

TFS Calendar 2020-2021

July 2020

- No TFS Tasks were completed in July since the opening of school was not definitive.
- Administrative Assistant starts working on getting the TFS binders for the new school year ready for all schools and the TFS Administrative Team.

August 2020

- Administrative Assistant continues working on filling the TFS binders with approved documents. Starts working on updating the TFS Team Member List.
- FAQ Answers for Reopening of Schools on Westport Public Schools District Website
- Meeting on new cleaning and disinfecting procedures and products, COVID-19 CT State Guidelines, HVAC Filters/Ventilation prior to school opening.

September 2020

- Finalize the TFS Team Member List for the 2020-2021 school year.
- Start Writing "*Did You Know*"...TFS updates for fall of 2020 to be distributed to all teachers, staff and parents 2-4 times this school year

October 2020

- Notify new team members of training in November via Zoom.
- Administrative Assistant sends out all new TFS binders to the Keeper of the Log at each school and to the TFS Administrative Team.
- TFS Coordinator sends Did You Know...? To all schools on how TFS teams work and each school should distribute the team members' names and roles for their building.
- The Chief Financial Officer begins working on the capital budget. Any IAQ items that require this type of funding need to be made known at this time.
- Schedule Nov TFS Team meetings at all schools.

November 2020

- TFS New Team Member Training in early November via Zoom.
- TFS meetings (via Zoom) at all schools begin the week of Nov 2nd and continue throughout the month of November. All items pending from the previous school year, those that were addressed over the summer and any new items will be reviewed. Each team will have typed minutes of their meeting and IAQ related work orders will be determined by each team. These are all stored in the TFS binder at each school. Work orders are prioritized by the Director of Facilities. IAQ related work orders will be submitted on the electronic work order system (*School Dude*). All TFS team meetings will be completed by the end of November and the paper work will be completed within 2 weeks of the meeting.
- All documentation from the November meetings should be received by the TFS Coordinator by early December.
- The TFS district coordinator will continue writing the *Did You Know*... educational materials and they will be distributed 2-4 times during the school year.
- The office of the Chief Financial Officer will send out the bullet list TFS Procedure summary and cover letter to all teachers and staff in November. Each school will then need to distribute it to the parents at their school via the PTA.

- By this time, all schools should have distributed the names of their TFS team members to all teachers, staff and parents. The list is on the district website. The *Did You Know...* informational pieces are also posted on the district website.

December 2020

- Pending items from previous months continue.
- December begins the period of ongoing education and communication.

January 2021

- Pending items from previous months continue.

February 2021

- Items from previous months continue. Make any necessary revisions to the electronic checklists (survey). Continue communication and education efforts.
- Send another *Did You Know...?* informational piece to all teachers, staff and parents.

March 2021

- Have new electronic checklist (survey) ready for distribution in early April. Items from previous months continue, as do educational efforts.

April 2021

- The electronic survey will go out to all administrators, teachers, staff, custodians and paraprofessionals around April 1st. The survey must be filled out electronically by mid April. We would like 100% compliance. This is a method for us to collect data on the buildings with regard to IAQ. All are strongly encouraged to participate. At the end of April, all data collected will be tabulated and the comments will be summarized for each school.

May 2021

- Early this month the data from the checklists and the summary of comments will be sent to each TFS team. All teams will meet again by the end of May and will use the survey summaries and comments to do a focused walkthrough should this be possible based on COVID-19 State Guidelines and Protocols at that time. If a walkthrough is not possible, we will meet via Zoom to review the survey results at each school. The summer work plan will be developed from this data by each team and thus the head custodian will be an integral part of the plan. All summer work plans should be sent to the Director of Facilities and Chief Financial Officer by mid June.
- TFS binders at each school will be checked by the TFS Coordinator to see if all materials from throughout the school year are filed appropriately. Any missing items will be obtained before the end of the school year.

June 2021

- Have the list of priorities and summer work schedule ready for each head custodian by the last day of school. This schedule will take into account the items received from each TFS team in May. Assess TFS program for the 2020-2021 school year. If indicated, meet with the Director of School Business Operations to go over the year-end summary.

Note: Throughout the year, teams will report any questions or concerns. If necessary, additional TFS meetings and possible walkthroughs (If allowed based on COVID-19 State Guidelines and Protocols) will be held to address such concerns on an as needed basis. Education and communication will be ongoing. The district website has information on Indoor Air Quality (IAQ) and the Tools for Schools (TFS) program. For more info, go to www.westportps.org Click on District and scroll down to Tools for Schools. There is a wealth of information on these 3 pages including wonderful resources.