

DISTRICT-WIDE SCHOOL SAFETY PLAN

Hadley-Luzerne Central School District
2022-2023 School Year

Adopted by BOE: August 2, 2022
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Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan (district plan) designed to prevent or minimize the effects of serious violent incidents, declared state disaster emergency involving a communicable disease or local public health emergency declaration and other emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The district plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safe Schools against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

The Hadley-Luzerne Central School District supports the SAVE Legislation and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

Section I: General Considerations and Planning Guidelines

Purpose

The Hadley-Luzerne Central School District’s district plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Hadley-Luzerne Central School District Board of Education, the Superintendent of the Hadley-Luzerne Central School District appointed a district-wide school safety team and charged it with the development and maintenance of the district plan.

Identification of Chief Emergency Officer

The Hadley-Luzerne Central School District designates the Superintendent as the Chief Emergency Officer, whose duties shall include, but not be limited to:

- Coordination of the communication between school staff, law enforcement, and other first responders;
- Lead the efforts of the district-wide school safety team in the completion and yearly update by September 1st, of the district plan and the coordination of the district plan with the building-level emergency response plan (building plan);
- Ensure staff understanding of the district–wide school safety plan;
- Ensure the completion of the building plans for each school building and yearly update by September 1st;
- Assist in the selection of security related technology and development of policies for the use of such technology;
- Coordinate appropriate safety, security, and emergency training for district and school staff, including annual required training in the emergency response plan by September 15th; and

- Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807.

Identification of School Teams

The Hadley-Luzerne Central School District has created a district-wide school safety team appointed by the board of education consisting of, but not limited to, representatives of the school board, teacher, administrator, and parent organizations, school safety personnel and other school personnel, including bus drivers and monitors. The members of the team by title are as follows:

- Superintendent of Schools
- Superintendent of Buildings and Grounds
- Principal of the SMT Elementary School
- Principal of the Junior/Senior High School
- Athletic Director
- Warren County Sheriff and Parent
- Teacher
- Parent and Community Member
- BOCES Safety Specialist
- Transportation Supervisor
- Information Technology Supervisor

Concept of Operations

The district plan is directly linked to the individual building plans for each school building. Protocols reflected in the district plan guide the development and implementation of the individual building plans.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual building is by the building-level emergency response team. Upon the activation of the building-level emergency response team, the Superintendent of Schools or their designee is notified and, where appropriate, local emergency officials are notified. Efforts may be supplemented by County and State resources through existing protocols.

Plan review and public comment

This plan shall be reviewed and maintained by the Hadley-Luzerne Central School District district-wide school safety team and reviewed on an annual basis on or before September 1st of each year. This plan is posted on the district's webpage.

Pursuant to Commissioner's Regulation 155.17 (c) (3), this plan was made available for public comment 30 days prior to its adoption. The district plan is adopted by the Board of Education after one public hearing that provides for the participation of school personnel, parents, students and any other interested parties.

While linked to the district plan, the building 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. The building plan shall be kept confidential and shall not be disclosed except to authorized department or school staff and law enforcement officers.

The district plan and any amendments are submitted to the New York State Education Department within 30 days of adoption by posting this public plan on the district’s website. The building plan is supplied to law enforcement agencies in Warren County and the NYS State Police within 30 days of adoption.

Section II: General Emergency Response Planning

The district plan provides the framework for the building plan. The purpose of a uniform plan is to ensure district-wide continuity for emergency responses. These general emergency responses are used to assist school employees, students, parents and emergency responders learn one system that can be used in the Hadley-Luzerne Central School District.

Identification of sites of potential emergency, including:

- The district-wide school safety team in conjunction with local officials has identified areas outside of school property that may impact a district facility during an emergency. Factors that were considered included population, presence of hazardous materials, and potential for emergency based on national trends and proximity to district property.
- A list of areas has been identified as having the potential to impact within the district. This list has been created for reference and awareness. The list is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency. A list of potential community-based hazards or emergency situations has been noted in the building plan.
- The district- wide school safety team has recognized that there are many factors that could cause an emergency within our school building. There are also factors that need to be considered when responding to an emergency. A list of potential internal and external hazards or emergency situations has been noted in the building plans.

The district has developed multi-hazard response guides. These guidelines are located in the building plan and are in Incident Command System (ICS) format. Plans for taking the following actions in response to an emergency where appropriate include, but are not limited to:

- Initial Actions
- Command Post Location (primary and secondary)
- **Shelter in Place:** Used to shelter students/staff inside the school
- Severe Weather
- Bomb Threat
- HazMat Incident
- **Hold-In Place:** Limits student/staff movement while dealing with short term emergencies
- **Evacuation:** Used to evacuate students/staff from the school
- Before, during and after school hours, including security during evacuation and evacuation routes
- Evacuation/Relocation Sites (internal and external)
- **Lockout:** Used to secure school buildings and grounds during incidents that pose an imminent concern outside of the school

- **Lockdown:** Used to secure school buildings and grounds during incidents that pose an immediate threat of violence in or around the school.
- School Cancellation
- Early Dismissal

Emergencies include, but are not limited to:

Air Pollution	Earthquake	Heating System Failure	Natural Gas Leak
Anthrax/Biological	Elec. System Failure	Hostage Situation	Radiological
Aviation Crash	Energy Supply Loss	Intruder Situation	Roof Leak/Failure
Bldg. Structural Failure	Epidemic	Loss of Building	School Bus Accident
Bomb Threat	Explosion	Loss of Buses	Severe Weather
Civil Disturbance	Fire Alarm Evacuation	Mass Casualty	Threats of Violence
Crimes Against People	Flood	Medical Emergency	Water Emergency

The district has identified various district resources that may be available for use during an emergency, including the identification of personnel, equipment and shelters.

Using ICS the district has identified the school officials authorized to make decisions during an emergency. Through ICS, the procedures to coordinate the use of school district resources and manpower during emergencies, including the identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies are clearly defined. ICS also identifies the staff members and their backups assigned to provide assistance during emergencies.

The district has policies and procedures for annual multi-hazard school safety training for staff and students, including the strategies for implementing training related to multi-hazards. By October 1 of each school year, the superintendent provides written information to all students and staff about emergency procedures. All staff receive annual training by September 15th on the building plan which includes components on violence prevention and mental health. New employees hired after the start of the school year receive this training within 30 days of hire or as part of the district’s existing new hire training program, whichever is sooner. The district certifies that this training is completed by October 1st every year in the New York State Education Department (NYSED) Basic Education Data System (BEDS).

The following procedures, which have been established to provide this training on an annual basis, include but are not limited to: early dismissal/go home drill, shelter-in place, hold-in-place, evacuation/fire drills, lockout, lockdown, table top exercises and Incident Command System training.

The district conducts drills and other training exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local, county, and state emergency responders and preparedness officials. A debriefing concludes each test to determine if changes to the plan are necessary.

Fire and Emergency Drills

The school district, at least once every school year, and where possible in cooperation with local county emergency preparedness plan officials, conducts one test of its emergency response procedures under its building plan, including sheltering, lock-down, or early dismissal, at a time not to occur more than 15 minutes earlier than the normal dismissal time.

The Education Law §§ 807(1-a), 807 (b): Fire and Emergency Drills July 2016 amendments expanded fire drill requirements to also include emergency drills to prepare students to be able to respond appropriately in the event of a sudden emergency. The statute now requires twelve drills be conducted each school year, four of which must be lock-down drills. The remaining eight are required to be evacuation drills. There is still a requirement that eight of the required twelve drills must be completed in the first half of the school year (September 1 to December 31).

The statute explicitly requires schools to conduct lock-down drills, which are essential, because they prepare students and staff to respond to the highest level of threat with the most urgent action and the least margin for error. The goal is to have schools conduct drills where they immediately clear hallways, lock doors and take positions out of sight to practice their ability to put the building into a protective posture as quickly as possible. These emergency measures allow time for responding law enforcement to arrive on scene and neutralize the threat. If possible, law enforcement should be involved in the drills to help prepare students and staff for their interactions and release from lock-down by uniformed officers. However, law enforcement involvement is not required by the new legislative mandate. Other protective actions such as lock-out or shelter in place are emergency actions that are usually preceded by some degree of warning time and do not require the immediate response necessary for a lock-down. While the school should be well versed in their lock-out and shelter in place protocols, lock-down is the only type of protective action that is specifically required by the statute.

Section III: Responding to Threats and Acts of Violence

The school refers to its Crisis Intervention Plan via the post-incident response team and the Multi-Hazard Emergency Response Guides located in the building plan. These are reviewed by the district-wide school safety team to ensure content and consistency throughout the district. These policies and procedures are for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which includes suicide. The following types of procedures are addressed in the plan:

- Informing the Superintendent or designee of implied or direct threats.
- Determining the level of threat with the Superintendent and building-level emergency response team members.
- Contacting appropriate law enforcement agency, if necessary.
- Monitoring the situation, adjusting the district's responses as appropriate to include possible implementation of the building-level emergency response team.
- Communication with parent/guardian. When a student implies or specifically threatens self-inflicted violence including suicide, the principal of the school in which the student attends directly contacts the respective parents/guardians.

The Multi-Hazard Emergency Response Guides in the building plan provide guidance on the district’s policies and procedures for responding to direct acts of violence (i.e., Crimes Against Persons, Hostage Taking, Intruder and Kidnapping) by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including consideration of zero-tolerance policies for school violence.

The following types of procedures are addressed in the plan:

- Inform the Superintendent/designee
- Determine the level of threat with the superintendent/designee and the building-level emergency response team.
- If the situation warrants, isolate the immediate area.
- Monitor the situation; adjust the level of response as appropriate; if necessary, initiate lockdown, evacuation, sheltering and/or early dismissal procedures as needed, if needed.
- Contact appropriate law enforcement agency.

NOTE: The Hadley-Luzerne Central School District’s “Code of Conduct” describes by students, teachers, other school personnel and visitors to the school.

Response protocols are identified in the building plan in the ICS format along with definitions of ICS roles and responsibilities. The Multi-Hazard Emergency Response Guides address specific procedures for responding to bomb threat, intruders, hostage takings and kidnapping.

The following protocols for appropriate responses to emergencies are provided as examples of responses to bomb threats, hostage takings, intrusions and kidnappings:

- Identification of decision-makers.
- Plans to safeguard students and staff.
- Procedures to provide transportation, if necessary.
- Procedures to notify parents.
- Procedures to notify media.
- Debriefing procedures.

The district has established policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. In the Hadley-Luzerne Central School District, the following communication method is used:

- A mass notification feature in its phone system, which automatically sends one message out to all staff and persons in parental relations, which would inform them of the event.

Section IV: Communication with Others

The Hadley-Luzerne Central School District is fortunate to have substantial ties to the communities of Hadley, Lake Luzerne and Warren County. If there were an emergency within our facility, we would call 911 for emergency assistance. If involvement is needed from other local government agencies, the Superintendent or designee would act as the contact person. Additional procedures for communications can be found in the building plan including local emergency contacts and phone numbers, and the

NYS/BOCES Communication Flow Chart. These contacts provide guidance for obtaining assistance during emergencies from emergency services organizations and local government.

Arrangements for obtaining advice and assistance from emergency organizations and local government officials, including the county or city officials responsible for implementation of Article 2-B of the Executive Law, are noted in the NYS/BOCES Communication Flow Chart.

If there is a disaster within the district that has the potential to impact other educational agencies within the district boundaries, the Chief Emergency Officer activates the above-referenced phone and/or e-mail mass notification system.

Along with the above-noted notification procedures, the district also maintains the following information about each educational agency in the confidential building plan:

- School population
- Number of staff
- Transportation needs
- Business and home telephone numbers of key officials of each such educational agency

Section V: Prevention and Intervention Strategies

The district has developed policies and procedures related to school building security, including the use of a school resource officer, and security devices and procedures. The instructional buildings have secure entrances wherein visitors are observed and then buzzed into an area where they must sign in and obtain a badge.

The Hadley-Luzerne Central School District has implemented procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to: the identification of family, community and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, persons in parental relation to students of the district, students and other persons deemed appropriate to receive such information.

Appropriate prevention and intervention strategies, such as:

- Collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;
- Nonviolent conflict resolution training programs;
- Peer mediation programs and youth courts; and
- Extended day and other school safety programs;

The district has created and supported strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for

students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence.

The district has established the following programs:

- Natural Helpers
- Restorative Justice
- STOP group

Students, staff, parents or community members that have concerns about an individual’s potential threat to others or to themselves should immediately report those concerns to the Building Principal or other school administrators. Students are encouraged to contact a trusted adult who then will refer the matter to the appropriate administrator.

The Hadley-Luzerne Central School District has created descriptions of duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school and the hiring and screening process for all personnel acting in a school security capacity.

The Hadley-Luzerne Central School District does employ hall monitors and a school resource officer. In accordance with Project SAVE, after July 1, 2001, all new full and part-time employees are finger-printed and have background checks completed.

The Hadley-Luzerne Central School district does have a BOE policy regarding Extreme Risk Protection Orders (“Red Flag Law”). Extreme risk protection orders are court orders that restrict the ability of a person, who is judged likely to engage in conduct that would result in serious physical harm to him/herself or others, to purchase or possess firearms, rifles or shotguns, or attempt to do so. BOE 8130.1 states that any person, including but not limited to district staff, students, parents, and community members who have reason to believe, either personally or through information received by others, that a currently-enrolled or recently-enrolled student is likely to engage in conduct that would result in serious physical harm to him/herself or others, they are encouraged to report their concerns to the Building Principal or his/her designee. The Building Principal or his/her designee will notify the Superintendent. The Superintendent will contact the State Police and/or school attorney, and a determination regarding the appropriateness of petitioning the court will be made to best protect the school from violence.

Section VI: Recovery

Recovery addresses the help needed for all involved to heal and to restore the school community to “normal” operations. The District Plan supports the school building plan by deploying district resources that support the school’s building-level emergency response team and the post-incident response team.

Recovery plans include mental health/emotional recovery, academic, physical and business recovery, and can continue long after the actual emergency.

District Support for the Hadley-Luzerne Central School District

The building plan provides resources for supporting the building-level emergency response team and post-incident response team. The district's ICS identifies back-ups to relieve team members. This provides team members the opportunity to rotate personnel, to fill in if assigned personnel are unavailable and to debrief in a supportive environment.

The district realizes that some emergencies may overwhelm an individual school's ability to manage an extreme crisis. If/when the school is faced with an emergency such as threats of violence or actual violent incidents, the district-wide school safety team assists as follows:

- Acting as a sounding board regarding the implied or direct threats and/or violent acts.
- Assisting in determining the level of threat and appropriate response.
- Monitoring the situation and adjusting the district's response as appropriate.
- Assisting with parent/guardian, faculty/staff, and media communication.
- Assisting with coordinating building and grounds security in conjunction with local and State Police.
- Assisting with offering a backup post-incident response team (i.e., another school district's team and/or an outside group) as needed, if needed.
- Offering debriefing sessions as needed working in conjunction with local Hadley-Luzerne Central, Warren County, and/or State emergency responders.

Disaster Mental Health Services

If/when a building-level emergency response team or post-incident response team is faced with an emergency that may overwhelm the school's ability to manage an extreme crisis, the district-wide school safety team assists as follows:

- Activating the district-wide post-incident response team.
- Offering district support and looking for continued feedback from those directly impacted during the incident, with projected plans to assist if needed during heightened stressful times such as a re-occurrence of a similar event and anniversaries of the original event.
- Assisting with parent/guardian, student, and faculty/staff debriefing and/or post-incident crisis intervention. The debriefing is also used in part to evaluate the district's plan for possible revisions. If needed, assisting in contacting additional outside mental health resources such as the National Organization for Victim Assistance (1-800-try-nova; www.try-nova.org).
- Assisting the schools with written statements going out to faculty/staff, parents/guardians, press releases and media requests through the district's Public Information Officer.

The district supports the recovery phase and reevaluates current multi-hazard and violence prevention practices and school safety activities.

APPENDIX A
District Buildings, Contacts and Phone Numbers

The Hadley-Luzerne Central School District consists of two instructional facilities, the Queen Anne Office Building, and a bus garage.

Building	Address	Contact Number
Elementary School	27 Hyland Drive Lake Luzerne, NY 12846	(518) 696-2378
Junior/Senior High School	273 Lake Avenue Lake Luzerne, NY 12846	(518) 696-2112

APPENDIX B

Potential Hazardous Sites

COMMUNITY BASED LIST: A list of areas has been identified as having the potential to impact within the district. This list was created for reference and awareness. It is not all-inclusive for every emergency. However, these areas have been identified as having the most probable impact on district facilities or district boundaries should they have or create an emergency. *The list of potential community-based hazards or emergency situations has been noted in the building plan.*

SCHOOL BASED LIST: The district team has recognized that there are many factors that could cause an emergency within our school building. There are also factors that need to be considered when responding to an emergency. *The list of potential internal and external hazards or emergency situations has been noted in the building plan.*

Appendix C: School Resource Officer (SRO) Memorandum of Understanding (MOU)

AGREEMENT FOR LAW ENFORCEMENT SERVICES WITHIN THE HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT

THIS AGREEMENT (the “Agreement”) is made by and between the **COUNTY OF WARREN**, a municipal corporation and political subdivision established under the Laws of the State of New York, having its principal offices and place of business located at the Warren County Municipal Center with a mailing address of 1340 State Route 9, Lake George, New York 12845 (the “County”), and

HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT, having its principal offices and place of business located at 273 Lake Avenue, Lake Luzerne, New York 12846 (the “District”).

WHEREAS, the District has requested that the Warren County Sheriff provide law enforcement services by assigning two (2) School Resource Officers/School Security Officers to the Hadley-Luzerne Central School District: one (1) officer to be assigned at the Stuart M. Townsend Elementary School; and one (1) officer to be assigned at the Hadley-Luzerne Junior/Senior High School, during normal school hours and for such other events as requested by the District, and

WHEREAS, the County has indicated its willingness to provide these services during the 2021-2022 school calendar year commencing upon execution by both parties and terminating upon the end of the school year, unless terminated by either party in accordance with this Agreement, and

WHEREAS, the District has agreed to pay the County in the amount of Eighty-Seven Thousand Dollars (\$87,000) per school year for such services as set forth in this Agreement.

NOW, THEREFORE, it is mutually agreed as follows:

The County, through the Warren County Sheriff's office, agrees to provide two (2) School Resource Officers/School Security Officers: one (1) officer to be assigned at the Stuart M. Townsend Elementary School; and one (1) officer to be assigned at the Hadley-Luzerne Junior/Senior High School during normal business hours and for such other events as requested by the District, in accordance with and subject to the terms of this Agreement.

I. DOCUMENTS:

The following documents are now in existence and shall be deemed a part of this Agreement and are incorporated by reference as though fully set forth in their entirety: This Agreement; proof of required insurance; and Resolution No. 377 of 2021. These documents are attached to this Agreement. In the event that conflicts are found to exist among these documents, this Agreement shall govern.

II. DELIVERY OF SERVICES:

A. Service Area(s)

The County, through its Sheriff's Office, shall provide two (2) School Resource Officers/School Security Officers at the Hadley-Luzerne Central School District at the locations referenced above and the grounds thereof.

B. Enforcement Responsibilities

The County, through its Sheriff as the conservator of the peace within the County, shall provide School Resource Officers/ School Security Officers services for the Hadley-Luzerne Central School District. Such Officers shall not bear responsibilities above and beyond as required by law. Matters shall be handled in accordance with the law and at the discretion of the Sheriff in coordination with the District.

C. Quantity of Services

The County will assign two (2) uniformed School Resource/ Security Officers to the Hadley-Luzerne Central School District at the locations aforementioned for the entire 2021-2022 school year. The hours worked will be based on the needs of the District, at the discretion of the School Superintendent, and following the school calendar, and for such other events as required by the District. The hours of the School Resource/Security Officers are capped at 1512 hours (per officer) for the entire school years which includes any and all training that may be required.

D. How Services Will be Delivered.

The scheduling, direction, and supervision of the School Resource Officers and those matters incidental to the delivery of those services to the District shall be determined by the Sheriff.

E. Dispute Resolution.

Any conflict between the parties regarding the extent or manner of performance of these services delivered to the District shall be resolved between the Sheriff or his designee and the Superintendent of the District or his/her designee.

F. Enforcement of Services.

Notwithstanding the provisions set forth in this Agreement, nothing in this Agreement shall force the County to provide the agreed services herein, if the County does not have enough staff to fulfill its obligations under this Agreement.

The District hereby waives its rights to any claims for breach of contract, its right to request injunctive relief, or any other cause of action against the County if nonperformance of this

Agreement is due to the inability to staff this position by the County. If the County cannot staff the position and the District has paid for the services provided, the District will be refunded on a pro-rated basis any money that was paid for days without service. Upon a request from the District for such refund, the County will provide refund payment within thirty (30) days of the request.

III. RESOURCES:

The County reserves the right to invoice the District for any and all equipment and supplies required for the School Resource/School Security Officers.

IV. CONSIDERATION:

A. Payment

The District shall pay to the County a total amount of Eighty-Seven Thousand Dollars (\$87,000) for the services to be rendered herein for the 2021-2022 school calendar year, plus the cost of any necessary equipment or supplies for the County to perform services under this Agreement. This amount is owed to the County even if the District is closed for any reason, regardless of the length of time of such closure.

B. Billing and Payment

The District shall pay to the Treasurer of Warren County the entire amount of Eighty-Seven Thousand Dollars (\$87,000), on or before October 16, 2021.

C. Payment Upon Termination.

If either party exercises their right to terminate this Agreement prior to the completion of services, the County shall be paid for those services rendered pursuant to this Agreement on a pro-rated basis.

V. INDEMNIFICATION; DEFENSE; COOPERATION:

A. District's Responsibilities:

1. The District shall be solely responsible for and shall indemnify, defend and hold harmless the County and its officers, employees, and agents (the "County Indemnified Parties") from and against any and all liabilities, losses, costs expenses (including, without limitation, reasonable attorney's fees and disbursements) and damages ("Losses"), arising out of or in connection with any acts or omissions of the District and/or the District's officers, employees, and agents, regardless of whether taken pursuant to or authorized by this Agreement and regardless of whether due to negligence, fault, or default including losses in connection with any threatened investigation, litigation, or other proceeding or preparing a defense to or prosecuting the same. The School Resource/Security Officer shall remain an employee of the County, and shall not be an employee of the District.

2. The District shall carry General Liability coverage in the amounts of at least \$1 Million per occurrence and \$2 Million aggregate with respect to the District and any of its employees or agents. The District shall name the County as an additional insured on a primary, non-contributory basis to the District's General Liability policy. The District is also required to carry Workers' Compensation (\$1 Million limit) and Disability insurance. All coverage must be issued by an insurance company admitted to do business in New York State and maintaining an A.M. Best rating of A- or better.

3. The District shall furnish to the County Certificate(s) of Insurance evidencing coverage stipulated in paragraph V(A)(2) above before service from the County begins. The failure of the District to provide such Certificate of Insurance shall not be deemed a waiver by the County of the District's obligation to provide same insurance coverage. In addition, and in the event of any defect in any Certificate of Insurance, regardless of when such defect may be discovered, the acceptance by the County of any such certificate of insurance shall not be deemed a satisfaction of the requirement that the District provide insurance coverage as noted anywhere in this Agreement.

4. The District shall upon the County's demand, promptly and diligently defend, at the District's sole risk and expense, any and all suits, actions, or proceedings which may be brought or instituted against the County, and the District shall pay and satisfy any judgment, decree, loss, or settlement in connection therewith.

5. The District shall, and shall cause the District's officers, employees, and agents to, cooperate with the County in connection with the investigation, defense or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.

B. County's Responsibilities:

1. The County shall be solely responsible for and shall indemnify, defend and hold harmless the District and its officers, employees, and agents (the "District Indemnified Parties") from and against any and all liabilities, losses, costs expenses (including, without limitation, reasonable attorney's fees and disbursements) and damages ("Losses"), arising out of or in connection with any acts or omissions of the County and/or the County's officers, employees, and agents, regardless of whether taken pursuant to or authorized by this Agreement and regardless of whether due to negligence, fault, or default including losses in connection with any threatened

investigation, litigation, or other proceeding or preparing a defense to or prosecuting the same. The School Resource/Security Officer shall remain an employee of the County, and shall not be an employee of the District.

2. The County shall carry General Liability coverage in the amounts of at least \$1 Million per occurrence and \$2 Million aggregate with respect to the County and any of its employees or agents. The County shall name the District as an additional insured on a primary, non-contributory basis to the County's General Liability policy. The County is also required to carry Workers' Compensation (\$1 Million limit) and Disability insurance. All coverage must be issued by an insurance company admitted to do business in New York State and maintaining an A.M. Best rating of A- or better.

3. The County shall furnish to the District Certificate(s) of Insurance evidencing coverage stipulated in paragraph V(B)(2) above before service from the County begins. The failure of the County to provide such Certificate of Insurance shall not be deemed a waiver by the District of the County's obligation to provide same insurance coverage. In addition, and in the event of any defect in any Certificate of Insurance, regardless of when such defect may be discovered, the acceptance by the District of any such certificate of insurance shall not be deemed a satisfaction of the requirement that the County provide insurance coverage as noted anywhere in this Agreement.

4. The County shall upon the District's demand, promptly and diligently defend, at the County's sole risk and expense, any and all suits, actions, or proceedings which may be brought or instituted against the District, and the County shall pay and satisfy any judgment, decree, loss, or settlement in connection therewith.

5. The County shall, and shall cause the County’s officers, employees, and agents to, cooperate with the District in connection with the investigation, defense or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.

C. The provisions of this section shall survive the termination and/or expiration of this Agreement.

VI. DISCRIMINATION AND HARASSMENT POLICY.

Any type of discrimination and harassment is against Warren County policy and is unlawful. The District acknowledges and agrees it has read the entire Warren County Policy Against Discrimination and Harassment, a copy of which can be found online at www.warrencountynv.gov/hr/forms.php under the link labeled Discrimination and Harassment. The Warren County Policy Against Discrimination and Harassment applies to all personnel in a contractor or other business relationship with the County. This Agreement incorporates the entire Policy as a material term of this Agreement. The District shall follow the Policy in its entirety. If a complaint does arise, the District shall notify Warren County promptly. To the fullest extent permitted by law, the District shall indemnify, hold harmless and defend Warren County, its Board, officers, employees and volunteers against any and all losses, claims, actions, demands, damages, liabilities, or expenses, including but not limited to attorney’s fees and all other costs to defend, result from District and or agent’s breach of this Policy. The provisions of this section shall survive the termination and/or expiration of this Agreement.

VII. DURATION:

The term of this Agreement shall be for the school calendar year 2021-2022, commencing upon execution by both parties and continuing under the same terms and conditions until the end

of the 2021-2022 school year unless terminated upon thirty (30) days notice by either party for any reason.

VIII. AUTHORITY.

This Agreement is made and executed pursuant to Warren County Board of Supervisors Resolution No. 377 of 2021, adopted by the Warren County Board of Supervisors on September 17, 2021.

This Agreement is subject to the approval of the Hadley-Luzerne Central School District Board of Education.

IX. ELECTRONIC SIGNATURE.

This Agreement may be executed and delivered in a number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument. Documents executed, scanned and transmitted electronically and electronic signatures shall be deemed original signatures for purposes of this Agreement and all matters related thereto, with such facsimile, scanned and electronic signatures having the same legal effect as original signatures.


IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year of executed of the last signatory hereunder.

Approved as to Form:


Assistant County Attorney

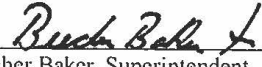
Date: 9/21/21

COUNTY OF WARREN

By: 
Rachel E. Secber, Chairwoman
Warren County Board of Supervisors

Date: 9/21/21

HADLEY-LUZERNE CENTRAL
SCHOOL DISTRICT

By: 
Beecher Baker, Superintendent
Hadley-Luzerne Central School District

Date: 10/7/21

APPENDIX D

Communicable Disease - Pandemic Continuity of Operations Plan

This Continuity of Operations Plan (plan) has been developed to meet the requirements of subsection (2)(m) of Education Law §2801-a which requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. This plan is built upon the components of the District-Wide School Safety and the Building-Level Emergency Response Plan(s). The Plan includes elements of COVID-19 Reopening Plan and will be updated regularly to reflect current guidance and best practices. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this plan and implementation at the building level through the Building-Level Emergency Response Team.

The Hadley-Luzerne Central School District (district) will work closely with the Warren County Department of Health (local health department) to determine the need for activation of this plan. The district will report suspected and confirmed cases of communicable diseases (e.g., influenza, coronavirus, etc.) on the monthly Communicable Disease Report, (DMS-485.7/93; HE-112.4/81) and submit it to the local health department. Depending on the severity of the disease, the district may be required to report information more frequently and in another format (i.e., daily for COVID-19).

The local health department will monitor county-wide communicable disease cases and inform school districts as to appropriate actions.

When this plan is activated, the District-Wide School Safety Team may invite additional people to the meetings to aid in the planning efforts:

- District Medical Director
- School nurse(s)
- Technology Director
- Human Resources Director
- Business Official
- Facility Director
- Food Service Director
- Transportation Coordinator
- Public Information Officer
- Curriculum Director

Communication with parents, students, staff, and the school community is important throughout a pandemic outbreak. Communication methods will include postings to the district website, email, and social media. The district Public Relations Specialist (Communications) has been designated to coordinate this effort. Communications will work closely with the Information Technology (Tech) to ensure proper function of all communication systems.

Essential Positions/Titles

The district has developed this plan to prepare for any future government ordered shutdowns that may occur, similar to the coronavirus shutdown in the spring of 2020. Attachment 1 includes a list of essential

positions that would be required to be on-site or in district to continue to function as opposed to those positions that could work remotely. The list includes:

- Title – a list of positions/titles considered essential (i.e., could not work remotely) in the event of a state-ordered reduction of in-person workforce.
- Description – brief description of job function.
- Justification - brief description of critical responsibilities that could not be provided remotely.
- Work Shift – brief description of how work shifts of essential employees and/or contractors will be staggered in order to reduce overcrowding in the district.
- Protocol – how precise hours and work locations, including off-site visits, will be documented for essential employees and contractors.

Working/Learning Remotely

The District will assess devices and technology needs of all non-essential employees and contractors in order to enable telecommuting.

Options for assessing district needs include stakeholder meetings or surveys to determine:

- Who will need devices and/or peripherals at home,
- What programs will need to be added to these devices, and
- The availability of viable existing at-home Internet service.

The information from these surveys will be used to determine what items need to be purchased, which programs need to be installed on devices and if appropriate Internet bandwidth can be provided to those in need

Reducing Risk

Depending on the exact nature of the communicable disease and its impact, the district is prepared to use the strategies below to reduce traffic congestion and maintain social distancing:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by state or local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building and/or between buildings.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The district may need to include additional strategies based on updated federal, state, and local guidance.

Personal Protective Equipment (PPE) and Face Coverings

The district will procure a six-month supply of face coverings and PPE required for essential work tasks. Disposable PPE will be provided in quantities of at least two pieces per workday.

PPE Type	Task/Role
N-95	Nurses/Nurses’ Aides Cleaners/Custodians (based on disinfectants used)
Face Shields	Nurses/Nurses’ Aides Special Education
Gowns	Nurses/Nurses’ Aides Special Education
Gloves	Nurses/Nurses’ Aides Special Education Cleaners/Custodians Maintenance/Mechanics
Cloth Face Coverings*	All faculty, staff and students

** OSHA does not consider cloth face coverings to be personal protective equipment because their capability to protect the wearer is unknown. However, cloth face coverings are important as a source control for COVID-19 and provides some protection to the wearer. As such, OSHA strongly encourages workers to wear face coverings.*

Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to ensure they are physically able to do so.

The use of cloth face coverings to reduce the spread of communicable diseases is important to the health and safety of faculty, staff and students. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (asymptomatic) and are essential when physical distancing is difficult. Information will be provided to faculty, staff and students on proper use, removal, and cleaning of cloth face coverings. All faculty, staff and students will be encouraged to utilize their own personal face coverings but the district will secure and provide face coverings as needed.

PPE and face coverings will be stored in a manner, which will prevent degradation. These supplies will be monitored to ensure integrity and track usage rates.

Continuity of Operations

Continuity of operations could be severely impacted by a loss of staff. The table below describes the procedures for maintaining essential functions and services by planning for backup personnel.

Role/Topic	Task	Backups
Overall Operations	Have decision-making authority for the district. Make district policies and procedures to reflect crisis response.	Those listed below are assigned to this role: Superintendent Business Official Director of Facilities
Business Office	Maintain overall function and facilities operation. Review essential functions and responsibilities of back-up personnel.	Purchasing ● Accounts Payable Payroll ● Business Manager

	Monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary	
Facilities	<p>Keep the Business Office informed of staffing issues and of the point at which buildings can no longer be maintained</p> <p>Provided building administrators with procedures for maintaining essential building functions (e.g., HVAC system operation, alarms, security, etc.) along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems</p> <p>Meet with staff and monitor their ability to maintain essential function</p>	
Human Resources	<p>Monitors absenteeism and ensures appropriate delegation of authority</p> <p>Work with bargaining units to develop the plan for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc.</p>	<ul style="list-style-type: none"> ● Business Manager ● Treasurer
Continuity of Instruction	<p>Implemented in the event of significant absences or school closure.</p> <p>Alternate learning strategies will include:</p> <ul style="list-style-type: none"> ● Hard copy, self-directed lessons ● Use of mobile media storage devices for lessons (CDs, Jump Drives, iPads) ● On-line instruction; on-line resources; on-line textbooks ● Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings 	

Response

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the local health department and other experts.

- The Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the plan’s activation and review responsibilities and communication procedures.
- Communications will work closely with the Informational Technology Department to re-test all communication systems to ensure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.

- An alert will be sent to the school community upon activation of this plan. The communication will be based on the latest information from federal, state and local health authorities.
- If the decision is made to close a school building, the district will notify the NYS Education Department and District Superintendent.

The district will assign a communicable disease safety coordinator for the district, whose responsibilities include continuous compliance with all aspects of the district’s reopening plan and any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels. The coordinators shall be the main contact upon the identification of positive communicable disease cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the public health emergency and plans implemented by the school.

The school district has determined employee policies for available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine. These policies are consistent with existing federal, state, or local law, including regarding sick leave or health information privacy.

Hand Hygiene

Faculty, staff, and students will be trained on proper hand hygiene. Information will be provided to parents and/or legal guardians on ways to reinforce hand hygiene at home. The district will provide stations around the school buildings:

- For hand washing: soap, running water, and disposable paper towels.
- For hand sanitizing: an alcohol-based hand sanitizer containing at least 60% alcohol for areas where hand washing facilities may not be available or practical.
- Accommodations for students who cannot use hand sanitizer will be made.

Communicable Disease Exposures

The district must be prepared for communicable disease outbreaks in their local communities and for individual exposure events to occur in their facilities, regardless of the level of community transmission. The Centers for Disease Control and Prevention (CDC) and New York State Department of Health (NYSDOH) have provided recommendations for strategies to follow after an exposure:

- Close off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Open outside doors and windows to increase air circulation in the area.
- Wait at least 24 hours before cleaning and disinfection. If waiting 24 hours is not feasible, wait as long as possible;
- Clean and disinfect all areas used by the person suspected or confirmed to have a communicable disease, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals without close or proximate contact with the person suspected or confirmed to have a communicable disease can return to the area and resume school activities immediately after cleaning and disinfection.

- If more than seven days have passed since the person who is suspected or confirmed to have a communicable disease visited or used the facility, additional cleaning or disinfection is not necessary, but routine cleaning and disinfection should continue.

Contact Tracing

The district will notify the state and local health department immediately upon being informed of any positive communicable disease diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors of the district.

Districts may assist with contact tracing by:

- Keeping accurate attendance records of students and staff members
- Ensuring student schedules are up to date
- Keeping a log of any visitor which includes date and time, and where in the school they visited
- Assisting the local health departments in tracing all contacts of the individual in accordance with the protocol, training, and tools provided through the NYS Contact Tracing Program

The district, in consultation with the local health department, will determine what process will be followed when communicable disease cases are discovered in the school (e.g., how many individuals will be quarantined, closing of areas or classrooms, etc.).

Confidentiality must be maintained as required by federal and state laws and regulations. School staff should not try to determine who is to be excluded from school based on contact without guidance and direction from the local health department.

Returning after Illness

The district has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, particularly students, who screened positive for communicable disease symptoms can return to the in-person learning environment at school. This protocol includes:

- Documentation from a health care provider following evaluation
- Negative COVID-19 diagnostic test result
- Symptom resolution, or if positive for a communicable disease, release from isolation

The district will refer to the NYSDOH's "[Pre-K to Gr 12 COVID-19 Toolkit](#)" and other applicable guidance regarding protocols and policies for faculty, staff, and students seeking to return to work after a suspected or confirmed communicable disease case or after the faculty or staff member had close or proximate contact with a person with a communicable disease.

The district requires that individuals who were exposed to a communicable disease complete quarantine and have no symptoms before returning to in-person learning. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

Cleaning/Disinfecting

The district will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and NYSDOH, including “[Guidance for Cleaning and Disinfection - Public Spaces, Workplaces, Businesses, Schools and Homes](#)” and other guidance, as applicable.

Attachment 2 describes cleaning and disinfection protocols and procedures for the district. Regular cleaning and disinfection of the facilities will occur, including more frequent cleaning and disinfection for high-risk and frequently touched surfaces. This will include desks and cafeteria tables, which will be cleaned and disinfected between each individual’s use. Cleaning and disinfection will be rigorous and ongoing and will occur at least daily, or more frequently as needed.

The district will ensure regular cleaning and disinfection of restrooms. Restrooms will be cleaned and disinfected more often depending on frequency of use.

Housing for Essential Employees

The school district, in coordination with the local health department, will determine when the emergency housing of essential workers is necessary. Essential workers who will be required to use emergency housing will be identified.

Recovery

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. The district will

- Work toward a smooth transition from the existing learning methods to the normal process.
- Use the described communication methods to keep the school community aware of the transition process.
- Work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- Evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.

Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention. The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned with input from *all essential functions*. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be updated accordingly.

Curriculum activities that may address the crisis will be developed and *implemented*.

Attachment 1 – Essential Positions

Title	Description	Justification	Work Shift	Protocol
Superintendent	Responsible for the planning, operation, supervision and evaluation of the education programs, services, and facilities of the district	Will come in to assist with various district needs as required	As deemed necessary	When on-site: <ul style="list-style-type: none"> ● Sign in sheets will be used to track times entering and leaving ● Health assessment will be completed electronically or on paper
Business Office	Directs, supervises, and manages all financial management, budget, general accounting, payroll, accounts payable, financial reporting, and grant management activities and practices for the district	Will come in to assist with various district needs as required	As deemed necessary	When on-site: <ul style="list-style-type: none"> ● Sign in sheets will be used to track times entering and leaving ● Health assessment will be completed electronically or on paper
Human Resources	Responsible for recruiting, hiring, training and retaining employees Managing assigned operations in accordance with district policies Ensuring compliance to established policies, procedures and/or codes	Will come in to assist with various district needs as required	As deemed necessary	When on-site: <ul style="list-style-type: none"> ● Sign in sheets will be used to track times entering and leaving ● Health assessment will be completed electronically or on paper
Facilities ● Maintenance & Grounds	Maintains the functioning of all district building systems (interior and exterior)	Daily building walkthroughs to determine if building systems are functioning properly	As deemed necessary One person will be assigned to each area of a building so there is no overlap	When on-site: <ul style="list-style-type: none"> ● Sign in sheets will be used to track times entering and leaving

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<ul style="list-style-type: none"> Cleaners & Custodians 	<p>Cleans, disinfects, and supplies district buildings Removes snow and leaves, maintains lawns, and trims bushes/trees</p>	<p>Cleaning/disinfection of buildings</p>		<ul style="list-style-type: none"> Health assessment will be completed electronically or on paper
<p>Transportation</p>	<p>Oversees the bus system that moves students to and from school each day. Supervises a fleet of bus drivers, clerical workers, and mechanics</p>	<p>Will come in to assist with various district needs as required Will aid in the delivery of food, classroom assignments and technological devices</p>	<p>As deemed necessary</p>	<p>When on-site:</p> <ul style="list-style-type: none"> Sign in sheets will be used to track times entering and leaving Health assessment will be completed electronically or on paper
<p>Food Services</p>	<p>Responsible for</p> <ul style="list-style-type: none"> Meal planning and ordering of food items. Preparing breakfast and lunch meals to be provided to students. Cleaning and sanitizing kitchen. 	<p>Food preparation needs to be performed in a DOH permitted facility</p>	<p>As deemed necessary Personnel will be socially distanced or put into work shifts depending on the activities that need to be performed</p>	<p>When on-site:</p> <ul style="list-style-type: none"> Sign in sheets will be used to track times entering and leaving Health assessment will be completed electronically or on paper
<p>Communications</p>	<p>Develops and implements a program of planned and strategic two-way communication. Responsible for information output, press releases and media requests, and social media</p>	<p>Will come in to assist with various district needs as required</p>	<p>As deemed necessary</p>	<p>When on-site:</p> <ul style="list-style-type: none"> Sign in sheets will be used to track times entering and leaving Health assessment will be completed electronically or on paper
<p>Technology</p>	<p>Responsible for planning, purchasing, installing and maintaining physical technology systems</p>	<p>Setup and distribution of technological devices to teachers, student and staff as needed.</p>	<p>As deemed necessary</p>	<p>When on-site:</p> <ul style="list-style-type: none"> Sign in sheets will be used to track times entering and leaving

Hadley-Luzerne Central School District –District-Wide School Safety Plan

				<ul style="list-style-type: none"> Health assessment will be completed electronically or on paper
Instructional Programs	Responsible for preparing lesson plans and educating students at all levels, assigning homework, grading tests, and documenting progress. Teachers must be able to	Provide lessons to in school and/or virtual students	As deemed necessary Will be socially distanced based on assignments to classrooms	When on-site: <ul style="list-style-type: none"> Sign in sheets will be used to track times entering and leaving Health assessment will be completed electronically or on paper
Security/SROs	Provides security for the district’s faculty, staff and students	Will come in to assist with various district needs as required Will help with organization of meals and technology that will be distributed to students	As deemed necessary	When on-site: <ul style="list-style-type: none"> Sign in sheets will be used to track times entering and leaving Health assessment will be completed electronically or on paper
Nurses	Provides technical assistance regarding health screenings, management of ill persons, isolation areas, and day-to-day school health issues	Aid in the tracking of cases Answer parent and staff health related questions	As deemed necessary	When on-site: <ul style="list-style-type: none"> Sign in sheets will be used to track times entering and leaving Health assessment will be completed electronically or on paper
Safety Personnel	Provides technical assistance on matters related to compliance with federal, state and local regulations Aids in the development of plans/programs and training	Will come in to assist with various district needs as required	As deemed necessary	When on-site: <ul style="list-style-type: none"> Sign in sheets will be used to track times entering and leaving Health assessment will be completed electronically or on paper

Attachment 2 –Cleaning and Disinfection Protocols and Procedures

Room Types/Areas	Cleaning Frequency	Disinfection Frequency	Responsible Party	Additional Information
Classrooms	Daily	Daily	Custodial staff; staff and teachers	Doors, desks, chairs, and floors
Restrooms	2x daily	2x daily	Custodial staff	Doors and sinks will be done twice daily. Floors will be done once daily.
Health Offices/Isolation Rooms	Various	Various	Nursing staff; Custodial staff	Cots, bathrooms and health office equipment will be cleaned after each use. Floors will be done once daily.
Breakrooms	Daily	Daily	Custodial staff	Doors, tables, chairs and floors
Cafeterias/Kitchens	Various	Various	Custodial staff; staff and teachers	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Outside Seating Areas	Various	Various	Custodial staff; staff and teachers	Tables and chairs will be cleaned/disinfected in between each group's use. Floors will be done once daily.
Computer Labs	Various	Various	Custodial staff; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Science Labs	Daily	Daily	Custodial staff; staff and teachers	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Maintenance Office and Work Areas	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Bus Garage	Daily	Daily	Custodial staff; Transportation staff	Bathroom, doors, desks, chairs, and floors
Libraries	Daily	Daily	Custodial staff; Librarians	Equipment to be cleaned/disinfected between each use. Doors, tables, chairs and floors will be done once daily.
Playgrounds	As needed	N/A	Custodial staff	
School Buses	Daily	Daily	Transportation staff	High contact spots will be cleaned after the morning (AM) runs and cleaned/disinfected after the afternoon (PM) run.
School Vehicles	After each use	After each use	Staff using vehicles	
Administrative Offices	Daily	Daily	Custodial staff	Doors, desks, chairs, and floors
Large Meeting Areas (e.g., gymnasiums, auditoriums, music rooms)	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.

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Athletic Training Rooms, Locker Rooms	N/A	N/A	N/A	These areas are not going to be used. When these areas will be returned to use, then an appropriate frequency for cleaning/disinfection will be established.
Frequently touched surfaces (e.g., doorknobs, light switches, elevator buttons, copy machine buttons, handles, etc.)	At least 2x daily	At least 2x daily	Custodial staff	
Shared frequently touched surfaces (e.g., keyboards, desks, phones, laptops, tablets, remote controls, etc.)	After each use	After each use	Staff using shared surfaces	
Shared equipment (e.g., hand tools, facilities equipment, groundskeeping equipment, golf cart, etc.)	After each use	After each use	Staff using equipment	

Only district approved chemicals will be used. At no time will students be allowed to use cleaners or disinfectants.