



## FACILITIES COMMITTEE

Mike McDonough, Deputy Superintendent  
Friday, September 11, 2020, 9:00am via Zoom

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

### Committee Members

Mark Abate, President, Board of Education  
Nadia Long, Member, Board of Education  
Mike McDonough, Deputy Superintendent  
Cliff Hetzel, Director of Business  
Rich Boettner, Chief Technology Officer

Anita Dalluge, Assistant Treasurer  
Mark Tremayne, Director Innovation & Extended Learning  
Matt Middleton, Assistant Principal Hilliard Darby High School  
Chad Schulte, Principal Hilliard Weaver Middle School  
Matthew Sparks, Principal Beacon Elementary

# MINUTES

## 1. Public Participation

### **Water bottle filling stations – some PTO's have been asked to pay for the water bottle filling stations.**

The district is working with buildings on this. We have needed to retrofit some of the stations that do not work when the water is shut off to the main system. It is not something the district said had to be provided by the PTO's. We are working with buildings to supplement some of these. It becomes a challenge to cover all 25 buildings throughout the district. A collaboration of funds is helpful.

### **Volunteers in buildings – is there a protocol being established? At what point will outside groups and volunteers be permitted in buildings?**

The District is currently holding to no volunteers or outside groups at this time. We are beginning to have discussions about the process and what it will look like to possibly begin permitting outside groups in our buildings beginning in October. The biggest challenge is the assurances that the orders we are being held accountable for will be the standard for outside groups. We will continue to work with the community to establish the guidelines and protocols that will need to be in place for outside groups.

Nadia Long stated that we cannot absorb additional costs associated with extracurricular groups in buildings. The groups need to be aware of the restrictions they will have as well as the additional costs (custodial, supplies, etc.) that go with it.

### **Alton Darby/Darby Creek Campus – Are we still moving forward with this merger?**

We are still planning to move forward with this. We will be working with the staff of both buildings. More communication will begin to happen regarding this in the near future. There is mention of this in the Planning for 2021 Capital Projections on the agenda for this meeting.

### **COVID-19 – Requested an update so community is aware of what the district has spent and what percentage of that has been covered by CARES?**

Mike will be sharing an update later in our meeting relating to the costs and purchases the district has made for COVID-19 related spending. He will have some documents to share as well.

Mark Abate stated that this is also something he will cover in his community report at the next Board meeting.

Nadia Long asked about purchases that have been made, what the process was and what the plan is moving forward. Mike explained that all purchases were made with specific intent. He explained that there is board policy that must be followed when using federal money. For purchases over \$10,000, Board Policy DJF-R requires that we obtain price quotes from a minimum of three vendors. Many of the purchases were in excess of \$10,000 due to the quantity we were purchasing. We used current contractors as much as possible and have documentation of multiple quotes to show that the required procedure was followed.

Mike explained that our initial purchases were made for school operations but as orders changed and different groups were permitted to start activities/training additional supplies and cleaning were needed. This additional activity has changed the frequency we need to order more supplies.

**When is next policy meeting?**

The next policy meeting is Friday, September 18 at 9:30 via Zoom. The link for the meeting will be posted on website.

2. Summer Project Review

- a.) Operations - Mike shared Capital Projects Summer 2020 document from Canvas that shows the proposed projects and the amount of available Bond and PI funds.

The largest project was the Darby paving project that came in under budget. Athletic paving/handicap area is still outstanding. We are working with engineers and the athletic department on the design for the project. We will provide an update at the December meeting.

Britton-Norwich Campus was handled in-house which saved money. Includes the path, branding and moving expenses. The move was challenging due to the amount of staff moving. Project was completed prior to August 1<sup>st</sup>. Mike shared some pictures of the branding and the color coding of the buildings and a picture that shows the pathway that goes between the two buildings.

Lighting projects for 8 buildings were completed.

Avery paving – we had decided to do top coat for now – pending results of Master Facilities plan. One of the options of the plan was to potentially take some elementary buildings offline. Avery was on that list. If it was decided to take Avery offline that area would have seen significant construction traffic. It is certainly a different situation now with the pandemic, but we will see how things pick back up.

Weaver tennis courts are almost completed. Complete redo – looks fantastic! We may need to keep locked due to community accessing and damaging with skateboards, dogs, etc. We want to be good community partners but also need to protect our investments. Weaver stadium has had community using and causing damage to field and track. We do have some signage and discussed added more but sometimes people do not always “obey” the signs. The Hilliard Station track is open for community use as well as the high school tennis courts.

Sealing and striping – It is a fraction of the cost to seal lots rather than to repave them. All three high schools have a parking lot lined for band. Davidson transportation lot has been reorganized, sealed and re-striped. We did some patchwork at Heritage and sealed at Scioto Darby. We will continue to seal each year to protect investments for paving. The pandemic has provided us with the opportunity to make improvements to several fields. We are working on schedule to allow the fields to rest.

b.) Technology - Rich Boettner provided a technology update.

Old tube televisions are being removed from buildings and recycled.

Ipad's were handed out to students in August. Most students now have their permanent device. Laptops for high school teachers were handed out during April. Desktop computers were removed from high school classrooms over the summer. Our elementary teachers are beginning to receive their laptops. We will begin working on removing desktop computers from elementary classrooms next summer.

New monitors have been added in the high schools. Looks good but we are having some technical issues that we are working with the vendor to resolve.

Network improvements – We have replaced some of our WiFi access points. We try to replace old units every five years. This is supported by eRate funding. eRate is a federal program that with our level of students on free and reduced lunch gives us about a 50% reimbursement for network improvements as well as a reduction in cost for our internet service.

Rich also shared that we just received a grant through BroadbandOhio (a state initiative to provide better broadband coverage to students around the state) to place outdoor WIFI units throughout the district. We will now be able to cover every building with some outdoor WIFI. One of the main goals is to provide internet to those who do not have it at home. We have been working with the City of Hilliard who has also been improving their outdoor WIFI access points.

3. COVID-19 Update

Mike shared documents for COVID Purchasing Summary, COVID Cleaning Information and Responsible Restart Provisions for Elementary, 6<sup>th</sup>-Middle School and High School.

Additional dividers for cafeterias should be arriving soon. Items we have purchased include stickers, cones, signage, masks, thermometers, plexiglass, sanitizer, gloves, towels, sprayers, etc. The amount of needed supplies increases as orders have additional requirements.

Matt Sparks and Chad Schulte shared that they feel like they have had the supplies they needed to be prepared for returning to school and thanked Mike and Cliff for ordering all of this in April so we would have it when needed.

4. Planning for 2021 Capital Projections

We will be updating our Ameresco system and will provide an update at our December meeting. We use that tool to help us identify potential projects moving forward. We use the Ameresco system to work with our operations guys to see if there are areas that we can stretch the life

span of systems and find additional preventative maintenance measures or alternatives to major capital improvements. HVAC Infrastructure is one of our biggest concerns. We have limited funding to maintain our assets.

Potential Projects for next summer include:

- Exploring Energy Projects
- Bradley Turf (12 years old) – we will have some cell tower funds to go towards this project
- Heritage Parking Lot
- Alton Darby/Darby Creek Campus – Alton Darby and preschool parking lots are in need of repairs as well

5. Next Meeting

- Friday, December 4, 2020 @ 9:00 AM

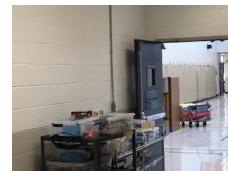
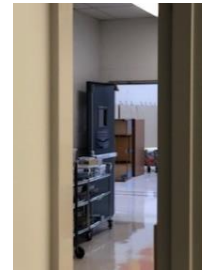
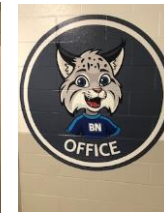
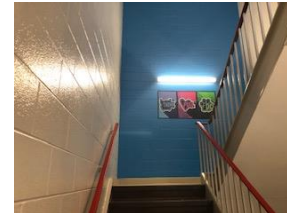
*Facilities Committee Meeting 9/9/2020 Update*

OPERATIONS									
FUNDS					FINAL COSTS				
			1/27/2020	4/1/2020					
004 BOND Funds Available			\$300,000	\$300,000	\$300,000				
003 PI Funds Available			\$1,030,000	\$1,030,000	\$1,030,000				
Estimated Total Available			\$1,330,000	\$1,330,000	\$1,330,000				
PROJECTS									
1. Darby Paving			\$650,000	\$385,264	\$388,720.21				
2. Darby Athletic paving/handicap			--	\$90,000	Pending				
3. Britton Norwich Campus			\$200,000	\$200,000	\$112,985.33				
4. Elementary Lighting			\$100,000	\$100,000	\$107,911.64				
							JWR	THE	HCR
							BRN	BRT	HTH
							ILC	NOR	
5. Avery Paving			\$100,000	\$50,000	\$15,250.00				
6. Weaver Tennis Courts			\$275,000	\$325,000	\$290,911.00				
7. District Sealing/Striping			\$100,000	\$100,000	\$122,967.00				
							HDV	SDE	HBR
							TRANS	HMS	
8. Athletic Field improvements <ul style="list-style-type: none"><li>MMS Stadium Turf</li><li>HS Athletic Fields (Aerate/Seed/Top Dress)</li><li>Band Turf</li></ul>			--	\$50,000	\$87,175.96				
9. Remove Obsolete Tube TVs/eCycle			\$20,000	\$20,000	\$7,444.50				
TOTALS			(\$1,445,000)	(\$1,320,264)	(\$1,133,365.64)				
Balance: +/-			(\$115,000)	\$9,736	\$196,634.36				

Davidson Seal/Stripe

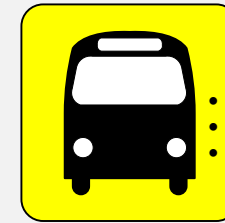


### Britton-Norwich Learning Campus



Hilliard City Schools COVID 2020 Purchases								
Product #	Product Description	Packaging	1st Order	2nd Order	Cost Per	1st Total Cost	2nd Total Cost	Notes
Sanitizer								
Product #	Product Description	Packaging	Quantity		Cost Per	Total Cost		
HIL0041002	Foam Hand Sanitizer TF Alcohol Based	3/1,000/cs	75	60	\$ 69.68	\$ 5,226.00	\$ 4,180.80	Ordered
HIL2282	Dispensers TF White	Each	75	60	N/C			
HIL0041003	Foam Hand Sanitizer Manual Alcohol Based	4/1,000/cs	750	750	\$ 66.35	\$ 49,762.50	\$ 49,762.50	Ordered
HIL22278	Stand Hand Sanitizer Wider Base	Each	75	60	\$ 98.25	\$ 7,368.75	\$ 5,895.00	Ordered
HIL0040283	Hand Sanitizer Gel Countertop	6/16oz./cs	75	75	\$ 49.78	\$ 3,733.50	\$ 3,733.50	
HIL0040244	Hand Sanitizer Gel Countertop	12/4oz./cs	10		\$ 16.66	\$ 166.60		
HIL0040206	Hand Sanitizer Gel	4 gals/cs	30		\$ 138.88	\$ 4,166.40		
Total Cost Sanitizer						\$ 70,423.75	\$ 63,571.80	
Mask/Face Shields								
Product #	Product Description	Packaging	Quantity		Cost Per	Total Cost		
HIL22395	Disposable Masks (.75/piece)	2,000/cs	2		\$ 1,500.00	\$ 3,000.00		Ordered
IMP7337	Black Headgear For Face Shields	Each	50		\$ 19.83	\$ 991.50		
IMP7338	Clear Face Shields	Each	50		\$ 6.74	\$ 337.00		
	3 Ply Reusable Mask (Aramark) (\$2.24/each)	1000/cs	42	2	\$ 2,240.00	\$ 95,491.20	\$ 4,547.20	Received
Total Cost Masks						\$ 99,819.70	\$ 4,547.20	
Gloves								
Product #	Product Description	Packaging	Quantity		Cost Per	Total Cost		
HIL30413	Nitrile XL Disposable Gloves 90 cs/skid	1,000/cs	90	45	\$ 58.80	\$ 5,292.00	\$ 2,646.00	Ordered
HIL30412	Nitrile LG Disposable Gloves 90 cs/skid	1,000/cs	90	45	\$ 58.80	\$ 5,292.00	\$ 2,646.00	
HIL30411	Nitrile MD Disposable Gloves 90 cs/skid	1,000/cs	70	35	\$ 58.80	\$ 4,116.00	\$ 2,058.00	
HIL30410	Nitrile SM Disposable Gloves 90 cs/skid	1,000/cs	45	45	\$ 58.80	\$ 2,646.00	\$ 2,646.00	
Total Cost Gloves						\$ 17,346.00	\$ 9,996.00	
Sprayers								
Product #	Product Description	Packaging	Quantity		Cost Per	Total Cost		
ECAPX200ES	Protexus Handheld Electrostatic Sprayer	Each	6		\$ 695.00	\$ 4,170.00		Ordered
ECAPX300ES	Protexus Backpack Electrostatic Sprayer	Each	10		\$ 1,607.00	\$ 16,070.00		
ECAPX20ES	Protexus Extra Battery	Each	16		\$ 139.98	\$ 2,239.68		
	1 Gal Pump Sprayer		1500		\$ 20.00	\$ 30,000.00		Ordered
Total Cost Sprayers						\$ 52,479.68		
Disinfectant								
Product #	Product Description	Packaging	Quantity		Cost Per	Total Cost		
HIL0084325	Hillyard QT3 Disinfectant	Per/Bottle	100		\$ 53.64	\$ 5,364.00		Ordered
	HDQL Disinfectant		50	50	\$ 99.00	\$ 4,950.00	\$ 4,950.00	
Total Cost Disinfectant						\$ 10,314.00	\$ 4,950.00	
Other Items								
Product #	Product Description	Packaging	Quantity		Cost Per	Total Cost		
HIL0039306	FOAMING CARIBBEAN SENSATION HAND SOAP	4/cs	500		\$ 34.80	\$ 17,400.00		Ordered
PAP45800	TOWEL HAND ROLL UNIVERSAL NATURAL 6CS	6/cs	1000		\$ 18.46	\$ 18,460.00		
IMP5032HG	32 oz Spray Bottle	1/ea	1500	500	\$ 0.81	\$ 1,215.00	\$ 405.00	
TOL110508	Trigger Sprayer for Bottle	1/ea	1500	500	\$ 0.76	\$ 1,140.00	\$ 380.00	
HIL21411	WIPER ALL PURPOSE WHITE 100BX 4CS	4/cs	300	300	\$ 23.73	\$ 7,119.00	\$ 7,119.00	
Total Cost Other Items						\$ 45,334.00	\$ 7,904.00	
Total Custodial Supply Cost						\$ 295,717.13	\$ 90,969.00	
Other Building Needs: Specialized/Supplemental Equipment								
	Infrared Touchless Thermometer		210		\$ 118.00	\$ 24,780.00		Received
	Plexiglass		200		\$ 100.00	\$ 20,000.00		Received
	Signage					\$ 50,000.00		Student/Staff in all Buildings
	Cones					\$ 5,500.00		Received
	Spacing Tape/Clings					\$ 10,000.00		Ordered
	Scanner + Badges (Food Service)					\$ 25,000.00		Ordered
Total Other Building Needs						\$ 135,280.00		
sub-Total						\$ 430,997.13	\$ 90,969.00	
Total						\$521,966.13		

## ELEMENTARY BUILDINGS – Increased Cleaning Staff



### ALL IN / HYBRID

Disinfect after AM route  
Disinfect after PM route  
Deep Clean end of day

### TRANSPORTATION

### PPE Provided for the Building

*Cloth Masks, Face Shields, K-2 Desktop Shields, CDC-approved disinfectant, Sprayers, Infrared Thermometers, Gloves, Towels, Soap, Dividers, Signage, Hand Sanitizer*

	AM	LUNCH	PM
HYBRID	<ul style="list-style-type: none"> <li>Disinfect Touchpoints/ Restrooms</li> <li>Disinfect All Classrooms at the end of the session</li> <li>Disinfect Clinics</li> <li>Replenish Supplies/Sanitizer/ Soap</li> </ul>	<ul style="list-style-type: none"> <li>Clean Cafeteria Tables</li> <li>Disinfect Cafeteria after each lunch period</li> <li>Replenish Supplies/Sanitizer/ Soap</li> <li>Disinfect Touchpoints/ Restrooms</li> </ul>	<ul style="list-style-type: none"> <li>Disinfect Touchpoints/ Restrooms</li> <li>Deep Clean Building</li> <li>Disinfect All Rooms</li> <li>Replenish Supplies/Sanitizer/ Soap</li> </ul>

## MIDDLE SCHOOL BUILDINGS – Increased Cleaning Staff





















	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10
HYBRID	<ul style="list-style-type: none"> <li>Disinfect Touchpoints/ Restrooms</li> <li>Disinfect Clinics</li> <li>Students sit in marked desks</li> </ul>		<ul style="list-style-type: none"> <li>Disinfect All Classrooms on third class rotation</li> <li>Disinfect Touchpoints/ Restrooms</li> <li>Replenish Supplies/ Sanitizer/ Soap</li> </ul>		<ul style="list-style-type: none"> <li>Clean Cafeteria Tables</li> <li>Disinfect Cafeteria after each lunch period</li> <li>Replenish Supplies/Sanitizer/ Soap</li> <li>Disinfect Classrooms on fifth and seventh class rotation</li> <li>Disinfect Touchpoints/ Restrooms</li> </ul>			<ul style="list-style-type: none"> <li>Disinfect All Classrooms on tenth class rotation</li> <li>Disinfect Touchpoints/ Restrooms</li> <li>Disinfect Clinic</li> </ul>		<ul style="list-style-type: none"> <li>Disinfect Touchpoints/ Restrooms</li> <li>Deep Clean Building</li> <li>Disinfect All Rooms</li> <li>Replenish Supplies/ Sanitizer/ Soap</li> </ul>

## HIGH SCHOOL & SIXTH GRADE BUILDINGS – Increased Cleaning Staff























	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
HYBRID	<ul style="list-style-type: none"> <li>Disinfect Touchpoints/ Restrooms</li> <li>Disinfect Clinics</li> <li>Students sit in marked desks</li> </ul>		<ul style="list-style-type: none"> <li>Disinfect All Classrooms on third class rotation</li> <li>Disinfect Touchpoints/ Restrooms</li> <li>Replenish Supplies/ Sanitizer/ Soap</li> </ul>		<ul style="list-style-type: none"> <li>Clean Cafeteria Tables</li> <li>Disinfect Cafeteria after each lunch period</li> <li>Replenish Supplies/Sanitizer/ Soap</li> <li>Disinfect Classrooms</li> <li>Disinfect Touchpoints/ Restrooms</li> </ul>		<ul style="list-style-type: none"> <li>Disinfect All Classrooms on seventh class rotation</li> <li>Disinfect Touchpoints/ Restrooms</li> <li>Disinfect Clinic</li> </ul>	<ul style="list-style-type: none"> <li>Deep Clean Building</li> <li>Disinfect All Rooms/ Touchpoints</li> <li>Replenish Supplies/ Sanitizer/ Soap</li> </ul>

























**COVID RESPONSIBLE RESTART PROVISIONS**  
**ELEMENTARY BUILDING & ILC/HUB**

<b>SOCIAL DISTANCING RESOURCES</b>					
<b>ID</b>	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Date</b>	<b>Picture</b>
1	Social Distance Floor Stickers	Non-slip sticker that can be applied to hard surfaces and carpets to identify a 6' Social Distance spot. Use in hallways and common areas.	400	8/3/2020	
2	Painter's Tape	180 ft. per roll. Use 2 inch sections to mark the back of every other student chair. 1080 chairs per roll.	2 Rolls	8/3/2020	
3	Orange Cones	To use for flexible and visible social distancing needs like P.E. and recess.	100	8/3/2020	
4	6 Ft. Folding Tables	If Needed, they will be available to supplement what the building has in the event we need to expand cafeteria or other programs beyond the cafeteria. Most likely for extra seating in the gym if needed.	As needed	8/15/2020	
5	Entry Door Signage	Signage for building entry points that remind to wear face masks and limit entry.	# of outside doors	8/3/2020	
<b>PERSONAL PROTECTIVE EQUIPMENT</b>					
	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Date</b>	<b>Picture</b>
6	Masks	3-layer cloth masks, washable up to 75 times - 2 per student and staff member for each building.	(Enrollment + Staff) x 2	8/3/2020	
7	Disposable Masks	Surgical masks that can be available for visitors or others who do not have a mask.	50	8/3/2020	
8	Face Shield	Elastic band, one size fits all.	Staff Count	8/3/1930	
9	Infrared Thermometer	Non-Contact forehead thermometer, trigger, F/C. Take temperature: if higher than 37.3 C/100.4 F, then person is sent home. Batteries provided.	4	8/3/2020	
10	Corrugated Plastic Student Desktop Shield	Side Panels: 24"H x 16"W Front Panel: 24"H x 22"W: provided for ALL K-2 students, and special needs upon request.	K-2 Enrollment + Spec. Ed	8/15/2020	
11	Plexiglass Desktop Shields	36"W x 24"H w/transaction slot. Heavy duty, for use with high traffic areas that share information like secretary stations or for special needs.	8	8/3/2020	
12	Hand Sanitizer in the classroom	Each classroom has wall-mounted hand sanitizing stations. <b>**Please encourage hand washing, we have added stock on that and it is more affordable and just as effective if done properly.</b>	Each Classroom and other common areas	8/3/2020	
13	Separation Panels on Casters	5 ft. wide by 6 ft. tall on wheels for portability. Use for special needs, dividing work spaces, or a speaker in front of a group.	3	8/15/2020	
14	Desk Top Shield	For Administrator in office	1	8/15/2020	
15	Baseline Pulse OX Pediatric Fingertip Monitor	For use in the Clinic to check oxygen level in blood. An indicator of Covid.	1	8/15/2020	
<b>DISINFECTING AND SANITARY SUPPLIES</b>					
	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Date</b>	<b>Picture</b>
16	Bottle Sprayers	Quart Bottles with trigger sprayers will be available for use in disinfecting classrooms and other areas throughout the day	10	8/3/2020	
17	Pump Sprayers	Gallon pump sprayers for use in larger spaces and overall disinfecting at night.	3	8/3/2020	
18	Gloves	Nitrile powder free, non-latex gloves. All sizes	Available to all staff as needed	8/3/2020	
19	Towels	Absorbent wipes and additional towel rolls to aid with increased clean up and disinfecting.	As needed	8/3/2020	
20	CDC-approved Disinfectant	2 types are provided: 1) has a 5 minute dwell time for use during the day; 2) the other has a 10 minute dwell time for use at night because there is more time and it is more affordable.	As needed. Provided to your custodian.	8/3/2020	

**COVID RESPONSIBLE RESTART PROVISIONS**  
MIDDLE SCHOOL & SIXTH GRADE

SOCIAL DISTANCING RESOURCES					
ID	Item	Description	Quantity	Delivery Date	Picture
1	Social Distance Floor Stickers	Non-slip sticker that can be applied to hard surfaces and carpets to identify a 6' Social Distance spot. Use in hallways and common areas.	800	8/3/2020	
2	One-Way Hallway Directional Stickers	Use at the start of each hallway and at intersections in place of the other floor sticker as both a mark for 6 ft. Social Distance and as a one-way visual.	100	8/3/2020	
3	Painter's Tape	180 ft. per roll. Use 2 inch sections to mark the back of every other student chair. 1080 chairs per roll.	2 Rolls	8/3/2020	
4	Orange Cones	To use for flexible and visible social distancing needs like P.E. and recess.	200	8/3/2020	
5	6 Ft. Folding Tables	If Needed, they will be available to supplement what the building has in the event we need to expand cafeteria or other programs beyond the cafeteria. Most likely for extra seating in the gym if needed.	As needed	8/15/202	
6	Entry Door Signage	Signage for building entry points that remind to wear face masks and limit entry.	# of outside doors	8/3/2020	
PERSONAL PROTECTIVE EQUIPMENT					
ID	Item	Description	Quantity	Delivery Date	Picture
7	Masks	3-layer cloth masks, washable up to 75 times - 2 per student and staff member for each building.	(Enrollment + Staff) x 2	8/3/2020	
8	Disposable Masks	Surgical masks that can be available for visitors or others who do not have a mask.	50	8/3/202	
9	Face Shield	Elastic band, one size fits all.	Staff Count	8/3/1930	
10	Infrared Thermometer	Non-Contact forehead thermometer, trigger, F/C. Take temperature: if higher than 37dgree C/100.4 F; then person is sent home. Batteries provided.	6	8/3/2020	
11	Performing Arts Shield	Provided for Performing Arts Teachers for the front of the Classroom.	up to 3	8/15/2020	
12	Bell Covers (Instrument Masks)	Covers the face of the woodwind and brass instruments (working with performing arts team to acquire).	Per the # of instruments	8/15/2020	
13	Plexiglass Desktop Shields	36"W x 24"H w/transaction slot. Heavy duty, for use with high traffic areas that share information like secretary stations or special needs.	12	8/3/2020	
14	Hand Sanitizer in the classroom	Each classroom will be provided with hand sanitizer pumps. <b>**Please encourage hand washing, we have added stock on that and it is more affordable and just as effective if done properly.</b>	Each Classroom and other common areas	8/3/2020	
15	Hand Sanitizing Stations in common area, performing arts areas and athletic areas.	For use in the common area, performing arts areas and athletic areas.	7	8/3/2020	
16	Separation Panels on Casters	5 ft. wide by 6 ft. tall on wheels for portability. Use for special needs, dividing work spaces, or a speaker in front of a group.	4	8/15/2020	
17	Desk Top Shield	For each Administrator in office and Travelling Teachers	Admin # + Travelling Teacher	8/15/2020	
DISINFECTING AND SANITARY SUPPLIES					
ID	Item	Description	Quantity	Delivery Date	Picture
18	Bottle Sprayers	Quart Bottles with trigger sprayers will be available for use in disinfecting classrooms and other areas throughout the day	Per Classroom	8/3/2020	
19	Pump Sprayers	Gallon pump sprayers for use in larger spaces and overall disinfecting at night.	6	8/3/2020	
20	Gloves	Nitrile powder free, non-latex gloves. All sizes	Available to all staff as needed	8/3/2020	
21	Towels	Absorbent wipes and additional towel rolls to aid with increased clean up and disinfecting.	As needed	8/3/2020	
22	CDC-approved Disinfectant	2 types are provided: 1) has a 5 minute dwell time for use during the day; 2) the other has a 10 minute dwell time for use at night because there is more time and it is more affordable.	As needed. Provided to your custodian.	8/3/2020	

**COVID RESPONSIBLE RESTART PROVISIONS**  
**HIGH SCHOOL**

<b>SOCIAL DISTANCING RESOURCES</b>					
<b>ID</b>	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Date</b>	<b>Picture</b>
1	Social Distance Floor Stickers	Non-slip sticker that can be applied to hard surfaces and carpets to identify a 6' Social Distance spot. Use in hallways and common areas.	1000	8/3/2020	
2	One-Way Hallway Directional Stickers	Use at the start of each hallway and at intersections in place of the other floor sticker as both a mark for 6 ft. Social Distance and as a one-way visual.	150	8/3/2020	
3	Painter's Tape	180 ft. per roll. Use 2 inch sections to mark the back of every other student chair. 1080 chairs per roll.	3 Rolls	8/3/2020	
4	Orange Cones	To use for flexible and visible social distancing needs like P.E. and recess.	300	8/3/2020	
5	6 Ft. Folding Tables	If Needed, they will be available to supplement what the building has in the event we need to expand cafeteria or other programs beyond the cafeteria. Most likely for extra seating in the gym if needed.	As needed	8/15/202	
6	Entry Door Signage	Signage for building entry points that remind to wear face masks and limit entry.	# of outside doors	8/3/2020	
<b>PERSONAL PROTECTIVE EQUIPMENT</b>					
<b>ID</b>	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Date</b>	<b>Picture</b>
7	Masks	3-layer cloth masks, washable up to 75 times - 2 per student and staff member for each building.	(Enrollment + Staff) x 2	8/3/2020	
8	Disposable Masks	Surgical masks that can be available for visitors or others who do not have a mask.	50	8/3/202	
9	Face Shield	Elastic band, one size fits all.	Staff Count	8/3/1930	
10	Infrared Thermometer	Non-Contact forehead thermometer, trigger, F/C. Take temperature: if higher than 37degree C/100.4 F; then person is sent home. Batteries provided.	10	8/3/2020	
11	Performing Arts Shield	Provided for Performing Arts Teachers for the front of the Classroom.	3	8/15/2020	
12	Bell Covers (Instrument Masks)	Covers the face of the woodwind and brass instruments (working with performing arts team to acquire).	Per the # of instruments	8/15/2020	
13	Plexiglass Desktop Shields	36"W x 24"H w/transaction slot. Heavy duty, for use with high traffic areas that share information like secretary stations or special needs.	15	8/3/2020	
14	Hand Sanitizer in the classroom	Each classroom will be provided with hand sanitizer pumps. <b>**Please encourage hand washing, we have added stock on that and it is more affordable and just as effective if done properly.</b>	Each Classroom and other common areas	8/3/2020	
15	Hand Sanitizing Stations in common area, performing arts areas and athletic areas.	For use in the common area, performing arts areas and athletic areas.	10	8/3/2020	
16	Separation Panels on Casters	5 ft. wide by 6 ft. tall on wheels for portability. Use for special needs, dividing work spaces, or a speaker in front of a group.	5	8/15/2020	
17	Desk Top Shield	For each Administrator in office and Travelling Teachers	Admin # + Travelling Teacher	8/15/2020	
<b>DISINFECTING AND SANITARY SUPPLIES</b>					
<b>ID</b>	<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery Date</b>	<b>Picture</b>
18	Bottle Sprayers	Quart Bottles with trigger sprayers will be available for use in disinfecting classrooms and other areas throughout the day	Per Classroom	8/3/2020	
19	Pump Sprayers	Gallon pump sprayers for use in larger spaces and overall disinfecting at night.	8	8/3/2020	
20	Gloves	Nitrile powder free, non-latex gloves. All sizes	Available to all staff as needed	8/3/2020	
21	Towels	Absorbent wipes and additional towel rolls to aid with increased clean up and disinfecting.	As needed	8/3/2020	
22	CDC-approved Disinfectant	2 types are provided: 1) has a 5 minute Dwell time for use during the day; 2) the other has a 10 minute dwell time for use at night because there is more time and it is more affordable.	As needed. Provided to your custodian.	8/3/2020	
23	Electro Static/Disinfectant, Battery Powered, Backpack Sprayer	For use in high traffic areas like the PAC.	1	8/3/2020	