



GUIDELINES FOR PICKING UP AND RETURNING SCHOOL WORK DURING CORONAVIRUS (COVID-19) PANDEMIC

During the Coronavirus (COVID-19) pandemic it may be necessary to send school items home for students and/or have them returned back to their designated school. This must be done with caution and care. It is advised that schools, staff and families follow these guidelines to assist in stopping the spread of illness.

A car-line pickup and drop off is the recommended method for pickup and delivery of items, but if it is deemed necessary to allow individuals to enter the building the following recommendations are advisable:

Entry in to the building:

- Allow limited entry to the building on an appointment-only basis;
- Limit the number of people to one adult per family if entry is necessary;
- Wear disposable gloves when handling items if possible;
- Do not make physical contact with anyone outside of your immediate household;
- Maintain the recommended 6 feet of space between you and the other people in the building;
- Ask families to stay home if ANY member is sick. Schools can work with them on a safe way to get items when health has improved;
- Limit staff and other individuals' time in the building if they must enter.
- Screen anyone that is planning on entering the building including taking temperatures to ensure that no one with a fever is given access (see below for screening protocol):

For individuals entering the building:

- a. If you have staff members or teachers age 65 or older, or with underlying medical conditions, encourage them to talk to their medical provider to assess their risk and to determine if they should stay home.
- b. Persons who have a fever or other signs of illness (cough, shortness of breath) should not be admitted to the facility.

The following is a protocol to safely check an individual's temperature:

- Perform hand hygiene
- Put on a face mask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), gown/coveralls, and a single pair of disposable gloves
- Check individual's temperature
- **If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual and that the thermometer has been thoroughly cleaned in between each check.** If disposable or non-contact thermometers are used and the screener did



not have physical contact with an individual, gloves do not need to be changed before the next check. If non-contact thermometers are used, they should be cleaned routinely as recommended by CDC for infection control.

- Remove and discard PPE

Steps to follow if you discover that a staff person or parent/guardian who was in the building has been diagnosed with COVID-19:

- **Close off areas** used/visited by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.

Guidance on Returning Items to Students:

It is advisable to have the teacher or school staff place the students' personal items, left behind at school, into a labeled bag or some type of container. Conduct an outside pickup line by appointment to limit the number of families showing up at one time. It is best to limit touching the items and to wear disposable gloves when available.

The current CDC guidance on books/paper states children's books, like other paper-based materials such as mail or envelopes, are not considered as a high risk for transmission and do not need additional cleaning or disinfection procedures. If staff are concerned they can wipe or spray materials with a disinfectant or set the materials aside for 24-48 hours before reviewing.

Distance Learning Packet Preparation:

To prepare items to be sent home for the student to complete it is advised to limit the number of people who touch the materials and to wash hands prior to preparing and following the assembly of the packets. Disposable gloves may be worn, if available, during the preparation of distance learning packets. Placing the packets in a labeled bag or container will help to reduce the number of hands that touch the materials inside. Gloves, if available, should be worn while distributing the packets.

Return of School-Owned Items:

If schools ask students who have school-owned items such as library books, uniforms, etc. to return them during this time, it is advisable to schedule dates and times. It is recommended to have a drop off area or container for those collected items. It is best to limit touching the items,



wash hands often, use hand sanitizer, and to wear disposable gloves when available. If staff are concerned they can wipe or spray material with a disinfectant or set the material aside for 24-48 hours before reviewing or sorting.

For electronics, such as cell phones, tablets, touch screens, remote controls, and keyboards, the CDC recommends that you remove visible contamination if present.

- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Picking up of medication from school:

It will be important to follow the previous recommendations while picking up any medications that were left at school. This includes all prescription or over-the-counter medications and items such as nebulizers, glucose monitors, glucose test strips, or other durable medical equipment left in the building.

- Have a scheduled date/time pick-up with scheduled appointments;
- Have an outside pickup drive thru and;
- Require that **ONLY** one adult, such as the parent or guardian, pick-up any medications;
- Request that the parent or guardian show photo identification or another form of identification, for pickup of the medications and/or supplies.
- Notify the Principal if there is a problem with the dedicated date and time to pick these items up so an alternative time may be arranged.