



Guidelines for End-of-Year Building Clean-Out

To support end-of-year student checkout and clean out of PSD schools beginning May 18, the Larimer County Department of Public Health and Environment has provided the mandatory expectations and recommendations outlined below for your planning purposes.

Mandatory expectations must be observed in all PSD buildings while staff and students are present. Recommendations should also be considered and accommodated to the extent possible during building clean out days.

Mandatory Expectations:

- Everyone in the building must wear a mask at all times. If students/staff arrive without a mask, they should not be allowed in the building.
- Physical distancing requirements (6 feet between individuals) must be followed at all times.
- Individuals with COVID symptoms or a fever may not enter the building. Schools are not responsible for checking symptoms or temperatures at the door.
- Avoid bottlenecks in any lines that may form. If it is anticipated that lines will form, mark off waiting points in 6-foot increments.
- No congregating is allowed in buildings or in parking lots adjacent to buildings.
- If collecting laptops, surfaces should be wiped down or sprayed with Sani-16 disinfectant upon receipt.
- Staff handling returned items should wear protective gloves.

Recommendations:

- Those who are immunocompromised or pregnant should avoid entering the building on days with higher student/staff traffic. Consider offering a designated time/day for collection of belongings for these individuals.
- Hand sanitizer should be available throughout the building to the greatest extent possible.
- Have a plan to monitor students or staff who may congregate in the building or parking lots and have a plan to break up gatherings quickly.
- Encourage efficiency in getting in and out of the building.
- Only those with a specific purpose for entering the building (i.e. collecting belongings) should be allowed to enter. Those who are not retrieving personal items are encouraged to wait outside.
- Ask students/parents who are returning laptops and/or textbooks and other materials to place them on a table to be picked up by staff. To the extent possible, do not take laptops and/or textbooks/materials directly from parents or students.
- Clear signage should be posted explaining checkout processes and reiterating precautionary requirements in the Mandatory Expectations section above throughout your building and on entry doors.
- Consider separate staff and student pickup days.
- Clear directions should be shared with each school community in advance of checkout days.
- A makeup checkout day should be scheduled at each site.
- Develop a plan for collecting items (i.e. laptops and textbooks) that are not returned as well as a plan for managing items that are not collected by students.