LA UNIFIED
GUIDANCE ON DEVICE DISTRIBUTION

Purpose
School device (Chromebooks, iPads, laptops, and hotspots) distribution provide devices to students when they are NOT available at home. It’s important to locate points of distribution in multiple, centralized locations where devices are delivered and the public travels to the site to pick up the devices.

CONCEPT OF OPERATIONS
Distribute devices to students in the safest manner possible. Ensure all present follow department of health guidelines:

- Scheduling appointments to avoid crowd and limit the number of people in lines
- Social Distance protocol: (6 ft. between people)
- Tables may be used to create space, mark an X on the floor to indicate space
- Less than 10 people in a room
- Screening protocols used for everyone entering the school (see page 5)

During the COVID-19 pandemic, the District determined the need to distribute devices to students in need:

Planning:
1. School administrators will determine distribution locations at their schools taking into account accessibility, space utilization, and social distancing protocols within their school campus.
2. School principals will work with Plant Managers to sanitize all devices. (See guidance LAPTOP/CARTS CLEANING PROJECT.)
3. School principals will identify a Distribution Leader (Principal, Assistant Principal, Technology Coordinator, or designee) to manage device distribution.
4. School principals should coordinate device distribution activities with their co-located charter school principals.
5. Management and operation of the Distribution sites is a collaborative endeavor of several District units including Beyond the Bell, Information Technology Division (ITD), Procurement and other divisions.
The following recommendations may be followed for effective device distribution:

- Devices may be distributed on school days (weekdays) by appointment:
  - School staff can make individual calls to parents
  - Black Board Connect can be utilized for appointments
  - Survey can be utilized & appointments should be prioritized by need
- Employee and staff volunteers will be assigned roles and schedules.
- The Distribution leader may coordinate with Beyond the Bell to lead the set up and tear down of the Distribution, assisted primarily by M&O staff.
- Social distancing protocols (6 feet between persons) must be observed at all times by staff and families.
- Device preparation and asset management activities will be facilitated by ITD.
- Distribution sites may accommodate both drive-up and walk-up patrons in separate areas. Please refer to Drive Thru and Walk Up graphics below.
- Devices will be distributed by school inventory device managers or ITD staff.
- To minimize contact during device distribution, distribution staff will stand behind and place the device on a table for the patron to pick up from the other side of the table. Devices will be replaced on the table as they are picked up, ensuring a steady flow of devices and patrons moving through the line.
- Walk up students and family members will be reminded to maintain 6 feet of distance between them, aided by visual indicators and Distribution staff.
- Those choosing Drive-Thru delivery, for safety and efficiency, students and family members are to remain in the vehicle. Devices will be distributed using an open window of the car.
- Pedestrians and vehicles traffic are to exit the premises after receiving devices. There will be no congregating in groups to maintain appropriate social distancing.

Training, Staffing, Requirements and Duties:

Just-in-time training for staff can be accomplished through the checklists provided.

- School Administrator (1) - oversees overall operations of the Distribution; is the point of contact, resolve issues, and manages operations.
- LASPD Officer (1) or SSO (1) - Manages site security, if necessary (available 12-3p)
- Device Manager (1) - ensures devices are immediately accounted for and will oversee receipt of additional shipments.
- Check-in Greeter (2) – interact with families, oversees sign-in, manage paperwork; must include language support.
- Distribution Staff (2) – hand out devices, track inventory.
- Device Provisioning Area Guide (2) – Assist with site layout, traffic flow.
- Staging personnel (2) - Assist with daily set-up and tear-down; assist with loading/unloading; assist with traffic flow.
- Asset management information and procedures can be found at this website “Issue Device to Student”
Device Walk-up Method to Keep Social Distance Protocols

Device Drive-thru Method to Keep Social Distance Protocols

Use tape to create an X on the ground to show people where to stand to maintain social distance protocols.

Layout Key
Materials
Each distribution point will have a Kit on site to support the initial setup (see Distribution Kit Contents Table below). The Kit can be loaded into the transport truck with commodities from the Pico Rivera warehouse or delivered before the first day of distribution.

Dos and Don’ts for Distribution Staff (see attachments)
See attached Safety Dos and Don’ts flyer from Office of Environmental Health and Safety (OEHS).

Kit Contents:

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM</th>
<th>PROVIDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Masks</td>
<td>Warehouse</td>
</tr>
<tr>
<td>As needed</td>
<td>Directions/station signage</td>
<td>School Site</td>
</tr>
<tr>
<td>1-2</td>
<td>Pop-up tents</td>
<td>Facilities</td>
</tr>
<tr>
<td>As needed</td>
<td>Cones</td>
<td>BTB</td>
</tr>
<tr>
<td>As needed</td>
<td>Barricades</td>
<td>BTB</td>
</tr>
<tr>
<td>As needed</td>
<td>Bunting</td>
<td>BTB</td>
</tr>
<tr>
<td>As needed</td>
<td>Stanchions</td>
<td>BTB</td>
</tr>
<tr>
<td>1</td>
<td>Caution tape</td>
<td>Warehouse</td>
</tr>
<tr>
<td>6 pairs</td>
<td>Leather work gloves</td>
<td>Warehouse</td>
</tr>
<tr>
<td>24</td>
<td>Safety vests</td>
<td>Warehouse</td>
</tr>
<tr>
<td>2</td>
<td>Permanent marker</td>
<td>Warehouse</td>
</tr>
<tr>
<td>2</td>
<td>Box cutter</td>
<td>Warehouse</td>
</tr>
<tr>
<td>As needed</td>
<td>Blank sign-making supplies</td>
<td>Warehouse</td>
</tr>
<tr>
<td>As needed</td>
<td>Log; Employee/Volunteer Check-in/out log; inventory tracking sheet</td>
<td></td>
</tr>
<tr>
<td>As needed</td>
<td>Notepad, clipboard, pens, Permanent marker</td>
<td></td>
</tr>
<tr>
<td>As needed</td>
<td>Hand sanitizer</td>
<td></td>
</tr>
<tr>
<td>As needed</td>
<td>File box, File folders, labeled</td>
<td></td>
</tr>
<tr>
<td>As needed</td>
<td>Tables, 6 foot, chairs</td>
<td></td>
</tr>
<tr>
<td>As needed</td>
<td>First aid kit, tissue</td>
<td></td>
</tr>
<tr>
<td>As needed</td>
<td>Trash can, garbage bags</td>
<td></td>
</tr>
<tr>
<td>As needed</td>
<td>Duct tape</td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>Devices</td>
<td>Warehouse/FSD</td>
</tr>
<tr>
<td>As needed</td>
<td>Latex Gloves for distributing devices</td>
<td>Warehouse</td>
</tr>
</tbody>
</table>
LA UNIFIED

Employee/Volunteer Reminders

1. Upon arrival at the Distribution site, employees/volunteers are to check-in daily with the Distribution leader.

2. Distribution leader or designee will ask the following three screening questions:
   - Have you been out of the country in the last 14 days?
   - Have you had contact with anyone confirmed COVID-19 in the last 14 days?
   - Have you had any of these symptoms in the last 14 days?
     - Fever greater than 100
     - Difficulty breathing
     - Cough
   - Are you currently experiencing fever over 100, difficulty breathing, or cough?

   ✓ If employee/volunteer answers "yes" to any screening question, they may not participate, and they should be directed to contact their primary healthcare provider.

3. If any volunteers are present, they may assist with parent/student lines and operational logistics.

4. Employees/Volunteers should not have any direct contact with another person at any time.

5. Any student who has not been issued a district device should receive a district device and logged in the asset management system. For additional information, please ask your school’s inventory device manager.

6. Since students will be present, all Employees/Volunteers must abide by the District’s Code of Conduct for Students (Attachment E).
ATTACHMENT A

Device Distribution Point of Contacts

LASPD (213) 625-6631

School police will be patrolling the device distribution areas. If you have a circumstance that requires school police, please contact the LASPD Watch Commander at (213) 625-6631.

ITD Support (213) 241-5200

M&O Point of contact for Local Districts (Laptop Cleaning)

<table>
<thead>
<tr>
<th>Local District</th>
<th>Point of Contact</th>
<th>Cell Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>LD Northwest</td>
<td>Wayne Hatcher</td>
<td>323-289-5303</td>
</tr>
<tr>
<td>LD Northeast</td>
<td>Dario Gonzalez</td>
<td>818-290-0168</td>
</tr>
<tr>
<td>LD West</td>
<td>Lonnie Albert</td>
<td>323-997-3231</td>
</tr>
<tr>
<td>LD East</td>
<td>Frank Salazar</td>
<td>323-884-8812</td>
</tr>
<tr>
<td>LD Central</td>
<td>Jeffrey Pratt</td>
<td>323-819-2736</td>
</tr>
<tr>
<td>LD South</td>
<td>Calvin Ratliff</td>
<td>213-503-3944</td>
</tr>
</tbody>
</table>

For additional questions or concerns, please contact your Local District Administrator of Operations or Operations Coordinator.
SAFETY DO’S & DON'T’S

GENERAL OFFICE SAFETY

Do

- Be careful with knife cutters, razor blades, scissors, and other pointed objects that could cause injuries.
- Know whom to contact and where to go in an emergency.
- Know where fire extinguishers and first-aid kits are kept.
- Report slippery or uneven floor surfaces, torn carpet or linoleum.
- Keep file and desk drawers closed.
- Stack cartons and supplies carefully so they won’t fall.
- Replace electrical cords when insulation frays.
- Make sure plugs match their outlets.
- Put materials and papers away when not in use.
- Check container labels and safety data sheets before using office chemicals.
- Use a ladder or step stool, rather than stand on furniture or boxes, to reach high places.

Don’t

- Leave cords, boxes, and other materials in aisles.
- Block emergency exits.
- Use extension cords unless necessary.
- Overload electrical outlets.
- Leave combustible trash in open containers.
- Leave containers of chemicals open.
- Carry loads you can’t see over.
- Run in aisles, halls, or on stairways.

FIRE LIFE SAFETY

Do

- Keep work areas neat and tidy, putting tools, materials, and other items away after use.
- Pick up items off the floor, even if they didn’t put them there.
- Step over or around obstructions, not on them.
- Walk slowly and change directions slowly, especially when carrying a load.
- Watch for changes in floor level—such as a few steps or a ramp up or down.
- Report lighting problems, such as burned-out bulbs, to maintenance right away.
- Know your building’s evacuation plan.
- Evacuate calmly and quickly whenever a fire alarm or carbon monoxide alarm sounds.
- Keep important items such as medications and medical equipment handy for quick access in the event of a building evacuation.
- Know two-ways out of any building.
- Know the locations of fire extinguishers, fire alarm pull-stations, and exits.
- In case of a smoke or fire emergency, activate the nearest fire alarm pull station, alert those around you, and from a safe location call the fire department by dialing 911.

Don’t

- Tamper with smoke detectors, carbon monoxide alarms, fire alarms or sprinkler systems.
- Ignore any building alarm.
- Hang anything from sprinkler heads or pipes.
- Prop fire or smoke doors open.
**MATERIAL HANDLING**

**Do**
- Plant your feet squarely and stand close to the object you plan to lift.
- Bend at the knees, not at the waist.
- Keep your back as straight as you can.
- Pull in your abdominal muscles and tuck in your rear end.
- Rely on the leg muscles to bear the weight.
- Hold the object very close to your body.
- Keep your knees bent as you lift.
- Lift slowly and gradually.
- Get help if the object is too heavy or large for one person to handle.
- Wear good shoes with low heels, not sandals or high heels.
- Use a dolly or other device to move a heavy object.

**Don’t**
- Lift if your back hurts.
- Lift a load that’s too heavy.
- Bend at the waist to pick up objects.
- Arch your back when lifting or carrying anything.
- Twist your spine when holding an object. Instead, turn your whole body, head to toe, in the direction you’re headed.
- Lift heavy objects over your head.
- Lift quickly or with a jerking movement.
- Lift unbalanced loads (namely, a light load in one arm and a heavy one in the other). Divide the weight evenly.
- Lift anything heavy if your footing isn’t secure or if you’re wearing high heels.
- Lift with your feet too close together. Stand with your feet shoulder-width apart for stability.

**TRIP HAZARDS**

**Do**
- Keep work areas neat and tidy, putting tools, materials, and other items away after use.
- Pick up items off the floor, even if you didn’t put them there.
- Step over or around obstructions, not on them.
- Walk slowly and change directions slowly, especially when carrying a load.
- Watch for changes in floor level—such as a few steps or a ramp up or down.
- Report lighting problems, such as burned-out bulbs, to maintenance right away.

**Don’t**
- Leave boxes, bags, tools, or other materials on the floor.
- Block walkways with hand trucks, equipment, or materials.
- Leave cords or cables in walkways.
- Place anything on stairs.
- Leave drawers open.
Share Facts About COVID-19

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

**FACT 1**
Diseases can make anyone sick regardless of their race or ethnicity.

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

**FACT 2**
Some people are at increased risk of getting COVID-19.

People who have been in close contact with a person known to have COVID-19 or people who live in or have recently been in an area with ongoing spread are at an increased risk of exposure.

**FACT 3**
Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.

For up-to-date information, visit CDC’s coronavirus disease 2019 web page.

**FACT 4**
You can help stop COVID-19 by knowing the signs and symptoms:

- Fever
- Cough
- Shortness of breath

Seek medical advice if you
- Develop symptoms
- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

**FACT 5**
There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

Avoid touching your eyes, nose, and mouth.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/COVID19
Los Angeles Unified School District
Code of Conduct with Students

The most important responsibility of the Los Angeles Unified School District (District) is the safety of our students. All employees, as well as all individuals who work with or have contact with students, are reminded that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.

While the District encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid situations including, but not limited to, the following:

1. Meeting individually with a student behind closed doors, regardless of gender.

2. Remaining on campus with student(s) after the last administrator leaves the school site. (There are exceptions, such as teachers rehearsing with students for a drama/music activity or coaching academic decathlon students, with approval of the site-administrator in advance.)

3. Engaging in any behaviors, either directly or indirectly with a student(s) or in the presence of a student(s), that are unprofessional, unethical, illegal, immoral, or exploitative.

4. Giving student(s) gifts, rewards, or incentives that are not school-related and for which it is directly or implicitly suggested that a student(s) is (are) to say or do something in return.

5. Making statements or comments, either directly or in the presence of a student(s), which are not age-appropriate, professional, or which may be considered sexual in nature, harassing, or demeaning.

6. Touching or having physical contact with a student(s) that is not age-appropriate or within the scope of the employee's/individual's responsibilities and/or duties.

7. Transporting student(s) in a personal vehicle without proper written administrator and parent authorization forms on file in advance.

8. Taking or accompanying student(s) off campus for activities other than a District-approved school journey or field trip.

9. Meeting with or being in the company of student(s) off campus, except in school-authorized and/or approved activities.

10. Communicating with student(s), in writing, by phone/Email/electronically, via internet, or in person, at any time, for purposes that are not specifically school-related.

11. Calling student(s) at home or on their cell phone, except for specific school-related purposes and/or situations.

12. Providing student(s) with a personal home/cell telephone number, personal Email address, home address, or other personal contact information, except for specific school-related purposes and/or situations.

Even though the intent of the employee/individual may be purely professional, those who engage in any of the above behavior(s), either directly or indirectly with a student(s) or in the presence of a student(s), are subjecting themselves to all possible perceptions of impropriety. Employees/individuals are advised that, when allegations of inappropriate conduct or behavior are made, the District is obligated to investigate the allegations and, if warranted, take appropriate administrative and/or disciplinary action.

Employees/individuals who have questions or need further information should contact their site administrator or supervisor, or may call the Educational Equity Compliance Office at (213) 241-7682.

July 15, 2008