



# EQUIPMENT RELEASE BEST PRACTICES

## 1 Prepare

Here are a few tips for the retention and upkeep of district equipment:

- Reduce the spread of germs by sanitizing each item using disinfecting wipes
- Keep equipment in a restricted area and provide access to a limited number of individuals, including volunteers and staff
- Maintain a running inventory of items you intend to temporarily release for public use

## 2 Notify Parents and Students

Send an email to all parents and students notifying them of the availability of certain equipment. Include the following important items:

- List of available equipment
  - If you do not have enough equipment for every student, clarify how the district will determine who receives a device
  - You may also consider limiting equipment to one per household to ensure all students can benefit
- Identify expectations that parents are responsible for upkeep and appropriate use
- Request that people bring their own writing utensils to sign out equipment
- Due dates to return equipment
- Instructions to not come in if they or anyone they've come into contact with are showing **any** signs of being sick

## 3 Secure and Monitor Equipment

There has been a recent uptick in cyber security issues. To ensure that the district's equipment cannot be used improperly or subjected to dangerous cyber activity, you may want to consider installing protective software on all devices made available for release. Ideally, the software would notify an appointed IT staff member of inappropriate use or questionable activity. A few security controls to consider (where applicable):

- Limit the ability to download only trusted applications and/or removing administrative access
- Install protective software on your equipment to ward off phishing, viruses, and other malware
- Enable automatic installation of system updates and patches

## 4 Implement Safe Checkout & Return Procedures

Ensure the person responsible for releasing and collecting equipment can maintain a safe distance from anyone coming to check out or return equipment. Here are a few tips:

- Distribute and collect equipment in an open (non-confined) area using the appropriate personal protective equipment
- Keep hand sanitizer and disinfecting wipes handy
- Ask people to use their own writing utensils
- When checking items back into inventory, wipe them down with disinfecting wipes and wash your hands

This document was composed using CDC recommendations as of April 7, 2020. For updated COVID-19 best practices, please visit <https://www.cdc.gov/>.