

Mt. Lebanon School District
 District Recovery Sub-Committee
 Physical & Structural
 Action Plan (DRAFT June 16, 2020)

Goal Statements
<ul style="list-style-type: none"> ● Schools operating in continued school closure. ● School operating with extensive physical distancing requirements. ● Mitigating impacts of March 2020 closure. ● Schools operating in the event of a critical incident (localized infection).

Goal	School operating with extensive physical distancing requirements.	Cost
Objective 1	<i>Intensifying Cleaning and Disinfection of High Touch Surfaces and Frequently touched objects</i>	
Action Step 1	Rick Marciniak will research the amount of time it takes to completely sanitize (but not completely clean i.e. sweeping) classrooms, restrooms, and other spaces daily by June 5, 2020.	
	Per test on 6/3/20 with Andrew Turton, Dennis Clemens, and Kelley O'Hara it took approximately 7 minutes per room to disinfect with the Clorox 360 machine. There is also about a 3 minute set-up time. Therefore, the answer is approximately 10 minutes per room which may vary depending on the user and whether the desks are clear. Please see Exhibit A .	
Action Step 2	Rick Marciniak will assess the number of classrooms/restrooms that one person can sanitize during an hour time period and how much time will be needed in the evening to completely clean (Sweep/empty trash/dust) and sanitize the room again by June 16, 2020.	
	One person can sanitize approximately 5 rooms in one hour. To completely clean and sanitize the room, it would take approximately 25 minutes per room. Please see Exhibit B and Exhibit C .	
Action Step 3	Rick Marciniak will procure (order) enough Clorox 360 machines so that each room in each building can be sanitized, at a minimum, daily by June 12, 2020.	20 x \$4,200 = \$84,000 (CARES Grant)

	<p>Currently, two Clorox 360 machines have been ordered for each school. New PDE guideline procedures for cleaning and sanitizing bullet one states to clean and disinfect frequently touched hard surfaces at “<u>least daily</u>” not necessarily after each use.</p> <p>https://www.cloroxpro.com/resource-center/how-to-spray-clorox-healthcare-spore-defense-and-the-clorox-total-360-system/</p> <p>https://www.cloroxpro.com/resource-center/athletic-training-facility-sell-sheet/</p> <p>Data was collected for each school building in regard to square footage of classroom space, actual square footage of the building, number of classrooms, actual number of rooms cleaned each night, number of desks per classroom with 6’ of physical distancing, actual number of students (using last year’s 3-day report), and the number of custodians cleaning each building. Please see Exhibit P and Exhibit U.</p> <p>Using this data, each school was analyzed using different cleaning methodologies. From this analysis we have determined each room including classrooms, offices, lunchrooms, hallways, stairwells, restrooms, gymnasiums, stage areas, libraries, locker rooms, and miscellaneous areas would be cleaned daily. From Action Steps 1 and 2 above, we have determined that it takes 15 minutes to clean, dust, wipe desks, empty trash cans, drag floors, and clean flat surfaces per room. It also takes approximately 10 minutes to disinfect a room. We also believe that a room must be cleaned before disinfecting or a room could be re-infected during the cleaning process. Our analysis also assumed that the head custodian at each building who works the daylight shift would not have time to clean and disinfect as their normal regular duties will not give them adequate time to do so. Head custodians typically are involved in scheduling, ordering supplies, grass cutting, changing filters, daily emergencies, playground cleaning, landscaping, etc. We also know that there are other variable factors which will affect cleaning and disinfecting time such as snow plowing, athletic events, evening events, adult education, board meetings, music lessons, theater/auditorium events, after-school clubs, emergency events, banquets, and the number of desks in the classroom. Please see Exhibit V.</p> <p>Based on this information, we have determined that we would need to have 44 Clorox 360 machines and 4</p>	<p>\$100,800 (anticipated)</p>
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	<p>additional staff members if we can reduce the sanitizing time to 5 minutes per room through efficiencies which we believe could happen once a routine is developed.</p> <p>Additionally, we have included the MSDS sheets for the Clorox 360 machine disinfectant for review. Please see Exhibit D (Safety Data Sheet).</p>	
Action Step 4	Rick Marciniak will develop a cleaning protocol for playground equipment by June 16, 2020.	
	Per CDC guidelines. Please see if Exhibit E .	
Action Step 5	Rick Marciniak/Debbie Ley will develop a cleaning protocol for school bus usage by June 16, 2020.	
	Per PDE guideline dated June 3 rd in conjunction with First Student please see Exhibit R .	
Action Step 6	Rick Marciniak/Jeff Kaiser to determine # of hand sanitizer dispensers and placement per building/campus by June 16, 2020.	\$6,097.10
	There are 246 hand sanitizer dispensers needed for classrooms without sinks. Dispensers will also be needed for offices, hallways, and other auxiliary areas such as auditoriums, libraries, gyms, etc. We have ordered 500 dispensers and refills. District facilities will order additional product in July. Locations will be inside the doorway of each classroom and other locations will be determined by administration, head custodians, and principals.	\$6,294.12 (anticipated)
Action Step 7	Rick Marciniak will procure (order) disinfecting wipes to be provided for computers/keyboards to be wiped down while students use District devices at school by June 16, 2020.	\$16,281.10
	Currently, the District has a stock of 63 cases (6 tubs per case, 80 wipes per tub). We have 150 cases ordered, and an additional 150 cases will be delivered after July 1 st .	
Action Step 8	Nolen Fetchko will investigate touchless payment options to minimize handling cash, where possible by June 16, 2020.	
	We can purchase 10 orbital scanners for registers in our secondary schools at a cost of \$3,500. This will allow us to utilize digital ID cards with our secondary students. The students can download our point of sales provider's app onto their phones and utilize a barcode that is tied to their lunch account. This works much like a Sheetz, 7Eleven or other digital	\$3,500 (anticipated)

	retailer rewards card, and will eliminate the use of PIN pads at the register. We can also encourage parents to pay via check by mail or using the online portal from our point of sales provider, www.payschoolscentral.com . Online deposits do come with an added fee of 3.9% of the total deposit.	
Action Step 9	Jeff Kaiser will develop cost estimates for additional cleaning to be provided to outside organizations who use District facilities by June 9, 2020.	
	Per Jeff Kaiser and Rob Geletko we would need to increase the labor portion of the rental fee by factor of 1.5. Please see Exhibit G and Exhibit H . *An additional cleaning fee will be charged to outside organizations for this enhanced cleaning.	
Action Step 10	John Grogan and Jason Baer will develop a cleaning protocol for equipment rooms by June 16, 2020.	
Action Step 11	Rick Marciniak will estimate the need for sanitation dispenser refills by June 9, 2020.	
	Another 1,000 hand sanitizer refills will be ordered by June 16 th . As soon as they are delivered, the facilities department will have them installed. Refills will be given to head custodians who will replace the cartridges as needed. Please see Exhibits I through O .	\$12,087.50
Action Step 12	Rick Marciniak will assess the need for additional cleaning staff by June 16, 2020.	
	As per Action Step 3, 4 additional staff members possibly needed. Please see Exhibit T .	
Action Step 13	(Name) will create a cleaning protocol for high touch surfaces in public spaces by (date).	
	Nightly cleaning protocol.	
Objective 2	<i>To provide a continuity of education for all K-12 students at the Mt. Lebanon School District</i>	
Action Step 1	Janet McGeough will create Public Service Announcements about behaviors that prevent the spread of COVID-19 when communicating with staff and families by June 16, 2020.	
Action Step 2	Ross Bowker will design the guest network to support BYOT by June 16, 2020.	\$0 - this already exists now

Action Step 3	Carlie McGinty will report the number of desks per room design, allowing for traffic flow and general safety while creating 6' between desks by June 16, 2020.	
	As per Rick Marciniak, we should note that if the need arises to remove desks in each classroom in order to achieve 6' physical distancing, then storage trailers will need to be rented as our buildings do not have adequate space to store the furniture.	\$115.00/month \$35.00 Lot Fee \$90.00/hour port to port 15% fuel surcharge
	Guidelines will be developed for classrooms or spaces that do not meet this 6' recommendation.	
Action Step 4	Melissa Allan & Paula Hogenmiller will research seating options and/or solutions for those rooms that utilize tables as student desks by June 16, 2020. Seating Options	Depends on which options the district uses.
Action Step 5	Jodi Dunlap & Paula Hogenmiller will research storage containers for students who can not provide their own, and ziplock type bags for teachers, to use to sort needed materials for lessons so that individual students have access to their own materials by June 16, 2020. https://docs.google.com/document/d/1NCqrbtS4sT8N7XoXsxcBQFc77VL5g4MGMBajVPmj0ZQ/edit?usp=sharing	Dependent on which vendors used - approximately \$1600 (pencil boxes and baggies for elem)
Action Step 6	Rick Marciniak & Debbie Ley will analyze school bus usage and determine the impact of having 1 person assigned per seat, using a barrier between seats or face shields for the passengers by June 16, 2020.	
	Per PDE guidelines please see Exhibit F .	Bus rental from First Student, based upon extra curricular transportation agreement, would be billed at \$399.45 for an 8-hour period per bus. Please note that rentals will be very scarce since "Home to School" transportation is the priority.
Action	Rick Marciniak will procure (order) face shields for	\$8,700.00

Step 7	students/faculty who require them due to the inability to maintain 6' of physical distancing during the teaching/learning process by June 16, 2020.	
	On June 8 th the District ordered 1,000 face shields for students/staff who require them due to the inability to maintain 6' of physical distancing during the teaching/learning process. These shields are to be reused and cleaned daily by the user.	
Action Step 8	Jason Ramsey will develop draft communications that can be used by the District to 1) communicate that parent meetings (IEP, 504, Guidance) should be held virtually where possible and 2) communicate that non-emergency visits to the school should be minimized, where possible by June 16, 2020.	
Action Step 9	Chris Wolfson will explore staggered arrival/dismissal procedures , as needed by June 16, 2020.	
	Building Principals will lead building level teams to address specific requirements and configurations of each building.	
Action Step 10	John Grogan & Jason Baer will design a use strategy for fitness rooms/training rooms by June 16, 2020.	Infrared Thermometers - approximately \$1000 Hand sanitizers - approximately \$100 Signage
Action Step 11	Rick Marciniak will procure (order) disposable masks for student use.	
	15,000 masks currently on hand.	
Objective 3	<i>Ensure operations can continue in the state's Green Phase</i>	
Action Step 1	Rick Marciniak will determine the locations (offices, food services, cashiers, etc.) where barriers need to be installed because 6' physical distancing can not be obtained, either with the public or with co-workers by June 16, 2020.	Sneeze Guards: \$15,587.50 Plexiglass: \$463.00

	After consulting with principals, District facilities in conjunction with PEMCO, Inc. have visited each school and have determined the locations for plexiglass sneeze guards. Food service workers and cashiers will need to wear face shields. Most identified locations are with building secretaries, libraries, guidance offices, attendance offices, and various locations in central administration.	
Action Step 2	Rick Marciniak will develop an air circulation protocol to increase the amount of fresh air that is brought into each building by June 16, 2020.	
	CDC has not published implementable or prudent guidelines for HVAC systems but has referred to ASHRAE whose guidelines for improving air circulation and improving filtration is much more stringent. Please see Exhibit Q for protocol necessary for the Mt. Lebanon School District.	
Action Step 3	Jane Baranet will develop an online registration packet/process to minimize the need for walk-in registrations.	
	I spoke with Cissy Bowman and as this already exists, I will communicate with the building secretaries that going forward this will be the preferred way to register all new students.	
Action Step 4	Nolen Fetchko will analyze each building's cafeteria and servery practices to create a design that fosters groups smaller than 250 and maintains 6' of physical distancing by June 16, 2020. Classroom use may need to be considered.	
	I spoke with Dennis Clemens about the high school equipment needs to accommodate social distancing during lunch periods. At best we could fit 4 students to a table which would require about 150 tables per lunch period. He indicated that we do not have enough tables to accommodate this. Using a combination of cafeterias, large spaces, and classrooms would be the easiest way to facilitate meal service with social distancing.	
Action Step 5	Janet McGeough to determine # of signs that promote everyday protective measures and describe how to stop the spread of germs, to create a design, and to determine placement per building by June 16, 2020.	
Action Step 6	Jason Ramsey & Chris Wolfson to determine floor and hall markings, if needed, to indicate 6 foot spread and direction of	

	travel by June 16, 2020. (Carpeted spaces?)	
Action Step 7	Janet McGeough to determine and design signage around self-screening and reporting requirements by June 16, 2020.	
Action Step 8	Rick Marciniak should procure (order) cloth masks for faculty/staff who do not have one by June 16, 2020.	\$18,245.78
	The District has ordered cloth disposable masks for faculty and staff who do not have one. The District currently has 15,000 masks or 300 boxes of 50 in stock. More will be ordered for delivery after July 1 st .	
Action Step 9	Nolen Fetchko will procure disposable food service items to be used where feasible by June 16, 2020.	
	With the exception of our plates and trays at the high school, we have been utilizing disposable food service items in our cafeterias. Procurement of more disposable items to use in place of our reusable plates and trays at the high school will not be an issue.	
Action Step 10	Jeff Kaiser, Jason Ramsey, & Jodi Dunlap will develop training protocols for staff as needed by June 16, 2020. https://docs.google.com/document/d/1JqMWpAkxWZF1TVsYe1r_a53u4DFd6e2-2A3tZl6ceZQ/edit?usp=sharing	Minimal costs with training piece (material duplication?) No cost for custodial cleaning protocols
Action Step 11	Rick Marciniak will flush the buildings' water system and conduct testing of the water by June 16, 2020..	
	As of June 8 th , the water in all District schools and buildings has been flushed this past week and continues to be used daily for cleaning. All schools have been tested by Craft Products and ECOLAB for legionella bacteria on June 15 th .	
Action Step 12	Rick Marciniak will develop a process for students to safely use water fountains (or water filling stations) by June 16, 2020.	
	As per PDE guidelines for cleaning, sanitizing, disinfecting...Learning spaces and consideration to take steps to limit or prohibit the use of communal drinking fountains and provide a safe alternative, the District will be covering all drinking fountains. Each school has water fill stations which should be used. The District can also purchase or ask students to use bottled water. The District is investigating the possibility of converting existing drinking fountains to bottle fill stations. We have included a link for conversion kits from Pittsburgh Water Cooler.	\$580.00/kit 10 kits (one per school) = \$5800.00

	https://www.pittsburghwatercooler.com/Retro-Fit-Kit-Bottle-Filling-Stations_c_395.html	
Action Step 13	Rick Marciniak will develop a protocol to provide the 6' physical distancing requirements during required drills by June 16, 2020.	
	On June 11, 2020, Rick Marciniak, Cissy Bowman, and Chris Wolfson met with the MLFD. Outcome of meeting - in an emergency drill, 6' physical distancing is not required.	
Action Step 14	Rick Marciniak will limit the number of facilities to be used in restrooms to maintain 6' physical distancing as feasible.	
	This may require taping off certain urinals and toilets for use.	

Goal	Schools operating in continued school closure.
Objective 1	<i>To provide a continuity of education for all K-12 students at the Mt. Lebanon School District</i>
Action Step 1	Ross Bowker - The District will create a mobilization plan to provide staff and students with technology devices, as needed by June 16, 2020.
Action Step 2	Nolen Fetchko will design a system for meal preparation and distribution to students by June 16, 2020.
	In the event of a prolonged school closure in the upcoming school year, we continue to distribute meals as we have since March 13th of this school year. We will have staff members arrive at the high school each day to prepare to-go meals in plastic bags/to-go containers. These staff members will also be responsible for distributing meals from 11:00-1:00 M-F outside of the C-20 entrance of the high school. Menus will be designed and changed as needed, and staffing numbers will be dependent on participation numbers.

Goal	Schools operating in the event of a critical incident (localized infection).
Objective 1	<i>Understand the implications of school closing in the event a person diagnosed with COVID-19 has been in the building.</i>
Action Step 1	Ron Davis creates a procedure, should a student who has been in a building be diagnosed with COVID-19, that the impacted school should close for 1-2 days for cleaning and disinfection by June 16, 2020.
Action Step 2	Jason Ramsey & Chris Wolfson create a protocol about unusual absenteeism patterns among students and staff . Alert local health

	officials about large increases in student and staff, particularly if absences appear due to respiratory illnesses by June 16, 2020.
Action Step 3	If needed, Nolen Fetchko will design a system for meal preparation and distribution to students by June 16, 2020.