Use these considerations to make your back-to-school orientation as safe as possible.

- What can you do remotely?
- What is essential to do in-person?
- How do you keep people 6 feet apart?

**Best:** Provide the entire orientation remotely. This option presents the least amount of risk for students and staff.

**Better:** Provide part of the orientation remotely. Assemble packets beforehand. Use a drive-thru model where families can pick up equipment and supplies during assigned times. Provide a table outside for walk-up service for families not in vehicles. Remind:
- Families and staff members to wear face coverings.
- Families to stay in their vehicles.

**Good:** If you can’t achieve orientation remotely or via a drive-thru model, consider a limited in-person orientation for what’s essential to do in person. Follow these best practices:
- Appoint a COVID-19 supervisor for the orientation to remind people to wear masks, stay 6 feet apart, and help adjust processes as needed.
- Require students, families, and staff members to wear face coverings.
- Post signs reminding attendees to wear masks, stay 6 feet apart, and wash hands.
- Have staff and family members attending the orientation complete health screenings prior to the event. Offer onsite screening for those unable to screen at home.
- Ask students and families to sign in with their own pens to document when they were onsite. Limit the length of visits. Minimize the amount of face time to less than 15 minutes if possible.
- Provide additional masks for families who may not have their own.
- Supply hand sanitizer and provide access to handwashing stations for families and staff.
- Limit the number of people onsite. Stagger arrival and departure times. Have families sign up for time slots to avoid congestion.
- If possible, use outside spaces such as fields or stadiums. If indoors, use areas with adequate ventilation and floor space.
- Make hallways one way to control the flow of traffic. Clearly identify physical distancing cues on floors for waiting. Designate entry and exit points.
- Set up stations so students and families rotate to help control the number of people in one area.
- Appoint staff members to guide families between stations and ensure people aren’t gathering.
- Clean and disinfect surfaces as needed, as groups rotate through stations.
- Ensure areas are large enough to allow for at least 6 feet of physical distancing between students and families.
- Offer remote or modified orientation to all students and families, including those at higher risk.

Questions? Contact info@tpchd.org or call (253) 798-6500.