**MCC Laptop Collection/Return Protocols**

1. Identify students and date/time to collect & return laptops
   1. Prepare callouts
   2. Send Kiosk to students, inform them of the two way callout
2. Prepare and sterilize workspace
   1. (gloves, masks, DOC approved disinfectant, cotton or micro fiber cloths, syncbox, etc.)
3. Equip PPE
   1. (gloves, masks)
4. Meet students prior to entering Education Programming area
   1. w/ CO present per facility request
5. Collect laptops only (no bags or chargers) outside of programming area
   1. Inventory laptops at hand-off
   2. Place laptops in a sealable container (banker’s box w/ lid)
6. Dismiss students on same movement time
   1. Student can also go to yard/rec if available
7. Transport laptops to sterilized workspace
8. Individually remove each laptop and clean thoroughly with disinfectant applied to cotton or microfiber cloths beginning with the outside of laptop and allow to air-dry
   1. Disinfect laptop transport container
   2. Once all laptops have been disinfected, replace gloves to prevent recontamination.
9. Proceed with laptop sync process.
   1. Place laptop in transport container following completion of sync process
   2. Secure all laptops until the scheduled callout to redistribute to students
10. Equip PPE
11. Meet students prior to entering Education Programming area.
12. Return laptops to students
    1. Inventory laptops at hand-off
    2. Dismiss students
13. Disinfect laptop transport container