CHS Locker Cleanout Plan

Dates:
Friday May 22 - Seniors & graduating Juniors 9 am - 3:30 pm - See instructions on pages 1 & 2
Wednesday, May 27 - Juniors 9 am - 3:30 pm - See instructions on page 2
Friday, May 29 - Sophomores 9 am - 3:30 pm
Monday, June 1 - Freshman 9 am - 3:30pm

If students are unable to make or miss their scheduled time they can attend any of the remaining dates (May 29th or June 1st, from 9am-3:30pm).

In addition, we will have a book collection cart/station outside the main office for students to drop off their books. This will occur every Monday, Wednesday and Friday. It will start June 5 from 8am until 1pm until the end of the school year.

We will use the breakdown of students' last name in alphabetical order, the same order that we use for the counselors. We will only allow 30 students in the building at a time. In addition, each group will have an assigned time in the morning and afternoon.

Order By Students Last Names:

<table>
<thead>
<tr>
<th>Morning</th>
<th>Afternoon</th>
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<tbody>
<tr>
<td>A-De</td>
<td>A-De</td>
</tr>
<tr>
<td>9:00- 9:30</td>
<td>1:00 - 1:30</td>
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<tr>
<td>Di-Jl</td>
<td>Di-Jl</td>
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<tr>
<td>9:30 -10:00</td>
<td>1:30 - 2:00</td>
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<tr>
<td>Jo-Mo</td>
<td>Jo-Mo</td>
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<tr>
<td>10:00 - 10:30</td>
<td>2:00 - 2:30</td>
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<tr>
<td>Mu-Sa</td>
<td>Mu-Sa</td>
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<tr>
<td>10:30 - 11:00</td>
<td>2:30 - 3:00</td>
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<tr>
<td>Sc-Z</td>
<td>Sc-Z</td>
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<tr>
<td>11:30 - 12:00</td>
<td>3:00-3:30</td>
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*Lunch break

Safety Protocols

- **Bags** will be provided for packing up student personal items
- **Gloves** are required.
- We will ask students to **wipe down** any surfaces they touch
- **Wipes, hand sanitizer** and **gloves** will be provided
- Students are required to **wear a mask** - we cannot provide masks to students
- Please be prompt, we expect students to be 30 min or less in the building
- **Social distancing** will be strictly enforced - individuals will be asked to leave if non-compliant
- Students will be scheduled by grade level and last name

For Seniors and Graduating Juniors
Students will enter the cafeteria at the breezeway. Social distancing will be enforced. There will be a table with senior check out sheets to guide the students as to what they have to do.

Students will go clean out their lockers and put their textbooks and library books on carts in the hallways. There will be trash barrels also for cleaning out lockers and disinfectant wipes. The locker rooms will be staffed if students need to clear out their PE lockers and turn in their locks.

The Art rooms and the metal shop will be staffed so that students can pick up their projects and clean out their metals lockers.

The athletics’ office and the bookkeeper’s office will be staffed so students can pay outstanding fees and return uniforms. The main office will be staffed so the seniors who have chromebooks can return their chromebooks.

After the students do these items they will go to the math hallway. We will hand out the students “Letters to myself” from 8th grade out of room 180. There will be a table outside and the person inside will be able to maintain a 6 foot distance.

The students that have graduation regalia such as cords and medals will receive a packet of those items from Room 182 in the math wing. This room will also have remaining caps and gowns from Jostens.

Just before you leave the building we have graduation yard/window signs for all of our graduates.

The students will exit out the door next to room 182, through the southwest exit.

**For grades 9 - 11**

Students will enter the cafeteria at the Breezeway. Social distancing will be enforced.

We will have a box to collect packet work just inside the cafeteria.

Students will go clean out their lockers and put their textbooks and library books on carts in the hallways. There will be trash barrels also for cleaning out lockers.

The locker rooms will be staffed if students need to clear out their PE lockers and turn in their locks.

The Art rooms and the metal shop will be staffed so that students can pick up their projects and clean out their metals lockers.
The athletics’ office and the bookkeeper’s office will be staffed so students can pay outstanding fees and return uniforms.

Students will exit out the southwest cafeteria doors.