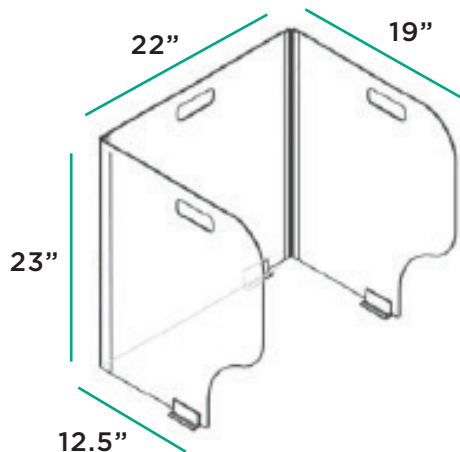
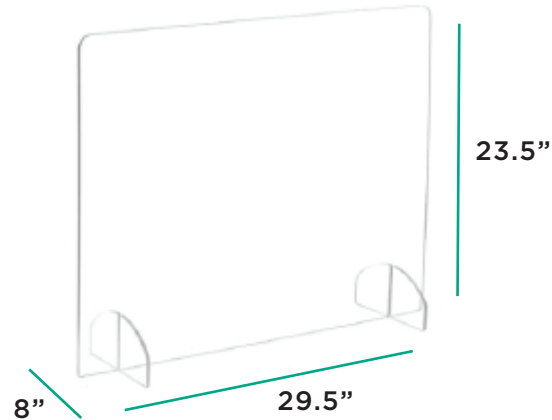


# PLEXIGLASS GUIDANCE



- HCPS has purchased plexiglass shields for classrooms, cafeterias, and front offices.
- Schools have the flexibility to use their plexiglass supply as best fits their COVID-19 planning. Depending on the shield, the function and use can be adapted for the space.
- Considerations:
  - To maximize the supply, schools can consider setting up shields in every-other spot at cafeteria tables or classroom desk groupings.
  - Physical distancing should be included wherever and whenever possible in all physical configurations.
  - For flat shields, ensure stability cross pieces are securely in place and the shield is placed directly on the desk or table (not stacked on books or other configurations).
  - For tri-fold shields, ensure shield is firmly placed in the adhesive brackets.
  - When handling the tri-fold unit, special attention is required at the seam. Frequent folding and handling compromises the tape at the joint.
  - If shield is damaged in anyway, discontinue use, as plexiglass can be sharp when damaged.
  - HCPS also offers face shields as additional barriers for use by employees requiring movement throughout a building.

## CLEANING

- Custodial crews will clean all stationary barriers each evening. Custodians will utilize the sanitizing sprayer being used on desks and other surfaces for daily disinfection.
- To remove surface materials (food, milk, etc.) there are very specific instructions from the manufacturer for cleaning: Only use water and/or a mild detergent (but not dry contact).
- If bodily fluids are on the plexiglass, it should be discontinued from use or cleaned immediately.