



Flagler County Public Schools

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To: Katrina Townsend
From: Dottie Colletta, Director of Custodial Services
Date: February 22, 2010
RE: Sanitizing of Desks 2/22/10-2/26/10

This week is parent conference week at the elementary schools. Because of this, the custodial crews are having difficulty getting into the rooms to sanitize the desks during their regular shifts.

Our solution to this is to have myself, my assistants, all the warehouse staff, and all the secretaries for our department report to the elementary schools starting at 5:00 a.m. every day this week to sanitize the desks. Staff schedules have been adjusted to accommodate this new plan.

We are working diligently to keep the students healthy, and we feel this will help.