

Section V: Pandemic Protocols

A. Essential personnel for a state-ordered reduction of in-person workforce

The state-ordered reduction of in-person workforce assumes that teachers are teaching remotely, the only students attending programs are high needs students and those that can not receive instruction remotely. The district would use its management rights to maintain the appropriate level of staffing to do what is in the best interest of the district operationally and fiscally. The reduction of staff would primarily impact the CSEA.

The district would use past practice and the programs available to help navigate and operate during a pandemic. The district may look to use such state programs as the Shared Work Plan to reduce district expenditures, but maintain its workforce. Furloughing and layoffs may also be used depending on the conditions of the pandemic.

Minimal Essential Staff

- One Cleaner, groundskeeper, and one Custodian on a rotational schedule to keep the buildings and facilities cleaned and maintained
- All teachers would be teaching remotely
- Bus drivers would be used for potential meal deliveries and for out of district runs for special education programs if in operation
- Food service staff would be needed one or two days a week to provide meals
- Building administration and clerical would be limited to one or two days a week and on a rotational basis.

B. Protocols for non-essential employees to work remotely.

Instruction would be done synchronously and asynchronously through zoom, schoology, seesaw, google classroom, student chromebooks, teacher laptops utilizing home internet connections and district provided hotspots as needed. Office personnel would be able to work remotely by accessing software through remote apps, cell phones, and email on a district provided device. Any technology assistance needed can be accessed through the Technology Help Desk, which is available by icon on all district-provided devices and through email. All office staff will have voicemails emailed and transcribed to their school email account.

C. Protocols to prevent overcrowding on public transportation systems and at worksites.

This does not apply to the Marion CSD. Marion CSD is a very small rural district that does not have or use public transportation and worksite personnel are very few in numbers.

D. Procurement of PPE

The Director of Facilities will work closely with the Director of Finance and Operations to ensure that adequate PPE is available. All department leaders and building leaders will communicate

their PPE needs to the Director of Facilities. The Director of facilities will maintain a stock room for PPE. PPE items will need to be purchased in advance and when available to avoid a shortage. Office clerical staff for each building will track PPE usage and notify the Director of Facilities when supplies fall below the recommended thresholds.

E. Protocols followed for exposure to communicable disease that is subject to the public health emergency.

A Public Health Emergency Coordinator will be hired to help maintain all safety and health protocols if students are in attendance. Any employee suspected of contamination will follow the Public Health protocols implemented by the DOH which may include but may not be limited to testing and quarantining. Proper cleaning protocols will be followed to clean any suspected contaminated areas. All state and federal protocols will be followed including any laws regarding sick leave or health information privacy.

F. Protocol for documenting hours and work location for employees and outside visitors such as contractors.

Hourly employees are required to fill out timesheets documenting their work hours and location. All staff are required to complete a digital form when in attendance at work confirming that they do not exhibit any symptoms or have been exposed to anyone that has tested positive for the health emergency. Cleaning protocols require documentation of time, location, and the person sanitizing. School cameras may also be used to help contact trace. Outside visitors are required to follow all protocols for health and safety for the health emergency. Outside visitors are also required to sign in with date, time, and purpose as well as answer health emergency questions to ensure they are not exhibiting symptoms. Any off-site visits by school staff members will be tracked at the building level through the building Main Office.

G. Emergency housing

The Marion CSD does not feel that this applies to them. The Marion CSD is a very small rural district with less than 700 students. The vast majority of the staff live within a 30 minute commute of the district. However, in the event that emergency housing is deemed necessary for essential employees, the district will partner with local agencies such as Wayne Community Action Program and local churches to secure emergency housing locations. School buildings will also be considered as possible emergency housing.