



# OTIS Device Collection & Distribution Operational Safety Plan

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**PURPOSE:** To prevent potential exposure of COVID-19 during OTIS (Office of Technology and Information Services) device collection and distribution events.

**SCOPE:** This procedure will present a routine scenario where families of students will need to interface with PPS employees. These procedures apply to device collection, cleaning and bagging, inventory, distribution, and exchange.

## **INSTRUCTIONS:**

### Before entering affected buildings, employees must:

1. Be sure that all tools and equipment have been cleaned and sanitized with disinfecting wipes and are clean in appearance.
2. Verify all personal PPE is suitable to the task including gloves, etc.

### At the building location:

1. Contact lead OTIS staff to brief volunteers at the beginning of each shift on protocols for social distancing and procedures for disinfecting.
2. Contact lead OTIS staff to verify tasks to be completed and for instruction in social distancing/operational safety during the work.
3. If it is necessary to have more than one person for the necessary task, make all reasonable attempts to maintain 6' social distancing separation.
4. Set up a table or work area dedicated to a single employee.
5. Use cones, signs or tape to mark a minimum 6' spacing for employees
6. Perform necessary tasks

### Device collecting, cleaning, bagging, and inventory:

1. Locate devices and charging cords
2. Clean device and cord
3. Test device to make sure it works and scan into system
4. Verify correct cord goes with chrome book
5. Do not collect any Samsung chrome books as they are too old
6. Place in bag

### Device distribution events:



1. OTIS lead staff will be responsible for establishing traffic flow. Cars will pull in and drive out. One way in one way out.
2. OTIS lead staff will provide instruction for directing any parent foot traffic.
3. When issuing a device(s), place items on the table, let the parent pick it up, or place it on a cart that can be wheeled to a car for the parent to pick it up. Avoid direct hand-off in order to maintain at least a 6' distance.
4. Tables/carts used to transfer the devices will be wiped down by volunteers at least every 30 minutes, or more often depending on volume of flow.

After work is completed:

1. Remove all PPE and place them in a disposable container or trash bag.
2. Put on new gloves
3. Wipe dedicated table or work area
4. Remove cones, signs, or tape used for marking 6' spacing and vacate the work area
5. Discard disposable items and contaminated trash bags/containers in appropriate trash receptacle.
6. Wash hands thoroughly once the job is done and before heading home.

**CORRECTIVE ACTION:**

- Retrain any employee found not following the procedures in this SOP.

**HOURS OF OPERATION:**

- Events are scheduled as needed during normal hours Monday-Friday 8:00am - 4:00pm.

**SUPPLIES TO BE PROVIDED BY OTIS:**

Volunteer vests

Parent device checkout forms if not provided by parent and boxes for parents to deposit forms

Pens/pencils

Gloves/wipes/hand sanitizer

Cloth face coverings

Paper spreadsheets by grade band level alpha by student

Laptops with access to electronic spreadsheets if we have issues

Hand Scanners for tracking which student gets which device

**SUPPLIES TO BE PROVIDED BY EACH SCHOOL CUSTODIAN:**

Cones to barricade route

6' Tables (4 at each site)

Chairs (12 at each site)

Sandwich boards for signs (3-4)



**PERSON IN-CHARGE:**

- The lead staff on site will be responsible for maintaining employee compliance and training.

**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).