

DoDEA Equipment and Material Return/Pickup SY 19-20

Material Return

1. Each principal will schedule students/parents and staff for returning materials and equipment back to the school.
 - a. For social distancing, schedule smaller groups to return over the course of at least a week. (For example: Last name beginning with A-C will return materials May 25 from 8am-11am and teachers return materials on May 28).
 - b. Coordinate this event with the installation commander to ensure potential traffic and access issues are coordinated ahead of time.
 - c. Complete a schedule and notify parents through AtHoc call and email.
2. Students will return textbooks, computers and other miscellaneous equipment through a drive thru drop off in the front of the school. Prior to return, parents are responsible for cleaning all equipment and materials/uniforms (see attached customer advisory on cleaning products).
 - a. Three stations will be set up, so three cars at a time can drop off.
 - b. Each station will have two carts, one for computers and one for textbooks and durable property.
 - c. All returned materials (textbooks, laptops, cellphones, cameras, keys, uniforms, etc.) need to be safely collected and placed in a 14-day quarantine period at a location to be determined by the principal.
 - d. Laptops: Separate Chrome Books from Dell and HP laptops. Upon completion of 14-day quarantine period, all materials can be safely handled and computers can be reimaged/reconfigured.
 - e. Each station will have post it notes, tape, highlighters and ink pens.
 - f. Each station will have a printed spreadsheet list of property loaned (the students name, computer asset id and serial number).
 - g. All employees will wear nitrile gloves, cloth masks and maintain social distancing. All participants to include students and parents will wear a cloth mask at all times to include while seated in their vehicle during the return process.
3. As students/parents return computers:
 - a. Compare the asset id and serial number on the laptop to the list provided.
 - b. Highlight the student's name to indicate the computer was returned.
 - c. Write the student's name and grade on a post it note and attach to the laptop (use tape if necessary).
4. As students/parents return textbooks, library books, calculators, music keyboards, sports uniforms, etc:
 - a. On a post it note, write the student's name, grade and the teacher's name.
 - b. Attach the note to the item, using tape if necessary.
5. As carts fill up:
 - a. Staff member wearing nitrile gloves and mask will roll carts inside the school to the assigned quarantine area and safely unload items in appropriately marked areas.

- b. All laptops and other property will remain in quarantine for a 14-day period. During this time property will be locked down in isolation. Upon release, all property can be safely handled without the need for personal protective equipment.
 - c. Return empty cart to the station.
6. At the end of day return the computer list to the SSA/AO. The SSA/AO will update the list each day in preparation for the next return date.

Pick-up of Medications (OPTIONAL)

1. School Nurses preparing medications to be returned to families should practice infection control (symptom-free and not recently exposed to a person with Covid-19, social distancing, wash hands, gloves and surgical masks, etc.).
2. Prepare materials at least 72 hours in advance for plastic materials or 24 hours in advance for paper materials; if a combination of materials, prepare at least 72 hours in advance. Do not use envelopes that require moisture to secure.
3. Paper bags or plastic bags may be used to contain medications for each child (see #2). Label each bag with the student's name, the medications, and the number of tablets or items. Stick on labels can be used for this purpose. An additional sheet (receipt) with the same information, in addition to the date and name and signature of parent picking up the medication, should be attached to the medication bag for the parent to sign and drop off in a bag near the pick-up point.
4. Pre-arrange pick-up schedule with parents in coordination with principal so that one of the three drop-off lanes can be allocated as a drop-off/pick-up lane for parents dropping off materials to the school as well as for picking up medications.
5. Set up a table near the drop-off cart. Attach a paper bag taped to the front side within easy reach for parents to drop off signed receipts without getting out of their vehicles.
6. Request parents to place student's name on vehicle windshield as they drive up to the drop-off/pick-up point so that the bag containing the student's medication and receipt can be placed on the table for easy reach while keeping social distancing. Parents should wear a cloth or surgical mask during this process (even when seated in a vehicle).
7. When all of the medications have been picked up for the day, secure the bag containing the receipts in the Nurse's Office for documentation in the SIS at least 24 hours or more.