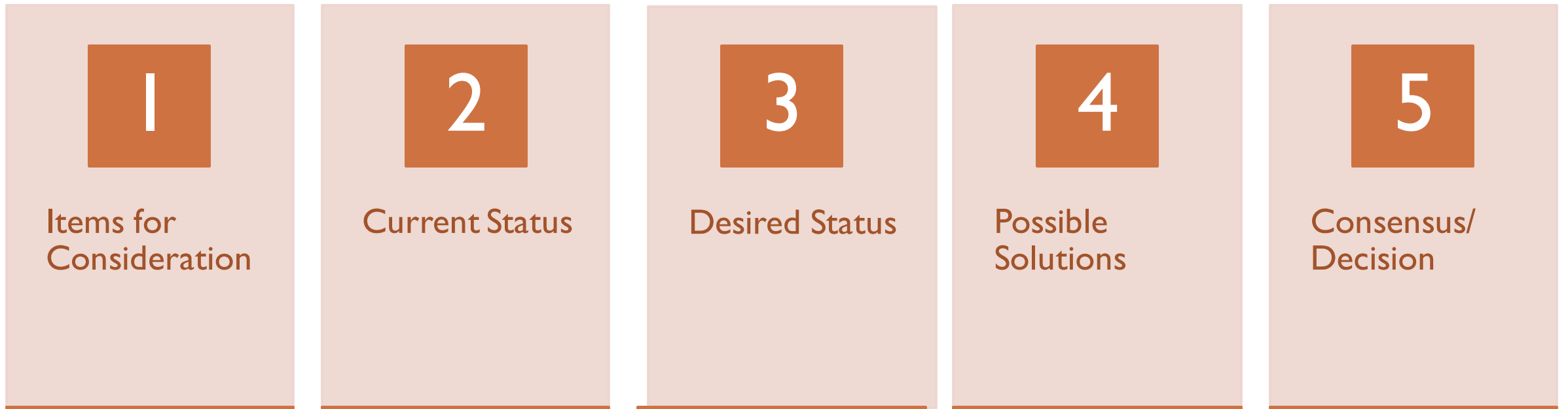




HWPS
COVID-19
RE-OPEN
TASK FORCE

FACILITIES
TEAM

THURSDAY, JUNE 18, 2020



ALWAYS REMEMBER -

HEWLETT- WOODMERE PUBLIC SCHOOLS MUST ADHERE TO MULTIPLE GOVERNING BODIES:

- CENTERS FOR DISEASE CONTROL & PREVENTION
- NYS EXECUTIVE ORDERS
- NYS EDUCATION DEPARTMENT
- NYS DEPARTMENT OF LABOR
- OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION

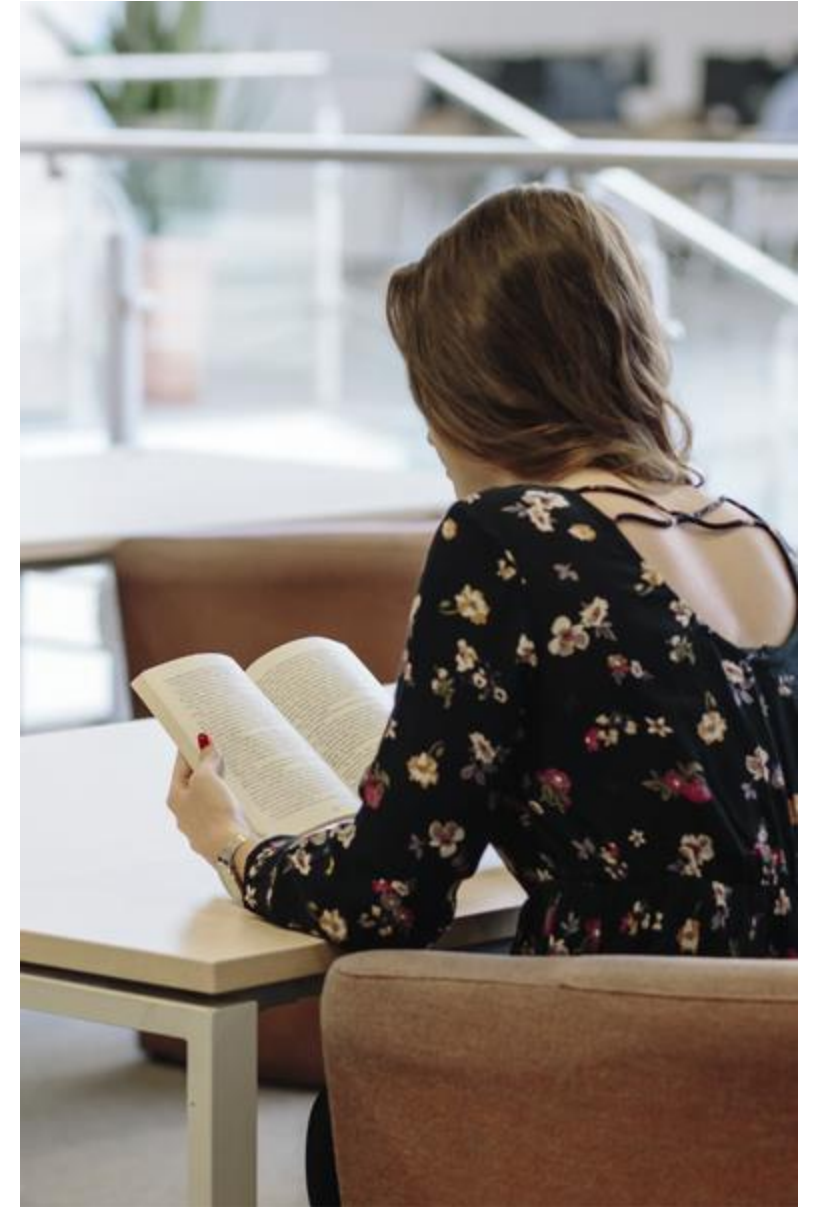
ITEMS FOR CONSIDERATION

- **Personal Protective Equipment for Staff & Possibly Students**
- **Cleaning Products/Protocols**
- **Implementing Procedures**
- **Role of HVAC/Windows for Air Circulation**
- **Removal of Rugs, Upholstered Furniture & Accessories**
- **Repurposing Large Spaces if Unused**
- **Appropriate Signage: Good Practices/Social Distancing/Personal Hygiene**
- **Purchase of Polycarbonate Dividers/Furniture**
- **Reformat Classroom Layout & Design: Spacing & Desk Formation**
- **Restrict/ Limit Facility Usage**
- **Staff Training & Required Documentation**
- **Creation of Isolation Space within Buildings**
- **Maintaining Social Distancing Upon Entrance & Egress**



CURRENT STATUS

- **Procurement of PPE - Disposable Adult Masks, Nitrile Gloves, Face Shields for Staff; Procurement of Disposable Pediatric Masks (should they be required)**
- **Enhanced Green Cleaning Products Standard in District; EPA Registered Disinfectants (List N) in use contain kill claims for human coronavirus**
- **Cleaning Procedures in accordance with current Pandemic Plan**
- **HVAC Units Serviced and Compliant with NYS Manual Planning Standards Requirements for Air Circulation Throughout Buildings**
- **Assessment of Classroom Contents Required for Instructional Program (Pillows, Upholstered Items, Carpets, & Accessories)**
- **Large Group Assembly Areas Measured; Require Analysis of Schedules to Determine Availability**
- **Signage Reviewed and Enhanced in Several Locations; Additional Signage Required – Assessment of Areas to Determine Most Appropriate Placement for Desired Effect**
- **Assessment of Office Layouts Required to Determine Furniture Reconfiguration & Possible Installation of Polycarbonate Dividers**
- **Assessment of Classroom Layouts Required to Determine Furniture Reconfiguration – Review Flex Seating & Spacing Requirements**
- **Use of Facilities Restricted Due to School Closure**
- **Staff Training & Documentation Exists for Right To Know, Bloodborne Pathogens, Asbestos Awareness, & PPE for Certain Staff; Additional Training Required for all Staff**
- **Nurse's Office contains Chairs and Cots for Sick Patients; Assessment needed to Identify and Create Isolation Area/Space within Office (if possible)**
- **Designated Entrance at All Buildings Manned by Security; Doors Secured**





DESIRED STATUS

- **Identify & Establish Appropriate Stock Levels of PPE – Numbers to be based on staff count and possible student enrollment count (if required by governing bodies)**
- **Identify & Establish Adequate Stock Levels of Enhanced Green Cleaning Products, Disinfectants, Sanitizers which comply with EPA Regulations for Use against Coronavirus**
- **Maintain Cleaning Procedures & Documentation in accordance with CDC guidelines – Update Current Pandemic Plan to reflect any Changes**
- **Obtain Upgrades to HVAC Building Management Systems as needed to comply with any changes made to NYS Manual Planning Standards as a Direct Result of Necessary Air Changes to combat COVID-19**
- **Identify, Log, & Remove Classroom Contents to Mitigate the spread of COVID-19**
- **Identify Times Large Group Assembly Areas Can be Utilized as Swing Space for Instruction; Create & Maintain Availability List for School Year**
- **Placement of Additional Signage in Various Locations to Enhance Awareness & Educate Students, Staff & Visitors; Maintain attic stock for replacement due to wear, vandalism, & fading.**
- **Map Office Layouts Requiring Furniture Reconfiguration; Order & Install Polycarbonate Dividers where needed**
- **Map Classroom Layouts Requiring Furniture Reconfiguration; Align with Spacing Requirements; may require additional storage containers be brought on site**
- **Maintain Use of Facilities in Accordance with all Governing Bodies & District Policy**
- **Provide Staff Training & Maintain Documentation of same in accordance with all governing bodies**
- **Identify and Create Isolation Spaces within each building; identify locations in Pandemic Plan**
- **Identify Ways to Maintain Social Distancing upon Arrival & Dismissal & Period Change in Corridors**



POSSIBLE SOLUTIONS

- **Establish P.O.'s with several vendors to ensure availability of PPE in the event of a resurgence in COVID-19 cases; funding sources will require review**
- **Establish P.O.'s with vendors to ensure adequate Stock Levels of Green Cleaning Products, Disinfectants, Sanitizers, & necessary Cleaning Equipment (i.e. foggers, air scrubbers, UV light sanitizers)**
- **Create Standard Form to Document & Maintain Cleaning Procedures; Inspection Checklist currently exists & could be modified to reflect additional information required**
- **Schedule Walk-Throughs with HVAC Contractors to Upgrade Building Management Systems Software to comply with any changes made to NYS Manual Planning Standards for fresh air exchanges**
- **Identify, Log, & Remove Classroom Contents to Mitigate the spread of COVID-19**
- **Utilize FS Direct to Maintain List for Use of Large Group Assembly Areas as Swing Space for Instruction during the School Year**
- **In-House Staff can Install Additional Signage Required in Various Locations; Establish P.O. for replacement due to wear, vandalism, & fading.**
- **Utilize District Floor Plans to Map Office Layouts Requiring Furniture Reconfiguration; Establish P.O. for Polycarbonate Dividers**
- **Utilize District Floor Plans to Map Classroom Layouts Requiring Furniture Reconfiguration; Align with Spacing Requirements; Establish P.O. for rental of additional storage containers**
- **Maintain Use of Facilities in Accordance with all Governing Bodies & District Policy**
- **Utilize GCN Training and Nassau BOCES to Provide Staff Training & Maintain Documentation of same in accordance with all governing bodies**
- **Establish P.O. to procure supplies and materials needed to Create Isolation Spaces within each building**
- **Establish Designated Entrances & Egresses by Grade at each Building to minimize the potential of spreading COVID-19; utilize large group assembly areas to muster various grades; establish "One Way" lanes for corridors**

ADDITIONAL NOTES

- NYS Education Department has established Reopening Schools Regional Task Force; Meetings set for June 15th and June 17th from 2:00 pm to 5:00 pm; June 22nd and June 24th from 8:30 am to 11:30 am. These meetings will be recorded for future review by SED.
- Discussion held regarding temperature checks; various thermal scanners on market and applicable costs; what device would meet district's needs, availability & monitoring of devices. Group acknowledged not all occupants maintain "normal" temperature.
- Discussion held regarding Electives & Exploratives and what impact these classes will have on master schedules if there is a need to modify if student population is not back 100%.
- Discussion held regarding bathroom usage; staff will be needed to monitor occupancy to maintain social distancing. Signage would be installed within to ensure adequate spacing between sinks, water closets, urinals.
- Discussion held regarding Extra Help and Extra-Curricular activities; impact on students and logistics of social distancing.
- Discussion held regarding classes that require face to be exposed (i.e. Chorus, Band, Special Ed, Speech); alternative to mask would be face shield.
- Discussion held regarding Breakfast and Lunch Service; impact on classroom cleanliness and pest population.



MORE TO COME AS GUIDANCE IS RELEASED!