

## **End of Year Protocols - Materials Return and Pickup**

### **Hours for pickup**

- Thursday, May 28, 2020 11:00am - 6:00pm
- Friday, May 29, 2020 7:00am - 2:00pm

### **Where I pick up my student's items (Logistics of drive up)**

- Drive to the main entrance of the high school
- **Please remain in your vehicle at all times. Limit to one person per vehicle**
- Recommend that you put a sign up in your car's passenger window that has the name and grade level of your student
- All are encouraged to wear a mask
- We will have designated stations for each item returned or picked up and signs will be posted at all stations

### **Station #1: PE Locker Pickup (Main Gym Entrance)**

- Students will park in the gym parking lot and wait in their vehicle until a staff member directs them to exit their vehicle.
- Students will enter building with teacher to retrieve items, one student at a time
- Students must know where their locker is located
- All students will need to pass health screener questions, wear a mask, use hand sanitizer, and adhere to social distancing guidelines in order to enter the building

### **Station #2: (South PE Hallway Entrance)**

#### **Chromebook Return**

- Stop here along front drive of the HS to return your chromebook
- ALL Students must return their Chromebook, charge cord, and chromebook bag
- Chromebooks not returned will be disabled and will not work
- Families/Students are responsible for the device if unreturned and will be responsible for the cost of the device if unreturned

#### **Textbook/Library Book Return**

- Stop here along the front drive of the HS to return any school textbooks and library books
- All students must return school owned textbooks and library books
- Any textbook or library book that was left in a student's locker before the school closure will automatically be returned to the MCHS library or teacher the book was checked out from

**Station #3: Personal Locker Item Pickup (Main Entrance)**

- Stop here along the front drive of the HS to pick up any remaining personal items left in your locker
- It is important for all personal items to be picked up so we can empty and clean our building fully
- This is where art projects and personal items from instrument cubbies will be picked up as well

**Station #4: Yearbook Pickup (Main Entrance)**

- Stop here along the front drive of the HS if you have previously ordered a yearbook
- If you still want to purchase a yearbook, call the MCHS office at 641-421-4436

**Station #5: Band and Orchestra School Loaned Instrument Return (South Music Entrance)**

- Stop here along the front drive of the HS to return any school loaned instrument for band and orchestra
- Any personal items left in a student's instrument bin will be handed out at Station #2 when picking up personal locker items

**How we will keep everyone safe and abide by social distancing guidelines?**

- COVID-19 Screener Questions → These screening questions will need to be answered by all parents/guardians and staff prior to coming on campus for return and pickup of items. If you answer 'yes' to any of the following questions and are unable to come on the assigned days please call the high school at 641-421-4436 to arrange a separate time.
  1. Have you in the past 14 days traveled internationally?
  2. Have you in the past 14 days traveled outside of Iowa?
  3. Have you in the past 14 days been in contact with someone diagnosed with or quarantined for Covid-19?
  4. Have you had a fever (temp greater than 100.4 degrees F) in the last 3 days?
  5. Do you have a cough?
  6. Do you have any shortness of breath?

**What should I do if I am unable or it is unsafe for me to pick up my items?**

- Home deliveries and pick up are available and can be made by calling the high school at 641-421-4436 to schedule a time
- Healthy volunteers (1 person only) will come to each student's home. Volunteers do not go in the home and will maintain 6 feet social distancing guidelines. Use hand sanitizer after each drop off. Wear a mask if available.