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MEMORANDUM

TO: School District Superintendents

FROM: Richard Corcoran

DATE: March 24, 2020

SUBJECT: Device Distribution

Thank you for your patience, understanding and coordination during the last few weeks. Everyone is doing a remarkable job adjusting to a dramatically new routine. This week, with your support, many districts will begin distributing learning devices and instructional lessons to students. As schools throughout Florida and nationwide have also started distributing food, electronic learning devices, and lessons, here are a few examples of best practices that can be emulated as we begin distribution: [Lake County COVID-19 Update](#), [Teaching by Tech: Branford Schools Gear Up Students for Virtual Learning](#), [Coronavirus Florida: Sarasota Schools setting up drive-through food pickup](#), [Florida schools offer free meals to students during extended coronavirus closures](#).

Florida has set a goal of instituting distance learning by March 30 and many districts already have their continuity and distance learning plans in place or have already started. We appreciate your willingness to work together to stop the spread of COVID-19, and **it is imperative we work together to adhere to the guidelines outlined by the CDC for social distancing as we move to distance learning.**

Limiting access to school campuses is a way to enforce social distancing, a crucially important public health intervention that can help stop coronavirus transmission by avoiding crowds and large gatherings. Best practice requires maintaining at least a six-foot distance between yourself and others.

In response to COVID-19, the Florida Department of Education recommends all K-12 schools, community centers and other distribution locations, follow the guidelines listed below when passing out devices and instructional lessons:

- **Superintendents should work with each school administration to ensure parents receive direction from school administrators.**
- **Clean and disinfect any equipment before passing the devices out.** Best practice includes wearing gloves while distributing the devices and ensuring they are properly bagged.
- **Distribution of devices and instructional lessons can be done over multiple days to stop the spread of COVID-19. For instance, distribute devices in alpha-order or by grade during a specific time frame scheduled by each school's principal.** (i.e. 2pm-4pm, or 3pm-6pm Monday, Wednesday, Friday)
- **Device distribution can be handled like a drive through; parents and students should not leave their car.** In addition, staff should be able to keep a safe distance to any walkers and/or bike riders

who may lack motor-vehicle transportation. Any parents or adults that drive through to pick up devices should practice social distancing and not participate if they are sick.

- **Throughout the distribution process access to the school building should not be permitted.**
- **Continue to apply social distancing practices in these settings and remain 6 feet apart. Limit face-to-face contact.**
- **Aim to limit the group of educators involved in the distribution to less than 10 people.**
- **These recommendations align with the Florida Department of Agriculture’s guidance regarding lunch programs and social distancing.**
- **Read the [CDC COVID-19 guidelines for Florida](#) and the [social distancing guidelines from the Florida Department of Health](#).**

We have allotted a full week to ensure educators, teacher, and parents have ample amount of time to prepare to ensure the safety of all Floridians. On March 30, barring any unforeseen circumstances or directives from state and national officials, we expect to fully implement continued learning opportunities through a virtual educational environment. We will continue to update you as information becomes available.

We strongly encourage you to share this information with all Florida families. In order for social distancing to be effective, it will take each and every one of us to do our part.

Please visit <https://fldoe.org/em-response> for free resources, guidance and information on COVID-19 in Florida. You can also visit the Florida Department of Health’s website at <https://floridahealthcovid19.gov/> for up to date information on COVID-19 cases in Florida.