

Cleaning of the building plan. 5/7/20

After the BoE meeting last evening and the comments made by Allan Cahill, First Selectman, concerning the possible 20% reduction in town funding, and the Governor Lamont's closing of schools until at least 6/30/20, Andy, Sam and I have discussed how we can clean our classrooms within budget.

After much discussion today, we have arrived at the following plan:

1. The week of May 11 to 15, all teachers are asked to make appointments to come into school and close-up their classrooms for the annual summer cleaning

2. During that week, all teachers will need to take from their classrooms all of the supplies they will need if they will be making work packets for their students until the end of classes - xeroxing can be done as needed since the teachers' work area will one of the last areas to be cleaned and the floors waxed

3. Starting the week May 18, the following areas will be emptied of their contents and the floors will be washed and waxed: OT/PT, Sp.Ed.(Shifrin), SLP, Superintendent's office, the third classroom used by Team A, the third classroom used by Team B (Science), Sp.Ed. (Bugbee), Stage, Nurse's room. This process will be a two-week process and by May 29, these rooms will be reset-up; BUT, once cleaned and fully sanitized, no one may enter without expressed permission from Sam

4. Starting the week of June 1 to 5, the following rooms will be fully cleaned: Team A, Team C, Pre-K, Art, Music, and this phase will be completed by June 19 and these rooms will be off-limits

5. The week of June 22 the following rooms will be cleaned: Kindergarten, Team B, Faculty area, Main office, all of the hallways will be the last areas to be cleaned, waxed, and sanitized and will be reset by June 30

6. The month of July beginning July 1 to July 31, the school building will be shut down

7. Once we have clear directions for the reopening of schools, our plans for August will then be formulated

8. Through-out this time frame, Andy will be working each day to complete the required work as well as cutting the grass. I ask you not to ask him to assist you since his foremost responsibilities are in the cleaning, waxing, and sanitizing of our school.

I know all of you will abide by this timeline.