



## Materials Kit Cleaning Protocol / Precautions - 2020

The document / waiver summarizes the precautions that Envirolution personnel & volunteers take in the preparation, distribution, retrieval, and redistribution of Materials Kits that are sent to teachers or picked-up by parents. Envirolution has also included precautions that are recommended for Teachers, Parents & Students while using the Materials Kits. Volunteers, Parents / Guardians, or Teachers must read and sign this waiver before participating in any stage of the Envirolution Materials Kit process.

- **ATTENTION - Prior to Any Contact with Envirolution's Materials Kits:**
  - It is YOUR responsibility to first ensure:
    - That you or your child / student are not experiencing COVID-19 symptoms including:
      - Dry coughing
      - Fever
      - Shortness of breath, difficulty breathing
      - Early symptoms of acute respiratory illness such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, runny nose, muscle pain
      - New loss of taste or smell
    - That they have not had close contact (6 feet) with anyone who is confirmed or suspected of having COVID-19 within the past 14 days or has any of the symptoms listed above.

### Materials Kit Preparation & Distribution

- All Envirolution personnel & volunteers tasked with preparing & shipping Materials Kits must thoroughly wash their hands beforehand as well as after each time they touch their nose, face, or mouth. Gloves are not required as gloved hands often get dirty quicker than bare hands when people wear them without thinking, causing things they touch with gloves to become contaminated. Mindful hand hygiene is enough.

- Envirolution personnel & volunteers will wear a face covering while preparing Materials Kits. Face coverings are already required at the Envirolution Office.
- Once Materials Kits are complete, they will be packaged and will sit in an isolated quarantine (shipping time included) for at least 5 days to ensure that novel coronavirus (SARS-CoV-2) viral particles may no longer be present (ref.: <https://www.webmd.com/lung/how-long-covid-19-lives-on-surfaces>).
- When available, Materials Kits will be picked-up by local Teachers or by staff and volunteers for delivery. In each case, the person picking-up the Materials Kit is notified to wear a face covering and to use the hand sanitizer mounted outside the front door prior to entering the office.

### **At Home Best Practices (for Students)**

- Students should thoroughly wash their hands before participating in any hands-on activity as well as after each time they touch their nose, face, or mouth.
- If possible, have a container of hand sanitizer nearby so that you may quickly sanitize your hands while participating in the hands-on lesson.
- Do not put any materials included within the Materials Kits on or near your face.

### **At Home Best Practices (for Parents / Guardians)**

- Please periodically check on your child to ensure that they are following the safety protocols outlined in the 'At Home Best Practices for Students' section above.
  - Hand washing tips & guidelines may be found here: <https://www.cdc.gov/handwashing/>
- Please ensure that all materials included in the Materials Kits make it back into their Materials Kit bag.
  - A laminated packing list is included within each bag to help with checking this.
    - FYI, on the back of the Packing List is a summary of the 'At Home Best Practices for Students' as well.

### **Materials Kit Return (For Teachers)**

- An additional box, bin, or bag should be used to collect the Materials Kits from students. Please instruct students to place their Materials Kits into the box, bin, or bag so that the Teacher will not need to handle them.

- This box, bin, or bag will then be placed in an isolated quarantine at the school for at least 5 days to ensure that novel coronavirus (SARS-CoV-2) viral particles may no longer be present.
- After the Completed quarantine, the Materials Kits May be delivered to the Envirolution office, picked-up by Envirolution personnel or volunteers, or redistributed to another student within the school.

### **Materials Kit Retrieval**

- When retrieving or accepting delivery of Materials Kits that have been out in schools or students' homes, Envirolution personnel & volunteers will act cautiously, assuming that some contents could potentially have viral particles on them. The person conducting the delivery or pick-up of Materials Kits may use a germicidal wipe on the exterior of each Materials Kit bag or outer container (depending on how many Materials Kits are being picked-up) to avoid potential contamination to their vehicle.

### **Materials Kit Redistribution**

- Materials Kits may be redistributed to Students by the Teacher so long as the Materials Kits have been in an isolated 5 day quarantine between uses.
- Periodically, Materials Kits will return to the Envirolution office or partner organization where Envirolution personnel or volunteers will conduct a thorough cleaning process. Each person tasked with cleaning Materials Kits must thoroughly wash their hands beforehand as well as after each time they touch their nose, face, or mouth. They will wear a face covering during the cleaning & redistribution process as well.
- The Envirolution personnel or volunteer will ensure that each item within the Materials Kits is gently cleaned with a germicidal wipe and allowed to dry before being placed back into its bag. No wipe may be used for more than one Materials Kit.
- After a Material Kit has been cleaned, the Envirolution personnel or volunteer will mark the bag insert with a circled check mark with a wet erase marker (in blue or green ink preferable) signifying that the kit has successfully gone through this process.
- Afterward, the Materials Kits will sit in an isolated quarantine for at least 5 days as a secondary precaution to ensure that novel coronavirus (SARS-CoV-2) viral particles may no longer be present.



## Materials Kit Waiver

### I Agree to the Following:

- I understand the COVID-19 symptoms below and affirm that I, as well as all household members, do not currently have, nor have experienced the symptoms listed below within the last 14 days.
  - Dry coughing
  - Fever
  - Shortness of breath, difficulty breathing
  - Early symptoms of acute respiratory illness such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, runny nose, muscle pain
  - New loss of taste or smell
- I affirm that I, as well as all household members, have not been diagnosed with COVID-19 within the past 30 days.
- I affirm that I, as well as all household members, have not knowingly been exposed to anyone diagnosed with COVID-19 within the past 30 days.
- I understand that Envirolution cannot be held liable for any exposure to the COVID-19 virus caused by misinformation on this form.

By signing below, I agree that I have read and understand this document. I also agree to each statement above and release Envirolution from any and all liability for unintentional exposure or harm due to COVID-19.

**Full Name** (Volunteer, Parent / Guardian, or Teacher) : \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Full Name** (if Applicable) : \_\_\_\_\_