

Continuation of Operations Plan

Monticello CSD

2023–2024

This plan has been developed in response to New York’s Chapter 168 of the Laws of 2020. It would only take effect in the event of a declared public health emergency that would include a state-ordered reduction of the in-person workforce. More information on COVID-19 safety protocols and student instruction can be found in Monticello Central School District’s schools’ reopening plans for 2020–21. Items in this plan do not supersede the schools’ reopening plans, district policies, collective bargaining agreements, or state and federal law.

I. Essential In-Person Functions

Function	Position/Title
Daily maintenance, cleaning, and security of all schools and offices.	Plant operations staff
Preparation of student meals.	Food service staff
Delivery of prepared student meals.	Transportation staff
General supervision of district’s operations, programs, and accounts	District administration and clerical staff
General supervision of schools’ operations, programs, and accounts	School administration and clerical staff
General supervision of district’s technology infrastructure	Technology department staff

II. Telework/Working Remotely

- a. Department directors, principals, and district administration will identify the resources and technology needed by staff that are considered “non-essential” in the event of a state-ordered reduction of in-person workforce.
- b. The technology department has developed protocols for the lending of hardware to students and staff:

District Loaner Device Protocols

Student and staff use of devices distributed is subject to use according to the school district code of conduct and the Acceptable Use Policy. Students in violation of these policies may be denied access to these devices.

Kindergarten - Grade 8

All students K-8 are provided with an iPad. This is distributed to the student at the building the student attends. Mass distribution at the beginning of the school year is coordinated by the building principal or designee with the IT department.

Parents/Guardians are required to sign the Device Loaner Agreement for any device a

student takes home. These are recorded in IncidentIQ (our Inventory and help desk system) by the main office of each building. These devices are pre-assigned by the office personnel before distribution. Requests for new devices are made to the IT department through the main office.

Grades 9-12

Windows laptops are available to all students grades 9-12. These are distributed, by request of the student or guardian, to the student at the High School. Parents/Guardians are required to sign the Device Loaner Agreement for any device a student takes home. These are recorded in IncidentIQ by the assistant principal's office. These devices are pre-assigned before distribution. Windows laptops **MUST** be signed in as the intended user before they are taken off campus. Requests for new devices are made to the IT department through the Assistant Principals.

Staff

K-8 Grade faculty members are provided with an iPad and may request a laptop. A laptop will be provided based on availability with student needs taking priority. High School Faculty and other staff will be provided with a laptop on request. All faculty and staff members must have a signed AUP on file and fill out the Loaner Agreement. All non-teaching staff will need to have the request for a device approved by their building administrator or supervisor.

Faculty and staff devices will be distributed through the IT department.

Malfunctioning devices

Problems with a device should initially be brought to the attention of a classroom teacher. If it is determined that there is no user error and the device has an issue, the student, parent, or guardian should be instructed to call the IT department for further evaluation.

If the IT department cannot resolve the problem remotely, the main office, or in the case of the High School, the AP's office should be made aware that the device needs to be exchanged.

Lost/Damaged Devices

If the device has been lost or damaged, an incident report must be completed by an administrator and sent to IT along with the damaged device. If the damage/loss is determined to be intentional or the result of neglect, the parent/guardian or staff member may be billed for repair by the district.

Spare devices are kept on hand in each building for emergency use, replacement, and new students.

- c. Staff working remotely from home are expected to:

- i. Provide and respond to a telephone number where they can be reached during the workday¹.
 - ii. Access, monitor, and respond to their work emails during the workday.
 - iii. Attend and/or facilitate remote meetings either by telephone or video conferencing (e.g., Zoom, Teams).
 - iv. Check and respond to their work voicemails at least twice daily.
- d. Instruction will be provided as described in each school's [reopening plans \(2020–21\)](#).

III. Staggering Shifts of Essential Workers

- a. **District administration and office:** Schedules will be adjusted so that employees will be required to report on-site, for no more than three days/week.
- b. **School administration and offices:** Schedules will be adjusted so that employees will be required to report on-site, for no more than three days/week.
- c. **Plant operations, food service, and transportation:** Schedules will be adjusted so that employees will be working 0.5 FTE of their current schedule.

For a. and b., administrators will create a schedule that aligns support staff and administrators to ensure at least one administrator in each building each day, with sufficient office staff to maintain operations. For c., half the staff will report every other day, therefore only working 0.5 FTE of their current schedule. Directors will create duties/responsibilities and routes to ensure only half the staff reports on any given day.

IV. Procurement of Protective Equipment

Initial purchase of sufficient PPE will be made through NYS Contract, DCMO BOCES Cooperative Purchasing and/or National IPA to ensure at least a seven to eight-month supply of PPE for all essential workers.

The supply will be maintained so the inventory of PPE remains at the six-month level. A supply of PPE will be pulled from inventory and distributed to each building/department, every month. The remaining supply will be stored at the Plant Operations building.

V. Symptom/Contact Response Protocol

- a. For positive cases of students or staff members, building principals and building nurses work together to compile contact lists to provide to Sullivan County Department of Public Health. We then communicate with everyone to let them know that they have been identified as a potential contact of a positive case and may be contacted by DPH. We ask

¹“Workday,” here, and in all other instances will refer to the hours described in the employee’s collective bargaining agreement or contract (if non-affiliated).

that they let us know when they have been contacted and to report any symptoms they may develop.

Quarantined individuals must provide their quarantine order to the school, and the release from quarantine order is necessary in order to return to work or school. Release from quarantine orders are provided to the Assistant Superintendent, Human Resources, and building administration/nurse.

If a student or staff member exhibits symptoms during the day, the building nurse examines and then offers a referral to a primary care physician if necessary. If a student or staff member is referred to PCP, they must provide either a negative test result or alternative diagnosis from the PCP to return to school.

b. Employee Leave

Staff members under orders of quarantine may—depending on work requirements—be allowed to work remotely from home. If remote work from home is not an option, the employee may utilize any paid leave authorized by New York State or federal law, or utilize accrued sick leave according to their collective bargaining agreement, provided that such quarantine was not a result of the employee’s violation of the state’s COVID-19 travel advisory.

VI. Worksites During Closure to Non-Essential Employees

- a. Any employee who reports to a school or office during a state-ordered closure will be required to
 - 1) Sign-in when they report to work by swiping their ID badges on a pad upon entering a school or office.
 - 2) Maintain a list of individuals whom they have “contact” with, daily.
 - 3) Immediately inform their supervisor of any symptoms or positive test results of COVID-19.
 - 4) Maintain a log of any “off-site” visits they conduct while working.
- b. School administration will post “visitor logs” in all rooms and office spaces in their schools. These will be reviewed daily by plant operations staff when determining which spaces need cleaning and disinfection.
- c. School administration and plant operations staff may elect to close areas of schools and offices to minimize utilization and prevent the potential spread of COVID-19.

VI. Emergency Housing

- a. The district does not believe it has any work that is so “essential,” that would require the emergency housing of its employees. The reductions made for “essential” staffing will allow for “essential” work to continue even if a number of “essential” staff are sick or quarantined due to COVID-19.