



## **Equipment Lending Service Return to Circulation Plan**

*This plan is subject to change based on local, state, and national healthcare guidance.*

*Disinfection protocols were established in accordance to recommendations provided by the Center for Disease Control (2020) and the van Doremalen, et al. (2020) peer-reviewed research study.*

### Equipment Availability

The traditional Equipment Lending Service (ELS) inventory list has been modified to include only items that can be disinfected easily by teachers between individual student use and items that will not be damaged or destroyed by thorough regular disinfection. The updated ELS inventory list can be found at the end of this document. Items listed as “demonstration inventory” are available in limited quantities and will be loaned for teacher demonstration purposes only. Students should not have direct contact with the “demonstration inventory” items and therefore should not be utilized for small group work. Items listed as “classroom inventory” may be checked out for classroom use but must be disinfected by the supervising teacher between each student use.

### Equipment Use

1. All safety and disease mitigation guidelines set forth by your district or organization should be applied when integrating equipment into classroom lesson plans. For most districts and organizations, these precautions include but are not limited to social distancing, disinfection of materials between student use, use of proper personal protection equipment, frequent student handwashing, and the use of hand sanitizer. Please refer to school district guidelines and confer with your building administrator(s) for guidance before checking out and using equipment.
2. Teachers/school should provide for their own equipment cleaning supplies to properly disinfect equipment between individual student use. Some exceptions to this policy are in place for equipment that requires specific cleaning protocols. For example, alcohol swabs will be provided to sanitize compound microscopes. Appropriate cleaning directions for all equipment will be provided to patrons. These instructions will be included in the reservation confirmation email from the Circulation Supervisor. Please do not disinfect any SwI STEM equipment until you have familiarized yourself with this information.

3. Equipment will continue to be loaned in two-week increments.
4. To reserve equipment, a SwISTEM Patron Form must be completed by the supervising teacher and building/organizational administrator.
5. Equipment may not be shared between multiple patrons within the same building or with other facilities.
6. As in the past, reservations should be made using the online reservation form.
7. If you are in the possession of SwISTEM equipment when your school building or facility is closed due to COVID-19, please contact the SwISTEM Resource Center promptly to arrange for immediate equipment pick-up.

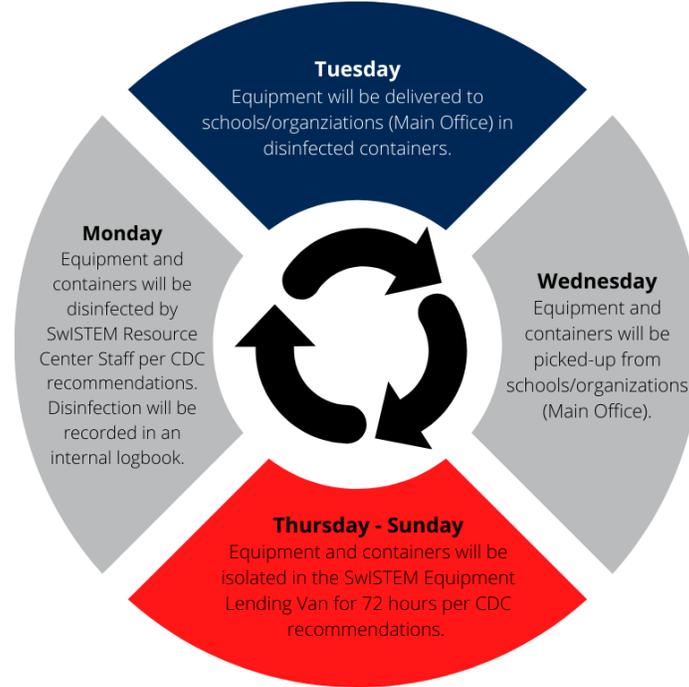
#### Equipment Delivery Procedures

1. Equipment will be delivered to schools and organizations on Tuesdays (no exceptions). The date will be communicated to patrons in a confirmation email. Please communicate all concerns and necessary scheduling changes to the Circulation Supervisor as soon as possible.
2. Upon delivery, equipment will be left in the school or facility's main office (no exceptions).
3. The Circulation Supervisor will practice social distancing and will wear a mask and gloves during delivery.
4. Equipment will be clearly marked with the date of disinfection.

#### Equipment Pick-up Procedures

1. Equipment will be picked-up from schools and organizations on Wednesdays (no exceptions). The date will be communicated to patrons in a confirmation email. Please communicate all concerns and necessary scheduling changes to the Circulation Supervisor as soon as possible.
2. Equipment must be left in the school or facility's main office for pick-up by 8 a.m. on the Wednesday of pick-up (no exceptions). By adhering to this request, the SwISTEM Resource Center can maximize the number of lending requests we can accommodate. This also ensures that equipment can be sufficiently quarantined and sanitized for the next week's lending requests.
3. Equipment does **not** need to be sanitized before returning it to SwISTEM.
4. The Circulation Supervisor will practice social distancing and will wear a mask and gloves during pick-up.
5. The Circulation Supervisor will wear a mask when transporting potentially contaminated equipment. All equipment will be treated as if contaminated upon pick-up from schools and facilities.

## SwiSTEM Equipment Lending Service Weekly Disinfection Procedures



\*Sources: Center for Disease Control (2020) and van Doremalen et al. (2020)

## Homeschool Equipment Lending Procedures

1. Homeschool patrons may reserve equipment through the online reservation portal.
2. Equipment will be loaned in two-week increments.
3. Reservations will be confirmed by the Circulation Manager via email.
4. Equipment should be picked up and returned to the University in the Health Professions Building Room 3040 (HP 3040) by appointment only. Please work directly with the Circulation Supervisor to schedule pick-up and returns.
5. A mask must always be worn on the USI campus (University of Southern Indiana, 2020).
6. Children (under the age of 18) are not allowed on the USI campus (University of Southern Indiana, 2020).
7. If you are feeling ill during the time of pick-up or return, please contact the Circulation Supervisor immediately to make alternate arrangements. Visitors to the USI campus are asked not to enter any buildings if they have any of the following symptoms: fever, cough, shortness of breath, sore throat, headache, loss of taste/smell, and muscle pain (University of Southern Indiana, 2020).
8. Upon its return to campus, equipment will be isolated for at least 72 hours (van Doremalen et al., 2020) and subsequently disinfected per CDC recommendations (Center for Disease Control, 2020).

## Resources

Center for Disease Control. (May 7, 2020). *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes*.  
<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

van Doremalen, N., Bushmaker, T., Morris. (2020). Aerosol and surface stability of SARS-CoV-2 as compared with SARS-CoV-1. *New England Journal of Medicine*, 382, 1564-1567.  
<https://doi.org/10.1056/NEJMc2004973>

University of Southern Indiana. (2020). *COVID-19 Information*. <https://www.usi.edu/covid-19/>