

CONTINUATION OF OPERATIONS PLAN

A. Designation of Essential Staff in the Event of a Public Health Emergency involving Communicable Disease

Position / Title	Brief Description	Justification
Buildings & Grounds Supervisor O&M Maintenance Staff	Operations & Maintenance	Needed to maintain the physical facilities (grounds, heat, HVAC, sewer, plumbing, etc.) and can also be utilized in the buildings for cleaning, if needed.
Buildings & Grounds Custodial Staff	Operations & Maintenance	Needed to maintain the cleanliness and sanitization of the building at all times. Critical to the day-to-day delivery of mail and packages resulting in the dissemination of information to the staff and community.
District Superintendent Deputy Superintendent Assistant Superintendent Admin Directors Principals Assistant Principals Supervisors Senior Supervisors Coordinators	Central Office Administration, Student- Based Program Building Administrators, Instructional Services, etc.	As needed for critical day-to-day operations of Ulster BOCES
Board Clerk/Executive Secretary Secretary to the District Superintendent Secretary to the Assistant Superintendent for Administration Secretary - Central Administration	Central Office Support	As needed for critical to support the day-to-day operations of Ulster BOCES
Cook Manager Assistant Cook Food Service Helper	Food Service	As needed for the delivery of food.
Clerk, Typist Senior Typist Senior Database Clerk/Typist Information Facilitator	General Support Staff	As needed for the support of teaching and administrators, answering parent phone calls, processing purchase orders, and other clerical responsibilities.
Treasurer, Financial Supervisor Account Clerks including Senior and Principal/Typist Purchasing Agent Purchasing Assistant Financial/HR Software Specialists	Business/Personnel Office Staff	As needed for the processing of Accounts Payable, Accounts Receivable, Payroll, Registration of Students, HR Services & general office work

Position / Title	Brief Description	Justification
Personnel Supervisor/Employee Benefits Administrator Payroll/Personnel Specialist Personnel Specialist Employee Benefits Specialist Claims Auditor O&M Program Assistant	Business/Personnel Office Staff	As needed for the processing of Accounts Payable, Accounts Receivable, Payroll, Registration of Students, HR Services & general office work
Dispatcher Bus Driver/Custodial Worker Auto Mechanic Courier	Transportation	As needed for the routing of students on buses and Routing for delivery of essential material & food; Can also be utilized in the buildings for cleaning if needed; Ensure vehicles are operational
Environmental Compliance Coordinator Environmental Compliance Technician	Health & Safety	As needed for health and safety support to Ulster BOCES and districts
Community Relations Supervisor Community Relations Specialists Video Production Specialists	Community Relations	As needed to provide Communication support for Ulster BOCES and districts
Nursing Staff	School Nurses	As needed to support the medical needs of our students and staff as well as assist with the socio emotional needs of staff and students in event of a major crisis
Teachers, Guidance Counselors, Social Workers, and Other Student Support Professionals	Instructional Staff	As needed to provide instruction and support to our students and staff
MHRIC Support Staff MHRIC Managers MHRIC Coordinators MHRIC Specialists I & II	MHRIC Staff	As need to provide technical and application support for the Joint Management Team (JMT) districts
Instructional Services Staff	Instructional Services Staff	As needed to support the needs of the districts
Adult Education Staff		As needed to support district needs and grant.
Technical Services Manager Ed Tech Manager Including but not limited to: Network Support Coordinator Network Support Specialists Network System Specialist Help Desk Specialist Network/Computer Security Specialist Programmers Systems Engineer Electronic Communications Coordinator	Technical Support Staff	As needed to support technology needs for the daily instruction of students and staff, including support for remote instruction for Ulster BOCES SBP and districts as well as Business office functions for Ulster BOCES and JMT districts

Position / Title	Brief Description	Justification
Other Critical Instructional Staff	Teaching Assistants and Teacher Aides	As needed to assist with the management and supervision of students. Some may serve in an instructional capacity as needs arise (shortage of substitute teachers) or as part of their regular schedule (one on one aide for special needs students)

B. Protocols for Telecommuting

All employees will be surveyed to determine what technology requirements they may need to complete essential work-related activities. Any employee who requires a computer to complete their work-related activities remotely may be supplied one as a loaner from Ulster BOCES and remote access will be configured for said employee to access necessary applications and documents when necessary. It will be the responsibility of the employee to maintain said device and return it to Ulster BOCES upon their return to work.

- Retrieving emails: All staff have been trained and have access to email.
- Retrieving voicemails: All staff have been trained in the procedure for accessing voicemails from a remote location. If a staff member is not familiar with the procedure, they shall request and be provided a copy of the instructions.
- Phones: Transfer office phone line to work device or personal cell phones/device as practical or applicable to the work place

C. Protocols for Staggering Work Shifts

To the extent possible, District Superintendent or his/her designee will stagger work shifts of employees and contractors performing essential functions. In order to plan and maintain the safest environment possible, employees will be assigned by the District Superintendent or his/her designee the location and hours working in the building. All building entrances will be locked. Employees will utilize their access cards for entrance (which documents their arrival on premises) to the entrance assigned by the District Superintendent or his/her designee. Non-Essential visitors will not be allowed into buildings. Instructional staff, if required to be on-site, will be required to remain in the classroom limiting contact and gathering in common areas.

D. Protocols for Personal Protective Equipment (PPE):

Ulster BOCES has purchased both cloth and disposable masks to supply staff if needed. In addition, Ulster BOCES has purchased all other recommended PPE products for staff that may be required. District Superintendent or his/her designee will evaluate its inventory to determine if more PPE supplies are required to be ordered. District Superintendent or his/her designee will maintain sufficient protective equipment to provide at least two pieces of each type of PPE to each employee and contractor performing essential functions during any given work shift over at least six months. All PPE will be stored at a location that is easily accessible to distribute to all buildings should the need arise. The location is a temperature-controlled environment that allows for safe storage of all PPE products. In addition to the Ulster BOCES bid, Ulster BOCES has access to other vendors who can supplement the PPE.

E. Protocols for a Positive Exposure

District Superintendent or his/her designee will implement mandatory health screenings as per New York State Department of Health (NYSDOH) for students, faculty, staff, and, where applicable, contractors, vendors, and visitors to identify any individuals who may have a communicable disease or who may have been exposed to a communicable disease. We will follow and implement guidelines and the recommendations by the NYSDOH to ensure the safety and wellness of our staff and students.

Ulster BOCES policies will be in accordance with New York State law and/or regulation pertaining to available leave time in the event of the need of an employee to receive testing, treatment, isolation or quarantine.

Cleaning & Sanitizing Protocols

Ulster BOCES will institute protocols as guided by NYSDOH to maintain daily cleaning and sanitizing schedules in order to maintain a healthy and safe physical environment in all buildings. The procedures below include but is not limited to the following

a. Implementation at Each Site

- All Ulster BOCES buildings
- High touch areas cleaned every 2 hours during program operations in all buildings (door knobs, elevators, stair railings, bathrooms etc.)
- Every shared table surface used to eat will be cleaned between uses, both indoor and outdoor
- All buildings and rooms used to be sanitized daily - fogger
- Logs to be maintained to document sanitizing dates and times

b. Common Areas

- Sanitizing wipes will be positioned in strategic places
- Deep cleaning of all common spaces each day

c. Vehicles

- Cleaned in between different drivers and cohorts
- Simple procedure (i.e. red/green card system) to notify custodial and or designee to disinfect or sanitize

d. Post Contamination Protocols for Cleaning all Contaminated Areas

All potentially contaminated areas will be sealed for 24 hours as recommended by the CDC after which they will be sanitized and disinfected.

F. Protocols for Documenting Work Hours and Locations

Employees and contractors performing essential functions will have their hours and work locations, including off-site visits, documented.