

## Best Practices for Distributing Technology

As schools have moved from traditional buildings to remote learning, in compliance with CDC social distancing guidelines, they are working to get electronic devices and other materials to the homes of students. This document gives information on how school networks are distributing devices and other materials.

In this guide, you will find:

- **Checklist** of Key Components for Both Parent Pick Up Locations and Delivery Distribution
- **Descriptions and Reminders** for Parent Pick Up Locations
- **Descriptions and Reminders** for Delivery Distribution

**Audience:** Distribution Coordinator(s)

### Key Components

These key components are true whether using family pick up locations or delivery distribution, both of which can pair with meal service locations and times to minimize travel requirements for families.

#### The Who

- Define staffing responsibilities and a method for communicating any “day of” changes (call, text, email, Google Chat, MS Teams, etc.).
- For families, published CDC aligned guidance to minimize number of people involved/exposed and protocols for interaction.

#### The When

- Define “Hours of Operation” These hours should provide adequate time before and after for late arrivals, buffers to operation, and disinfecting. [This is the CDC's disinfecting guide.](#)
- Define a sign up mechanism to ensure availability and to help maintain social distancing (phone, text, email, Google forms, Doodle meeting)
  - Instead of asking for any sign ups, you can publish as a schedule, for example, “Tuesday, from 8 - 10AM, 5th Grade Students whose last name begins A through M can pick up materials”
  - If devices are limited, publishing an explicit schedule for pick-up/delivery is best
- Scheduling should be flexible to ensure all families have access to times that work with their schedules.

#### The How

- User Agreements (Acceptable Use Policies) may be temporarily adjusted but are still relevant

- ❑ Define a method of keeping track of who got which device. For example, book checkouts protocols can be adapted; a photo could be taken of device identifier and student number together.
  - ❑ Physical signatures are recommended against to support physical distancing CDC guides.

## Family Pick-Up Locations

Set up a central distribution location or locations that families are familiar with and provide for enough space to follow published CDC guidelines. [This is the CDC's complete guidelines for reference](#), some of the most relevant are:

- ❑ **Develop** an emergency communication plan for distributing timely and accurate information.
- ❑ **Identify** actions to take if you need to temporarily postpone or cancel the events.
- ❑ **Promote** the practice of everyday preventive actions.
  - ❑ Frequently wash hands with soap and water for at least 20 seconds. If soap and water are not readily available use hand sanitizer with at least 60% alcohol.
  - ❑ Cover coughs and sneezes with a tissue or use the inside of your elbow.
  - ❑ Clean frequently touched objects and surfaces.
  - ❑ Stay home if sick. (This is true for both staff and families.)
- ❑ **Provide** COVID-19 prevention supplies (e.g., soap, hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, and a couple of disposable facemasks, just in case someone becomes sick during the event).
- ❑ **Plan** for staff absences

## Delivery Distribution

Another option for distribution is having school personnel deliver devices to families. This is a good option for families who lack transportation, have no child care, or if the weather would prohibit safe distribution at a location according to the CDC's social distancing guidelines.

## Final Word

There are two methods of distributing technology: asking families to come to the materials or delivering materials to families. Both are valid and valuable to your community. No matter the method, there are key structures that should be created so that the whole of the community can be served and kept safe and healthy.



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