

COVID-19 WORKPLACE SAFETY PLAN (Non-Instructional Personnel)

North Syracuse Central School District (“NSCSD”) is committed to providing its employees, contractors, vendors and any visitors to its facilities with a safe environment to conduct business. In connection with that commitment, NSCSD has implemented the following Workplace Safety Plan (the “Plan”), which is intended to comply with applicable federal and state guidance and to reduce the risk of disease transmission of COVID-19.

Industry: Public School (Plan limited to Non-Instructional Personnel)

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Plan for Workplace Safety

To address and minimize the risk of COVID-19 transmission, NSCSD will take the following steps:

I. PEOPLE

A. Physical Distancing

- Staff should remain six (6) feet apart at all times, unless safety or the core function of their work activity requires a shorter distance. Any time staff are less than six (6) feet apart from one another, they must wear acceptable face coverings. Staff will be required to wear masks at all times in common areas such as elevators, lobbies, and when traveling around the office. As discussed below, acceptable face coverings will be supplied by NSCSD. (see **Section II. A**, below). In addition, staff may use their own acceptable face coverings.
- Tightly confined spaces, such as elevators, will be occupied by only one individual at a time, unless all occupants are wearing face coverings.
- Until restrictions are relaxed, the occupancy in any enclosed area will be limited to no more than 50% of maximum occupancy, as set by the certificate of occupancy.
- Social distancing markers that denote six (6) feet of space will be used in common areas such as reception areas.
- Whenever possible, all NSCSD meetings/presentations should be conducted remotely, via teleconference or videoconference. If staff require a room to host a meeting, a room request must be submitted to the Principal or

Superintendent of Schools. Furthermore, for any training/workshop that cannot be conducted remotely, NSCSD will limit attendance to allow for safe social distancing.

- Pick-ups and deliveries at NSCSD buildings will only be made at designated areas.
- Additional social distancing measures will include:
 - Visitors will be required to wear a face covering while in NSCSD facilities.
 - Directional traffic flow will be established via one-way stairwells, hallways, in-room movement, and entrance/exits, where possible. Signage will provide clear direction where necessary.
 - Travel Restrictions: Non-essential work-related travel is not permitted. Work-related travel that is essential to NSCSD's operations may be permitted with approval from Superintendent of Schools. Personal travel is discouraged. All personal or essential work-related travel of 100 miles or more should be documented. After travel, staff may be asked to work from home as their position allows or, if remote work is not possible, take leave for fourteen (14) calendar days and monitor their health, returning to NSCSD facilities if required to do so and if they are not exhibiting any symptoms of illness.
 - Office areas
 - Work Station Spacing: NSCSD will work to arrange workspaces so staff are able to maintain safe separation - preferably the required minimum six (6) feet apart. Staff should limit or avoid (through remote work, staggered shifts, etc.) being in a shared office space with others when possible. If needed, use of vacant offices may be temporarily permitted to provide necessary separation, or furniture may be moved to create the required distance. If the required six (6) feet distance cannot be met, safety partitions between workspaces may be installed.
 - Seating may be downsized and or removed to help ensure social distancing and prevent customer congregation. There will be a limit of people allowed in specific conference rooms, meetings rooms etc.
 - Face coverings: Staff must wear face coverings in common areas including elevators, lobbies, and when traveling around the office.
 - Meeting Rooms: Chairs and tables in any meeting room may be removed or arranged to support the minimum

required six (6) feet physical distance. Visual cues (ex. colored tape on floor indicating correct chair position) may be added to help maintain accurate distancing space.

- Occupancy: Until restrictions are relaxed, no area shall exceed more than 50% of posted maximum occupancy.
- Common/Shared Areas
 - Seating and Workstations: Common areas, including lobby spaces and break rooms, will be arranged to maintain at least the required six (6) feet minimum distance between individuals. This may include the removal of furniture. Visual cues (ex. colored tape on floor indicating correct chair position) will be added to help maintain accurate distancing space. In some instances, common areas may be closed for use and will be clearly marked as restricted.
 - Occupancy: Occupancy of any common space is restricted to current best practices, and signage will be posted noting the maximum occupancy. Until restrictions are relaxed, no area shall exceed more than 50% of posted maximum occupancy.
 - Copiers: NSCSD will provide all staff with a rubber tipped stylus that will allow them to push buttons without touching the copier or other shared device.
 - Interior Doors: NSCSD will prop all interior doors where possible while students are not in session.
 - Restrooms: Restroom use must be based on the ability to maintain at least six (6) feet distance between individuals. Smaller bathrooms with limited space will be marked with signage and occupied by only one individual at a time.
 - All water fountains will be disconnected / turned off. In addition, all staff must bring their own food to work as no food or drink purchase options will be available. Food deliveries are also not allowed.
 - Staff Lounge: All staff should bring their own utensils, mugs, etc. and clean and take home their utensils and food each day. Staff are prohibited from sharing food, containers, or other items in the Staff Lounge. All staff are required to wash, rinse and sanitize food contact surfaces, dishware, utensils, food preparation surfaces, and beverage equipment after use (cleaning and sanitizing products will be provided). In addition, chairs will be spaced six feet apart in all break areas.

- Reception: Gloves will be required to “Raptor” the few individual visitors expected.
 - Elevators: Only one person may use the elevator at a time, unless all occupants are wearing face coverings. Even when face coverings are used elevator occupancy must never exceed 50% of maximum capacity.
- These requirements will be communicated to staff through Sharing of this plan via email and posting on staff site. Copies will be shared with union leaders / representatives as well.

II. PLACES

A. **Protective Equipment**

- NSCSD will provide all staff with a face covering at no cost. NSCSD will also maintain an adequate supply of coverings in case of replacement, which will be procured from national or local vendors. Staff may use the NSCSD provided face covering or their own face covering. Approved face coverings include but are not limited to cloth (homemade sewn, quick cut, bandana), surgical masks, and face shields.
- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded. Cloth masks should be washed daily. Single use surgical masks should be discarded after each use.
- Staff have been discouraged from sharing objects such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces.

B. **Hygiene and Cleaning**

- NSCSD will follow guidance from federal and state governments and agencies regarding cleaning and disinfecting its facilities, including Guidance from the Centers for Disease Control.
- NSCSD will maintain a cleaning log for each of its facilities, which will be maintained by Matt Erwin, Director of Facilities, Phil Smith, Custodial Supervisor, and the head custodian of each building. These logs will be kept in each building. The cleaning log will identify the date, time and scope of each cleaning, including cleaning and disinfection that is performed following a positive or suspected case of COVID-19.
- NSCSD will encourage good employee hygiene by providing the following:
 - Hand soap and/or hand sanitizer in each common area.
- NSCSD facilities will be cleaned and disinfected as appropriate daily by custodial staff.

C. Communication

- NSCSD will post signage throughout its facilities to remind staff, customers and visitors to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- NSCSD will communicate with its staff via email. A copy of NSCSD's workplace safety plan will also be maintained on the district's staff site.
- All visitors must enter through designated areas. NSCSD will maintain a log of all visitors to its facilities, which will kept at each building's entrance and maintained by the building secretary, receptionist or security guard. The individual responsible for screening will complete an entry for each visitor in the visitor log. NSCSD will also keep track of staff working at its facilities on a daily basis.
- If an employee tests positive for COVID-19, NSCSD must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations. The Assistant Superintendent for Human Resources will lead this effort.

III. PROCESS

A. Screening

- Each day, before reporting to NSCSD, all staff will be required to complete a questionnaire which asks whether they have had: (1) COVID-19 symptoms in the past 14 days, (2) positive COVID-19 test in the past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in the past 14 days. This questionnaire will be maintained by each building secretary or receptionist.
- The building principal or designate will review all questionnaire results each day and document the information. At the District Office, Transportation and M&O an Associate Superintendent, departmental supervisor or their designate will review all questionnaire results each day and document the information.
- Employees who present with COVID-19 symptoms will be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, an employee may only return completing a fourteen (14) - day quarantine.
- Employees who present with no symptoms but have tested positive in the past fourteen (14) days may only return to work after completing a fourteen (14) - day quarantine.

- Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms should inform Human Resources and may be able to work on site with additional precautions, including but not limited to regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others.
- NSCSD has designated the Principal of each school building, the Associate Superintendents for the District Office and department supervisors for Transportation and M&O as the site safety monitors, who will be responsible for continuous compliance with all aspects of this Workplace Safety Plan.

B. Contact Tracing and Disinfection of Common Areas

A NSCSD employee who has a positive COVID-19 laboratory result and has been at any NSCSD facility in the fourteen (14) days prior to the positive test is referred to as a “Confirmed Case.”

- Employee Responsibilities
 - If an employee is a Confirmed Case, they must:
 - Notify the Assistant Superintendent for Human Resources immediately;
 - Provide NSCSD with information regarding their contacts at the Facility during the fourteen (14) days prior to the positive test;
 - Provide NSCSD with a copy of any Order of Quarantine related to the diagnosis; and
 - Communicate regularly with Assistant Superintendent for Human Resources regarding their recovery.
- Company Actions
 - When NSCSD is notified about a Confirmed Case, it will:
 - Communication
 - Communicate with the local health authority about the Confirmed Case, contact tracing, and return to work;
 - Communicate with other employees about the Confirmed Case as it deems necessary and appropriate; and
 - Communicate with the Confirmed Case about symptoms, progress, recovery, and discussions with the local health authority and other employees.

- Contact Tracing
 - The Assistant Superintendent for Human Resources will identify employees and visitors who have likely had close contact with the Confirmed Case during the fourteen (14) days prior to the positive test;
 - Communicate with the local health authority regarding its contact tracing and follow its guidance and recommendations;
 - Notify other NSCSD employees as it deems necessary and appropriate, discuss recommendations of the local health authority, and determine whether exposed employees can return to work.
- Cleaning and Disinfection
 - Close any building or work area as appropriate if there has been a Confirmed Case for a minimum of twenty four (24) hours before cleaning begins; and
 - Perform cleaning and disinfection of all areas where the employee worked and any common areas where they would have been.
- Documentation
 - Document all communication with the employee and/or the local health authority; and
 - Determine whether the infection should be recorded pursuant to OSHA regulations.