



~St. John the Baptist School~
 ~Where small can make a BIG Difference~
 2028 Sandridge Road
 Alden, New York 14004 – 9744
 Phone (716) 937-9483 Fax (716) 937-9794
 www.stjohnsalden.com

Dear St. John Families,

As you know, when your children work on lessons or participate in special events we often have many great photo opportunities. We would like permission to use photographs and video taken during class time, field trips, special events, or celebrations. We use these photos not only as a historical record of the school, but to promote the school as well. Photos may appear internally in hallways and classrooms.

St. John the Baptist School also uses photographs for publicity purposes to help promote through color brochures, our website, in newsprint, and Facebook. When photographs are used for publicity, children are never identified by name. All photos used for publicity are available for parents/guardians to review. In addition, parents reserve the right to request that any photograph not be used for publicity.

Please complete and return this slip to the office no later than **Friday, September 24, 2021**, your promptness is greatly appreciated. Thank you.

I, _____, the parent or legal guardian of :

Child(ren):

_____ Do Grant

_____ Do NOT Grant

St. John the Baptist School my permission to use the photographs for any legal use, including but not limited to: publicity, copyright purposes, illustration, advertising, and web content. Furthermore, I understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian's Signature: _____

Date _____

Parent/Guardian's Name: _____

Phone Number: _____



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2021-2022 Staff List

Name	Position	Email
Mrs. Jonna Johnson	Principal	jonna.johnson@stjohnsalden.org
Father Daniel Serbicki	Priest	frdanserbicki@gmail.com
Mrs. Sarah Mioducki	Administrative Assistant	school.office@stjohnsalden.org
Mrs. Barbara Trybuskiewicz	Cafeteria Manager	barbara.tybuskiewicz@stjohnsaldens.org
Mrs. Kate Wypij	Business Manager	kate.wypij@stjohnsalden.org
Ms. Alison Diskin	Pre-K 3 & Pre-K 4 Teacher	alison.diskin@stjohnsalden.org
Mrs. Denise Beal	Early Kindergarten/Pre-K 4 Teacher	denise.beal@stjohnsalden.org
Mrs. Julie Rivera	Kindergarten Teacher	julie.riviera@stjohnsalden.org
Mrs. Heather Taylor	1st Grade Teacher	heather.taylor@stjohnsalden.org
Ms. Kaitlyn Pfennig	1st Grade Teacher	kaitlyn.pfennig@stjohnsalden.org
Ms. Samantha Grabski	2nd Grade Teacher	samantha.grabski@stjohnsalden.org
Ms. Elaine Nuwer	3rd Grade Teacher	elaine.nuwer@stjohnsalden.org
Mrs. Maribeth Swendsen	4th Grade Teacher	maribeth.swendsen@stjohnsalden.org
Mrs. Sydney Anasiewicz	Middle School Science Teacher	sydney.anasiewicz@stjohnsalden.org
Mrs. Ashley Jesonowski	Middle School ELA Teacher	ashley.jesonowski@stjohnsalden.org
Mrs. Auguste Pautler	Middle School SS/Religion Teacher	auguste.pautler@stjohnsalden.org
Mrs. Tamaira McNutt	Middle School Math Teacher	tamaira.mcnutt@stjohnsalden.org
Mr. John Markey	Physical Education Teacher	john.markey@stjohnsalden.org
Mr. Daniel Stachelski III	Music Teacher	daniel.stachelski@stjohnsalden.org
Mrs. Kate O'Brien	Spanish/Art Teacher	kate.obrien@stjohnsalden.org
Mrs. Sierra Gray	Library/AIS Teacher	sierra.gray@stjohnsalden.org
Ms. Destinee Danser	Technology/IT Support	destinee.danser@stjohnsalden.org

School Office phone: 716-937-9483

Rectory Office phone: 716-937-6959

Please note that teachers and staff cannot receive phone calls to their room or throughout the day.
 You may contact the main office to leave a message or you may use their email address.

Protecting God's Children (for Adults 18+)

Parish and Catholic school employees and volunteers, over the age of eighteen, who work with children and young people in the Diocese of Buffalo, are required to attend a sexual abuse awareness session. The **three and one half hour live, in-person** workshops are scheduled at the following times and locations:

Published: 12-August-2021

August

Aug 31 at 6:00 PM St. Vincent De Paul at
St. Leo Worship Site (Niagara Falls)

September

Sept 1 at 1:00 PM St. Mary's Elementary School (Lancaster)
Sept 13 at 6:00 PM St. Joseph Church (Fredonia)
Sept 13 at 6:00 PM Christ the King Church (Snyder)
Sept 16 at 3:00 PM St. Joseph's Collegiate Institute (Buffalo)
Sept 18 at 9:00 AM Church of the Annunciation (Elma)

September (Continued)

Sept 20 at 6:00 PM Queen of Heaven School (West Seneca)
Sept 23 at 6:30 PM Holy Apostles at
St. John Worship Site (Jamestown)
Sept 23 at 6:00 PM St. Bernadette Church (Orchard Park)
Sept 29 at 6:00 PM St. Aloysius Regional School (Springville)

October

Oct 16 at 9:00 AM Ascension Church (Batavia)
Oct 26 at 6:00 PM St. Joseph Regional School (Batavia)

Registration and Additional Workshops:

All workshops are scheduled at the request
of parishes and schools.

For an updated list of workshops or to register:
Go to www.virtus.org and then click on "First Time Registration"
– OR Go To –
www.buffalodiocese.org/protecting-gods-children

Pre-Registration Required.

COVID Safety Policy:
We are following CDC guidance
on the wearing of face masks. If
face masks are recommended
by the CDC, they will be
required in the workshop.

To report sexual misconduct of a minor by a member of clergy (priest or deacon),
an employee, or a volunteer, contact the civil authorities and the Diocese of
Buffalo.

Victim Assistance Coordinator:

Jacqueline Joy Phone: (716) 895-3010 jacqueline.joy@ccwny.org
Or contact EthicsPoint, a third-party reporting hotline
On the web: buffalodiocese.ethicspoint.com Phone: 1-844-573-4177

To report sexual misconduct by a bishop, contact the national reporting hotline
or reporting website.

Call the hotline: (800) 276-1562 On the web: ReportBishopAbuse.org



Safe Environment Coordinators: Download updated copies of this schedule:

Go to www.virtus.org and login. Then click "My Diocese tab"

Go to "My Forms" section (left side of screen) then find "Admin- Protecting God's Children Schedule"

Working Together to Create a Safe Environment for Our Children

Safe Environment Requirements for Adults:

1. Attend Protecting God's Children Workshop
and continue ongoing training bulletins/re-certifications
2. Complete a standardized employment/volunteer application
3. Sign the Code of Conduct
4. Check at least 2 references
5. Conduct a criminal background check through the Diocese

Pre-registration is REQUIRED

To register for an upcoming workshop:

Register on the Internet:

Go to <http://www.buffalodiocese.org>
Click on "Protecting God's Children"
(look on the left side of screen)

OR Check with your parish/school for registration help

Safe Environment Office – Catholic Center – 795 Main Street, 3rd Floor – Buffalo – NY – 14203
Phone (716) 847-5532 – Fax (716) 847-5538 – e-mail: SafeKids@buffalodiocese.org

Cardinal O'Hara

HIGH SCHOOL

OPEN HOUSE

Saturday, September 25: 9am-1pm

Monday, September 27: 4pm-8pm

To register, please visit cardinalohara.com

ENTRANCE EXAM PREP COURSE

4 Tuesdays: 10/19, 10/26, 11/2, & 11/9

\$100: Includes COHS exam registration and prep book

5:30pm-7:30pm

HAWK FOR A DAY

Experience a day in the life of an O'Hara student. Attend the classes, meet the teachers, have lunch on us, and see why

You Belong Here

Questions? Call our Admissions Office: 695-2600 ext. 357



The purpose of this plan is to protect employees against exposure and disease during an airborne infectious disease outbreak. This plan goes into effect when an airborne infectious disease is designated by the New York State Commissioner of Health as a highly contagious communicable disease that presents a serious risk of harm to the public health. This plan is subject to any additional or greater requirements arising from a declaration of a state of emergency due to an airborne infectious disease, as well as any applicable federal standards.

Employees should report any questions or concerns with the implementation this plan to the designated contact.

This plan applies to all “employees” as defined by the New York State HERO Act, which means any person providing labor or services for remuneration for a private entity or business within the state, without regard to an individual’s immigration status, and shall include part-time workers, independent contractors, domestic workers, home care and personal care workers, day laborers, farmworkers and other temporary and seasonal workers. The term also includes individuals working for digital applications or platforms, staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, regardless of whether delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter. The term does not include employees or independent contractors of the state, any political subdivision of the state, a public authority, or any other governmental agency or instrumentality.

As of the date of the publication of this document, while the State continues to deal with COVID-19 and a risk still exists, no designation is in effect at this time. Please check the websites of Departments of Health and Labor for up to date information on whether a designation has been put into effect, as any such designation will be prominently displayed. No employer is required to put a plan into effect absent such a designation by the Commissioner of Health.

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I. RESPONSIBILITIES

This plan applies to all employees of St. John the Baptist School, and [all]/[the following work sites]:

This plan requires commitment to ensure compliance with all plan elements aimed at preventing the spread of infectious disease. The following supervisory employee(s) are designated to enforce compliance with the plan. Additionally, these supervisory employees will act as the designated contacts unless otherwise noted in this plan:

Name	Title	Location	Phone
Jonna M. Johnson	Principal	2028 Sandridge Rd	716-937-9483

II. EXPOSURE CONTROLS DURING A DESIGNATED OUTBREAK

A. MINIMUM CONTROLS DURING AN OUTBREAK

During an airborne infectious disease outbreak, the following minimum controls will be used in all areas of the worksite:

- 1. General Awareness:** Individuals may not be aware that they have the infectious disease and can spread it to others. Employees should remember to:
 - Maintain physical distancing;
 - Exercise coughing/sneezing etiquette;
 - Wear face coverings, gloves, and personal protective equipment (PPE), as appropriate;
 - Individuals limit what they touch;
 - Stop social etiquette behaviors such as hugging and hand shaking, and
 - Wash hands properly and often.
- 2. "Stay at Home Policy":** If an employee develops symptoms of the infectious disease, the employee should not be in the workplace. The employee should inform the designated contact and follow New York State Department of Health (NYSDOH) and Centers for Disease Control and Prevention (CDC) guidance regarding obtaining medical care and isolating.
- 3. Health Screening:** Employees will be screened for symptoms of the infectious disease at the beginning of their shift. Employees are to self-monitor throughout their shift and report any new or emerging signs or symptoms of the infectious disease to the designated contact. An employee showing signs or symptoms of the infectious disease should be removed from the workplace and should contact a healthcare professional for instructions. The health screening elements will follow guidance from NYSDOH and CDC guidance, if available.

4. **Face Coverings:** To protect your coworkers, employees will wear face coverings throughout the workday to the greatest extent possible. Face coverings and physical distancing should be used together whenever possible. The face covering must cover the nose and mouth, and fit snugly, but comfortably, against the face. The face covering itself must not create a hazard, e.g. have features could get caught in machinery or cause severe fogging of eyewear. The face coverings must be kept clean and sanitary and changed when soiled, contaminated, or damaged.
5. **Physical Distancing:** Physical distancing will be followed as much as feasible. Avoid unnecessary gatherings and maintain a distance of at least six feet (or as recommended by the NYSDOH/CDC for the infectious agent) from each other. Use a face covering when physical distance cannot be maintained.

In situations where prolonged close contact with other individuals is likely, use the following control methods: (Note to employer: Check off the controls you intend to use and add any additional controls not listed here.)

- restricting or limiting customer or visitor entry;
- limiting occupancy;
- allowing only one person at a time inside small enclosed spaces with poor ventilation;
- reconfiguring workspaces;
- physical barriers;
- signage;
- floor markings;
- telecommuting;
- remote meetings;
- preventing gatherings;
- restricting travel;
- creating new work shifts and/or staggering work hours;
- adjusting break times and lunch periods;
- delivering services remotely or through curb-side pickup;
- _____
- _____
- _____

6. **Hand Hygiene:** To prevent the spread of infection, employees should wash hands with soap and water for at least 20 seconds or use a hand sanitizer with at least 60% alcohol to clean hands BEFORE and AFTER:
 - Touching your eyes, nose, or mouth;
 - Touching your mask;
 - Entering and leaving a public place; and
 - Touching an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens.

Because hand sanitizers are less effective on soiled hands, wash hands rather than using hand sanitizer when your hands are soiled.

7. **Cleaning and Disinfection:** See Section V of this plan.
8. **“Respiratory Etiquette”:** Because infectious diseases can be spread by droplets expelled from the mouth and nose, employees should exercise appropriate respiratory etiquette by covering nose and mouth when sneezing, coughing or yawning.
9. **Special Accommodations for Individuals with Added Risk Factors:** Some employees, due to age, underlying health condition, or other factors, may be at increased risk of severe illness if infected. Please inform your supervisor or the HR department if you fall within this group and need an accommodation.

B. ADVANCED CONTROLS DURING AN OUTBREAK

For activities where the Minimum Controls alone will not provide sufficient protection for employees, additional controls from the following hierarchy may be necessary. Employers should determine if the following are necessary:

1. Elimination: Employers should consider the temporary suspension or elimination of risky activities where adequate controls could not provide sufficient protection for employees.
2. Engineering Controls: Employers should consider appropriate controls to contain and/or remove the infectious agent, prevent the agent from being spread, or isolate the worker from the infectious agent. Examples of engineering controls include:
 - i. Mechanical Ventilation:
 - a. Local Exhaust Ventilation, for example:
 - Ventilated booths (lab hoods);
 - Kitchen Vents; and
 - Vented biosafety cabinets.
 - b. General Ventilation, for example:
 - Dedicated ventilation systems for cooking areas, malls, atriums, surgical suites, manufacturing, welding, indoor painting, laboratories, negative pressure isolation rooms;
 - Increasing the percentage of fresh air introduced into air handling systems;
 - Avoiding air recirculation;
 - Using higher-efficiency air filters in the air handling system;
 - If fans are used in the facility, arrange them so that air does not blow directly from one worker to another; and
 - ii. Natural Ventilation, for example:
 - Opening outside windows and doors to create natural ventilation; and
 - Opening windows on one side of the room to let fresh air in and installing window exhaust fans on the opposite side of the room so that they exhaust air outdoors. *(Note: This method is appropriate only if air will not blow from one person to another.)*
 - iii. Install automatic disinfection systems (e.g., ultraviolet light disinfection systems).
 - iv. Install cleanable barriers such as partitions and/or clear plastic sneeze/cough guards.
 - v. Change layout to avoid points or areas where employees may congregate (e.g., install additional timeclocks).

Subject to changes based on operations and circumstances surrounding the infectious disease, engineering controls that are anticipated to be used are listed in the following table:

Engineering Controls Utilized/Location:

Note to Employer: One of the best ways to reduce exposure to infectious agents is to improve ventilation. The aim is to deliver more "clean air" into an occupied area and exhaust the contaminated air to a safe location. In some cases, the air may have to be filtered before it enters the work area and/or before it is exhausted. Direct the contaminated air away from other individuals and from the building's fresh air intake ports. Consult your ventilation system's manufacturer or service company to determine if improvements are possible for your system.

3. "Administrative Controls" are policies and work rules used to prevent exposure. Examples include:

- Increasing the space between workers;
- Slowing production speed to accommodate fewer workers at a time;
- Disinfecting procedures for specific operations;
- Not shaking out soiled laundry;
- Employee training;
- Identify and prioritize job functions that are essential for continuous operations;
- Cross-train employees to ensure critical operations can continue during worker absence;
- Limit the use of shared workstations;
- Post signs reminding employees of respiratory etiquette, masks, handwashing;
- Rearrange traffic flow to allow for one-way walking paths;
- Provide clearly designated entrance and exits;
- Provide additional short breaks for handwashing and cleaning;
- Establishing pods or cohorts working on same shift;

Subject to changes based on operations and circumstances surrounding the infectious disease, the following specific administrative controls are anticipated to be used:

Administrative Controls Utilized/Location:
Adaptation of guidelines outlined in the NYS K-12 School guidance
Adaptation of guidelines outline in the Erie County Department of Health School guidance

4. 10. Personal Protective Equipment (PPE) are devices like eye protection, face shields, respirators , , and gloves that protect the wearer from infection. PPE will be provided, used and maintained in a sanitary and reliable condition at no cost to the employee. The PPE provided to an employee will be based on a hazard assessment for the workplace.

PPE Required - Activity Involved/Location:
PPE is located in classroom, nurses office, and the main office

1 The use of respiratory protection, e.g. an N95 filtering facepiece respirator, requires compliance with the OSHA Respiratory Protection Standard 29 CFR 1910.134 or temporary respiratory protection requirements OSHA allows for during the infectious disease outbreak.

2 Respirators with exhalation valves will release exhaled droplets from the respirators. Respirators are designed to protect the wearer. Surgical masks and face coverings, which are not respirators, are designed to protect others, not the wearer.

C. EXPOSURE CONTROL READINESS, MAINTENANCE AND STORAGE:

The controls we have selected will be obtained, properly stored, and maintained so that they are ready for immediate use in the event of an infectious disease outbreak and any applicable expiration dates will be properly considered.

III. HOUSEKEEPING DURING A DESIGNATED OUTBREAK

A. Disinfection Methods and Schedules

Objects that are touched repeatedly by multiple individuals, such as door handles, light switches, control buttons/levers, dials, levers, water faucet handles, computers, phones, or handrails must be cleaned frequently with an appropriate disinfectant. Surfaces that are handled less often, or by fewer individuals, may require less frequent disinfection.

The disinfection methods and schedules selected are based on specific workplace conditions.

The New York State Department of Environmental Conservation (NYSDEC) and the Environmental Protection Agency (EPA) have compiled lists of approved disinfectants that are effective against many infectious agents (see dec.ny.gov and epa.gov/pesticide-registration/selected-epa-registered-disinfectants). Select disinfectants based on NYSDOH and CDC guidance and follow manufacturer guidance for methods, dilution, use, and contact time.

B. Adjustments to Normal Housekeeping Procedures

Normal housekeeping duties and schedules should continue to be followed during an infectious disease outbreak, to the extent practicable and appropriate consistent with NYSDOH and/or CDC guidance in effect at the time. However, routine procedures may need to be adjusted and additional cleaning and disinfecting may be required.

Housekeeping staff may be at increased risk because they may be cleaning many potentially contaminated surfaces. Some housekeeping activities, like dry sweeping, vacuuming, and dusting, can resuspend into the air particles that are contaminated with the infectious agent. For that reason, alternative methods and/or increased levels of protection may be needed.

Rather than dusting, for example, the CDC recommends cleaning surfaces with soap and water before disinfecting them. Conducting housekeeping during “off” hours may also reduce other workers’ exposures to the infectious agent. Best practice dictates that housekeepers should wear respiratory protection. See cdc.gov for more guidance.

C. If an employee develops symptoms of the infectious disease at work, it is ideal to isolate the area in accordance with guidance issued by NYSDOH or the CDC, before cleaning and disinfecting the sick employee’s work area. This delay will allow contaminated droplets to settle out of the air and the space to be ventilated.

D. As feasible, liners should be used in trash containers. Empty the containers often enough to prevent overfilling. Do not forcefully squeeze the air out of the trash bags before tying them closed. Trash containers may contain soiled tissue or face coverings.

IV. INFECTION RESPONSE DURING A DESIGNATED OUTBREAK

If an actual, or suspected, infectious disease case occurs at work, take the following actions:

- Instruct the sick individual to wear a face covering and leave the worksite and follow NYSDOH/CDC guidance.
- Follow local and state authority guidance to inform impacted individuals.

V. TRAINING AND INFORMATION DURING A DESIGNATED OUTBREAK

A. **Mrs. Jonna Johnson** will verbally inform all employees of the existence and location of this Plan, the circumstances it can be activated, the infectious disease standard, employer policies, and employee rights under the HERO Act. (Note: training need not be provided to the following individuals: any individuals working for staffing agencies, contractors or subcontractors on behalf of the employer at any individual work site, as well as any individual delivering goods or transporting people at, to or from the work site on behalf of the employer, where delivery or transport is conducted by an individual or entity that would otherwise be deemed an employer under this chapter)

VII. RETALIATION PROTECTIONS AND REPORTING OF ANY VIOLATIONS

No employer, or his or her agent, or person, , acting as or on behalf of a hiring entity, or the officer or agent of any entity, business, corporation, partnership, or limited liability company, shall discriminate, threaten, retaliate against, or take adverse action against any employee for exercising their rights under this plan, including reporting conduct the employee reasonably believes in good faith violates the plan or airborne infectious disease concerns to their employer, government agencies or officials or for refusing to work where an employee reasonably believes in good faith that such work exposes him or her, other workers, or the public to an unreasonable risk of exposure, provided the employee, another employee, or representative has notified the employer verbally or in writing, including electronic communication, of the inconsistent working conditions and the employer's failure to cure or if the employer knew or should have known of the consistent working conditions.

Notification of a violation by an employee may be made verbally or in writing, and without limitation to format including electronic communications. To the extent that communications between the employer and employee regarding a potential risk of exposure are in writing, they shall be maintained by the employer for two years after the conclusion of the designation of a high risk disease from the Commissioner of Health, or two years after the conclusion of the Governor's emergency declaration of a high risk disease. Employer should include contact information to report violations of this plan and retaliation during regular business hours and for weekends/other non-regular business hours when employees may be working.