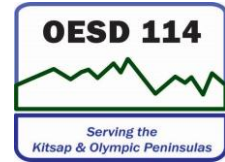




**Olympic Educational Service District 114**  
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## Material Drop Off Procedures

### Before the meeting, ask the following questions:

1. Call to schedule a drop off day/time. During call, ask the following:
  - Have you been in close contact with a person with suspected or confirmed COVID-19?
  - Have you had any of these symptoms (not related to another condition)?
    - Coughing
    - Shortness of breath or difficulty breathing
    - Fever of 100.4 degrees F or greater
    - Sore throat
    - Chills
    - Muscle or body aches
    - New loss of taste or smell
    - Headache
    - Nausea or vomiting
  - If **YES**, DO NOT schedule meeting at this time. Send an email to supervisor and Health Manager with CPID number immediately.
  - If **NO**, make plan for drop off and discuss safe drop off process.
2. Document call in Child Plus under the Communication Log. Add Action, the description should read COVID-19.

### Quick Reminders:

- Everyone present is required to wear face coverings or masks
- Staff is required to wash hands or use hand sanitizer before and after meeting (gloves are also available, and should be used when necessary in addition to washing hands and use of hand sanitizer)
- Maintain physical distance (6 feet apart) between all individuals at all times
- No handshakes or other physical contact
- Transfer of materials should not be person to person (example: set materials on porch and back away)
- Limit transfer of physical objects and provide parent/client with own pen if needed
- Disinfect all touched surfaces after the meeting