

Recommendations for Closing & Cleaning Schools for the Summer*

*These recommendations apply to the Safer-at-Home Order currently in place through May 26. These Orders and recommendations are subject to change.

For teachers and staff packing up classrooms for the summer

- Develop a schedule for teachers and staff. Aim to limit the number of people in your school at one time to 10 or fewer.
- Create a plan for entering and exiting the building, which may be different from your normal entrances and exits.
- As best as possible, space out the staff entering your building.
- Where feasible, 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 should remain in their classroom or office while they are packing up, and there should be no 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 their sponsor.
- 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.

If students left items behind

- Have teachers pack student belongings by classroom into trash bags and bring them outside. Consider scheduling a drive-thru pick up for student items, and have staff place items in the car's trunk.
- Stagger the pick-up times so that only one classroom is on-site at a time, and ensure that families do not get out of their car as they pick up their items.
- The staff handing out the leftover items should be equipped with gloves and a mask.

If there are still items left behind after the drive-thru

Store bagged items until the thrift stores/donation centers reopen.

Other questions?