

Attachment 4

Pre-Closure, During COVID-19_Closure, Reopening Planning

I. **Custodial Services**

- a. **Pre-closure:** As of late January 2020, there were increased cleaning, disinfecting and communications on the process of cleaning. Maintenance and Custodial Services (MCS) verified that all disinfecting products being used by ACPS custodians and contractors, who clean 16 of ACPS schools and facilities, met the Center for Disease Control (CDC) guidance. Additional custodial sanitation supplies were ordered and provided for heightened school uses, transportation use and at other ACPS facilities for staff.
- b. **During COVID-19 closure:** Within the first two weeks of closing, each school and facility received a thorough cleaning and disinfecting of all hard surfaces. During this period, the virus' gestation period was still being learned. The uncertainties required that continuous adjustments be made to the cleaning program. Therefore, major schedule and work plan modification were developed and implemented to ensure the safety of all. While this schedule and work plan modification reduces productivity in the "normal sense", we have made significant progress in providing our schools the much-needed extra attention. In preparation for summer projects, custodial services will be sequenced to perform summer clean simultaneous to construction projects.
- c. **Reopening Planning/Preparation:** Regardless of the Return to School Plan, ACPS will be prepared by acquiring adequate cleaning supplies and protective equipment for custodial staff and for school use. This is a high priority. New rules, standards and processes for the frequency of disinfecting, cleaning methods, areas of cleaning will be established. Increased standards for training teachers, students, and staff about heightened cleanliness habits as identified in CDC guidance is essential. These efforts will be collaboratively coordinated and communicated through Student Services/Health Services and Office of Communications. MCS will also develop and institute a cleanliness control and assurance program, and will be incorporated during the 4.0 Reopening Planning and Advisory Committee effort led by the Department of Curriculum and Instruction.

II. **Maintenance Services – includes Preventative Maintenance, Responsive Maintenance, and Repair Projects**

- a. **Preventative**
 1. **Pre-closure:** Division-wide HVAC units began converting from heat to cool. This annual conversion often yields unknown issues which don't present themselves until conversion is complete. This year, four schools (TCW, MVCS, GW, and ST) required chiller descaling and three others required repairs (ST, FH and TC). This work is underway for return to operation by July 2020. The heat to cool conversion was the ideal opportunity to begin the first phase of our formal ACPS Preventative Maintenance (PM) program, an effort several years in the making. ACPS continued to collaborate with the City on implementing a Joint Comprehensive Maintenance Management System (CMMS) program to collect systems data, manage infrastructure systems and provide capital systems forecasting for all city and school facilities.
 2. **During COVID-19 Closure:** Since school closing, fan coil units and air vent cleaning at CK, MVCS, MM with GW is currently underway. Based on modified work schedules, it is anticipated that all schools will be completed by the end of September.
 3. **Reopening Planning/Preparation:** Preventative Maintenance planning for FY21 reopening time will be primarily focused on getting the new Work Order Management system upgrade awarded, programmed with information and data, and ensure staff is adequately trained. Completing the school-wide comprehensive facilities condition assessments, delayed during FY20, in collaboration with the other F&O Department

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offices is an important goal as movement towards an integrated work order management system and CMMS program is pursued.

b. Responsive Maintenance

1. **Pre-closure:** An extensive Work Order Inventory and assessment was being completed. As a result, over 300 work orders were verified, prioritized, completed and closed. At the time of the COVID-19 closure, over 4,000 outstanding work orders division-wide remained. See Attachment 2 for list.
2. **During COVID-19 closure:** Understanding the coming budget reductions, division-wide out-year cost saving approaches were strongly considered. See Attachment 2 for list of work performed.
3. **Reopening Planning/Preparation:** Our current Work Order Management system contract ends this fiscal year, with no options to renew. With financial modifications and the COVID-19 closing, the plan to upgrade that software has been modified to meet the basic needs of MCS work order management with essential upgrades to support energy management and capital planning data preparation for the offices of Educational Facilities and Capital Programs, Planning and Design. The comprehensive approach that uses the facilities condition assessment results to address daily operations (MCS work order management), system and maintenance management (MCS and Ed Facilities CMMS) and capital budget forecasting (Capital Programs) will be revisited again next fiscal year.

c. Repair Projects:

1. **Pre-closure:** ACPS Maintenance Services staff performs this work based upon accumulated lists of emergent, urgent and non-emergency work-orders placed during the school year and based upon formal and informal inspections to avoid damage or impacts to related systems or services. The team closed over 200 work order requests.
2. **During COVID-19 closures:** Many of these repair projects previously submitted were accelerated during school closures as they would have typically been performed in the summer. A list of repairs completed during this period is included in Attachment 2.
3. **Reopening Planning/Preparation:** During the closure, with school buildings not being occupied, sediment in the piping has formed. Virginia Water recently sent out flushing recommendations for all of Northern Virginia. While we are doing targeted flushing division-wide, flushing of every faucet in every school must occur prior to occupying it. This process will be very time consuming and labor intensive. Therefore, extensive advanced reopening planning and coordination with other facilities projects will be essential.

III. Landscaping

- a. **Pre-closure:** Preparation for spring management to school grounds was ramping up as the COVID-19 pandemic situation escalated in March 2020.
- b. **During COVID-19 closure:** As a result of the Governor's order in response to Corona virus, including social distancing practices, mandatory stay at home orders and several consecutive days of rain, our landscaping contractors reengaged later than usual at most ACPS sites. This delay left our school grounds overgrown and in need of attention. At this point, all school grounds' lawns have been cut, fallen trees have been removed and bushes have been trimmed. In addition, in collaboration with the Curriculum and Instruction Garden Liaison, we have developed and are executing our plan to groom all

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Learning Gardens division-wide and work with community volunteers. We will continue to adhere to social distancing guidelines. A call for volunteer support will be sent out through Volunteer Alexandria the week of June 25th to ensure adequate planning. Thus far, we have completely groomed and/or prepared ten gardens including CB, FTD, ST, WR, GW, JP, GM, LC and JH. We look forward to working with the community to complete these efforts.

- c. **Reopening Planning/Preparation-Repairs:** The current landscaping contract that aligns with the City's is ending, with no options to renew. Therefore, our primary focus is to engage and strategically plan with the selected vendor on a revised beautification program.

IV. Pest Control

- a. **Pre-closure:** Using data acquired over the last school year on each school building and our other facilities, MCS developed and implemented a division-wide rodent extraction program for June and July 2020. MCS completed a termite inspection at GW, and developed a remediation and repair plan in collaboration with Educational Facilities.
- b. **During COVID-19 closure:** As a result of the closure, we were able to escalate the extraction plan to April through May 2020. In addition, with summer cleaning schedules, trapping and baiting of pests will be maintained. While the termite points of entry were identified at GW and are being closed, damage was more extensive than initially appeared. Therefore, renovation of affected areas will be addressed by Educational Facilities project management.
- c. **Reopening Planning/Preparation:** Resume regular monthly inspections and preventative services.

V. Facility Usage – Maintenance and Custodial Services manages and coordinates ACPS facilities uses. All requests for the use of schools and school grounds are coordinated by MCS, for internal, external, and special events with ACPS partners. Attachment 3 lists the uses that are required and underway.

VI. Temperature Screening – To prevent the spread of COVID-19 and ensure safety of all of our staff, contractors, volunteers and visitors, MCS planned and implemented the ACPS Temperature Screening operation. MCS coordinates and provides training and management for each site team including Safety and Security Services, Pupil Transportation and other facilities-related service project teams. On a daily basis, an average over 250 persons are screened daily.