

Good Evening,

March 22, 2020

I want to first reassure everyone that we are continuing our food deliveries in the morning despite the increased closure measures that have been enacted by the Governor's office. Our busses will be at the Bus Stops at the same time as last week; tomorrow morning, Monday March 23, 2020.

I also want to share with the community some necessary changes to our delivery protocols for food delivery as a result of the increasing number of COVID-19 cases in the county. These protocols will be in effect to keep our employees safe and also as a measure to ensure appropriate social distancing as families pick up the food.

**Beginning Monday March 22 when the bus arrives:**

The aid will place the items to be delivered for the first family on the steps of the bus.

The aid will return to the seating area of the bus.

The driver will turn on the red override button.

The driver will use the outside loudspeaker to call the family representative to the bus. **Only 1 person should come to the bus door per family.**

Once the family member is at the door the driver will open the door so the family member can retrieve the items.

Driver will close the door and the next family's items will be placed on the steps.

This process will be repeated until all families waiting at the stop have retrieved their items.

If a family is not at the stop, the run will continue.

Once the run has been completed the bus can return to stops where families that missed the delivery are - **families must call the school to request this if they miss a delivery.**

**WCS Staff will not be permitted to exit the bus to deliver ANY items.**

**Students or their family members ARE NOT ALLOWED on the bus.**

We appreciate your attention and cooperation to this matter. The intent is to better ensure the safety, of not only our employees, but also the families that are waiting at the stops. Please, be certain to maintain appropriate social distancing while waiting for the deliveries.

As always, be safe and healthy.

Patrick