

Guidelines For Preparing Pick Up And Drop Off Of School Materials

April 15, 2020

PLEASE NOTE:

The first priority after April 15th is the distribution of instructional materials. Ideally, this will be done by electronic means. If this is not possible, then pick up of the materials as described in the procedures below should be planned.

Personal delivery of instructional materials must only occur in extenuating circumstances where it would be impossible for the family to pick up. In these cases, precautions must be followed and these are listed below.

Delivery of student belongings from lockers can be provided by Standard Bus and arranged through the Student Transportation Office. These procedures are being developed and will be provided to you in the next two days.

Guidelines for preparing, pick up and drop off of school materials, locker contents, and E1 resource materials

Please use the following procedures to ensure your safety and the safety of students and their families.

Materials needed

- We ask that school administrators work with their senior custodian to coordinate the provision of any necessary materials including disinfecting products, gloves, and bags for material transfer.

Preparing curriculum materials for students

- PPE required: gloves for handling student belongings or curriculum materials.
- Materials are to be placed in clear, sterile plastic bags and sealed for distribution.
- Avoid touching your eyes, nose and mouth.
- If you have a face mask, please feel free to use it. We cannot provide masks.
- Wash hands frequently with soap and water for at least 20 seconds.
- Curriculum prep work area must be wiped down frequently.
- Avoid close contact with other people including co-workers: keep a distance of 2 meters or 6 feet apart.

Distribution of materials to students/parents

- Pick up of materials must be outside of the school
- Do not schedule more than 10 people within an hour for pick up.
- Schedule established pick up times for students/parents, to prevent crowding on school property.
- Ensure social distancing spacing of 2 meters or 6 feet apart is maintained by providing signs, ropes, or markers
- Place items for pickup on a table in new, clear single use bags, such as those used for recyclables, and identify the package for pickup with the student's name. The

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clear bags will also allow confirmation of contents, and ensure that items are delivered correctly to the right student.

- Clean and sanitize high touch surfaces (e.g., pick up table top) frequently.
- Staff responsible for overseeing the pickup of student items must ensure recipients remain 2 meters or 6 feet apart.
- Communicate to all parents and/or students that if they are ill to schedule a pick up at a later date or have a close relative or trusted friend who is not ill or in self-isolation to come and pick up items in their place.
- Items that cannot be effectively cleaned such as paper back books, are not recommended for distribution to students/parents. An alternative is recommended such as an e-book.

Receiving and handling of materials, E1 resource materials and homework from students/parents

- Receiving of materials must be outside of the school
- Do not schedule more than 10 people within an hour for drop off.
- Establish a designated drop off location, ensure this is communicated to students/parents.
- Ensure that the reception tables are frequently wiped down.
- Required PPE: gloves must be worn at all times when handling received items.
- Spray down items with a 20 ml bleach/1L mix ratio and leave to sit for a few minutes before continuing to handle. The dilution will be performed by the custodial unit and the spray bottle will be provided to staff.
- Books and other school curriculum that must be returned can be sprayed down, let dry and returned to shelving.
- Regarding return of homework, teachers must determine if it is necessary for the homework to be physically submitted or if it can be sent electronically. Please ask yourselves this question for each area/situation where you may need to handle returned material and see if there is another solution to preventing this type of interaction.
- Staff that must handle returned physical items for marking must ensure that proper precautions are taken at all times during handling and then the items safely contained in a sealed plastic bag.

Procedures for personal delivery of instructional materials:

- Contact the family ahead of time to ensure they are home. Let parents know the items will be placed at the front doorstep, and remind them of physical distancing (remain 2 meters apart) from person dropping off materials
- Materials must be prepared as directed above
- When dropping off materials staff must not enter the home
- Knock at the door, step back 2 meters
- Avoid contact with frequently touched surfaces like doorknobs, handrails, doorbells, mailboxes, or gate latches if possible
- If a person comes out of the home to talk with you do engage in respectful communication, however, step back and explain that you must keep your distance for their safety and protection
- Leave the items on the step for the resident to bring in themselves
- Return to the vehicle and sanitize your hands before touching the vehicle surfaces.