
[princi_elem] [principals] Custodial Return - Monday, 3/30

From : Trevor White <white_t@4j.lane.edu> Thu, Mar 26, 2020 12:43 PM
Sender : princi_elem <princi_elem-bounces@4j.lane.edu>
Subject : [princi_elem] [principals] Custodial Return - Monday, 3/30
To : custod supe <custod_supe@4j.lane.edu>, custodians@4j.lane.edu
Cc : Cara van Dusen <vandusen_c@4j.lane.edu>, Dexter Rummel <rummel_d@4j.lane.edu>, principals@4j.lane.edu

All Custodians,

I am happy to announce that we have been authorized to return to work beginning on **Monday, March 30, 2020**.

We are in the category of folks who are authorized to continue working on-site during the Stay Home, Save Lives order, as we are supporting some of the Governor's mandates for essential services from school districts. Many of our instructional staff will be returning to the school buildings beginning this upcoming **Monday** to begin their preparations for online learning options for their students. Some may just be swinging by to grab materials needed to continue to work from home, whereas others may need to work from their classrooms to facilitate their online options for students. We also have a number of sites offering grab-n-go lunches, childcare programs for first responders, as well as one school-based community health center. Much Governor-mandated activity happening at our buildings, and there is a need to bring custodians back in to ensure things remain disinfected on a daily basis.

Day Custodians - Please plan on reporting at your regular report time (6:00 AM or 6:30 AM), beginning **Monday, 3/30**. Upon arrival, priority will be common space touch-point disinfection, from the entryways to commonly used staff spaces (IMC's, Staff Room, Front Offices, etc.). Once that has occurred, please continue where you left off with the Extended Spring Break Cleaning Priority Tasks list that was sent out before our shut-down. Please focus your work on this to areas where staff are not present. I'll follow up this email with some more specifics around Monday morning, in particular.

Evening Custodians - Please plan on reporting to your regular site **at 2:00 PM, beginning Monday, 3/30**. Your top priority will be common space touch-point disinfecting – knobs, switches, etc. throughout the buildings, focusing on areas where staff generally travel. With the remainder of the shift, please continue working through the Extended Spring Break Cleaning Priority Tasks that were sent out prior to the closure. It is important that you continue to check items off the list as you move through them.

While we are back working in our buildings beginning next week, it will be important to enact social distancing – maintaining a 6' buffer between you and others. While working in around the buildings, this shouldn't be too tough to practice, but please pay particular attention with respect to breaks and lunch spaces – maintain the 6' buffer even or especially during these times.

Please reach out if you have any questions or concerns (email and text remain the easiest/fastest way to receive a response). We (Cara and I) will be reaching out to make direct contact with each Head Custodian, and ask that they then will make direct contact with their respective Evening Custodians to pass this along to those without email access currently.

Take care,
Trevor

Trevor White
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[princi_elem] [principals] Special Monday (3/30) Instructions

From : Trevor White <white_t@4j.lane.edu> Thu, Mar 26, 2020 02:27 PM
Sender : princi_elem <princi_elem-bounces@4j.lane.edu>
Subject : [princi_elem] [principals] Special Monday (3/30) Instructions
To : custod supe <custod_supe@4j.lane.edu>, custodians@4j.lane.edu
Cc : Cara van Dusen <vandusen_c@4j.lane.edu>, Dexter Rummel <rummel_d@4j.lane.edu>, principals@4j.lane.edu

Day Custodians (but all please read),

Here are a few notes around supplies we will want to have in place, beginning Monday, 3/30, to support staff being in the buildings. We anticipate a somewhat heavy staff presence on Monday, with numbers dwindling as the week goes on. Instructional Staff who are able to work from home are still encouraged to do so, however, we expect some staff will need to pop in and out periodically to make/scan copies, grab additional materials, etc. There are others who may need to come in and use the 4J Network to make support their distance learning plans. We'll need to check the check-in/check-out sheets to know who has been in the building on any particular day - more on that below.

Here are a few notes:

*Hours the buildings are open are from 7:30am until 3:30pm. There will be some staff who will need to access outside of these hours, however, the bulk should be in during these times.

***Please place signs** (your Building Administrator will provide the signs) at each **entry by security keypads**. These signs will direct all staff to enter the building through the main office entry, and ask them to sign in and sign out. These sign-in/sign-out sheets will alert Custodial staff to who has been in the building each day, so we can target our disinfecting efforts in areas in which folks have been present.

*Please make sure there is a bottle of **hand sanitizer** at the **front office counters**, nearby where the staff sign-in/sign-out sheets will be

located. They should still be there from prior to the break, however, if there is no longer one there, please alert Cara and I immediately, and we'll try to get a bottle from our very limited supply out there. Again, this is only for the front office spaces to be used by staff as they enter and exit the building.

*Please make sure that a tub of the **Oxivir Wipes** (alternately, we have some Clorox HealthCare Wipes that are also acceptable) are available in the **main staff copy area** for your building (usually either Front Office or IMC). There were two tubs of Oxivir Wipes delivered to each front office prior to the shut-down - please transfer one of these to your copy space for staff to be able to wipe down copiers/equipment prior to their use, as needed.

*Please make a **spray bottle of Oxivir Five 16** and a stack of **rags** in **each staff restroom**. We want to provide avenues for staff to clean-up prior or following their use. This (as well as the other supplies) we'll need to keep an eye on, and replenish as necessary. I'd recommend placing a bucket for used/dirty rags in those staff restrooms as well.

*Please continue being mindful of social distancing - retain a 6' buffer between you and others.

Please email Cara and me with any supply needs or questions. We have plenty of most things - especially disinfectant (710, 730, and Oxivir Five 16), terry towels, spray bottles, gloves, hand soap, etc.). We have a somewhat limited supply of disinfecting wipes, so please make sure those are only placed in Front Offices and IMC's at this time. Hand sanitizer is still in extremely limited supply, and should only be placed at the front office/staff sign-in locations. Exceptions for sites with food delivery and childcare programs - you have been delivered products specific to these program needs, in addition to what the other sites have.

Take care, and please send along questions as they come up...

-Trevor

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