



# On The Alert!

**Date:** May 22, 2020  
**Attention:** ASCIP Members  
**Affected:** All School Facilities  
**Applicability:** K-12 & Charter Schools

## Returning Books and Chromebooks

With schools conducting remote-learning due to the Coronavirus pandemic, many schools are questioning the protocols to follow for the return of books and Chromebooks. ASCIP offers the following tips for consideration:

### Return of Books

After the lifting of all social distancing orders, consider the following:

- Create a schedule.
- Use an indoor or outdoor return bin.
- Students should place books directly into the return bins.
- Allow the books to remain undisturbed for at least 72 hours (COVID-19 length of viability) before handling.
- When handling the books, district staff should wear personal protective equipment (PPE) (i.e., face mask, disposable gloves), per the CDC (Centers for Disease Control) and DPH (Department of Public Health) recommendations.

### Return of Chromebooks

After the lifting of all social distancing orders, consider limiting the return of Chromebooks to those students who will not be returning to the district (moving, expulsion, graduation, etc.). Allowing continuing students to retain Chromebooks may reduce collection by 20% to 33%.

- **Procedures for students retaining Chromebooks:**
  - Execute a new District Acceptable Use Agreement for Electronic Resources for the summer.
- **Procedures for students returning Chromebooks:**
  - Create a schedule.
  - Notify parents and students that each Chromebook should be cleaned and placed inside a plastic bag (see cleaning tips below).
  - Use indoor return bins and have the students place the plastic bag enclosed Chromebooks into the bins.
  - Chromebooks should remain undisturbed for at least 72 hours (COVID-19 length of viability) before handling.
  - When handling the Chromebooks and repeating the same cleaning procedure, district staff should wear PPE (i.e., face mask, disposable gloves), per the CDC and DPH recommendations.
    - *Note: Before cleaning the Chromebooks, district staff should complete IPM (Integrated Pest Management) training.*

### General cleaning tips for Chromebooks

Follow the manufacturer's instructions for cleaning and disinfecting. If no guidance, consider using an approved COVID-19 disinfectant that is safe for Chromebooks, such as wipes containing at least 70% alcohol. Use gently and carefully, in a well-ventilated area, wiping the hard, nonporous surface of the Chromebook, including its display, keyboard, mouse, and exterior surfaces, and follow the manufacturer's instructions regarding application and contact time. Do not use bleach.

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

***Please contact your ASCIP risk services consultant at (562) 404-8029 to discuss further.***