

Mandatory Non-Instructional Staff Training

September 2020

1. The Dignity for All Students Act (DASA) and Mental Health

- a. Linked below you will find the NYS required annual training for the Dignity Act for All Students and for Mental Health.

[Annual Online Dignity Act Training](#)

[Annual Online Mental Health Training](#)

When prompted, please use the following password to access the content for both trainings and each required quiz:
2021damh

Once you view the content, click on our district name on the right-hand side of the screen to access the quiz. You must receive a 7/10 on each quiz.

2. Emergency Response Procedures Training

- a. Visit <https://www.ocmboces.org/>
- b. Select Health and Safety under the Menu tab.
- c. Click the Emergency Response Procedures Orientation Training link under the Online Training tab.
- d. View the accompanying presentation. Note: There is NO quiz with this training module.
- e. At the end of the presentation, you will be prompted to **Register Your Participation in the Training Database**. Click on the link. Enter your Last Name, First Name, Job Title (i.e. Teacher Assistant), District (**Choose LaFayette from the district pull down menu**), and type in your Building/Worksite (i.e. Jr./Sr. High School). Please enter **brief** descriptions when entering Title and Building (work location).
- f. Click **Submit Form**. Your information will be electronically recorded in a database.

NOTE: This platform does not create optional certificates.

3. NYS Right-to-Know and OSHA Bloodborne Pathogens Quiz

- a. Visit <https://www.ocmboces.org/>
- b. Select Health and Safety under the Menu tab.
- c. Click the Right-to-Know & Bloodborne Pathogens link under the Online Training tab.
- d. Read the directions and complete the accompanying quiz. Please retake the quiz until you score at or above 11 out of 15.
- e. Fill in the appropriate information on the certificate.
- f. Print certificate verifying completion of quiz. Keep certificate in your file.

NOTE: Questions about the On-line Training for Items 4 and 5 should be directed to:

Kenneth Waldby, Coordinator of Health and Safety, 315-431-8591, kwaldby@ocmboces.org

4. Sexual Harassment Prevention Training

- a. If you have any questions, please contact our Title IX Officers: Jeremy Belfield, Superintendent of Schools, 315-677-9728, jbelfield@lafayetteschools.org and Cindy Daley, School Business Official, 315-677-9728, cdaley@lafayetteschools.org.

- i. Access this link: [Sexual Harassment Prevention & Awareness](#)

Full URL (in case link fails):

https://docs.google.com/presentation/d/e/2PACX-1vTWfvvvtZI9OObks11XCGx-1rZ9_BwFyJHikezL7JP8O8_FIDHkcNmc1BW2PIsGweNYeNrdHjXoZgku/pub?start=true&loop=false&delayms=30000

- ii. Self-Train by Reading Each Slide.
 - iii. Complete the **Record and Feedback Form** Located on the Final Slide.
 - iv. Choose the **Submit** Button to Register Your Training as Complete.

5. COVID Training for Employees

- a. Health Screening
- b. Use of PPE
- c. Social Distancing - <https://www.youtube.com/watch?v=GDDDz89EhSU>
- d. Handwashing - <https://www.youtube.com/watch?v=d914EnpU4Fo>
- e. Sanitation/Disinfection- <https://www.youtube.com/watch?v=ti7QnbFjCSI>
- f. Recognition of COVID-19 Symptoms- <https://www.youtube.com/watch?v=F70BzSFAZfw>
- g. Social-Emotional Needs of Students- <https://www.youtube.com/watch?v=oGFdSkjcIDQ>
 - i. Here is a link to the video resources from BOCES for COVID training - <https://drive.google.com/drive/folders/1Xz8odVJyLbh6Cfmr0-ZuhMiQUQDUXWK?usp=sharing>

Mandatory Staff Training - 2020-2021

DASA, Mental Health, Emergency Response Procedures, NYS Right to Know, OSHA Bloodborne Pathogens, Sexual Harassment Prevention, COVID

Return This Signed and Dated Document to Cindy Daley, School Business Official, within 10 days.

I, *(Print First and Last Name)*

_____, **certify I have completed all the requirements listed above, I have no further questions, I have signed and dated this document, I made a copy of this document for my records, and I have sent the original document to Cindy Daley, School Business Official.**

_____ **(Employee Signature)**

_____ **(Date)**