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March 13, 2020

To All OCM BOCES Staff:

I would like to give you an update on the work we are doing at OCM BOCES to address the growing concerns surrounding COVID-19. Although there have been no confirmed cases of COVID-19 at OCM BOCES or in our local communities, we are closely monitoring the situation and working as proactively as possible to be prepared for its impact on our OCM BOCES community and the school districts we serve.

During these past few weeks, we have had meetings with the Onondaga County Commissioner of Health, superintendents of schools, and administrators that focus on the health and safety of our students and staff. We are also focusing on the essential services we will need to provide — at every level of the organization — in the event of a school closing. As we develop these contingency plans, we are testing them and fine-tuning them as much as possible.

I am very grateful for all of the hard work our staff is doing to build and expand our operational capacity. At the instructional level, administrators will be working with staff on plans to provide continuing instruction for our students should any students or staff be required to stay at home. This work will continue in the days ahead.

In the meantime, we need your help! **In order to keep you informed, it is important for us to have your most up-to-date contact information in our records. We also want to share important information about closures, travel, and payroll processes.**

CONTACT INFORMATION

Please take a moment to review and update your contact information on [WinCapWeb](#) to make sure it is accurate. This contact information includes — but is not limited to — your home address, personal phone number, and any personal email addresses you would like us to use as a way to contact you outside of your work email address. Please refer to the attached instructions on how to do this. Any questions should be directed to Patti Dillon at 315-431-8570.

BOCES CLOSURES

BOCES will follow the direction of our state and county health departments in deciding if schools need to be closed. If Onondaga County and Cortland County Health Departments confirm a case of COVID-19 in a district school or a BOCES site, that building will initially be shut down for a minimum of 24 hours while an investigation is conducted to determine if an extended closure period is required. The Health Department will decide if additional buildings should be closed for an extended period of time.

WORKING FROM HOME PREPARATION

In the event that staff will need to work from home at a future time, we are asking employees to begin taking their laptops, chargers and other necessary materials home each night. Should you have questions about this, please direct them to your direct supervisor.

CONFERENCE/MEETING-RELATED TRAVEL

In addition, we are suspending all travel to conferences and meetings outside of the OCM, TST, CiTi, and CO BOCES regions for the time being. Please do your best to access training that is offered virtually.

PAYROLL

In the event that OCM BOCES is closed — and our business personnel cannot report to the Main Campus — we will still have the ability to process payroll and paychecks through our direct deposit system. However, our ability to print hardcopy checks would not be possible until the building reopens.

If you currently receive your paycheck in hardcopy format, you may want to consider moving to direct deposit to make sure you receive your pay. The “Direct Deposit Form” you need to fill out is attached and [can also be found on our website](#). Please note: If you do not have a bank account, OCM BOCES does have the ability to make deposits to a prepaid debit card such as Green Dot. If you have any questions about this or the Direct Deposit Form, please contact Dennis Hill at 315-433-2626.

Thank you ahead of time for your help and cooperation on these matters.

Until the next update, I would like to encourage you to keep practicing the single-most-important strategy for limiting the spread and impact of COVID-19: prevention. You may have already seen these tips from the New York State Department of Health, but I hope you will review them and share them with your loved ones:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing. If you use a tissue, throw it in the trash.
- Routinely clean and disinfect objects and surfaces that are frequently touched.

Finally, if you feel like you have symptoms of COVID-19, your first step should be to contact your primary health-care provider to seek their advice. You should also contact your primary health-care provider if you have been exposed to someone who has tested positive for COVID-19.

I know this is a difficult and uncertain time for everyone, and I appreciate all that you are doing to help our students, our staff, our districts and our organization as a whole. Thank you for your continued support as we continue to work together to address this global health challenge.

Sincerely,



Colleen Viggiano
Deputy Superintendent
OCM BOCES