



## **Keeping your School Safe During a Pandemic**

During times of uncertainty and unprecedented social situations, schools face challenges in continuing necessary operations. Below are tips to help aid in safe decision making.

- Accepting Deliveries (i.e., supplies, mail, etc.)
  - If required to sign for a delivery, request the delivery driver place the electronic device on an easily cleanable surface; utilize social distancing (six-feet) before grasping the device to sign. Place the signature device back on the same surface which conforms to social distancing and limits the surfaces that will require cleaning and disinfecting.
  - Preliminary studies indicate COVID-19 can live on cardboard for up to 24-hours and on plastic and stainless steel for up to three days; all incoming mail should be placed on non-porous surfaces that are easily cleaned.
    - Exterior surfaces can be sprayed and/or wiped with a disinfectant prior to opening, the content of mail/packages should be placed on a separate surface for distribution.
    - Immediately discard cardboard/packages/envelopes into the trash; staff should wash hands with soap and water to minimize transmission of contagions.
- Contract/Temporary Employees
  - If using an agency to provide contract/temporary employees; discuss strategies (i.e., non-punitive leave policies) to minimize ill or sick temporary employees reporting to your school buildings.