

District-wide School Safety Plan

Adopted: July 26, 2001

Re-adopted 2003, 2004, 2010, 2012

Revised 2002, 2005; 2006; 2007; 2008; 2009, 2011, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021

Preface

This District-wide School Safety Plan was developed by the District Safety Team in compliance with the New York State *Project SAVE* laws of 2000. In conjunction with the building level *School Emergency Response Plans* and the district's *Code of Conduct*, this plan is designed to prevent or minimize the effects of serious, violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of an incident. This plan will be reviewed and updated as needed annually and will be filed with the Commissioner of Education. The plan is available to the public.

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Vital Information about Local Educational Agencies

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A. Sites of Potential Emergency

The district is prepared to respond to emergencies at all of its building and ground locations, listed below. A separate building emergency plan exists for each school building which houses students.

School Buildings

Irondequoit High School
260 Cooper Road
Rochester, NY 14617

Dake Junior High School
350 Cooper Road
Rochester, NY 14617

Iroquois Middle School
150 Colebrook Drive
Rochester, NY 14617

Rogers-Southlawn Schools
219 Northfield Road
Rochester, NY 14617

Briarwood School
215 Briarwood Drive
Rochester, NY 14617

Brookview School
300 Brookview Drive
Rochester, NY 14617

Colebrook School
210 Colebrook Drive
Rochester, NY 14617

Listwood School
325 List Avenue
Rochester, NY 14617

Seneca School
4143 St. Paul Blvd.
Rochester, NY 14617

Other District Sites

Evans & McGraw Learning Center
45 Cooper Road
Rochester, NY 14617

Department of Environmental Services
(North Site)
720 Washington Avenue
Rochester, NY 14617

District Office
321 List Avenue
Rochester, NY 14617

Sproule Field House
221 Cooper Road
Rochester, NY 14617

Helmer Nature Center
154 Pinegrove Avenue
Rochester, NY 14617

B. Emergency Responses

1. Emergency Management Plan: Quick Reference Guide

In the event of an emergency of any type, district officials will follow the procedures outlined in the *Emergency Management Plan: Quick Reference Guide*. The *Guide* is a separate document: *Appendix A. The Emergency Management Plan: Quick Reference Guide*. Provides procedural protocols for evacuation and lockdown as well as for hazards stemming from accidents, severe weather, threats or acts of violence including bomb threats, hostage-taking, intrusion, and kidnapping.

West Irondequoit Central School District Pandemic Plan will be utilized when determined by Superintendent of Schools or designee to respond to official notice of an influenza pandemic or other communicable disease outbreak.

The building principal will be responsible for ensuring that each staff member in the building has access to and is familiar with the guide. Training will occur annually at least by the first faculty meeting in September. All district and school staff must receive annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year must receive training within 30 days of hire. New York State Education Department requires schools to certify that all school staff received this training by September 15th of each school year, or within 30 days of hire, whichever is sooner.

2. Emergency Closings

The district's annually updated *Emergency Closings* bulletin is attached to this plan as *Appendix B*.

The procedures contained in this bulletin guide district and building-level responses if the need presents itself to close schools or send students home for any reason.

As directed by state and local officials, the plan for continuation of services as per requirements of to Education Law §2801 will be implemented in the event of a communicable disease outbreak. Appendix D- WICSD Continuation of Operations Plan for a Public Health Emergency Involving Communicable Disease, outlines the WICSD plan.

3. School Emergency Response Plans

Each district school maintains a *Building Level Emergency Response Plan* which includes both the *Emergency Management Plan: Quick Reference Guide* and policy 3510 Emergency Closings. Also, each *Building Level Emergency Response Plan* designates the sites and procedures for sheltering students from that building as needed during an emergency.

District employees: All district and school staff must receive annual training on the emergency response plan, and that the school safety training includes components on violence prevention and mental health. New employees hired after the start of the school year must receive training within 30 days of hire. The Department will require schools to certify that all school staff received this training by September 15th of each school year, or within 30 days of hire, whichever is sooner.

4. Policies Regarding Threats or Acts of Violence

Threats and acts of violence, including bullying and hazing, are expressly prohibited by Board of Education policy, the district's *Code of Conduct* and by law. Procedures for responding to a range of threats or acts of violence are outlined in the *Emergency Management Plan: Quick Reference Guide (Appendix A)*.

<https://go.boarddocs.com/ny/westiron/Board.nsf/Private#>

Policy 3170: Non-Discrimination

Policy 3171: Discrimination, Harassment, and the Dignity for All Students Act

Policy 7318: Threats of Violence in School

In the event of a serious, credible threat or of an act of violence, the primary consideration shall be to protect life and limb. Students or staff who become aware of a serious, credible threat or an act of violence shall report it to a building administrator as soon as possible. Building administrators will take such steps as are necessary and prudent to protect life and limb of students, staff, and others. They will also notify the Superintendent as soon as possible and will notify the police as the situation warrants.

Once any danger to persons and property has passed, building and/or central administrators will take such follow-up steps as the district *Code of Conduct* (www.westirondequoit.org) prescribes for trespassers, visitors, staff, or students.

5. Coordination of Outside Assistance

In the event that an emergency situation requires responses that exceed local capacity, the Superintendent (or designee) will contact designated town, county, and state officials responsible for the implementation of New York State's disaster response protocol under Article 2-B of the Executive Law. The Superintendent (or designee) will provide for coordination of district resources and responses with those of outside agencies that are involved.

C. Emergency Preparedness/Prevention

1. Building Security

- *Visitors:* Pursuant to the district's *Code of Conduct and policy 3210 Visitors to School*, All visitors will be required to report to the Main Office upon arrival at any District school and state their business. The District utilizes an electronic visitor management system (EVMS) in order to ensure the safety and welfare of its students, staff, and guests. When any visitor, including parents and volunteers, wishes to enter any school building during school hours, he or she must present a valid state or government issued photo ID, such as a valid driver's license. In case of emergency or suspicious activity contact the nearest staff member immediately.
- All staff members, including paraprofessionals serving as hall monitors, are responsible for reporting the presence of unauthorized persons (or persons suspected to be unauthorized) to the building administration (during regular school hours) or to the Executive Director of Operations and Senior Security Worker (after regular school hours).
- District personnel is stationed at major entrances to sign visitors in and out.
- Building administrators (or other staff members) may contact district security personnel by available means (two-way radio, phone, cell phone, etc.) whenever security related issues or incidents arise. Building administrators (or other staff

- members) may contact law enforcement through 911 in the event an issue, non violent or violent, incident arises that requires their assistance.
- *Locks:* Executive Director of Operations will oversee the administration of locks, keys, and key card access throughout the district.
 - All unoccupied areas, including classrooms, laboratories, offices, custodial closets, storage rooms, etc. shall be locked at all times. Buildings will be locked when they are not officially open. District security personnel will assure that facilities are locked when buildings are not officially open and will periodically check to assure they remain locked.

2. Security Personnel: Hiring and Training

Security personnel: The Superintendent will serve as Chief Emergency Officer, the West Irondequoit Central School District's security staff includes the following Monroe County Civil Service titles: four (4) 10- Month Security Workers, three (3) 12-Month Security Workers, (3) 12-Month Security Workers, four (4) part-time Security Workers and (1.5) 10-Month Youth Assistants. Off-duty law enforcement officers will sometimes augment our existing staff as contract security guards for large events via a private security services provider. The designated security services provider will be decided by request for proposal (RFP). All security personnel are supervised by the Executive Director of Operations and Security Services.

In accordance with the provisions of the New York State Security Guard Act, all security personnel have been subject to a background check and have had their fingerprints submitted to the New York State Division of Criminal Justice Services for processing. The minimum training required for all security personnel will be an 8-hour pre-assignment training course, a 16-hour in-service training course, and an 8-hour annual training course. All members of the security staff will attend these training courses in addition to various seminars and courses designed to improve their knowledge of the position and overall performance.

3. Dissemination of Informative Materials Regarding Early Detection of Potentially Violent Behaviors

General Materials: Superintendent (or designee) (at the district level) and the building principal (at the building level) will oversee the dissemination of informative materials regarding early detection of potentially violent behaviors to appropriate persons. Upon determination that the dissemination would be in the best interest of safety, the Superintendent (or designee) or principal will determine which materials shall be disseminated and with whom they will be shared (administrators, teachers, other staff members, parents, guardians or parental relation to an individual student, students, or others deemed appropriate). This provision applies to materials of a general nature only, not to materials or information that refers to specific individuals.

The Chief Emergency Officer 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 building-level emergency response plans. The building-level emergency response plan shall be kept confidential and shall not be disclosed except to authorized department staff and law enforcement officers.

Specific Materials: At the building level, the principal will oversee the use of information regarding early detection of potentially violent behaviors that relates to specific individuals. At the discretion of the principal, on a case-by-case basis, such information may be shared with other administrators, teachers, counselors, other staff members, PST teams, parents, students, or others deemed appropriate. Extreme caution shall be taken to protect any confidentiality associated with such information and to assure that it is interpreted in proper perspective and applied only in professionally responsible ways.

4. Prevention/Intervention Strategies: Student-Staff Communication

Pursuant to the district's *Code of Conduct*, the Board of Education and district staff shall seek to establish and maintain an atmosphere based on mutual respect, self-restraint, responsibility, and civility. Such qualities may be promoted explicitly to students through programs that target them as objectives. In addition, these qualities should be implicitly infused in all contexts and interpersonal transactions (formal and informal) among students, staff, parents, visitors, and others involved with the West Irondequoit schools.

Formal Programs

Formal programs aimed at promoting trust, honesty, responsibility, safety, and open communication will exist in all district buildings. Such programs may vary from building to building and from level to level. Each school may adopt programs tailored around its needs and the needs of its students. Likewise, each school should eliminate any programs that are not meeting those needs.

- Threat Assessment Management team
- Social Emotional Support Team
- District-wide- Safe School Helpline

Programs may include, but are not limited to:

- Group counseling around specific topics
- DARE programs, through collaboration with the Irondequoit Police Department
- Student leadership and service programs
- Natural Helpers or similar programs
- Health and Wellness activities such as Red Ribbon Week
- Respect and Responsibility lessons, focusing on such topics as the following:
 - Teamwork and Friendship
 - Courage, Loyalty, and Honesty
 - Reporting Potential Dangers
 - Empathy and Teasing
 - Positive Attitudes
 - Uniqueness and Acceptance
- Disciplinary policies, designed to be restorative in nature that promote responsible behavior and communicate its value as well as to discourage dangerous, destructive, and irresponsible behavior.
- Curricular Programs: In addition to the core subjects of English, Social Studies, Math, Science, and World Languages, the wide range of curricular offerings in such areas as art, music, drama, business, technology, health and physical education will help students find, explore, and develop their interests and talents, thereby providing

- healthy channels for youthful energy and enhancing individual self-esteem and positive connection to the school community.
- Co-curricular programs: The district's full range of student clubs, organizations, and activities as well as its extensive athletic programs reach out to student interests and talents, and thereby promote mutual respect, responsible development and positive attitudes toward self and school.
 - Student leadership organizations and representative functions, including:
 - Student Council and Student Government
 - Student representative to the Board of Education
 - Student representatives to the PTSA
 - Student representatives on school planning teams
 - Student advisory groups which meet with the principal
 - Formal student-to-student mentoring programs
 - Student-principal discussion groups
 - Problem Solving Teams (PST) & Instructional Support Teams (IST): Building level teams of designated professional staff members who meet regularly to discuss and take action on identified student needs, both academic and personal. Which integrate positive behavioral intervention supports.

Informal Transactions

In addition to formal programs, extensive channels of communication invite students and staff into trusting, secure, and responsible transactions. A goal of each school building shall be that every student will have one or more staff members with whom he/she is encouraged to share thoughts, fears, concerns for self or others and warnings of danger, as well as personal joys, triumphs, and celebrations. Focusing on the mental health needs, suicide prevention and importance of learning the signs of harmful behavior.

Such channels are central to the roles of guidance counselors, youth counselor, school psychologists, school social workers, and school nurses, but extend as well to teachers, administrators, paraprofessionals, coaches, school-related personnel, co-curricular advisors, and—the district's most important partners—parents.

Summary

In addition to nurturing the positive educational and personal development of district students, the programs and relationships described above are intended to help students overcome insecurities and instabilities that may lead to incidents of violence and destructiveness and to minimize the occurrence of such incidents.

5. Student/Staff Multi-hazard Training and Drills

The district's *Emergency Management Plan: Quick Reference Guide* provides basic guidelines for responding to different types of emergencies. District and building level administrators are responsible for knowing all pertinent procedures to be followed in emergency situations, for communicating and coordinating roles and responses with one another and with outside agencies (police, fire, etc.), and for preparing staff and students to respond quickly and safely to emergencies.

District and building level administrators, along with police and fire officials, will review respective emergency roles and assure clarity of understanding. Such reviews may be part of collaborations under the *Building Level Emergency Response Plans* established for each school building.

Building administrators will instruct students and staff in the following:

- Procedures to follow in emergencies and drills
- The seriousness with which emergencies/drills must be regarded
- How communications will occur once a drill and emergency is under way

In conjunction with the *Building Level Emergency Response Plans*, components of this plan will be tested in coordination local and county emergency responders and preparedness officials. They will be tested using the following protocols for the various drills:

1. Fire drill requirements will also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency.
2. Twelve drills will be conducted each school year, four of which must be lock-down drills, the remaining eight are required to be fire drills.
3. Eight of the required twelve drills must be completed in the first half of the school year by December 31st. Additional drills may include shelter in place and hold in place.
4. Tabletop exercises will be utilized throughout the district for emergency readiness training.

6. Workplace Violence Prevention Program

The West Irondequoit Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on District property will be thoroughly investigated, and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

The *Workplace Violence Prevention Program* is designed to identify the workplace violence hazards to which our employees could be exposed. Other tools that are utilized during this process include establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations.

The goal of this policy is to promote the safety and well being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The District has identified response personnel that includes a member of management and an employee representative. If appropriate, the District will provide counseling services or referrals for employees. All District personnel is responsible for notifying the contact person designated in the *Workplace Violence Prevention Plan* of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. The *Workplace Violence Prevention Program* is attached to this plan as *Appendix C*.

7. Annual Review

The District Safety Team will review this District Safety Plan annually, and if appropriate will recommend revisions to the Board of Education aimed at improving its effectiveness and functionality. Reviews may include “tabletop” exercises, the results of regular fire drills, and the results of any other drills or actual events.

D. Other Local Educational Agencies

1. Communication

In the event of a disaster, the Superintendent (or designee) will, as soon as practical, contact and notify:

- The Superintendent of the East Irondequoit School District
- The principal of St. Kateri School
- Appropriate government officials/staff

APPENDIX A

EMERGENCY Response

WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT• 321 List Avenue, Rochester NY 14617

<u>Shelter-In-Place</u>	<u>Hold-In-Place</u>	<u>Evacuate</u>	<u>Lockout</u>	<u>Lockdown</u>
<p>Used to shelter students and staff inside the building.</p> <p><i>(Typically used for weather related events.)</i></p> <ul style="list-style-type: none"> • Listen for instructions about the situation and your actions. • Students in hallways should return to assigned classroom, if possible. • Classroom teachers, take attendance. • All other staff assist students, as needed. • Move away from windows, if situation warrants. • If instructed, move out of classroom to designated safe area. Stay together at all times. • Take Attendance. • Listen for updates. 	<p>Used to limit movement of students and staff while dealing with short term emergencies.</p> <p><i>(Internal incident or administrative matter such as students fighting in a hallway, a maintenance issue or medical emergency that requires students and staff movement be limited.)</i></p> <ul style="list-style-type: none"> • Listen for instructions about the situation and your actions. • Students in hallways should return to assigned classroom, if possible. • Classroom teachers, take attendance. • All other staff assist students, as needed. • Listen for updates. • Lock doors. 	<p>Used to evacuate students and staff from the building.</p> <p><i>(Implemented when determined that it is safer outside than inside the building (fire, explosion, intruder, hazardous material spill) and staff, students and visitors can safely reach the evacuation location without danger.)</i></p> <ul style="list-style-type: none"> • Listen for instructions about the situation and your actions. • Lead students to designated assembly or announced area. Use secondary route, if necessary. • Bring attendance list and class roster. • Close the classroom door after exiting. • Take attendance when safe to do so. • If evacuating off site, take attendance before moving from and upon arrival at off site location. • Listen for Updates. 	<p>Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.</p> <p><i>(Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school.)</i></p> <ul style="list-style-type: none"> • Listen for instructions regarding the situation and your actions. • Lock all exterior windows. • Leave blinds/lights as they are. • Take Attendance. • After initial instructions listen for updates. • Classroom instruction continues as normal. • All outdoor activities are terminated. • Listen for updates. 	<p>Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.</p> <p><i>(Used when immediate threat of violence in or around the school exists.)</i></p> <ul style="list-style-type: none"> • When you hear lockdown announced, you should move quickly to execute the following actions. • If safe, gather students from hallways and common areas near your classroom. • Lock your door. Barricade if necessary. • Move students to a safe area in the classroom out of sight of the door. • Leave windows, blinds/lights as they are. • Keep everyone quiet, silence cell phones. • Take attendance, if possible. • Do not communicate through door or answer room phone. • Do not respond to P.A. announcements or fire alarm. • Stay hidden until physically released by law enforcement personnel.

Revised: May 2020

Safe Schools NY <http://SafeSchools.NY.Gov>



APPENDIX B

Book	West Irondequoit Central School District Board of Education Policies
Section	3000 - Community Relations
Title	Emergency Closings
Code	3510
Status	Active
Adopted	June 11, 1998
Last Reviewed	April 14, 2016

Policy 3510 Community Relations

EMERGENCY CLOSINGS

In the event it is necessary to close school for the day due to inclement weather or other emergency reasons, announcement thereof shall be made over local radio stations designated by the Board of Education.

When school is closed, all related activities, including athletic events and student activities, will ordinarily be suspended for that day and evening.

The attendance of personnel shall be governed by their respective contracts and/or as enumerated below.

Schools Closed

On days when District schools are officially closed for students due to adverse weather conditions, professional staff (except for administrators), paraprofessional staff, and food service staff will not be required to report to work. Other categories of employees will perform their regular duties consistent with relevant provisions in respective bargaining unit agreements. Lost instructional time and lost work time shall be rescheduled as specified on the school calendar.

In circumstances requiring the closing of schools for employees, employees shall be compensated for such days. Hourly maintenance or clerical employees required to report for work on such days shall receive compensatory time or overtime pay. Requests for overtime pay for such employment must be submitted to the Superintendent of schools by the supervisor for action.

Schools Open

Adverse weather conditions may, in some unique circumstances, prevent an employee from reporting to work on time or from reporting to work at all on a particular day. In such circumstances, the employee shall be allowed a personal absence in accordance with the provisions of Policy #6552—District Personnel: Personal Absence.

Adopted: 6/11/98
Reviewed: 04-14-16

APPENDIX C
WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT

Workplace Violence Prevention

The West Irondequoit Central School District (WICSD) is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on District property will be thoroughly investigated, and appropriate action will be taken, including summoning criminal justice authorities when warranted. All incidents of violence or threatening behavior will be responded to immediately upon notification. All employees are responsible for helping to create an environment of mutual respect for each other as well as students and their families; following all policies, procedures and program requirements; and for assisting in maintaining a safe and secure work environment. The goal of this policy is to promote the safety and well-being of all people in our workplace.

WICSD has identified response personnel that includes a member of management and an employee representative. If appropriate, the WICSD will provide counseling services or referrals for employees. Employee Assistant Program provides counseling, work/ life benefits, self-help resources and coaching for employees. EAP can be accessed through 800-225-2527, 800-252-4555 or EducatorsEAP.com.

All WICSD personnel is responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person:

Name: Michelle Cramer
Title: Assistant Superintendent of Human Resource
Phone: (585) 336-2995

I. DEFINITIONS

- A. Imminent Danger: Any conditions or practices which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately, or before the imminence of such danger can be eliminated through the enforcement procedures otherwise provided for by this District-wide School Safety Plan.
- B. Serious Physical Harm: Physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of the function of any bodily organ, or a sexual offense as defined in Article 130 of the Penal Law.
- C. Workplace Violence: Any physical assault or acts of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment, including but not limited to:
 - 1. An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
 - 2. Any intentional display of force which would give an employee reason to fear or expect bodily harm;
 - 3. Intentional and wrongful physical contact with a person without his or her consent that entails some injury;
 - 4. Stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

II. POLICY

- A. The West Irondequoit Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on District property will be thoroughly investigated, and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.
- B. Employees will not be discriminated against for bringing forth a safety concern, for “filing” a complaint, or for participating in or causing any proceeding or inspection relating to this program.

III. RISK EVALUATION AND DETERMINATION

- A. The Chief Emergency Officer or designee, in consultation with the District Safety Team, will assess the work environment for actual or potential risk factors to which employees may be exposed. This process will include the following steps.

1. Administrative Review and Record Examination

- a. Annual review of the following sources of information:

- District-wide School Safety Plan;
- Relevant policies, work practices, and work procedures that may impact the risk of workplace violence;
- Physical Workplace Evaluations;
- Employee accident and illness information;
- Recommendations of law enforcement, employees, or consultants;
- Employee survey, if any;
- Workplace Violence Incident Reports; Employee Reports Of Workplace Violence Prevention Concerns;
- Records of post-incident responses;
- Review of records of actions taken to deter violence, including work practice controls, and other corrective steps; and,
- Assist in the selection of security- related technology and development of procedures for the use of such technology;
- Notes of safety meetings and training records.

2. Physical Workplace Evaluation

- a. The Chief Emergency Officer or designee will conduct a physical workplace evaluation at each worksite to identify actual or potential risks. Subsequent evaluations will be conducted at the direction of the Executive Director of Operations and Security Services.
- b. The physical workplace evaluation will include identification and review of the following factors:
- Working in public settings;
 - Working late night or early morning hours;
 - Exchanging money with the public;
 - Working alone or in small numbers;
 - Working in a location with uncontrolled public access to the workplace;
 - Areas of previous security problems.
- c. A Workplace Security Checklist will be utilized in conducting this evaluation; see Attachment 1.

3. Employee Survey

- a. The Chief Emergency Officer may have an employee survey conducted as part of the workplace evaluation process; *see* Attachment 2. If conducted, the results of the survey will be included in the annual review.
- B. The Chief Emergency Officer will maintain records of the evaluation, including a list of risk factors identified, documentation of steps taken to remediate identified risks, and documentation of the annual review.
- C. The Chief Emergency Officer will make the records and documentation completed pursuant to this section available for employee review upon request, except to the extent otherwise prohibited by any law, regulation, or policy.

IV. RECORDKEEPING, RECORDING, AND REVIEW OF WORKPLACE VIOLENCE INCIDENTS

A. Workplace Violence Incident Reports

1. Employees who become aware of any Workplace Violence Incident as defined above occurring on a District worksite will file a Workplace Violence Incident Report, Part A; *see* Attachment 3. The employee will forward the completed report to his/her supervisor and the Executive Director of Operations and Security Services.
 - a. **Note:** If the employee believes it is not appropriate for his/her supervisor, and/or the Chief Emergency Officer, to have access, i.e., the supervisor or Chief Emergency Officer are involved in the threat situation, the employee may forward the report to the Assistant Superintendent of Human Resources (or designee). The Assistant Superintendent of Human Resources (or designee) will take such steps as are required to deal with the situation.
 - b. If the Workplace Violence Incident may also constitute an offense under the law, the employee should also report it to the appropriate law enforcement agency.
2. If any of the following circumstances are present, the Workplace Violence Incident Report will be considered a "Privacy Concern Case," and the name of the involved employee(s) will not be included in the report:
 - a. An injury or illness to an intimate body part or the reproductive system;
 - b. An injury or illness resulting from a sexual assault;
 - c. Mental illness;
 - d. HIV infection;
 - e. Needle stick injuries and cuts from sharp objects that are or may be contaminated with another person's blood or other potentially infectious material; and,
 - f. Other injuries or illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the Report.

3. Upon receipt of a Workplace Incident Report, the Chief Emergency Officer should take such actions as are required to deal with a particular situation. The Chief Emergency Officer will document the actions taken on the Workplace Violence Incident Report, Part B; *see* Attachment
4. The Chief Emergency Officer will maintain the Incident Reports on file, and make them available for review as part of the annual review; *see* § III(A)(1) above.
5. In the following circumstances, the District Safety Team will conduct a review within 30 days of Workplace Violence Incidents meeting any of the following criteria:
 - a. The incident resulted in serious physical harm, or involved an imminent danger of serious physical injury;
 - b. A repeat incident within a short time period involving the same persons, locations, or circumstances; or,
 - c. The Chief Emergency Officer deems it appropriate to conduct an immediate review, rather than waiting for the next annual review cycle.
6. The review of Workplace Violence Incidents, whether conducted as part of the annual review, or otherwise, will include the following:
 - a. facts and circumstances of the incident;
 - b. any factors causing or contributing to the incident;
 - c. whether the incident is part of any pattern or trend;
 - d. effectiveness of the response to the incident, and existing control measures; and,
 - e. any changes in policies, procedures, or physical improvements, undertaken to reduce similar risks in the future.

B. Employee Reporting Of Workplace Violence Prevention Concerns

1. Any employee or his or her authorized employee representative who believes that a serious violation of the employer's workplace violence protection program exists, or that a workplace violence imminent danger exists, shall bring such matter to the attention of a supervisor in the form of a written notice, and shall afford the employer a reasonable opportunity to correct such activity, policy or practice. Employees will utilize the Workplace Violence Prevention Concern Report for this written notice; *see* Attachment 5.
2. The supervisor receiving this report will review it and forward to the Chief Emergency Officer for review and follow-up action. The Chief Emergency Officer will document the review, and any follow-up action was taken on the Workplace Violence Prevention Concern report, Part B; *see* Attachment 6. This documentation will be maintained by the Chief Emergency Officer, and made available for review as part of the annual review; *see* § III(A)(1) above.
3. **NOTE: *In the event, the employee believes an imminent danger exists, written notice is not required. In cases of imminent danger, the employee must immediately inform a supervisor and/or the Chief Emergency Officer of the circumstances. The supervisor or Chief Emergency Officer receiving such notice will assess the situation, and take such steps as are appropriate to deal with the situation.***

V. POST-INCIDENT RESPONSE

- A. Specific procedures to deal with the aftermath of a violent incident will be dictated by the facts and circumstances of each incident. The following procedures may be used as a guideline, as applicable to each situation.
 1. Assure that employees receive prompt and appropriate medical care. This includes, but is not limited to, providing or arranging for transportation to the appropriate medical care facility.
 2. Report the incident to appropriate law enforcement or other authorities, as required by law and regulation.
 3. Secure the premises to safeguard evidence, and reduce distractions during the post-incident response.
 4. Cooperate with responding or investigating law enforcement authorities.
 5. Arrange for post-incident counseling for employees as needed.
 6. Document and review the incident as set forth in § IV above.

VI. EMPLOYEE TRAINING

- A. The District will conduct training for employees on the prevention of workplace violence, and in dealing with workplace violence, as determined by the Chief Emergency

Officer.

- B. The Chief Emergency Officer will maintain records of the training, including date(s), employees attending, instructor(s), topic(s), and lesson plans.

Attachments

- 1. Workplace Security Checklist
- 2. Employee Survey
- 3. Workplace Violence Incident Report, Part A
- 4. Workplace Violence Incident Report, Part B
- 5. Workplace Violence Prevention Concern Report, Part A
- 6. Workplace Violence Prevention Concern Report, Part B

WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT

Workplace Security Checklist

Facility: _____
Address/Work Location: _____
Assessment Done By: _____
Date(s) of Assessment: _____

A. Security Control Plan

1. Has a security control plan been developed? YES ☐ NO ☐
2. If yes, is it writing? YES ☐ NO ☐
3. If yes, does it include:
 - a. A policy statement? YES ☐ NO ☐
 - b. Evaluation of work areas? YES ☐ NO ☐
 - c. Identification of engineering controls? YES ☐ NO ☐
 - d. Identification of work practice controls? .. YES ☐ NO ☐
 - e. Training? YES ☐ NO ☐
 - f. Evacuation and floor plan? YES ☐ NO ☐
4. Is the security control plan accessible to all employees? ... YES ☐ NO ☐
5. Is the security control plan reviewed and updated when a task
has been added, or annually? YES ☐ NO ☐
6. Has the security plan been coordinated with the local
law enforcement agency? YES ☐ NO ☐

B. Policy Statement

1. Is the workplace violence statement clearly written? YES ☐ NO ☐

C. Work Area Evaluation

1. Are all areas being evaluated? YES ☐ NO ☐
 - a. If no, which ones are not? Explain:

D. Control Measures

1. Engineering Controls

If appropriate, have the following engineering controls been implemented:

- | | | |
|---|------------------------------|-----------------------------|
| a. Door control(s) | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b. Panic buttons | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| c. Door detectors | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| d. Closed circuit | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| e. Stationary metal detector | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| f. Hand-held metal detector | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| g. Sound detection | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| h. Intrusion panel | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| i. Monitors | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| j. Video tape/digital recorder | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| k. Switcher | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| l. Other (note if "YES") | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| m. Have structural modifications (e.g., Plexiglass, partitions, etc.) been implemented? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

If "NO", which ones are not? Explain:

2. Work Practice Controls

- | | | |
|--|------------------------------|-----------------------------|
| a. Desk(s) clear of objects | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b. Unobstructed office exits | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| c. Bare cubicles available | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| d. Reception area available | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| e. Visitor sign-in/out | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| f. Visitors escorted | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| g. Counter top to separate visitors from work area | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| h. One visitor entrance used | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| i. Separate interview/meeting areas for visitors | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| j. ID badges used | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| k. Emergency phone numbers posted | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| l. Internal phone system | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

If yes, indicate:

Does the internal phone system use 120 VAC building lines? YES ☐ NO ☐

Does the internal phone system use phone lines? YES ☐ NO ☐

m. Internal procedures for conflict/problem resolution YES ☐ NO ☐

n. Other (explain below if yes) YES ☐ NO ☐

Explain:

3. Security Controls

a. Are there security guards at this facility YES ☐ NO ☐

(if yes, answer the following questions)

How many _____

At entrance(s) YES ☐ NO ☐

Building patrol YES ☐ NO ☐

Are they from a contracted security agency..... YES ☐ NO ☐

If no, has consideration been given to the local

law enforcement response capabilities YES ☐ NO ☐

E. Workplace Violence Prevention Training

1. Has training been provided? YES ☐ NO ☐
2. If yes, has it been provided
- Prior to initial assignment..... YES ☐ NO ☐
- Annually thereafter..... YES ☐ NO ☐
3. If training provided, does it include:
- a. Components of security control plan..... YES ☐ NO ☐
- b. Engineering controls instituted at workplace..... YES ☐ NO ☐
- c. Work practice controls instituted at workplace ... YES ☐ NO ☐
- d. Techniques to use in potentially violent situations YES ☐ NO ☐
- e. How to anticipated/read behavior YES ☐ NO ☐
- f. Workplace Violence Prevention Program YES ☐ NO ☐
- g. Post-incident procedures YES ☐ NO ☐
- h. Periodic refresher for on-site procedures YES ☐ NO ☐
- i. Substance abuse/paraphernalia recognition YES ☐ NO ☐
- j. Opportunity for Q&A with instructor..... YES ☐ NO ☐
- k. Other (explain below) YES ☐ NO ☐
- _____
- _____
- _____
- _____

4. Are training records kept? YES ☐ NO ☐

F. Floor Plan & Evacuation Plan

1. Are emergency evacuation plans current? YES ☐ NO ☐
2. Are floor plans posted showing exists, entrances, location of security equipment, first equipment, etc.? YES ☐ NO ☐
3. Are emergency evacuation drills conducted at least annually? YES ☐ NO ☐

G. Conclusions

1. Do employees feel safe in the workplace? YES ☐ NO ☐

If no, note specific concerns:

2. Comments and recommendations based on this evaluation (attach addition sheet(s) if necessary).

[illegible]

**WEST IRONDEQUOIT CENTRAL SCHOOL DISTRICT
Workplace Violence Prevention Plan**

Employee Survey

Facility: _____
Address/Work Location: _____
Name (optional): _____
Contact Number (optional) _____
Date Survey Completed: _____

The West Irondequoit Central School District is committed to taking reasonable steps to provide a safe workplace for all employees. This survey is part of our ongoing efforts to assess and improve safety in the workplace. Please assist us by checking the appropriate box for each statement below, as follows: "T" for "TRUE;" "F" for "FALSE;" or, "?" for "DON'T KNOW." Thank you for your honest assessment.

* * *

A. Management Commitment and Employee Involvement

1. Managers, supervisors, and/or employees do not accept violence/threats as "part of the job." T ☐ F ☐ ? ☐
2. Employees communicate information about potential violence to appropriate staff. T ☐ F ☐ ? ☐
3. Management communicates information to employees about workplace violence incidents T ☐ F ☐ ? ☐
4. Employees feel they are treated with dignity and respect by other employees and management. T ☐ F ☐ ? ☐
5. Employees are basically satisfied with their jobs. T ☐ F ☐ ? ☐
6. Employees are basically satisfied with management..... T ☐ F ☐ ? ☐
7. Employees are basically satisfied with the District (e.g., mission, vision, goals). T ☐ F ☐ ? ☐
8. Employees generally feel "safe" when they are at work... T ☐ F ☐ ? ☐
9. Employees are familiar with the District's Workplace Violence Prevention Policy and Plan. T ☐ F ☐ ? ☐

B. Potential Risk Factors

10. Employees do not work in high-crime areas. T ☐ F ☐ ? ☐
11. Employee do not work with drugs..... T ☐ F ☐ ? ☐
12. Employees do not work with cash. T ☐ F ☐ ? ☐
13. Employees do not work with other persons (e.g., students, other employees, etc.) who have a history of violent behavior or behavior disorders. T ☐ F ☐ ? ☐
14. Employees do not work alone or in isolated areas..... T ☐ F ☐ ? ☐

C. Hazard Prevention and Control

15. The facility has adequate lighting to, from, and within the worksite..... T ☐ F ☐ ? ☐
16. The employee parking area is safe and secure when arriving, leaving, and during shift changes. T ☐ F ☐ ? ☐
17. Access and freedom of movement in the workplace are restricted to those persons who have a legitimate reason for being there. T ☐ F ☐ ? ☐
18. Alarm systems, such as panic alarm buttons, silent alarms, or personal electronic alarm systems, are being used for prompt security assistance. T ☐ F ☐ ? ☐
19. There is a security escort service after hours. ... T ☐ F ☐ ? ☐
20. After hours, the building is locked down, with only one access point. ... T ☐ F ☐ ? ☐
21. Visitors are signed in and out. T ☐ F ☐ ? ☐
22. Exits are accessible, clear of obstructions, and clearly marked. T ☐ F ☐ ? ☐
23. Employees are able to locate emergency equipment, such as fire alarm boxes, first aid kits, or emergency generator outlets. T ☐ F ☐ ? ☐
24. Emergency equipment is accessible and free from obstruction. T ☐ F ☐ ? ☐
25. Employees are able to locate cellular phones, power-failure phones, and/or radios, for emergency communication.... T ☐ F ☐ ? ☐
26. Employees know the proper procedures for bomb threats..... T ☐ F ☐ ? ☐
27. The Employee Emergency Callback List is up-to-date and available.... T ☐ F ☐ ? ☐
28. Employees respect the privacy of students and their families... T ☐ F ☐ ? ☐
29. Employees use the “buddy system” to work together if problems arise. T ☐ F ☐ ? ☐
30. Employees have cellular phones or other communication devices to enable them request aid regardless of location. T ☐ F ☐ ? ☐

31. Staffing levels are appropriate for departmental functions. T ☐ F ☐ ? ☐
32. Reference manuals are up-to-date and available to employees. T ☐ F ☐ ? ☐
33. There is a grievance policy available to employees..... T ☐ F ☐ ? ☐
34. There is a District Safety Committee available as a resource to
staff for any safety or hazard concerns.. T ☐ F ☐ ? ☐

D. Training

35. Employees have received training on the District's workplace
violence prevention program. T ☐ F ☐ ? ☐
36. Employees know how to ask for assistance by phone, or by
alerting other staff. T ☐ F ☐ ? ☐
37. Employees have been trained to recognize and handle threatening,
aggressive, or violent behavior... T ☐ F ☐ ? ☐
38. Employees have been trained in verbal de-escalation techniques..... T ☐ F ☐ ? ☐
39. Employees have been trained in self-defense/restraint procedures..... T ☐ F ☐ ? ☐

E. Incidents and Reporting

40. This unit/workplace site has not experience violent behavior, assaults, threats from strangers. T ☐ F ☐ ? ☐
41. This unit/workplace site has not experience violent behavior, assaults, threats from students. T ☐ F ☐ ? ☐
42. This unit/workplace site has not experience violent behavior, assaults, threats from other employees.... T ☐ F ☐ ? ☐
43. This unit/workplace has not experienced domestic violence issues..... T ☐ F ☐ ? ☐
44. Employees are required to report incidents or threats of violence, regardless of injury or severity... T ☐ F ☐ ? ☐
45. Medical and psychological counseling services were offered to employees who have been assaulted or threatened..... T ☐ F ☐ ? ☐

46. I have the following workplace violence concern:

47. I want to be contacted to discuss a workplace violence concern. *YES ☐ NO ☐

***Note: Name and contact number required if "YES."**

**3. Work Place Violence
Incident Report, Part A**

1. Date of report _____
2. Date of incident: _____
3. Time of incident: _____
4. Case number (Assigned by Director) _____
5. Privacy Concern Case: Yes _____ No _____
If "YES", please indicate the reason for the privacy concern:

6. Employee Name: _____
7. Title: _____
8. Workplace location: _____
9. Incident description (please include a summary of the incident, names of involved employees, extend of any injuries, and the names and contact information for an witnesses):

10. Name of person making the report: _____
11. Signature and date: _____

**When the report is complete, forward copy to your supervisor and the
Executive Director of Operations and Security Services.**

**4. Work Place Violence
Incident Report, Part B**

1. Date of report _____
2. Case Number: _____
3. Name of employee filing the report: _____
4. Title: _____
5. Workplace location: _____
6. Explanation of concern:

7. Name of person making the report (if other than the concerned party):

8. Signature and date: _____

**When the report is complete, forward copy to your supervisor and the
Executive Director of Operations and Security Services.**

5. Work Place Violence Prevention
Concern Report, Part A

To be completed by the Executive Director of Operations and Security Services or designee.

1. Date of original report (Part A): _____

2. Date of Part B: _____

3. Date of Incident: _____

4. Case Number: _____

5. Privacy concern case: YES___ NO___

a. If yes, please indicate the reason for the privacy concern:

6. Please provide information on the preventative action(s) that the employer has taken, or is considering, as a result of the incident to prevent further, similar occurrences:

7. Name of person making the report (unless this is a PRIVACY CONCERN CASE): _____

8. Title: _____

9. Signature and date: _____

6. Work Place Violence Prevention
Concern Report, Part B

To be completed by Executive Director of Operations and Security Services or
designee

1: Date of original report: _____

2. Date that Part B was completed: _____

3. Case Number: _____

4. Provide information on preventative action(s) that the employer has taken, or is
considering, as a result of the workplace violence prevention concern:

5. Name of person completing the report: _____

6: Title: _____

7. Signature and date: _____

***Appendix D - WICSD Continuation of Operations Plan for a
Public Health Emergency Involving Communicable Disease***

Relating to Education Law §2801-a
For Incorporation in District Safety Plan

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Required Information

List and Description of Positions and Titles Considered Essential

Requirement: A list and description of positions and titles considered essential in the event of a state-ordered reduction of in-person workforce, as well as a justification for such consideration for each position and title. Note that per [NYS Department of Health COVID-19 toolkit guidance](#), school staff are not essential workers. However, as you are developing the list of essential and non-essential staff functions, you should anticipate how certain positions/titles may be necessary to assist in response to a pandemic or communicable disease outbreak. For example, if schools are directed to provide meals to students and families that are eligible to receive free and/or reduced lunch or to provide child care for children of first responders or health care workers, you may need to designate certain positions/titles *as essential for this purpose*.

Administration	Justification
Superintendent	Management of school district functions
Asst. Superintendent for Finance	Pandemic response coordinator
Asst. Superintendent for HR	Personnel management coordination
Asst. Superintendent for Instruction	Continuation of instructional services
Principals	Continuation of instructional services – Report as needed
Public Information Director	Communication of pandemic-related issues to community – Report as needed

Community Education	Justification
Director of Community Education	Management and coordination of child care needs for children of first responders or health care workers

Data Services	Justification
Director of Data	Management of accounts and services for continuity of instruction and operations and disease testing coordination and reporting

Environmental Services	Justification
Executive Director of Operations	Maintenance and coordination of district services, security, facilities, and potential testing / vaccination services
Security Worker(s)	Security of personnel and facilities, intercampus deliveries
Maintenance Mechanics	Maintenance of the district plant/facilities as needed
Custodian(s)	Specific to disinfecting occupied spaces, as needed
Grounds workers	Plowing, mowing – limited as needed

Food Services	Justification
School Lunch Director	Coordination and management of meal provisions
Cooks and food service helpers	Provide remote meals to students as required

Health Office	Justification
Nurse(s)	If required to provide childcare services.

Student Services	Justification
Director of Student Services	Continuation of instructional and support services, as needed

Technology Services	Justification
Director of Technology	Management of technology support services for district staff as well as student instructional continuity and disease testing coordination
Network Administrator	Maintenance of district network services for district staff and remote student needs
Senior Network Technician(s)	Maintenance of district technology resources (physical and virtual) supporting staff and students
Network Technician(s)	Maintenance of district technology resources (physical and virtual) supporting staff and students
Computer Support Assistant(s)	Maintenance of district technology resources (physical and virtual) supporting staff and students
Help Desk	Coordination of staff and student account needs, purchasing, and technical support.

Business/HR Office	Justification
Payroll Supervisor	Maintain payroll functions
Treasurer	Maintain cash flow, accounting and banking deposits
Accounts Payable Clerk	Pay bills, receive and cross-check invoices
Business Office/HR Clerk (general)	Mail, checking phones, review recent records

Telecommuting Protocols

Requirement: A specific description of protocols the employer will follow in order to enable all non-essential employees and contractors to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed devices or technology, including software, data, office laptops or cell phones, and the transferring of office phone lines to work or personal cell phones as practicable or applicable.

Telecommuting Hardware

Mobile computers are provided to all district teachers as part of the district's ongoing 1:1 technology program during the normal instructional cycle, which include required software and networking tools. Additional laptop computers are provided for key non-teaching faculty and staff members from student reserves while the district transitions from desktop computers to hub-based laptop computers.

Home computing devices may be utilized to access key online district resources such as productivity tools and learning management systems. Computers are provided on an as-available basis to prioritized support staff who do not have home access. As needed, district desktop systems may be authorized for home deployment to support telecommuting functions.

Telecommuting Software

Many district technical resources are available from a basic internet connection and web browser, including both productivity software and learning management systems.

Networking

Faculty, staff and students in need of internet access for telecommuting purposes may contact the Irondequoit Public Library at 336-6060 or emailing irondequoit@libraryweb.org.

Phone Support

Only VOIP (Voice-Over-Internet Protocol) phones provide easy phone forwarding capability. Instructions on using these phones and forwarding features are available on the district knowledgebase website at techhelp.westiron.monroe.edu.

Shift Staggering to Reduce Overcrowding

Requirement: A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce overcrowding on public transportation and at worksites.

Example Staggered Schedule:

5/18/20		5/19/20		5/20/20		5/21/20		5/22/20	
Monday		Tuesday		Wednesday		Thursday		Friday	
6:30 am - 1:00 pm		6:00 am - 3:30 pm		6:30 am - 1:00 pm		6:00 am - 3:30 pm		6:30 am - 1:00 pm	
Schmeer	Linda	Jones	Rich	Schmeer	Linda	Jones	Rich	Schmeer	Linda
McCabe	Matt	Grimm	Justin	McCabe	Matt	Grimm	Justin	McCabe	Matt
Miller	Kurt							Miller	Kurt
Porcello	Rob							Porcello	Rob
Terry	Sorbo	Hertlien	Mark	Terry	Sorbo	Hertlien	Mark	Terry	Sorbo
Knight	Rory	Whitney	Patrick	Knight	Rory	Whitney	Patrick	Knight	Rory
Brinkman	Kurt			Brinkman	Kurt			Brinkman	Kurt
		6:30 am - 1:00 pm				6:30 am - 1:00 pm			
		Caracci	Bob			Caracci	Bob		

5/18/20		5/19/20		5/20/20		5/21/20		5/22/20		5/23/20	
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
TO DO LIST											
Brinkman	Kurt	Caracci	Bob	Grimm	Justin	Hertlien	Mark	Jones	Rich	Knight	Rory
MOW & LINE TRIM		SPRING CLEAN-UP		PRIORITIZE		WIDE AREA MOWING & LINE TRIM		PRIORITIZE		LINE TRIM	
Brookview		Rogers				Pinegrove					
Rogers		Brookview		Camera installation		GRASS REPAIR		HVAC unit maintenance coordinate with Rob			
Seneca		District Office		Ethernet installation for time clocks		RG, Sproule, LW, BW		Backflow tests???			
Iroquois		Listwood				OVERSEED		CATCH BASIN CLEAN-OUT		CATCH BASIN CLEAN-OUT	
Colebrook		Iroquois				Rogers	IRQ	Located in grass area		Located in grass area	
GRASS REPAIR		GRASS REPAIR				BW	Pinegrove			GRASS REPAIR	
Seneca		Seneca				TREE SERVICE				Seneca	
Other		SECURITY				HNC				Other	

Procurement of PPE

Requirement: Protocols the employer will implement to procure personal protective equipment (PPE) for essential employees and contractors, based upon tasks and needs in a quantity sufficient to provide at least two pieces of each type of PPE to each essential employee and contractor during any given work shift over at least six months. A plan for storage of equipment and access to equipment must be included.

The West Irondequoit Central School District will provide the job specific required PPE for employees during a pandemic. Consulting with local and state health departments and the district physician required PPE will be determined. The Executive Director of Operations or designee will work to allocate supplies and manage inventory of PPE supplies. Initial amounts of PPE will provide all identified essential employees at least a 6-month supply of PPE. As additional needs are identified, The Executive Director of Operations In close collaboration with the Assistant Superintendent of Finance, they will develop projected PPE needs. The procurement of PPE will be attained from various vendors across the country. This will include working with Monroe County for pandemic supplies.

Inventory of PPE will be stored in a regularly monitored, secured climate-controlled location at the Environmental Services facility. The distribution will occur through the Executive Director of Operations Office.

Exposure Protocols

Requirement: Protocols in the event an employee or contractor is exposed to a known case of the disease, exhibits symptoms of the disease, or tests positive for the disease to prevent the spread or contraction in the workplace. The protocols shall not violate any existing federal, state, or local law, regarding sick leave or health information privacy, and must include:

- Detailed actions to immediately and thoroughly disinfect the work area, common area surface and shared equipment; and
- The employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

In the event of an employee or contractor is determined to have tested positive for the disease or has exhibited symptoms of the disease, the following disinfecting procedures will be utilized in the area where they work.

Disinfecting Procedures:

SUPPLIES: Spray N Go or Virex II 256, Spray bottle, towels

PROCEDURE:

1. Put on disposable gloves
2. Properly dispense Virex II 256 or Spray N Go into a spray bottle. Spray N Go is ready to go from the container.
3. Thoroughly spray tabletop or desk
4. Properly fold a clean towel.
(Fold the long side of the towel in half, next fold short side of the towel in half, you now have 8 sides to clean with.)
5. Cleaning Process:
 - TABLES:**
Wipe and scrub as needed one table and turn the towel to a clean side for the next table.
 - DESKS:**
Clean approximately 4 desktops and turn the towel to a clean side.
6. Once all eight sides of the towel have been used for cleaning, submerge towel in Virex II or Spray N Go again and repeat.
7. Allow the surface to air dry or to remove water droplets wipe with a clean towel.

Employees who are positive, exhibiting symptoms of the disease or have been determined to be in close contact with another individual who have the disease will not attend the worksite until cleared to return by a medical authority (local health department and medical provider). The employee may access their accrued leave allowances (personal, vacation or sick) under these circumstances. As state or federal law provides additional leave allowances, they will also be made available to the employee.

Documenting Work Hours and Locations for Contact Tracing

Requirement: Protocol for documenting precise hours and work locations, including off-site visits, for essential employees and contractors. The protocol shall be designed only to aid in tracking of the disease and to identify exposed employees and contractors to facilitate the provision of any benefits which may be available.

When essential employees or contractors enter the facility, they will be required to sign in and out of the building (Name, Date, Time in & out, and area(s) they are reporting to.) The **main entrance** will serve as the primary entry point. IHS will have two entry points. At these entry points, there will be a sign in sheet, symptom check material, and PPE. It will be the responsibility of the individual essential employee to sign in and out. Prior to or at these entry points, prescreening material or devices may be utilized to identify symptomatic people.

District Mechanics, which perform essential tasks onsite and offsite, will maintain log sheets in their vehicles. The log sheet will have a specific location, check-in and out time for each site visited. Executive Director of Operations will divide essential employees to separate reporting locations to protect the crew from employee to employee spread of the virus.

Identifying Emergency Housing

Requirement: Protocol for working with the employer's locality to identify sites for emergency housing for essential employees to further contain the spread of the communicable disease to the extent applicable to the needs of the workplace.

In the event that events require the use of emergency housing to contain the spread for essential employees, accommodations will be secured in the local hotels. The Assistant Superintendent for Finance would utilize the District's credit card to make reservations as needed. Accommodations would be for single occupancy to minimize risk of transmission between employees.

The following is a list of local hotels and their contact information:

Hampton Inn in Irondequoit
1323 East Ridge Road, Rochester, NY 14621
(585) 339-3500

Holiday Inn Express
2200 Goodman St N, Rochester, NY 14609
(585) 342-0430

Plan Approval

Requirement: Once drafted, the plan must be presented to recognized or certified representatives of the employer's employees, who shall be granted an opportunity to review the plan and make recommendations. The Governor's press release states that "plans must be submitted to unions and labor management committees within 150 days," presumably requiring that the plans be shared by February 4, 2021. Draft of plan was shared with representatives of the respective bargaining units (WIMEO, IESA, WITA, WITA) and feedback was collected and incorporated into the plan.

The employer must consider and respond to such recommendations in writing within a reasonable timeframe. A copy of the final version shall be published in a clear and conspicuous location, and in the employee handbook, and in a location accessible on either the employer's website or on the internet accessible by employees. No employer shall take retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of the plan.

Definitions

"Personal protective equipment" shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.

"Public employer" or "employer" shall mean the state of New York, a county, city, town, village or any other political subdivision or civil division of the state, a public authority, commission or public benefit corporation, or any other public corporation, agency, instrumentality or unit of government which exercises governmental power under the laws of this state, provided, however, that this subdivision shall not include any employer as defined in section twenty-eight hundred one-a of the education law.

"Contractor" shall mean an individual performing services as party to a contract awarded by the state of New York or any other public employer defined in paragraph b of this subdivision.

"Essential" shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job.

"Non-essential" shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job.

"Communicable disease" shall mean an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector or the inanimate environment to a susceptible animal or human host.

"Retaliatory action" shall mean the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.