



# McKinney-Vento Operational Safety Plan

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**PURPOSE:** To ensure that staff retrieving and delivering essential 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 all McKinney-Vento liaisons working at the BESC. Liaisons only enter BESC during their allotted time. Only one liaison at a time is allowed in BESC.

## INSTRUCTIONS:

1. Liaisons will put on a face covering and gloves before entering BESC, when working with families, and near people.
2. Liaisons will enter BESC through L1 parking lot.
3. Liaisons collect needed items within their allotted time.
4. Liaisons will not leave the Funded Programs office or do work other than retrieve essential supplies.
5. Liaisons will deliver essential supplies to families at the school meal sites.
6. Liaisons 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. Liaisons will continue to wear face coverings and gloves.
7. Liaisons will not drive with any passengers.

## 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](mailto:staysafe@pps.net).