

District-Wide Safety Plan

Amagansett Union Free School District

320 Main Street

PO Box 7062

Amagansett, NY 11930



2023-2024

BOE ADOPTED 9/19/2023 Resolution #15

Introduction

Emergencies and violent incidents in school districts are critical issues that must be addressed proactively. Districts must develop a District-Wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The District-Wide plan is consistent with the more detailed Building Emergency Response plan required at the school-building level.

Districts are at risk of various acts of violence, natural, and technological disasters. The State of New York has enacted the Safe Schools Against Violence in Education (S.A.V.E.) law to address these threats. This component of Project S.A.V.E. is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery concerning various emergencies in the school district and its schools.

School safety is the job of the entire school community. This effort requires leadership and coordination by the school administration and involvement and participation from all sectors of the school community. Planning, conducting drills, and participating in exercises with law enforcement, fire, emergency officials, and other school community members ensures a comprehensive, unified approach to the District Safety Plan and Building Emergency Response Plan. Building relationships and community engagement are vital to building a safer school community.

Section I: General Considerations and Planning Guidelines

A. Purpose

The Amagansett Union Free School District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17 by a team appointed by the Board of Education for this purpose. The Superintendent of the Amagansett Union Free School District is the District's Chief Emergency Officer (CEO). The duties of the CEO shall include and not be limited to:

- a. Coordination of the communication between school staff, law enforcement, and other first responders;
- b. Lead the effort of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plan;
- c. Ensure staff understanding of the district-wide school safety plan;
- d. Ensure the completion and yearly update of the building-level emergency response plan for each school building;
- e. Assist in the selection of security-related technology and development of procedures for the use of such technology;
- f. Coordinate appropriate safety, security, and emergency training for district and school staff, including required training in emergency response plans;
- g. Ensure the conduct of required evacuation and lock-down drills in all district buildings as required by education law

B. Identification of District-Wide School Safety Team

The Amagansett Union Free School District has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, teachers, administrators, parent and community organizations, school safety personnel, and other school-related personnel. The members of the team and their positions/affiliations are as follows:

- | | |
|---------------------------------|-------------------------|
| - Superintendent | - School Nurse |
| - Building Principal | - School Psychologist |
| - Principal Clerk | - Community Member |
| - Receptionist | - Buildings and Grounds |
| - Board of Education Member | - Clergy |
| - Town Police | - District Clerk |
| - Network Systems Administrator | - SDM/Parent |
| - Town Fire Department | - Teacher (1) |
| - Town Emergency Representative | - Teacher (2) |

C. Concept of Operations

- The District-Wide School Safety Team built on what was already in place, specifically the existing Emergency Response Plan developed in 2001 and updated yearly. This was done to provide employees with readily available information about responding to a crisis. In addition, regular staff meetings are held in the Amagansett School on issues related to school violence, the planning process for dealing with crises, violent behavior in our society, and assessing threats
- The District-Wide Safety Plan is linked directly to the individual Building Emergency Response Plan updated for the Amagansett School building. Protocols reflected in the District-Wide Safety Plan and New York State S.A.V.E. legislation have guided the development and implementation of the Building Emergency Response Plan.
- In the event of an emergency or violent incident, the initial response will be by the Building Response Team.
- Upon activation of the Building Response Team, the Superintendent of Schools (CEO) or their designee will be notified, and where appropriate, local emergency officials will also be notified.
- Efforts may be supplemented by County and State resources through existing protocols.

This Plan seeks to develop a solid framework upon which Amagansett Union Free School District can provide:

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

D. Plan Review and Public Comment

- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year
- Pursuant to Commissioner's Regulations 155.17 (e)(3), this plan will be available for public comment 30 days before its adoption. The District-Wide Plan may be adopted by the Board only after at least one public hearing that provides for the participation of school personnel, parents, students, and other interested parties. The plan must be formally adopted by the Board of Education

- While conforming to the District-Wide Safety Plan, Building Emergency Response 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
- Full copies of the District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. Building Emergency Response Plans will be supplied to local and State Police within 30 days of adoption

Section II: Risk Reduction, Prevention, and Intervention

A. Prevention/Intervention Strategies

Program Initiatives

The District-Wide School Safety Plan provides the framework for the Building Emergency Response Plan. The Amagansett Union Free School District proactively implements various preventive programs to reduce the risk of violence. The following list of some of these initiatives and their provider:

- Tri-State National Reach Employee Assistance Program
- School Psychologist
- Dignity Act Training (DASA)
- Social Emotional Learning Curriculum with Diversity, Equity, and Inclusivity
- Collaboration with State and Local Authorities
- School Code of Conduct

Training, Drills, and Exercises

Safety drills and exercises will be conducted periodically and as required by law. These drills and exercises include but are not limited to:

- Fire drills
- Evacuation drills
- Lockout Drills
- Lockdown Drills
- Emergency Go-Home drills
- Hold in Place Drills

The effectiveness and efficiency of these drills will be reviewed and addressed by the school principal and the Building Response Team.

All personnel who regularly answer phones have received and placed a card near their phones with protocols for gathering data in the event of a bomb threat made over the phone.

Violence prevention in our district is not an individual effort but a collaborative effort by all staff and faculty who continually seek out research-based programs, academic intervention programs, and counseling initiatives to implement the skills they acquire. Our teachers, teaching assistants, pupil personnel staff, administrators, custodians, and support staff work together to offer a safe school climate. Tabletop exercises are completed in coordination with local and county emergency responders.

The District-Wide School Safety Team will recommend additional resources, programs, and training as needed.

Implementation of School Security

Security measures adopted by the district include:

- Visitors to the building are “buzzed in” after identification via a door camera
- After identification, visitors are required to sign in at the receptionist’s desk and receive a visitor’s pass
- All events held during the school day require sign-in and visitor pass
- All staff members have received a badge with a photo and position held in the district
- A new FOB system has been instituted for staff members and all after-school and weekend users of the school facilities
- Security cameras have been installed throughout the interior and exterior of the building

Vital Educational Agency Information

The district maintains information on the following:

- School population
- Number of staff
- Transportation Routing
- Telephone numbers of key officials

B. Early Detection of Potentially Violent Behaviors

The Amagansett Union Free School District will implement procedures for dissemination of informative materials regarding the early detection of possible violent behavior, including but not limited to the identification of family, community, and environmental factors to teachers, administrators, parents, and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information.

C. Hazard Identification

In conjunction with local officials, the District-Wide School Safety Team has identified areas outside school property that may impact the school during an emergency. Considerations included were:

- Population
- Presence of Hazardous Materials Transported on Route 27
- Potential for Emergency Based on National Trends
- Proximity to District Property

Specifics to these hazards are maintained within the Building Emergency Response Plan.

D. Suicide Prevention

The District recognizes that suicide is a leading cause of death among young people and will take a proactive approach to prevent deaths by suicide. As such, the pupil personnel staff will develop specific guidelines and procedures to assess the risk of and intervene in response to youth suicidal behavior.

Section III: Response

A. Notification and Activation –Internal and External Communications

In the case of an emergency within the district, whether it is a violent incident or other emergency, the school incident commander will contact the district office as soon as practical. The Superintendent or principal is authorized to contact the local law enforcement authorities listed in the Building Emergency Response Plan. Additionally, notification of the disaster or act of violence may be made throughout the district via telephone, email, fax, district website, and the local media.

Protective Action Options

During specific emergencies, one of a variety of protective actions needs to be employed. Summaries of the options are found below. Detailed plans associated with procedures for the school building will be incorporated into the Building Emergency Plan.

- **School Cancellation** will be used when information regarding a potential crisis is received with enough lead-time to alert all staff and students, such as weather-related incidents for which ample warning may be provided
- **Early Dismissal** will be used when school is in session: there is time to return staff and students to their homes, and more than 15 minutes remain in the school day
- **Evacuation/Relocation** will be used when school is in session and it has been determined that the school does not provide a safe environment for staff and students
- **Sheltering** will be used when school is in session and it is determined that early dismissal and evacuation are not safe options. This response is implemented whenever a situation makes staying inside safer than outdoors. Examples might be hazardous weather conditions and toxic environmental releases
- **Holding In Place** is suitable for a variety of responses. It offers the ability to isolate and control the movement and relocate building occupants by room or areas to other parts of the building determined to be safe
- **Lockout** will be used in response to incidents of an actual or potential threat from outside the building
- **Lockdown** will be used in response to incidents of actual or potential threats of violence from an intruder or criminal act

B. Situational Responses

Multi-Hazard Response

The Amagansett Union Free School District's Building Emergency Plan provides details of the actions in emergencies that may include the following situations:

Threats of Violence	Intruder	Explosive/Bomb Threat
Natural/Weather-Related	Hostage/Kidnapping	Hazardous Material

and others as determined by the District-Wide School Safety Team.

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 behavior) of violence by a student, staff member, or visitor to the school, the principal should be informed immediately by the threatened individual or a staff member who becomes aware of the threat. The principal or designee will confer with the CEO to determine what steps to take based on the incident's nature. The measures may include notification to the Superintendent, further investigation, threat assessment, activation of the Building Response Team, and notification of local authorities.

Acts of Violence

Acts of violence by students, staff members, or visitors to the school will not be tolerated. In such an incident, the principal should be informed immediately by the victim or staff member who becomes aware of the incident. The principal or designee will confer with the CEO to determine what steps to take based on the incident's nature. The measures may include further investigation, threat assessment, activation of the Building Response Team, and notification of local authorities. Depending on the nature of the situation, other actions, such as a lockdown hold in place or emergency evacuation, may be necessary.

Response Protocols

The Amagansett School Building Emergency Response Plan provides detailed information regarding protocols and responses to bomb threats, hostage takings, intrusions, and kidnappings. The following protocols are provided as examples:

- Shelter in Place
- Lock Out
- Evacuation
- Hold on Place

Arrangements for Obtaining Advice and Assistance from Local Government

In an emergency, the Superintendent (CEO) or the principal will contact 911 for police, fire, or EMS response. The Superintendent (CEO) or principal may also contact the Town Supervisors' Office for notification and assistance.

Procedures for Obtaining Advice and Assistance from Local Government Officials

In an emergency, the Superintendent (CEO) or principal will contact the East Hampton Town Emergency Department for advice and assistance. The District has identified resources for an emergency from the following agencies: East Hampton Police Department, The Amagansett Fire Department, Amagansett Ambulance, Amagansett Presbyterian Church, and Community Members.

District Resources Available for Use in an Emergency

The Amagansett School facilities, buses, and trucks are available during emergencies.

Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The District Utilizes the Building Response Team to make decisions and provide assistance during emergencies.

Protective Action Options

The Building Emergency Response Plan details the plan for the following actions in response to an emergency where appropriate: school cancellation, early dismissal, evacuation, and sheltering.

School Cancellation and Early Dismissal

In the event of a school cancellation, or early dismissal, the Superintendent (CEO) or principal will make the determination and notify the school community and local media and provide information to inform parents of the specific information should they have questions. The Superintendent (CEO) or principal will remain available until all students are returned home.

Evacuation (Before, during, and after school hours, including security during evacuation and evacuation routes)

The Superintendent (CEO) or principal will determine the threat level, contact the transportation supervisor, clear all evacuation sites before evacuation, and evacuate students and staff to prearranged evacuation sites. When at the sites, the Superintendent (CEO) and principal will account for all student and staff populations, make a determination regarding early dismissal and notify parents and the media to inform them of the early release. The Superintendent (CEO) or principal will ensure continued supervision and provide information to parents with pertinent details from the event. Appropriate school personnel will be retained until all students have been returned.

Sheltering Sites (Internal and External)

The Superintendent (CEO) or principal will determine the threat and select the location for sheltering depending on the nature of the incident, account for all students and staff, determine other occupants in the building, make appropriate arrangements for human needs, and take proper safety precautions. The Superintendent (CEO) will provide information and the current status of the situation to parents and other inquiring parties. Appropriate personnel will be retained until all students have been returned home.

Section IV: Recovery

A. District Support for Buildings

District and Community Resources will be mobilized during and after a crisis to develop a specific plan of action that will respond to the physical and emotional needs of students, staff, parents, and the community. Refer to the Building Emergency Response Plan.

The Amagansett School is staffed with personnel trained to administer C.P.R., certified in first aid, and in the use of the A.E.D. Automated External Defibrillator (A.E.D.) and Cardiopulmonary Resuscitation (C.P.R.). A.E.D.s are located on the first floor right outside the Gymnasium, on the second floor outside the Music Room, and in the Health Office. Orange first aid bags are located in the Art Room, the fifth-grade classroom on the second floor, and the Health Office and PE Office.

B. Disaster Mental Health Services

The District will assist in coordinating Disaster Mental Health Resources to support post-incident response to the Amagansett School. During the recovery phase, the District will reevaluate the current violence prevention and school safety activities and identify ways the District can improve its plan.

Section V: Protocols for Responding to a Declared Public Health Emergency:

A. Purpose, Scope, Situation Overview, and Assumptions

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. The passing of legislation amended these laws S8617B/A10832 signed by the Governor of New York State on September 7, 2020, which requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes identifying essential positions, facilitating remote work for non-essential positions, providing personal protective equipment, and protocols for supporting contact tracing.

This plan was developed exclusively for and applies to Amagansett Union Free School District. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; it is in the interest of the safety of our employees and contractors and the continuity of our operations that we have promulgated this plan.

B. Situation Overview

On March 11, 2020, the World Health Organization declared a pandemic for the novel coronavirus, which causes COVID-19 severe acute respiratory syndrome. This plan has been developed per amended laws to support continued resilience for the continuation of the spread of this disease or for other infectious diseases that may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors are crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough, or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- The CDC may publish other guidance, the State Department of Health, or County health officials.

C. Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of publication. The plan was designed to broadly reflect the current Coronavirus pandemic's circumstances but may also apply to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expect us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based on the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based on the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

D. Concept of Operations

The Superintendent of Amagansett Union Free School District, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel at the discretion of the Superintendent.

Upon the determination of implementing this plan, all employees and contractors of the Amagansett Union Free School District shall be notified by Blackboard and email, with details provided as soon as possible and necessary, with additional information and updates provided regularly. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent or Principal will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of the Amagansett Union Free School District, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Superintendent of the Amagansett Union Free School District, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

E. Mission Essential Functions

When confronting events that disrupt normal operations, the Amagansett Union Free School District is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the Amagansett Union Free School District

The Amagansett Union Free School District has identified as critical only those priority functions that are required or are necessary to provide vital services. Appropriate communications with employees, contractors, constituents, and other stakeholders will be an ongoing priority. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one function to others

Essential Positions

Name	Position	Function
Turner, Seth	Superintendent	Required to ensure continuity of the response efforts.
Dorr, Maria	Principal	Required to ensure continuity of the response efforts.
Miller, Jennifer	Director of Technology	Required to maintain information technology, internet capability, remote offices and remote learning.
Mager, Thomas	District Treasurer	To ensure the continued fiscal operation of the District.
Nuzzi, Sandra	District Clerk	Required to ensure the continuity of response efforts.
Tucker, Joseph	Building/Grounds & Transportation	Required to maintain the continued functioning of buildings and grounds and the District cleaning protocols. Transportation of students for in person instruction and delivery of necessary materials for remote instruction.

Butts, Cassie	Receptionist	Required to ensure the continuity of response efforts.
King, Melissa	Account Clerk	Required to ensure the continuity of response efforts.
Faculty and Staff	Teacher/ Related Staff	Should it become necessary to meet the students' needs under IDEA and or Section 504 regulations (FAPE), teachers/related service providers may be deemed essential on an as needed basis.
Diane Genco	School Nurse	To assist with testing requirements, reporting and contact tracing.
Name	Position	Function
Turner, Seth	Superintendent	Required to ensure continuity of the response efforts.
Dorr, Maria	Principal	Required to ensure continuity of the response efforts.
	Teachers with School Building Administration and or School District Administration Certification	Designee required in absence of a school administrator

F. Reducing Risk Through Remote Work and Staggered Shifts

By assigning certain staff to work remotely and staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees and contractors are able to accomplish their functions remotely will be enabled to the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals
 - c. Access to VPN and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications

The District will implement *The Continuity of Instruction Plan* to enable all non-essential employees and contractors to telecommute. Teachers and staff will have access to laptops, technology, and software to enable seamless telecommuting opportunities for all stakeholders.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Amagansett Union Free School District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

The Superintendent and Principal will maintain a master schedule outlining staggered shifts.

G. Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- face masks (disposable surgical masks)
- respirators (N95) masks that are fit tested
- eye protection or face shields
- disposable gowns.

For optimal protection, when worn, the face shield must be used with a face mask and:

- Extend below the chin anteriorly;
- To the ears laterally;
- There should be no exposed gap between the forehead and the shield's headpiece;
- Only be worn one person per shield;
- Be cleaned between use; and
- The wearer should wash their hands after removing the shield and before putting it on.

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner that will prevent degradation

- b. Employees and contractors must have immediate access to PPE in the event of an emergency
- c. The supply of PPE must be monitored to ensure the integrity and to track usage rates

H. Staff Exposure, Cleaning, and Disinfection

Staff Exposure

Any staff member showing signs or symptoms of a communicable disease during school hours should be masked and escorted to the health office immediately. Symptomatic staff who show signs or symptoms of a communicable disease during school hours will be placed in an isolation bay in the health office until arrangements can be made to go home safely.

In alignment with the CDC and NYSDOH, the Amagansett School will:

- Close off areas used by a sick person and not use these areas until after cleaning and disinfection has occurred.
- Open outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the person suspected or confirmed to have 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 and disinfection is not necessary, but routine cleaning and disinfection should continue.
- If a separate room is not available, keep at least a 6-foot distance between ill staff and other persons. If they cannot be isolated in a separate room from others, it is recommended that a facemask (e.g., cloth or surgical mask) be provided to the person if the ill person can tolerate wearing it and does not have difficulty breathing, to prevent the possible transmission to others while waiting for transportation home.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

- Recommend use of EPA- Registered household disinfectant
- Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping the surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

I. Work Locations and Hours

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Amagansett Union Free School District to support contact tracing within the organization and may be shared with local public health officials.

- All employees will use their access cards or sign in as applicable for entrance which documents their arrival on District premises.
- Payroll, attendance on *AESOP* and/or through *My Learning Plan* will document attendance.
- Non-essential visitors will not be allowed on site; however, exceptions will be made on a case-by-case basis with permission from the Superintendent and/or Principal.

J. Emergency Housing

If emergency housing is needed, the District will work with the Town of Easthampton to identify housing.

Any questions or concerns regarding this plan, please contact Seth Turner at sturner@aufsd.org.