

July 1, 2020 • Information for schools

Guidance to Retrieve Items from Schools

After the Governor announced school closures for the rest of the school year, you may wonder how students and staff can retrieve belongings from buildings. To keep your students and staff healthy and safe, we recommend the following:

- Wait until the Stay Home, Stay Healthy order ends and Phase 2 begins before you retrieve non-essential items.
- Limit the number of people who come into the building at one time. Schedule specific days and times for people to retrieve essential items:
 - Correspond the days of the week with visitor's last names: Monday A-F, Tuesday G-K, etc.
 - Or invite staff to come on Monday, Freshmen on Tuesdays, Sophomores on Wednesdays, etc.
- Keep a sign-in sheet to monitor when someone visits the building.
 - Ask students, staff and parents to use their own pens.
- Ensure people who come to the school:
 - Avoid children and staff in childcare or meal site areas.
 - Are at least 6 feet apart outside and inside the building. Unless a parent is accompanying their child, then the parent and child can wait together.
- Post signs reminding students, staff and parents to not enter the building if they have any [COVID-19 symptoms](#).
- Have students, staff and parents to sanitize their hands before they enter the building and when they leave.
- Remind people to touch only what they need and to visit only the areas they need to pick up their belongings.
- Wear a cloth face covering.
- Keep doors open to minimize people from touching surfaces.
- Move medications you need to return to families from the health room to a location near the entrance.
 - Have a nurse or other staff member present and ask for ID for distribution.
- Ensure custodial staff follow established cleaning procedures following public access.

For more information on COVID-19, visit www.tpchd.org/coronavirus.