



Home Delivery - Operational Safety Plan

Publication Date: April 21, 2020

PURPOSE: To ensure that staff who choose to deliver supplies to families are taking the proper measures to mitigate their risk of exposure to COVID-19 and the risk to families receiving supplies.

SCOPE: This procedure applies to any PPS staff conducting a home delivery. Staff must check in with their supervisor prior to conducting a home delivery.

INSTRUCTIONS:

1. Staff will wear a face covering and gloves when packaging and delivering supplies to families.
2. Staff will contact the family prior to delivery to ensure they are willing to accept the delivery at home.
3. When making a delivery, staff will explain to families that supplies must be placed on the ground, a bench, or similar object for families to retrieve. This is in order to maintain physical distance. Staff will continue to wear face coverings and gloves.
4. Staff will follow the Professional Conduct Between Adults and Students policy at all times.
5. Staff will not drive with any passengers.
6. Teachers will record the day, student, and materials delivered in their regular student contact log.

QUESTIONS AND CONCERNS

Please direct any questions or concerns regarding the District's social-distancing protocols to Joe Crelier, Director of Risk Management, at staysafe@pps.net.