



Dear Bishop Hartley Families:

We hope you find a little peace and quiet during this month of July. The faculty and staff continue to pray and prepare for the task in front of all of us: the reopening of our school on Monday, August 31. Our last communication on July 2 welcomed four individuals who will certainly help in this transition. We also solidified some vacation dates and, most importantly, we shared guidelines recommended by our task force to ensure, to the best of our ability, the safety and security of our students, faculty, and staff.

The purpose of this letter is to praise the good work of our maintenance crew who have been working diligently to get our school ready for the Fall. We are blessed to have one of the most extensive maintenance staffs in the Diocese with a crew of five full-time employees. Tim Karl, the director, along with a sub-committee of the task force, has put together the following directives regarding

1. changes in facilities
2. cleaning checklists
3. ordering of supplies

Facilities

- **Spacing decals** will be placed at all points where students gather (office, school counseling office, nurse's station, and restrooms, as well as throughout the hallways).
- **Signs** promoting health and safety will be placed throughout the school.
- **Classrooms** - classroom furniture has been minimized to a limited number of desks. Bookshelves, filing cabinets and other items that would typically encourage shared use have been removed.
- **Clear Plexiglas screens** will be placed at all locations where students would engage in face-to-face contact (front office, attendance desk, school counseling offices, cafeteria lunch line, between sinks in restrooms, etc.).
- **Drinking fountains** will be adjusted to ensure that only the bottle filling option will function. Everyone will be encouraged to bring a water bottle.
- **Lockers** - all combinations have been changed, but there will not be any locker use for the first several months of the school year.
- **Sanitizing stations** - Hartley has purchased over a dozen steel-plated, automatic hand sanitizing stations.
- **Locker rooms** will not be open, but we are working on a safe alternative.

Tim Karl has developed the following tentative daily cleaning time line:

6:00 AM - sanitize door handles, all common touch points, clean glass at all entrance doors. Begin to fill gel at sanitizing stations.

7:45 AM - Lock exterior doors and clean entrance points. Continue to refill sanitizer stations

9:00 AM - Sanitize restrooms, drinking fountains, and weight room. Restrooms will be checked and cleaned a minimum of every two hours. Dust mop hallways.

11:00 AM - Prepare for lunch time and assist cafeteria staff as needed.

12:30 PM - Collect trash, clean tables, and mop lunch area.

1:00 PM - Sanitize all restrooms and drinking fountains.

3:30 PM - Sanitize all restrooms and drinking fountains. Check sanitizer stations.

6:00 PM - Sanitize cafeteria, C-Wing restrooms, and TACC.

8:00 PM - Sanitize athletic facilities including weight room.

2nd and 3rd shift - Wipe down and sanitize the entire building. Empty all trash, and dust mop all floors.

Supplies

Hand sanitizer - will meet all health standards with a 60% plus ethyl alcohol. It will be visibly located throughout the school.

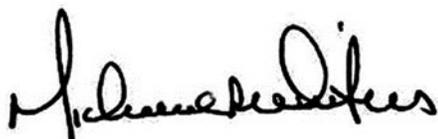
Clorox wipes and antibacterial kitchen sprays will be used as a reliable alternative to safely disinfect areas in which non-toxins are essential.

Masks - we will have an ample supply of cloth masks in case anyone forgets to wear one to school.

Tim is committed to researching the newest cleaners, so we can have the safest and best products available. A materials data sheet for all solutions and chemicals used at school will be kept on file in the maintenance office.

More later. Be well.

Sincerely,



Michael R. Winters
Principal