superintendent is the decision-maker for the entire BOCES.</td>
</tr>
<tr>
<td>Operations</td>
<td>Director of Labor Relations and School Attorney</td>
<td>Director of Labor Relations ensures all essential functions are maintained.</td>
</tr>
<tr>
<td>Education</td>
<td>Directors of Special program and Career &amp; Technical Education (CTE)</td>
<td>The Directors of Special program and CTE determines the educational plans</td>
</tr>
<tr>
<td>Facilities</td>
<td>Director of Facilities</td>
<td>The Director of Facilities maintains the necessary level of cleaning and sanitizing.</td>
</tr>
<tr>
<td>Administration</td>
<td>Principals, Assistant Principals, Directors</td>
<td>The Principals, Assistant Principals, and Directors are the liaisons between students, families, and employees in the buildings.</td>
</tr>
<tr>
<td>Cleaning and Sanitizing</td>
<td>Buildings and Grounds Staff, Custodial Maintenance, and Laborers and Grounds man</td>
<td>Performs all cleaning and sanitization and necessary upkeep of the buildings.</td>
</tr>
<tr>
<td>Support</td>
<td>BOCES Clerical Staff</td>
<td>Provides necessary support for all BOCES administrators.</td>
</tr>
<tr>
<td>Health Services</td>
<td>School Nurses</td>
<td>Performs health services.</td>
</tr>
</tbody>
</table>
Reducing Risk through Remote Work, Shifting Room Locations, and Staggering Shifts

Through assigning certain staff to work remotely and by shifting room locations to other internal or alternative sites we can decrease crowding and density at work sites.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely may be enabled to do, so should operations permit such options. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Evaluating whether staff are equipped for remote work, which may include but not necessarily be limited to:
   a. Internet capable laptop
   b. Necessary peripherals
   c. Access to VPN and/or secure network drives
   d. Access to software and databases necessary to perform their duties
   e. A solution for telephone communications
      i. Note that phone lines may need to be forwarded or transferred to off-site staff
   f. Access to Internet

The District Superintendent of Schools and the BOCES administrative Staff will determine the level of remote working for all BOCES employees, consistent with law and guidance from regulatory authorities (including the New York State Department of Health (NYSDOH), the New York State Education Department (NYSED)), and local health departments). Such decisions will be subject to change. The BOCES will survey offices, departments and sites, as necessary, to determine what resources are available and what resources are needed, and the BOCES will procure or acquire and distribute equipment, materials, supplies, and other resources that are necessary to allow for productive remote work. Such procurements and/or acquisitions shall be consistent with existing purchasing/procurement policies and procedures.

Staggered Shifts

Implementing staggered shifts may be warranted for personnel performing duties, which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As practicable, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Staggering shifts may require: Identification of positions for which work hours will be staggered; and approval and assignment of changed work hours.

Administrators and supervisors will work with the District Superintendent of Schools or his or her designee(s) to formulate a calendar that schedules employees based on the needs of the BOCES and the BOCES’ component school districts. Within each department or office, the supervisor may be directed to identify and prioritize work that necessitates on-site personnel. That work, where appropriate, may be divided into shifts with the highest priority work being performed by the first available shift. The supervisor may then be directed to create staggered start/end times and offer those staggered time slots first to those employees trained and capable of performing the assigned tasks. It is understood that, because of the need to spread work out over additional
shifts/hours, direct on-site supervision may not always be prudent, safe, or practical. As such, other means such as electronic video may be utilized to aid in supervision of staff.

**Personal Protective Equipment**

The use of personal protective equipment (PPE) to minimize exposure to hazards is important to support the health and safety of our employees and contractors. PPE that may be needed may include masks, face shields, gloves, disposable gowns or aprons, foot and eye protection, protective hearing devices, respirators, and/or hard hats.

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

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location

2. Procurement of PPE
   a. As specified in the law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee during any given work shift for at least six months
   b. Public employers must be able to mitigate supply chain disruptions to meet this requirement

3. Storage of, access to, and monitoring of PPE stock
   a. PPE must be stored in a manner that will prevent degradation
   b. Employees and contractors must have immediate access to PPE in the event of an emergency
   c. The supply of PPE must be monitored to ensure integrity and to track usage rates

The Director of Business Services and the Director of Facilities will be responsible for ensuring the proper PPE is available at all buildings for required applications. The BOCES will work to maintaining a six-month supply of PPE as directed above for all faculty and students. An extra supply of PPE will be available in all buildings for the principals, school nurses, and/or custodial staff.

PPE procurements and/or acquisitions shall be consistent with existing purchasing/procurement policies and procedures. The Orleans/Niagara BOCES participates in the Orleans/Niagara Cooperative Bid Purchasing Agreement. It provides a comprehensive list of suppliers and products used for maintaining employee safety, disinfecting, and sanitization protocols.

Surplus PPE will be stored in a dry, secured central location. Access to the surplus PPE will be restricted to help ensure the accurate accountability of all supplies on hand. The site administrator will be responsible for keeping accurate records and reporting.
Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Centers for Disease Control and Infection (CDC) guidelines lead to establishment of the following protocols, subject to law and guidance that will be in effect at the time of implementation:

A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a ‘close contact’ with someone who is confirmed infected, which is a prolonged presence within six feet with that person):

   1. Potentially exposed employees or contractors who do not have symptoms may be directed to remain at home or in a comparable setting and practice social distancing based upon the current CDC/public health guidance for the communicable disease in question.
      a. These employees may be directed to work remotely during this period of time if illness does not render them unable to do so.
      b. To the extent required by law and/or guidance, potentially impacted parties will be notified of staff exposure through contact tracing subject to privacy requirements.
      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 that they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
      a. Additional precautions may include requiring that the 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 practicable.
      c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol, to the extent required by law or guidance. See the section on Cleaning and Disinfection for additional information on that subject.
      d. If at any time such an employee exhibits symptoms, refer to item B below.
      e. The District Superintendent of Schools and/or his or her designee(s) are decision-makers who are responsible for ensuring law, guidance, and applicable protocols are followed.

B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency, then, unless otherwise indicated by applicable law or guidance:

   1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They may immediately be sent home with a recommendation to contact their physicians.
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 may be directed not to 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 and received permission to return from the BOCES.

4. To the maximum extent allowable by law and contract, Orleans/Niagara BOCES may require an employee to provide a negative test result for the disease in question and/or a healthcare provider’s written statement to validate illness, qualify for leave, or allow for return to work.

5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.

C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency, then, unless otherwise indicated by applicable law or guidance:

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 may 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 that time period is not practicable, then a period of as long as practicable 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.
   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, then the District Superintendent or his or her designee(s) 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.

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

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

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum, in conjunction with BOCES custodial staff. Safety is the responsibility of all staff to assist in such activities.
   a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected daily.
   b. The Director of Facilities will coordinate and establish cleaning guidelines and schedules for all cleaners to cover the common areas listed above.

2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.

3. Soiled surfaces will be cleaned with soap and water before being disinfected.

4. Surfaces will be disinfected with products that meet United States Environmental Protection Agency (EPA) criteria for use against the virus in question and which are appropriate for that surface.

5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Provision of Leave and Designation and Recording of Absences from Work

Provision of leave for employees and/or contractors, and designation and recording of absences from work, shall be handled consistent with applicable law, applicable contracts, and guidance from regulatory authorities having jurisdiction.

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 aid in tracking the disease and identify exposed employees and contractors. To the maximum extent allowable by law and contract, employees may be directed to participate in those documentation and record-keeping processes. Identification of locations shall include on-site work and off-site visits.
Housing for Essential Employees

There may be 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 those employees from potential exposures, thus helping to ensure their health and safety and the continuity of the BOCES’ essential operations.

If such a need arises, hotel rooms will likely be among the viable options. If hotel rooms are for some reason deemed not practicable, or if there are no hotel rooms available, then the BOCES will coordinate with the local chapter of the American Red Cross or other organizations that can assist with or facilitate housing arrangements. The Director of Business Services will be responsible for coordinating this effort.