

April 10, 2020

Best Practices for the Pick-up of Materials and other Belongings in the School Setting

According to the Centers for Disease Control and Prevention (CDC), there is still a lot that is unknown about the newly emerged COVID-19 and how it spreads. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. The virus is thought to spread mainly from person-to-person between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes.

Steps prior to the pick-up of materials and other belongings (which may include student belongings, medications, paperwork, or other school equipment).

1. Consider if materials and other belongs are essential. Non-essential items should be picked up at a later time.
2. Arrange for the pick-up of essential student materials and other belongings so that people can maintain a distance of 6 feet at all times. Set up pick-up appointment times to avoid too many people coming to the site at once. Consider marking 6 feet distances on the ground, arranging for drive-through pick-ups, and other strategies to avoid groups of people gathering. Consider tactics to ensure proper identification verification for pick-up.
3. Perform hand hygiene. Wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Perform hand hygiene in between each interaction.
4. Follow CDC guidance for cleaning and disinfecting item surfaces, materials, containers, and other belongings prior to scheduled pick-up time: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>.
5. Allow for the exchange of essential materials and belongings while avoiding person to person contact. If maintaining 6 feet separation between the staff member and the identified pick-up person is not feasible, consider encouraging the staff member to wear a simple mask and gloves during the exchange. Consider tactics to ensure proper identification verification for pick-up, especially with controlled substances.
6. Document the time of exchange, staff member involved, verification of pick-up person's identification, and details of the materials and belongings that were exchanged.