

# GUIDELINES FOR CLOSING & CLEANING SCHOOLS FOR THE SUMMER

For teachers and staff packing up classrooms and offices



## Develop a schedule for teachers and staff.

- No more than 4 people per every 1,000 square foot of your building is allowed in at one time, and you must adhere to social distancing measures described below.
- For example, if your building is 10,000 square feet, 40 people are allowed in your building at one time.
- In order to limit contact among people, create a plan for staff entering and exiting the building, which may be different from your normal entrances and exits.
- Space out staff when entering your building. Strive to not allow anyone to come within 6' of one another.
- Where possible, stock hand sanitizer at all entrances and exits.
- Stagger the schedule to ensure that teachers do not report to school at the same time as teachers with adjacent classrooms.
- Each teacher or staff must remain in their classroom or office while they are packing up, and staff should avoid contact with others in the building.
- If staff need to bring in other members of their family to help them move large or heavy objects, make sure this is communicated and cleared with administration prior to the scheduled time. The additional family members must stay in the same room as the staff member.

- Communicate your plan with the community so that your neighbors don't suspect a large gathering is occurring.
- Decide if you are going to allow staff to use the restroom during their cleaning schedule. If you are going to keep the restroom open, prop the hallway door open, and limit the number of surfaces a staff member has to touch during use. Regularly clean the restrooms.
- If people are out of their classrooms, they should be wearing a face covering, if feasible.
- Absolutely no convening in the parking lot is permitted.
- Playgrounds remain closed.

## Packing up student items left behind\*

- Have teachers pack student belongings by classroom into bags. Make sure teachers get all items left behind in lockers, desks, and other common spaces.
- Communicate with teachers where and how you will inventory and store school materials such as books, technology, and other school-issued items. If school-issued items were left behind in lockers, they can be added to the inventory and should not be sent home to students.

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### Delivering items to families\*\*

- Develop a pick-up schedule by classroom. Ensure the schedule is done so that there is no chance of classroom pick-ups overlapping.
- Have staff bring bagged student items outside, and place the items in the trunk of the appropriate car as the families drive through to collect items.
- Ensure that families do not get out of their car or roll down their windows as they pick up their items.
- Staff handing out the items should be equipped with gloves and a face covering.
- For individuals not in automobiles, consider other ways to handle pick-up without having individual contact and social distancing (i.e., text message or phone call, table with labeled bag for on-foot pick-up).

### For school items that need to be returned\*\*

- Send instructions to families on how to safely pack and label school-issued items into a disposable bag. Have families place these items in the trunk of their car.
- When staff put a child's items into the trunk of the family car, they will remove the school-issued items at the same time.
- If families are walking to school or aren't picking up items they may place their school-issued items at a designated drop-off location.
- Staff will place all school-issued items into a common area, and let the bags sit for 72 hours without being touched.
- After 72 hours, staff may sort through school-issued items and return them to their proper locations.

### Notes

\* Older students especially may not want their locker cleared out. It is up to your school to determine how to work with individual students and families who do not feel comfortable with staff going through their personal belongings left behind in their lockers. Under no circumstances are students allowed in a school building.

\*\* Some families do not have access to a car. If this is the case, we encourage schools to work with individual families to determine best protocols for this scenario.