



LOWELL PUBLIC SCHOOLS
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To: Jim Hall

From: Rick Underwood

Re: **Motion Response - Back to Work Plan**

I'm very happy to inform committee members that custodial staff will be returning this Monday, May 4th to regular hours.

Returning to work on May 4th allows us to get a head start on summer cleaning. In previous years, it was a race against time to thoroughly complete all of the tasks within the nine weeks of summer break. While concentrating on the basic tasks, this opportunity of extra time will allow the staff to more regularly attend to and improve the appearance of school grounds. Additionally, the staff will coordinate their efforts with the DPW on preventative maintenance measures that will improve safety, mechanical readiness and air quality to prepare the buildings for reopening.

Careful consideration of safely bringing the staff back to regular hours has been a primary task in these last weeks. A plan and directive have been put in place that I'm confident will allow us to do the things necessary to continue to clean our school buildings.

This plan includes:

- ◇ The entire staff has been given option to work the day shift as they always do during school breaks. We expect most staff will take advantage of this option at this time.
- ◇ Gloves and Masks will be provided for safety to all staff.
- ◇ Each custodian will work in his or her own assigned area, away from other staff, to maintain social distancing practices.
- ◇ Staff working outside on school grounds will follow the same social distancing guidelines and personal protective equipment measures as necessary.

In addition to bringing the staff back for regular hours, our next steps must include coordinating an effort that will allow the faculty and students to safely retrieve their personal belongings from their classrooms and lockers. The original closure was sudden and was expected to last just two weeks. The materials still in place will have to be removed to allow the custodial staff to complete the summer cleaning tasks. Ongoing efforts to immediately disinfect areas temporarily occupied by the returning faculty and students will be part of this plan.

I believe there are a significant number of tasks that will take many weeks to complete before starting the “regular” summer work that requires a larger work crew to work together. Once these tasks are completed, the summer work will begin.

The summer tasks include:

- ◇ Stripping and refinishing of floors
- ◇ Carpet extraction
- ◇ Furniture and fixture repair
- ◇ Organization of storage areas and closets
- ◇ Moving of classroom furniture
- ◇ High dusting and window washing
- ◇ Upkeep of grounds
- ◇ Attending to classroom moves as requested by school administration
- ◇ Separating and cataloging old inventory that has accumulated in many school basements will be identified for future use or disposal

If the restrictions have not been eased within the next few weeks, an alternative plan for personal belongings collection will be designed and implemented.

I’m happy to answer any question or concerns you may have.

Sincerely,

Rick Underwood