

## **Process for receiving packages and textbooks post pandemic relaunch (stage one) May 2020**

- Sanitize hands
- Put on your gloves
- Pick up the mask using the white strings on the side of the mask and set mask onto your face with the strings behind the ears and the blue side of the mask facing out  
***Do not touch the mask part with your hands otherwise the mask becomes compromised.***  
***If you need to adjust the mask pull down from the bottom of the mask (not from the middle or top)***
- Once the mask is placed on your face, you will then pinch the top to form to your nose
- Open the box, take out items, and wipe down each textbook/item with the sanitized wipes.
- Place the empty box into garbage bag and seal
- Remove gloves by pulling them off at the wrist and pulling them inside out and discarding into the trash.
- Sanitize hands
- Remove the mask by the strings and place into trash.
- Sanitize hands