New Hampshire
Department of Education

Best Practices for Returning School Materials During the COVID-19 Pandemic

May 4, 2020

As we near the end of the school year, you may need to have students or parents return items to school such as computers, text books, and other materials. Below are some best practices to consider.

1. Set times for small groups of students to return items (e.g., alphabetically by last name). The size of the groups will depend on the size of the receiving area and the number of staff you have available to accept the items being returned.
2. Consider accepting the items outside to provide better air flow and to allow students to remain 6 feet apart.
3. Ask all students/parents returning items to wear a cloth face covering.
4. Ensure that the person returning the items meet the following criteria or set an alternative time for return:
   a. Has not returned from international or domestic travel by air, bus or cruise in the last 14 days.
   b. Is not exhibiting any symptoms of illness, including chills/fever, cough, shortness of breath, tiredness, muscle pain, headache, sore throat or new loss of the sense of smell or taste.
   c. Has not been in contact with someone that is sick or has exhibited any of the above symptoms in the last 14 days.
   d. Has not been in contact with someone that has either tested positive for COVID-19 in the past 14 days or is waiting for test results.
5. Devise a no-contact return process where student can drop materials off directly on to a wheeled cart or into a bin. Carts/bins should be placed in quarantine for 3 or more days or staff can clean the materials.
6. Have school staff available to check off the items being returned. Staff may need student/parent to read off serial numbers or tag numbers to ensure proper device is being returned. If so, be sure staff stand at least 6 feet away when possible.
   a. If not possible to maintain 6 feet distance, school staff accepting items should wear appropriate personal protective equipment such as face mask or cloth face covering, gloves and safety glasses or face shield.
7. Drop off lines should be marked off such that social distancing can be obtained while waiting in line to return the items.
8. Follow CDC guidelines on cleaning and disinfecting materials - https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Resources:

CDC: Cleaning & Disinfecting Schools - https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html

Apple: How to Clean your Apple Products - https://support.apple.com/en-us/HT204172

Microsoft: Clean and Care for your Surface - https://support.microsoft.com/en-us/help/4023504/surface-clean-and-care-for-your-surface

NHSLMA: End of 2019-2020 School Year Guidance for School Libraries - http://nhslma.org/COVID19-Information