

NNDSB Curbside Pick-Up Protocol for Staff and Parents/Guardians

1. If possible, bring with you:
 - a. A small garbage bag in your car and place it on the floor of your front passenger seat.
 - b. A bottle of hand sanitizer. If possible, [use a Health Canada authorized Hand Sanitizer](#) or one that contains at least 60% alcohol ensuring that all surfaces of the hand are covered.
 - c. A pair of vinyl or nitrile gloves.
2. Arrive at your scheduled time for curbside pick-up.
3. Park your vehicle two (2) metres (6.5 feet) apart from any other vehicle.
 - a. Turn your car off.
 - b. Take your keys out and place them in your pocket (ensure you do not lock yourself out of your car)
 - c. Open your car and any car doors you need to load in device(s) and/or equipment
4. Clean your hands with alcohol-based sanitizer and allow drying. If you do not have hand sanitizer, ensure you wash your hands with soap and water prior to leaving.
 - a. If possible, put on a pair of vinyl or nitrile gloves. Do not touch your face while wearing your gloves.
6. Walk to the designated area (marked by a chair) maintaining a physical distance of two (2) metres (6.5 feet) from any person at all times.
 - a. Wait until the item has been placed on the table AND for the Principal to return inside the school prior to retrieving the item from the table (or beside the table for large items).
 - b. Please do not touch any surfaces (e.g., table or chair)
7. Walk back to your vehicle. Prior to placing items in your vehicle:
 - a. It is recommended that, if the piece of equipment has a hard surface, you wipe down the equipment with alcohol wipes, Clorox wipes, Lysol Wipes or other designated hard surface disinfectants for use against Coronavirus adhering to the required contact time for the product.
8. Peel off your gloves and place into the small garbage bag in your car on your passenger side.
9. Leave the area.
10. Use hand sanitizer again or wash your hands with soap and water when you return home.