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## MAINTENANCE REPORT JULY 2020

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Maintenance has been directed to develop a plan that addresses the following aspects regarding COVID-19 preventative measures. Planning for School Reopening Scenarios #2,3,4.

### Ordering Covid19 Cleaning/Disinfecting Supplies:

Goal: Order adequate supplies that support healthy hygiene behaviors, will resupply custodial orders on bi-weekly basis, or as needed.

- a. Soap, washing hands
- b. Hand Sanitizer with at least 60% Alcohol
- c. Paper Products-hand towels, tissue, toilet paper
- d. Disinfectant Wipes
- e. Forehead Thermometers
- f. CDC Approved Cleaners
- g. Plexi-glass for Sneeze Guards
- h. Tape six (6) feet distancing reminder stickers
- i. PPE Personal Protective Equipment supplies-Masks and Gloves

### Reception Area:

Goal: Ensure the receptionist area at each building is safe and protected.

- a. Install physical barriers such as sneeze guards, have purchased plexi-glass and contracted to local glass company to install.
- b. Provide physical guides such as tape or stickers on the floors and sidewalks, and signs on walls to ensure that students, staff and others remain at least six (6) feet apart.
- c. Ensure hand sanitizer accessibility for everyone.

### Masks/Gloves:

Goal: Provide students and staff with PPE face coverings and gloves daily.

- a. Provide disposable masks and gloves to the transportation department to distribute to bus students.
- b. Make available on a daily basis, disposable masks and gloves to each school to be distributed.

### Station/Desk divider.

Goal: Install station desk dividers to ensure student/staff safety.

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- a. Home Depot Pro provided quote of \$37.08 cost for a folding desk shield to be used at each desk, still searching for the best product.
  - b. Maintenance will purchase the materials and build a desk divider.
  - c. Or contract it out to local glass company.

Staffing:

Goal: Ensure staff is trained in providing a clean and disinfected environment.

- a. Provide training for custodians, sub-custodians on COVID-19 cleaning.
- b. Provide custodians with CDC approved cleaners/disinfectants.
- c. Provide PPE masks and gloves
- d. Make staff aware of the symptoms-cough, shortness of breath, fever, sore throat, chills, congestion/runny nose, muscle or body aches, nausea, vomiting, diarrhea, and a new loss of taste or smell.