

Return of Students' Personal Belongings Process
Elementary School
Phase I

To be completed no later than May 1, 2020

The following information details the process you will follow to pack up students' personal belongings and learning supplies and distribute them back to your students and their families. **This process is focused on packing and distributing students' personal belongings and learning supplies only.** The process for staff to collect their personal belongings and closing out the school year will occur in Phases II and III and will follow after this process has been completed.

Social Distancing Guidelines to be followed during this process

1. All staff will enter through the front of the building, sign-in at the main office, sanitize their hands and pick up gloves that are to be worn at all times. Masks are optional during the **packing process, but must be worn during the distribution process.** If staff do not have their own masks, **we will provide them during the distribution process. Gloves are to be worn at all times.**
2. Maintain social distance of 6 feet apart at all times.
3. There is a maximum of two people in a classroom at any given time. Staff is there to pack student belongings and learning supplies and should limit their movement to the areas in which they have been assigned.
4. Staff must follow the established guidelines for bathroom usage and cleaning. Please limit bathroom usage to staff bathrooms only. Do not use student bathrooms.

Building Administrator To-Do List - Please communicate with your custodial staff on your plan.

You will create your building plan and schedule and will submit your plan (details found at the end of this sheet) to me via email, with a cc to Dawn Strong who is responsible for collecting and reviewing all building plans – strong_d@4j.lane.edu

1. Determine dates and times of personal belonging and learning supplies pickup. This should occur over a two – three day period, separated by grade levels. Families who have multiple students at your school are able to pick up all belongings/supplies on the same day.
2. Determine a time schedule for packing of student belongings and supplies and whom you are assigning to each room. The packing may be done by EA's who can be assigned multiple rooms in one day, or it can be done by the classroom teacher. If you have classroom teachers who want to help each other, one additional person can be assigned to provide support while maintaining social distancing at all times. Your schedule will be staggered and will limit the number of staff in your building at any given time.
3. Notify staff of their assigned work date and work time.
4. Determine your staging area for bagged items, and how the items will be staged, e.g., in the gym, by teacher or by grade. All bagged items should be staged in one area.

5. Label staging area and determine how bagged items will be transported to the staging area upon completion. Custodians, and/or staff who packed the bags can do this.
6. Have students' name labels ready and in each classroom prior to staff arriving to pack. Labels will be placed on each bag as it is packed. Included on the label will be LAST NAME, FIRST NAME, TEACHER AND/OR GRADE.
7. Have blank labels and a sharpie available to make additional labels as needed. If more than one bag is needed for a student label "1 of 2" , "2 of 2", etc.
8. If someone other than the classroom teacher is packing the student bags:
 - a. Have a class list and seating chart available for the person who will be packing the bags.
 - b. Have a list of what materials should be included in the bag. This may include notebooks, textbooks/consumables and any other learning materials needed.
 - c. If there are community supplies that are shared by the whole class, distribute among students after all personal items are packed. This may include, pencils, pens, crayons, rulers, glue/glue sticks, scissors, etc.
9. Have an instruction sheet in each classroom that explains the packing and labeling process. (Sample is at the end of this document).
10. **Notify parents of Distribution Dates.**

Packing Days

1. Staff arrive at designated times, sign-in, sanitize hands, report to assigned room.
2. Gloves are to be worn at all times during the packing process.
3. Student items are packed and clearly marked.
4. Determine who will take packed items to the staging area.
5. Items taken to the staging area should be lined up alphabetically based on identified groupings.
6. Staff will sign-out and exit through the front door only.

Distribution Days - Distribution will be curbside service

1. Determine staff that will be involved in distribution.
2. Determine where items will be staged for pickup.
3. Determine the traffic pattern for vehicles as they enter and exit your site. Make sure this is clearly marked.
4. No one is to enter the building except staff that is assigned to work on those days.
5. Radios can be used for coordination efforts. Make sure they are charged and ready for use.
6. Design your process to allow for quick and efficient pickups that limit interactions between staff and families. This can be drive-up only, or it can be designed similar to lunch pickup. **All staff that are interacting with families on distribution days and are handling the bags in the public setting MUST wear both gloves and a mask at all times.**

Submit your plan to your Level Director and to Dawn Strong prior to your scheduled packing days.

Your plan needs to include the following:

1. A schedule that details the employees who will be packing and their dates and times for packing
2. Your distribution dates and times and the employees who will be working during that time.
3. Your process for distribution. Please include where your staging area(s) will be, and the process that will be used to distribute materials to families.

Sample message for staff who are packing:

Thank you for your assistance in the gathering and distribution of students' personal belongings. As you can imagine, this is an enormous undertaking and requires the coordinated efforts of many. Below is an outline of the packing and distribution process. It will be important to minimize your interactions with others and follow all social distancing guidelines established by the district. **Masks are required on distribution days for all staff who will be interfacing with families. If you do not have your own mask, one will be provided for you.**

Packing Preparations: Gloves are to be worn at all times

1. Gather student items from desks, cubbies, baskets, as directed by the teacher or the building administrator, and place them in the plastic bags provided.
2. Referencing class list or seating chart provided, label bags
 - a. Bags should be labeled LAST NAME, FIRST NAME, TEACHER AND/OR GRADE.
 - b. If more than one bag is needed for a student, label "1 of 2" , "2 of 2", etc.
3. Upon completion, place bags as directed by the teacher or building administrator for eventual transport to the staging area.

Additional Information

- Plastic bags to be used for packing are the 33 x 40 can liner bags that are already in schools. Trevor will verify with school custodians and order additional bags if needed.
- Nutrition Services has ice cream sandwiches that are available in boxes of six to hand out to families at pickup should you want them (you would give them the whole box, not an individual ice cream sandwich). There are plenty for all families and Holly does not want them going to waste. If you want them please send an email to nutrition@4j and let them know how many boxes you want.
- Nutrition Services is also willing to deliver lunches to your site on your distribution days should you want to provide lunches (if you are not already a designated lunch site). If you would like to have lunches available for pickup on those dates you will need to let them know three days in advance and include the number of lunches you would like to have delivered.