

**BREWSTER CENTRAL SCHOOL DISTRICT**  
**DISTRICT-WIDE SCHOOL SAFETY PLAN**

**2025-2026**

**30 Farm to Market Road**  
**Brewster NY 10509**

## SECTION I: GENERAL CONSIDERATIONS/PLANNING GUIDELINES

### Purpose

The Brewster Central School District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17 by a team appointed by the Board for this purpose. The team consisted of representatives from the Board, the student body, parents, teachers, administrators, school safety personnel, and other school personnel.

### Concept of Operations

The District-Wide team built upon what was already in place, specifically the existing Emergency Response Plan that had been developed pursuant to the previous Commissioner's Regulations. The 1997 Emergency Response Plan had been updated in the fall of 1998, and a Quick Reference Guide had been developed in the fall of 1999 to provide employees with readily available information about how to respond to a crisis. School safety has been a staff development priority for the Brewster Central School District since that time.

On a regular basis, staff meetings are held in each building addressing issues related to school violence, the planning process for dealing with crises, violent behavior in our society, assessing threats, and the violent potential of students. Also, building committees update the existing documents on a yearly basis.

The District-Wide School Safety Plan is linked directly to the individual Building Level Emergency Response Plans. In the event of an emergency or violent incident, the initial response at an individual building will be by the Building Emergency Response Team. The Building Emergency Response Team will immediately notify the Superintendent's Office and, where appropriate, will also notify local emergency officials. If the emergency or violent incident has an impact beyond the individual building, the District Emergency Response Team will be activated and will coordinate the response.

As a part of developing the District-Wide School Plan, input was gathered from both the local police and the state police. We will continue to work closely with the law enforcement agencies, ambulance departments, and fire departments that have jurisdiction over the Brewster Central School District. We will also continue to seek resources and support through other state and county agencies.

This Plan seeks to develop a solid framework upon which Brewster Central School District can provide:

- A safe learning environment for our students.
- A thorough and thoughtful process for responding to a wide range of emergency situations.

### Plan Review and Public Comment

The designated Chief Emergency Officer for the Brewster Central School District is Glen Freyer, Director of Facilities III.

Pursuant to Commissioner's Regulation 155.17 (c) (3), the Plan is made available for public comment 30 days prior to its adoption. The District-Wide and Building Level Plans were adopted by the school board

only after at least one public hearing that provided for the participation of school personnel, parents, students, and any other interested parties. The Plan is formally adopted by the Board of Education annually.

In subsequent years, the Plan will be reviewed periodically and will be maintained by the Brewster Central School District and the District-Wide Safety Team. The required annual review of the Plan will be completed on or before September 1 each year. Updates to staff rosters and team lists will be made prior to October 1 each year.

While linked to the District-Wide School Safety Plan, Building Level Emergency Response Plans 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 District-Wide School Safety Plan will be posted on the District webpage within 30 days of its adoption. The URL for this page will be submitted to NYSED as part of the BEDS. Building Level Emergency Response Plans will be supplied to both local and state police.

Date Comment Period Began: July 1, 2025 Date Comment Period Ended: July 31, 2025

Date Public Hearing: July 1, 2025 Date Adopted: August 12, 2025

## SECTION II: RISK PREVENTION AND INTERVENTION

### Prevention Intervention Strategies

The Brewster Central School District proactively implements various preventive programs to reduce the risk of violence. A variety of programs have been used in the Brewster Central School District since the mid-1980s to address these issues. The following table shows some of these initiatives and the schools that use them.

	JFK	CV Starr	HH Wells	Brewster High School
Teacher–Student Mentoring Program	X	X		X
Teacher-Teacher Mentoring Program		X	X	X
Facing History and Ourselves Curriculum English and Social Studies Classes			X	X
Safe School Ambassadors/Culture Of Dignity			X	X
Health Education Instruction			X	X
Social Workers/Guidance Counselors	X	X	X	X
Peer Mediation			X	X
Student Government			X	X
Infinite Campus	X	X	X	X
SRO Program	X	X	X	X

Anti-bullying Program (OLWEUS)	X		X	X
PBIS - CUBS Program	X	X	X	X
Restorative Practices			X	X
Dignity Act Training	X	X	X	X

In-service training, which reflects violence prevention, has also been offered in Preventing Academic Failure, Developing Conflict Resolution Skills, Improving Communication Skills, and District-Wide Character Education Goals. Training is continually offered, and the skills that are acquired are applied in the classrooms, lunchrooms, hallways, playgrounds, buses, and all other areas of our schools.

Violence prevention in our district is not an individual effort but a collaborative effort by all staff and faculty who continually implement the many research-based programs, academic intervention programs, counseling initiatives, and skills that they acquire. Our teachers, assistants, monitors, psychologists, social workers, counselors, administrators, and support staff all work together to offer a safe school climate.

Students are instructed on the proper use of 911 with the help and cooperation of our local law enforcement agencies.

The District School Safety Committee will recommend additional resources, programs, and training as needed.

### Training, Drills, and Exercises

Since the 2002-2003 school year, the Brewster Central Safety/Emergency Response Team and the Building Crisis Management Teams have worked with a number of consultants to develop emergency plans. In 2015, the District Team worked diligently to adopt the NYS Building Level Emergency Response Plan Template. To this end, our plans were thoroughly reviewed and revised. We have worked with local law enforcement officials and county emergency management services to train the teams through tabletop exercises and drills to practice emergency plans. The District Safety/Emergency Response Team has developed and utilized lockdown procedures for every school building within the district. In addition, the District Team has developed walk-away procedures, sheltering procedures, and emergency evacuation plans.

Along with the required evacuation drills, lockdown drills, and early dismissal drill, each building will conduct additional drills during the course of the year to prepare staff and students for responding to other potentially hazardous events. Each drill will be assessed carefully, and modifications will be made to existing procedures based on the feedback.

### Description of Safety and Security Staff

The School Resource Officer & Special Patrol Officer Agreements were approved at the August 29, 2023, Board of Education meeting [\[hyperlinked here\]](#). The current school year agreement will be adopted prior to September 1st.

### School Resource Officer (SRO)

School Resource Officers (SROs) are employees of the Putnam County Sheriff's Department and, as such, are hired after extensive background searches and training. Their job responsibilities encompass all

aspects of school security. In addition, these officers conduct countless presentations designed to educate parents, staff, and students on a variety of safety-related topics.

The SRO is an educator and a law enforcer. In coordination with the building administrator, the SRO visits classrooms and teaches students the concepts of safety, traffic laws, general law, and crime prevention techniques. As a uniformed officer, the SRO provides a positive image of law enforcement in an effort to help young people make constructive choices in their lives.

The SRO investigates criminal activity occurring on school campuses. Although not a disciplinarian, the SRO conducts investigations with school administrators in accordance with New York State Law, school district policy, and the policy of the Putnam County Sheriff's Office. The SRO only takes action when a violation of the law has occurred

The SRO's primary duty is to protect the school's safe environment and to maintain an atmosphere where students, teachers, and staff feel safe. The SRO is not present to act as a school disciplinarian; this task rests with the school building administrators unless the behavior is criminal in nature.

### School Patrol Officer (SPO)

Contracted through the Putnam County Sheriff's Office, the SPO is assigned to C. V. Starr Intermediate School. SPOs are retired law enforcement officers and perform the same duties as an SRO except for making arrests.

### Monitors

Some monitors are assigned to the front entrance of the buildings where they supervise the front doors and screen visitors using the Scholar Chip Program.

Other monitors are responsible for the supervision of students, student activities, and maintaining order in school buildings, libraries, cafeterias, and school playgrounds.

Greeters work with administrators and SROs to control visitor access to our buildings. They receive annual training to assist them in these duties.

Hall monitors work in very close cooperation with Principals and SROs and are trained to report all unusual incidents to the building administration.

### Implementation of School Security

- Greeters at each school screen visitors, require photo IDs, assign visitor badges, and notify the administration of the visitor's presence in the building.
- All schools have a one-point entry, and all outside doors are locked after students arrive and remain locked until dismissal.
- All visitors are required to provide a government-issued photo ID, sign in/out, and wear identification badges to indicate their "visiting" status.
- All schools have SROs and/or SPOs.
- Each building's administration has developed and enforced restrictions about students loitering in parking lots, hallways, bathrooms, and other areas. Restrictions have been published in the student handbook/code of conduct.
- All Facilities and Maintenance staff, as well as key office staff in each building, have a communication system allowing for communication among staff in an emergency.
- All employees are issued photo ID badges.

- Employees have key fobs to allow them to access the buildings through specific doors during specific times. This allows doors to remain locked during the school day.
- School Safety/Emergency Teams meet routinely to review and discuss issues related to school safety and security.

### Early Detection of Potentially Violent Behaviors

The building greeters scan visitor driver's licenses into Raptor, which checks the license against the sex offender database. Greeters are trained on how to respond if there is a suspicious result.

Presentations are made to the entire Brewster Central School District instructional staff that address issues of violence in society, the changing world of youth and adolescence, and characteristics in children that predict violent behavior. Training on early detection will continue as part of a threat assessment strategy so that employees understand what actions to take.

The District has policies and procedures regarding the early detection of potentially violent behaviors. Dissemination of information to parents/guardians on these issues may be accomplished through a variety of means, including mailings, handouts in buildings, posting information on the district website, the inclusion of information in the school district calendar, disseminating information at school functions, disseminating information within guidance offices, social worker offices and psychologist's offices and through re-broadcasting of presentations on Channel 22.

### Hazard Identification

The District Level Emergency Response Team, in conjunction with local officials, has identified areas outside of school property that may impact a district facility during an emergency. Things that were considered were population, the presence of hazardous materials, the potential for emergencies based on national trends, and proximity to the district property.

The following is a list of areas that may have an impact on the district should an emergency occur at them:

- Route 22
- Interstate 84
- Route 312
- Metro-North Rail Lines
- Putnam County Hospital, part of Nuvance Health
- Indian Point Nuclear Power Plant
- Gas stations within Brewster
- Propane storage facilities within Brewster
- Oil storage facilities within Brewster
- Lamothermics on Route 312

The District Level Safety Team has recognized that there are many factors that could cause an emergency in our facilities within the district. There are also factors that need to be considered when responding to an emergency. Below is a list of environmental factors that we have identified:

- Asbestos locations
- Transformers located on the property
- Gas lines
- Science chemicals

- Grounds/Maintenance shop
- Sewer/Sanitary lines

## SECTION III: RESPONSE

### Notification and Activation- Internal and External Communications

#### *Internal Communications*

In case of an emergency within the district, whether it is a violent incident or another emergency, the Incident Commander (usually a school Principal) is authorized to contact local law enforcement or other first responders and may use the School Resource Officer (SRO) in determining the correct response. When any faculty or staff member believes that a situation warrants it, they are authorized to call 911 to report an emergency. They should contact the main office as soon as possible to report that 911 has been called. The Superintendent of Schools' office shall be notified as soon as practical that an emergency is occurring. A District Administrator (usually the Superintendent) will notify all principals/designees of facilities within the district to take the appropriate action. The District Administrator will also determine if the District-Wide Emergency Response Team needs to be assembled.

The District's procedures include the use of the School Resource Officer, maintaining a list of local law enforcement agencies, and instructions that, in the event of an emergency, all individuals are authorized to contact the law enforcement agencies. These procedures are located within the District's School Building Emergency Response Plans.

The following forms of communication are available:

Telephone/cell phones  
Fax  
Email  
District Radio System (walkie-talkie)  
NOAA Weather Radio  
Emergency 8-911 phones  
Connect Ed

Policies and procedures exist to contact parents, guardians, or persons in parental relation to students in the event of a violent incident or an early dismissal. These procedures include emergency contact cards provided by students, Connect Ed, the district website, and broadcasts by the local media. The District also has a local school district television channel, which we are able to edit immediately to notify parents of an emergency situation.

#### Multi-Hazard Response

Brewster Central School District has developed multi-hazard response plans for various types of emergency situations. These are maintained in the Building Level Emergency Response Plans. Training of staff and students on these multi-hazard school safety procedures will be completed by September 15th.

## Responses to Acts of Violence: Implied or Direct Threats

In the event of an implied or direct threat (threats are alarming statements or behaviors that give rise to concern about subsequent violence) of violence by a student, staff member, or visitor to a school, the Principal should be informed immediately by the threatened individual (or a staff member who becomes aware of the threat). The Principal or their designee will determine the steps to be taken based on the nature of the threat. The steps may include further investigation, threat assessment, notification of the Superintendent, activation of the Building Emergency Response Team, and/or notification of local authorities, and notifying the parents of the student against whom the threat was made.

### *Acts of Violence*

Acts of violence by students, staff members, or visitors to the schools will not be tolerated. In the event of such an incident, any staff member who feels that it is necessary may call 911. The Principal should be informed immediately by the victim or the staff member who becomes aware of the incident. The Principal or their designee will determine the steps to be taken based on the nature of the incident. The steps may include further investigation, threat assessment, notification of the Superintendent, activation of the Building Emergency Response Team, and/or notification of local authorities. Refer to the building-level emergency response plans for more detailed response protocols (building-level plans are confidential and are not made available to the public). Depending on the nature of the situation, other actions (e.g., lockdown, hold in place, or emergency evacuation) may be necessary.

## Arrangement of Obtaining Assistance from Local Government and Other Agencies

Brewster Central School District maintains ongoing communications with local municipal officials, governmental agencies, and emergency service organizations. When deemed appropriate, the Superintendent or his/her designee will contact the appropriate local government officials for advice or assistance during an emergency situation.

Putnam County Sheriff, Ambulance, and all Fire Depts.	911
Superintendent of Schools	(845) 279-8000
Putnam County Sheriff - non-emergency	(845) 225-4300
County Supervisor -non-emergency	(845) 808-1001
Bureau of Emergency Services	(845) 808-4000
County Highway Department	(845) 878-6331

## Procedures to Coordinate the Use of District Resources in an Emergency

In an emergency that requires the activation of the District Emergency Response Team, the coordination of District resources will be through the District Team with the Superintendent of Schools (or his/her designee) as Incident Commander. If the District Team is not activated, the coordination of resources will be managed through the Office of the Superintendent of Schools. The Director of Facilities will oversee the allocation of custodial and maintenance staff, as well as heavy equipment and non – transportation needs. Where needed, the building principals will coordinate the use of support staff. In cases where computers and related technology are necessary to provide support, the Director of Technology & Innovation will also become involved.



CPR/AED and First Aid trained individuals and their contact information are listed within the Building Level Plans and are maintained by each building.

Emergency supplies are located throughout the district buildings and may include: flashlights, hand-held radios, fax machines, fire extinguishers, AEDs, first aid kits, cell phones, and PA systems. There are emergency call boxes located strategically throughout the campuses. In addition, the district has generators, backhoes, and dump trucks.

### *Protective Action Options*

During certain emergency situations, a variety of protective actions may need to be employed. Summaries of the options are found below. Detailed plans associated with procedures for each school building are maintained in each building's school emergency response plan. Each building has plans to respond to bomb threats, hostage-taking, intrusion, and kidnapping, in addition to other responses.

#### *School Cancellation*

School cancellation will be used when information regarding a potential crisis is received with enough lead time to alert all staff and students. Examples include events such as weather-related incidents for which ample warning is normally provided or utility failures. Other situations, such as an incident at the Indian Point Nuclear Power Plant, may also dictate this action to allow Putnam County to use our schools as reception centers.

#### *Early Dismissal*

Early dismissal will be used when school is in session and there is time to return staff and students to their homes before the expected emergency occurs. Early dismissal is activated by the superintendent of schools or his/her designee. It will be communicated to parents and guardians via automated message, radio and television, and in some cases, text message.

#### *Shelter in Place*

Suitable for a variety of reasons, shelter in place is used in response to a situation outside of the building such as a weather emergency or a chemical spill, or other environmental hazards. The principal or their designee will usually activate the shelter in place.

#### *Hold in Place*

Suitable for a variety of responses, hold in place offers the ability to isolate and control the movement and/or to relocate building occupants by rooms, halls, or areas to other parts of the building determined to be safe. In addition, it can be used as a precautionary measure prior to a building evacuation. The principal or their designee will usually activate the hold-in-place annex.

#### *Evacuation*

Evacuation/relocation will be used when school is in session and it has been determined that an occupied building or location does not provide a safe environment for staff and students. The principal or their designee usually activates an evacuation. In case of fire or large chemical spill, any staff member who becomes aware of the issue may activate the evacuation procedures.

### *Lockout*

In response to incidents of the actual or potential threat from outside the building, a lockout may be initiated. The nature of the incident will determine if 911 should be called. For example, local law enforcement may contact school officials to advise them of a suspected fugitive in the immediate area of the school building. If a wild animal, such as a bear or raccoon that is acting strangely, were to wander onto school grounds, school officials could initiate a lockout and contact the police. Any staff member who becomes aware of a threat outside the school may activate the lockout annex.

### *Lockdown*

In response to incidents of actual violence, a lockdown may be initiated. If it is determined that a lockdown is necessary. Any staff member who becomes aware of an immediate threat of violence in or around the school is authorized to activate the lockdown annex.

## **Response Protocols**

The School District recognizes that many different types of emergency situations may arise, resulting in emergency-specific responses. A detailed listing of emergency responses is included in each School Building Emergency Response Plan. For reasons of student safety, these specific plans are confidential and will remain secure. Each Building Level School Safety Team will be responsible for reviewing and updating these responses and communicating them to staff and students.

Response protocols to specific emergencies will vary, but usually will include the following:

- Implementation of Incident Command System
- Identification of decision-makers
- Plans to safeguard staff and students
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify the media
- Debriefing procedures

### **Responses to Acts of Violence: Implied or Direct Threats**

Response actions in individual buildings will include:

- Implementation of the Incident Command System
- Use of staff trained in de-escalation techniques
- Informing the Building Principal
- Determination of the level of threat with the Superintendent
- Contacting law enforcement agencies and/or other first responders, as necessary
- Monitoring the situation
- Adjusting the response as appropriate
- Utilizing the Building Emergency Response Team, if necessary

### **Responses to Acts of Violence: Actual**

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System
- Determination of the level of threat
- Isolation of the immediate area and evacuation, if necessary
- Informing the Building Principal and Superintendent
- If necessary, initiating lockdown procedures
- Contacting the appropriate law enforcement agency and/or other first responders, as necessary
- Monitoring the situation

### District Emergency Response Team

The Superintendent or his/her designee will act as Incident Commander. When the Incident Commander has been notified that an emergency exists, he/she will activate the Plan and direct the operation from the Command Post.

All members of the District Emergency Response Team will assemble at the Command Post and implement the emergency response as directed by the Incident Commander.

### *Purpose of the District Emergency Response Team*

The following are the functions of our District Emergency Response Team:

- To identify the level of the emergency.
- To support the efforts of a Building Emergency Response Team to minimize the traumatic impact on staff and students and return the site to educational normalcy.
  - Resource allocation
  - Staff reallocation: substitutes, extra-human services, transportation, etc.
  - Security of the campus
  - Media
- To coordinate the efforts of Building Emergency Response Teams when numerous or all sites are impacted.
  - Interface with law enforcement, fire, and medical
  - Media
  - Resource allocation
- To manage:
  - Communication with the media
  - Legal considerations, specialized equipment
  - Communication with component school districts
  - Communication with outside agencies
- To plan

- o Educate staff, students, and parents about the plan
- o Conduct drills

### Response to an Incident:

The Brewster Central School District will use the Incident Command System for schools to respond to incidents. The assignment for the response by the District Administration is below:

**Incident Commander:** *sets the incident objectives, strategies, and priorities; has overall responsibility for the incident response and coordinates all ICS functions. Responsible for ensuring safety, providing information services to internal and external stakeholders, and establishing and maintaining liaisons with other agencies participating in the incident.*

Role	Name	Title
Primary	Michelle Gosh	Superintendent
Alternate	Maggie Andriello	Assistant Superintendent for Curriculum, Instruction & Assessment
Alternate	Victor Karlsson	Assistant Superintendent for Finance & Operations

**Safety Officer:** *Monitors safety conditions and develops measures for assuring the safety of all response personnel.*

Role	Name	Title
Primary	Glen Freyer	Director of Facilities II
Alternate	Kenneth Winch	Assistant Director of Facilities
Alternate	Lars Olenius	Head Custodian, Brewster HS

**Liaison Officer:** *Assists in establishing contacts with and coordinating outside agencies that provide services or resources – Red Cross, county, etc.*

Role	Name	Title
Primary	Victor Karlsson	Assistant Superintendent for Finance & Operations
Alternate	Stephen Hancock	Assistant Superintendent for Human Resources
Alternate	Matt Wenz	School Business Administrator

**Public Information Officer:** *Media Liaison, official spokesperson for the school; coordinates information for parents and staff.*

Role	Name	Title
Primary	Maggie Andriello	Assistant Superintendent for Curriculum, Instruction & Assessment
Alternate	Jim Treloar	Director of Technology & Innovation
Alternate	Jennifer Nilsen	Director of Literacy

### *District Emergency Response Team Members*

Title	Name
Superintendent of Schools	Michelle Gosh
Assistant Superintendent for Curriculum, Instruction & Assessment	Maggie Andriello
Assistant Superintendent for Finance & Operations	Victor Karlsson
Assistant Superintendent for Human Resources	Stephen Hancock
Director of Technology & Innovation	Jim Treloar
Director of Facilities II	Glen Freyer
Supervisor of Transportation	Mary Smith

### *Alternates for the District Emergency Response Team*

Title	Name
Principal, High School	Nichole Horler
Principal, Wells Middle School	Carlos Rodriguez
Assistant Director of Facilities	Kenny Winch
Assistant Supervisor of Transportation	Michele Muentener

### *Incident Command Post and Equipment*

Primary Command Post Location:	District Office Superintendent's Conference Room/Board Room
Alternate Command Post:	O&M Building Conference Room
Equipment Location:	District Office Conference Room / O&M Building

National Weather Bureau (NOAA radio)-includes commercial stations	List of Emergency Telephone Numbers
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Radio Systems, radio units	Computer Internet Access/ConnectEd
Telephones and cell phones and emergency phones	Tape Recorder
Emergency lighting	List of Hazardous Materials
Generator	Maps, charts, etc.
Flashlights	Office Supplies

## SECTION IV: RECOVERY

As part of the planning process, a post-incident plan provides a scaffold on which the needs of all individuals are addressed. The Brewster Central School District Safety/Emergency Response Team is charged with providing support to the Building Teams.

The Brewster Central School District will support any building to recover from an emergency situation. School mental health staff may be assigned to respond to assist the affected staff and students. If the need is greater than that which can be managed by district personnel, Putnam/Northern Westchester BOCES Regional Crisis Team may be requested. The Putnam/Northern Westchester BOCES Regional Crisis Team will be available to assist with any recovery support, including personnel and informational literature.

### *PRIVATE EDUCATIONAL FACILITIES*

#### *Private Schools*

School	Address	Type	Main Phone #	Main Contact
Green Chimneys	400 Doansburg Rd Brewster, 10509	K-12	845-279-2995 X100	Kristin Dionne
Longview School	83 Main Street Brewster 10509	K-12	845-259-8259	Mark Jacobs

#### *Pre - Schools*

B'Above Brewster Head Start	363-6270
The Children's Station	278-8726
Creative Kids	279-9100
Nature's Nursery	279-2995 ext. 301
Over the Rainbow Childcare	940-0100
St. Lawrence O'Toole Early Childhood Learning Center	279-5164

### Policy References

Policy	Policy Number
Visitors to School	3210
Code of Conduct on School Property	3410
Non-Discrimination and Anti-Harassment in the District	3420

Unplanned School Closings	3510
Reporting of Hazards	5631
Smoking/Tobacco Use	5640
School Safety Plans	5681
Fire and Emergency Drills, Bomb Threats, and Bus Emergency Drills	5683
Vandalism	5686
School Bus Safety	5730
Student Conduct	7312
Suspension of Students	7313
Prohibited Conduct	7317
Drug and Alcohol Abuse	7320
Weapons in School	7360
Safety Conditions and Prevention Instruction	8210

## **ADDENDUM A: CONTINUATION OF OPERATIONS PLAN**

### **PROTOCOLS FOR RESPONDING TO A PUBLIC HEALTH EMERGENCY INVOLVING A COMMUNICABLE DISEASE FOR THE [BREWSTER CENTRAL SCHOOL DISTRICT](#)**

#### **ACTIVATION:**

These protocols have been developed to respond to a declared state disaster. The directive shall come from the New York State Education Department, New York State Department of Health, [Putnam County](#) Department of Health, or other appropriate agencies for this protocol to be activated.

#### **PURPOSE:**

This document has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law 2801-a paragraph 2(m) (as amended by section 1 of part b of chapter 56 of the laws of 2016). These laws were amended by the passing of N.Y. State Senate, S8617B, 2019 Leg., and N.Y. State Assembly., A10832, 2019 Leg. on 9-7-2020 [requires all public employers to adopt a plan for operations in the event of a declared state disaster involving a communicable disease](#). The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

#### **PROTOCOLS:**



## DEFINITIONS:

**Essential** shall refer to a designation made that a public employee or contractor is required to be physically present at a work site to perform his or her job. NYS Labor Law Section 27-c (1)(d)).

**Non-essential** shall refer to a designation made that a public employee or contractor is not required to be physically present at a work site to perform his or her job. NYS Labor Law Section 27-c (1)(e)).

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

NYS Labor Law Section 27-c (1)(f)).

**Personal protective equipment** shall mean all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons. NYS Labor Law Section 27-c (1)(a)).

**IDENTIFICATION OF ESSENTIAL POSITIONS**

In the event of a state-ordered reduction of the in-person workforce, below is a sample list of essential positions and title,s along with the justification for this assignment. NYS Labor Law Section 27-c (1)(d)) and NYS Labor Law Section 27-c (3)(a)).

Position	Title
Information Technology	Director of Technology and Innovation
	Assistant Director of Technology and Network Support Operations
	School Information Systems Data Manager
	Network Specialist
	Computer Support Technician
	Computer Aide
	Clerical Aide
Custodial and Maintenance	Director of Facilities
	Assistant Director of Facilities
	Head Custodian, Custodian in Charge
	Maintenance Worker
	Cleaner
Administration	Superintendent, Deputy Superintendent, Assistant Superintendent, Director of HR
	School Business Administrator, Treasurer
	Principal, Assistant Principal
	Director, Assistant Director
	Confidential Secretary
	Clerical Unit Staff
	Computer Operations Aide, Clerical Aide
Faculty and Staff	Teacher, Related Service Provider
	Teaching Assistant, Teacher Aide
	Nurse
Security	School Resource Officer, Security Patrol Officer
Transportation	Supervisor of Transportation
	Assistant Supervisor of Transportation
	Dispatcher
	Transportation Operations Assistant
	Head Mechanic
	Mechanic
	Driver/Maintenance Bus Driver

	Bus Monitor
Food Service	Director of Child Nutrition
	Assistant Director of Child Nutrition
	Cook, Assistant Cook
	Food Service Worker

## TELECOMMUTING PROTOCOLS

### Telecommuting Protocols NYS Labor Law Section 27-c (3)(b)

Listing of Non-essential position titles and who will need to telecommute along with equipment deemed essential to their role.

Non-essential shall refer to that employee who is not required to be physically present at a work site to perform his or her job and may perform his or her job remotely. There may be some staff who will not be able to telecommute nor will they be able to work on campus. The need for these staff will be determined on a case-by-case basis and by job title.

[Brewster Central School District](#) Department of Technology & Innovation has protocols in place to allow most employees to work remotely as determined by the Superintendent, Assistant Superintendent, and departmental supervisors. Equipment will be issued on an as-needed basis after the appropriate administrator makes a formal request to the Director of Technology & Innovation. Below is the listing of non-essential personnel who have been identified as needing equipment.

Non-Essential Position Titles			
	Phone	Laptop	RSA

Downloading and installing software and data.

At [Brewster Central School District](#), any equipment that is assigned to a staff member is preloaded with the appropriate software for that position. In addition, the staff is encouraged to share documents using Google Drive. Some staff will be issued VPN access as needed, to allow for access to the departmental files and programs. The appropriate administrator identifies the need for VPN access. The Director of Technology & Innovation or his/her designee, and an Assistant Superintendent, will review this request, prior to the issuance of the VPN access.

Transfer of phone lines to work or personal cell phones.

In the event of a pandemic, the district will use Cisco IP Communicator or Bria Solo which allows the answering of calls through employees' laptops for those employees who have VPN Access.

## STAGGERING OF WORK SHIFTS

Description of how the employer will stagger work shifts of essential employees to avoid overcrowding on public transportation and at work sites. NYS Labor Law Section 27-c (3)(c).

[Brewster Central School District](#) will have several options to comply with this requirement.

- Support Services Staff are encouraged to maintain physical distancing, whenever possible; shifts are staggered throughout the day to limit overlapping and avoid overcrowding
- Office Staff are encouraged to maintain physical distancing, whenever possible; staff is assigned to cohorts, reporting on alternate workdays and limiting capacity below 50%, or less, depending on the guidance from the NYSDOH and the Governor's Office.
- If necessary, we will limit the number of staff reporting to the lowest level in order to maintain the minimal integrity of operations and facilities.

## PERSONAL PROTECTIVE EQUIPMENT

A description of the protocol the employer will implement in order to procure the appropriate personal protective equipment for essential employees, based upon the various tasks and needs of such employees in a quantity sufficient to provide at least two pieces of each type of personal protective equipment to each essential employee during any given work shift. Such description shall also include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration. NYS Labor Law Section 27-c (3)(d).

### *Plan to procure PPE*

PPE will be purchased following ordinary procurement procedures, if practical. Otherwise, any reliable source of PPE will be contacted for availability, and orders that fulfill the table below will be placed. [Brewster Central School District](#) staff in conjunction with the appropriate departments will work together to find reliable sources. Duplicate orders will be placed if there is a potential issue with supply chains.

**Minimum PPE Required**

PPE for each essential employee.

Position	Anticipated On-site Obligation	Masks	Pairs of gloves	Face Shield
<b>Information Technology</b>				
Director of Technology and Innovation	In 50% of the time			
Assistant Director of Technology and Network Support Operations	In 50% of the time			
School Information Systems Data Manager	In 50% of the time			
Network Specialist	Total (2): each in 50% of the time			
Computer Support Technician	In 50% of the time			
Computer Aide	In 50% of the time			
Clerical Aide	In 50% of the time			
<b>Custodial and Maintenance</b>				
Director of Facilities	In 50% of the time			
Assistant Director of Facilities	In 50% of the time			
Head Custodian, Custodian in Charge	(2) per day			
Maintenance Worker	(7) per day			
Cleaner	(5) per day			
<b>Administration</b>				
Superintendent, Deputy Superintendent, Assistant Superintendent, Director of HR	Total (4): each in 50% of the time			
School Business Administrator, Treasurer	Total (2): each in 50% of the time			
Principal, Assistant Principal	Total (9): each in 50% of the time			
Director, Assistant Director	Total (4): each in 50% of the time			
Confidential Secretary	Total (4): each in 50% of the time			
Clerical Unit Staff	Total (24): each in 50% of the time			

Computer Operations Aid, Clerical Aide	Total (8): each in 50% of the time			
Faculty and Staff				
Teacher, Related Service Provider	Total (24): each in 50% of the time			
Nurse	Total (7): each in 50% of the time			
Security				
School Resource Officer, Security Patrol Officer	(4) per day			
Transportation				
Supervisor of Transportation	In 50% of the time			
Assistant Supervisor of Transportation	In 50% of the time			
Dispatcher	Total (3): each in 50% of the time			
Transportation Operations Assistant	Total (2): each in 50% of the time			
Head Mechanic	In 50% of the time			
Mechanic	Total (3): each in 50% of the time			
Driver/Mechanic	Total (3): each in 50% of the time			
Driver/Maintenance	Total (2): each in 50% of the time			
Bus Driver	(10) per day			
Bus Monitor	(10) per day			
Food Service				
Director of Child Nutrition	In 50% of the time			
Assistant Director of Child Nutrition	In 50% of the time			
Cook, Assistant Cook	Total (4): each in 25% of the time			
Food Service Worker	Total (8): each in 50% of the time			

***Additional Supplies***

- N95 respirators and surgical masks, as deemed necessary.
- 130 isolation gowns, as deemed necessary.

**PPE Storage**

Plan for storage of PPE- please be aware that PPE stored in cardboard cases may absorb moisture over time, it is important that PPE cases be stored in secure, dry locations.

PPE type	Storage Location
Masks (reusable)	Custodial Storage Room
Gloves	Custodial Storage Room
Face shields	Custodial Storage Room
Gowns	Custodial Storage Room
N-95	Custodial Storage Room

**PROTOCOL FOLLOWING EXPOSURE**

A description of the protocol in the event an employee is exposed to a known case of the communicable disease that is the subject of the public health emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace.

Such protocol shall also detail actions to be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment such employee may have touched, and the employer policy on available leave in the event of the need of an employee to receive testing, treatment, isolation, or quarantine.

Such protocol shall not involve any action that would violate any existing federal, state, or local law, including regarding sick leave or health information privacy. ( NYS Labor Law Section 27-c (3)(e)).

Communicable disease definition - NYS Labor Law Section 27-c (1)(f)).

We will follow current guidance from the Centers for Disease Control and Prevention (CDC) as well as state and local Department of Health guidelines.

For example

1. All employees are instructed to complete a health screening tool at least one hour before arriving at work.
  - a. If they pass, they receive a notice that they are cleared to come to work.
  - b. If they do not pass, they receive a notice to stay at home until contacted.
  - c. The department/building secretary contacts each employee who does not pass the screening tool questionnaire. The secretary gathers further information regarding the reason for the failed response.

- d. The Assistant Superintendent for Human Resources reviews all failures and determines whether or not the employee can report to work. If there is a health concern, the employee is asked to follow posted NYSDOH protocols and procedures.
2. Employees who experience symptoms after arriving at work have been instructed to go to their car or a designated isolation room within their building and to contact their supervisor for further instructions.
3. Supervisors will use the urgent response protocol to this change in status to determine their immediate course of action.
4. After the employee leaves the area, their workspace is closed off until it can be cleaned. An effort is made to identify any spaces that they may have entered and these are also closed off until cleaned. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Any building occupants who have been exposed to that person may be identified as a contact and current DOH guidelines will be followed.

#### DOCUMENTATION

A protocol for documenting precise hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking the disease and to identify the population of exposed employees in order to facilitate the provision of any benefits which may be available to certain employees on that basis.

(S8617/A10832 Section 3-f & NYS Labor Law Section 27-c (3)(f)).

The HR Department, in conjunction with departmental supervisors and the Payroll Department, will keep an online schedule for purposes of capturing employee hours and locations. Each supervisor will be responsible for maintaining the schedule for his or her department and ensuring its accuracy. Visitors to campus are prohibited unless they are conducting essential business and are scheduled and approved in advance by the Superintendent or designee.



## EMERGENCY HOUSING

A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

(S8617/A10832 Section 3-g & NYS Labor Law Section 27-c (3)(g)).

Emergency housing for essential workers is not normally needed for school employees. If needed, the district will arrange for emergency housing for essential employees at the following on-site areas:

- The building the employee is assigned to.

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