

Distribution of Loaner Device Procedure

Background:

During the closure period, all Simcoe Muskoka Catholic District School Board (SMCDSB) sites are closed to all staff, students and parents. Recently, controlled access has been provided to staff in order to support preparation of Simcoe Muskoka Catholic Learns @ Home. This was done through a [Controlled Access Procedure](#).

In addition, we developed a [Distribution SEA Equipment Procedure](#) to families that require the tools to facilitate learning in the home environment.

We now need to provide loaner devices to those children that do not have access to technology in the home. The distribution of loaner devices will require the implementation of a pick up procedure to enable families to collect technology while respecting the parameters of social distancing. As with previous procedures, this procedure has been developed in consultation with the Simcoe Muskoka District Health Unit.

Over the last week, Principals/VPs have been reviewing the parent survey results and have been in contact with families to determine technology needs to facilitate distance learning for their children. Principals/VPs will need to inventory, organize and coordinate the necessary loaner devices (e.g. labelling of a Chromebook, etc). Once appointments are confirmed with families for pick up, all devices need to be tracked accordingly on the [Loaner Device Tracking Form](#). Print off copies of the [Assumption of Responsibility for Loaner Device](#) for each device and fill in the appropriate information. Place this with the assigned device for pick up.

What are the Parameters to access Loaner Devices?

1. Parents/adult students will be granted a 15 minute timeframe to pick up a loaner device outside of designated school entrances if the following conditions apply:
 - a) They have not been **ordered to quarantine**;
 - b) They have conducted a [self-assessment](#) for COVID-19 **and have not been directed to self isolate**.

If a parent/adult student has been ordered to quarantine or has been directed by the self-assessment tool to self isolate, **they MUST NOT schedule a visit to the school/site. They are to contact the school Principal/Vice Principal to discuss alternate arrangements to have a suitable designate retrieve the requested loaner device.**

2. Parents/adult students are **not permitted** to:
 - a) Enter the school building;

- b) Bring other family members to the school site
- c) Gather, congregate outside of the school entrances;
- d) Collect other personal items in the school on behalf of their children/themselves or others.

General Access Parameters for Staff Facilitating Loaner Device Distribution:

The following safety precautions must be practiced by all parents/adult students attending the school/site to reduce the potential spread of COVID-19:

- Practice physical distancing by maintaining 2-metre separation from all other persons, as outlined here: [Physical distancing](#);
- Practice proper and frequent hand hygiene as outlined here: [How to wash and sanitize your hands](#);
- Avoid touching the face, especially the eyes, mouth and nose as much as possible;
- Cover coughs and sneezes with a tissue or sleeve.

Furthermore, the following general parameters apply when providing access to loaner devices during the COVID-19 school shutdown:

- Access for all parents/adult students will occur on either ***April 14th and/or 15th.*** ***Principals will have the flexibility to change this date for their school. Please let your Superintendent know of any changes in plans.***
- When arriving on site, parents and adult students will allow at least one parking space between other vehicles;
- Access will be permitted to an area outside a main entrance of the school, as designated by the Principal and/or Vice Principal. Larger Secondary schools may designate 2 areas where there are outside entrances, if required (e.g. if there is a higher volume of loaner devices to distribute);
- All staff facilitating the distribution of loaner devices shall sanitize their hands regularly (using the hand sanitizer at the distribution stations);
- No more than **3** parents/adult students will be allowed to pick up loaner devices during each 15 minute time slot;
- Staff who are facilitating device distribution are not permitted to use any washrooms or water fountains while accessing the school/site;

Loaner Device Distribution Process:

The school entry plan shall be as follows:

- The Custodian will arrive to unlock and disarm the school/site at 7:30 a.m.
 - The Custodian will unlock the exterior door at the main entrance of the school, as designated by the Principal/Vice Principal. If a second entrance is designated by the Principal/Vice Principal for loaner device distribution, that entrance will also be unlocked;
 - The Custodian will ensure the hand sanitizer station is set up for staff who are facilitating the distribution of loaner devices near the designated main entrance to the school;
 - The Custodian will set up tables outside of the school; number to be determined by the Principal/Vice Principal;
 - The Custodian will assist with placing loaner devices outside of the school throughout the day as parents and adult students arrive during their assigned time;
 - Custodians will assist with bringing loaner devices that were not picked up back into the building to be stored in a central area.

- Principal/Vice Principal will arrive at the school/site at 7:45 a.m. ***Please note that this is a guideline. Principals may revise this time depending on the volume of equipment that needs to be distributed.***
 - The Principal/Vice Principal will enter and, in addition to their office, remain in the area where loaner devices are being distributed;
 - The Principal/Vice Principal will record all distributed loaner devices on the Tracking Sheet.

- Parents and adult students will be assigned a 15 minute time slot to access the school/site in one of two windows:
 - **Window 1: 8:00 a.m. to 11:00 a.m.**
 - **Window 2: 11:45 p.m. to 2:45 p.m.**

Principals may adjust these windows of time according to the volume of equipment that is being distributed.

Roles & Responsibilities

Principal/Vice Principal Responsibilities:

- Sanitize hands when entering and exiting the school; and regularly throughout the day;
- The Principal/Vice Principal will arrive at the school/site at 7:45 a.m. The Principal/Vice Principal shall remain in an area where they can monitor the pick up of the devices while respecting social distancing parameters;

- The Principal/Vice Principal will select one exterior door to act as the main distribution area. Larger Secondary Schools may need to set up a second distribution area if there is a large volume of loaner devices to distribute;
- The Principal/Vice Principal, with assistance from the custodian, will place loaner devices outside of main doors, on tables, ensuring that the devices are labelled with the student's name.
- Print off copies of the [*Assumption of Responsibility for Loaner Device*](#) for each device and fill in the appropriate information. Place this with the assigned device for pick up.
- The Principal/Vice Principal (or designate) shall email the parents/adult students to communicate expectations and to extend an invitation to pick up loaner devices if required, according to the following principles:
 - No more than three parents/adult students will be permitted in within the same 15 minute window;
 - The Principal/Vice Principal will assign the time for each parent/adult student;
 - The Principal/Vice Principal will document through email confirmations.

Parent/Adult Student Responsibilities:

- Ensure that they have read the intent, requirements, and completed the self assessment before accessing the school premises as communicated by the Principal;
- Thoroughly wash their hands prior to accessing the school property;
- If self-isolating or have been ordered to quarantine, they should contact their school principal and make alternate arrangements (not to visit the school/site) to have a designate retrieve the device;
- ***No other individuals are permitted to access the distribution area.***
- Parents/adult students must adhere to their assigned 15 minute timeslot;
- Parents/adult students should wait in their cars until the distribution table is clear;
- Parents/adult students will not have access to the building and should not request picking up personal items or for other students;
- The parent/adult student must leave immediately after collecting their loaner device.

Custodial Responsibilities:

- Sanitize hands when entering and exiting the school;
- The Custodian will arrive to unlock and disarm the school/site at 7:30 a.m.;
- The Custodian will unlock one exterior door at the main entrance of the school, as designated by the Principal/Vice Principal;
- The Custodian will set up the visitor hand sanitizer station near the designated main entrance to the school;
- The Custodian will place the required number of tables outside the designated distribution areas;
- The Custodian will assist with placing loaner devices outside on tables as required;
- The Custodian will assist with bringing any loaner devices back inside if not picked up
- The Custodian will tape off all washrooms and water fountains to limit access;

- At several points during the day the custodian will disinfect common touch points, including door knobs where staff are distributing equipment. They will also disinfect tables prior to parents/adult students arriving at the school and regularly throughout the day when there are no parents/adult students present;
- After the last staff member has exited the building, the Custodian will close the exterior door, arm the security system and exit the building.

Communication Protocol for Principals

Each school based team has been communicating with families to determine what loaner devices need to be distributed. This process assumes that you have the emails for these families. In some cases, phone calls may be required.

Use this Email communication for families - use the bcc option so that families cannot see other email addresses.

Greetings,

We have now developed a procedure for distributing loaner devices to our families that have limited access to technology in the home. You will be assigned a 15 minute window on ____ (insert date) ____, to come to the school to pick up the requested loaner device. It is important that you adhere to this 15 minute window. Please note that the loaner device will be available for pick-up outside of our main entrance.

Parents or adult students can pick up the loaner device during their assigned time slot if:

- ***You have not been ordered to quarantine;***
- ***You have conducted a [self-assessment](#) for COVID-19 and have not been directed to self isolate.***

If a parent/adult student has been ordered to quarantine or has been directed by the self-assessment tool to self isolate, you MUST NOT schedule a visit to the school/site. Please contact your school Principal/Vice Principal to discuss alternate arrangements (not to visit the school/site) to have a suitable designate retrieve a loaner device.

If for any other reason you are unable to pick up a loaner device (i.e., transportation issues, etc) please contact your school's Principal/Vice Principal.

Information for your review prior to picking up a loaner device:

- ***Wash your hand thoroughly before accessing the school property;***
- ***Remain in your car if there is another parent/adult student picking up equipment- wait until the distribution area is clear;***
- ***No other individuals are permitted to access the distribution area.***

- **Parents/adult students must adhere to their assigned 15 minute timeslot;**
- **Parent/adult students will not have access to the building and should not request picking up personal items for other students;**
- **The parent/adult student must leave immediately after collecting their loaner device;**
- **Please note: this loaner device has NOT been cleaned or sterilized and will need to be disinfected prior to use in the home. It is important that you follow public health recommendations for disinfecting/wiping devices and/or leaving devices for the appropriate waiting period prior to use.**

There is an attachment to this email. This is the [Assumption of Responsibility for Loaner Device](#) for the loaner device which is owned by the Simcoe Muskoka Catholic District School Board. The expectation is that the loaner device and power chord will be returned, in good working order, when we are able to resume learning at the school. You will get a filled in copy of this form when you pick up your device.

Your reply to this email will indicate:

- **You are assuming responsibility for the loaner device as noted in the attachment;**
- **You have read and understand your responsibility to complete the self assessment;**
- **You will not access the distribution area if you have been ordered to quarantine or self-isolate;**
- **You understand the guidelines for loaner device pick-up.**

Please reply to the email stating that you are requesting a loaner device and that you understand the information presented and would like the principal to assign you a time on for a loaner device pick-up.

Thank you for your continued support as we strive to provide the support necessary for learning at home while keeping everyone safe.