**TFS Calendar 2021-2022**

**July 2021**

* Summary of 2020-2021 TFS year completed by TFS Coordinator.
* Administrative Assistant begins assembling 2021-2022 TFS binders for schools and TFS Administrative Team.

**August 2021**

* Administrative Assistant continues compiling documents for TFS binders and updating TFS Team Member List.
* Determined that the Covid-19 CT State Guidelines allow for a return to our Standard Cleaning Procedures and HVAC systems can also be returned to normal operating occupancy mode. Determined ongoing use of HVAC Filters are between Merv 8 to 13 depending on the system design and application.
* CT State Guidelines determines use of HVAC Filters/Ventilation prior to school opening.
* TFS Coordinator writes two “*Did You Know*” updates to be sent to teachers, staff and parents prior to school opening focusing on TFS program, teams at each school and How to Report an Illness Concern.
* Business Office to send cover letter and bullet list to WPS teachers and staff. Each school distributes to parents, via PTA, a reminder of the TFS procedures.
* Administrative Assistant sends 2021-2022 TFS binders to Keepers of the Log and TFS Administrative Team at each school.

**September 2021**

* Finalize TFS Team Member List for the 2021-2022 school year.
* Start writing “*Did You Know*”…TFS updates for Fall 2021 to be distributed to teachers, staff and parents 2-4 times during school year.
* Business Office to resend cover letter and bullet list to teachers and staff. Each school will send to parents, via PTA, as a second reminder of TFS procedures.
* Notify new TFS team members of training on October 5, 2021, 3-4:30PM, Town Hall Room 307 (or Google Meet, depending on COVID guidelines at the time).
* Schedule October TFS team meetings at all schools.

**October 2021**

* New TFS team member training, October 5, 3-4:30PM, Town Hall Room 307 (or Google Meet, depending on COVID guidelines at the time).
* Chief Financial Officer begins working on capital budget. Any IAQ items that require this type of funding need to be made known at this time.
* TFS meetings begin the week of October 11 at all schools. All new and pending items will be reviewed. Typed team meeting minutes and walkthrough spreadsheets will be distributed. IAQ work orders will be determined and stored in TFS binder. Work orders are prioritized by Director of Facilities. IAQ related work orders to be submitted on electronic work order system (*School Dude*). All TFS team meetings will be completed by end of October and paper work completed within 2 weeks of meeting.

**November 2021**

* All documentation from October meetings to be received by TFS Coordinator by early November.
* TFS District Coordinator will continue writing the *Did You Know…* educational materials to be distributed 2-4 times during school year.
* By this time, all schools should have distributed TFS team member list to teachers, staff and parents. Membership List and *Did You Know*… informational pieces also posted on district website.

**December 2021**

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

**January 2022**

* Pending items from previous months continue.

**February 2022**

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

**March 2022**

* Prepare electronic checklist (survey) for distribution in early April. Items from previous months continue, as do educational efforts.

**April 2022**

* Electronic survey emailed to all administrators, teachers, staff, custodians and paraprofessionals around April 1st. Survey must be completed electronically by mid-April. The goal is 100% compliance. Purpose of survey is to collect data on school buildings with regard to IAQ. All are strongly encouraged to participate. All data collected is tabulated and comments summarized for each school in late April.

**May 2022**

* Early May, data from checklists and summary of comments sent to each TFS team. All teams meet at end of May using survey summaries and comments for focused walkthrough, if possible due to COVID-19 State Guidelines and protocols. If walkthrough is not possible, review of survey results at each school will be scheduled through Google Meet. Summer work plan to be developed from this data by each team. Head Custodian will be integral part of the plan. All summer work plans are sent to Director of Facilities and Chief Financial Officer by mid-June.
* TFS binders at each school are checked by TFS Coordinator assuring materials from throughout the school year are filed appropriately. Any missing items will be obtained before the end of school year.

**June 2022**

* Have list of priorities and summer work schedule ready for each head custodian by last day of school which includes items received from each TFS team in May. Assess TFS program for 2021-2022 school year. If indicated, meet with Chief Financial Officer to review year-end summary.

**Note: Throughout the year, teams will report any questions or concerns. If necessary, additional TFS meetings and possible walkthroughs (based on COVID-19 State Guidelines and Protocols) will be held to address concerns on 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**](http://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.**