



**PAN AMERICAN ACADEMY**  
**CHARTER SCHOOL**

# COVID-19

Procedures and Protocols

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## Introduction

In order to communicate effectively and efficiently all of the information about safely operating under the ever-changing conditions caused by COVID-19, we have created this document. Contained herein are procedures created with guidance from Centers for Disease Control (CDC) and Philadelphia Department of Public Health (PDPH). Both the CDC and the PDPH released this updated guidance in July, 2021 calling for a safe return to in person learning for the 2021-2022 school year.

Our main priority is the health, safety and wellbeing of the staff, students and families that make up our Pan American Academy community – our PanAmily. It is important, especially now, that we all work together to keep our community safe and healthy. We will have new procedures in place to help us accomplish this objective. Your support and participation in following these new procedures are paramount to our success.

Both the CDC and the PDPH indicate that vaccination is the number one way to protect students and staff and to reduce the interruptions of learning. Anyone 12 years of age or older is now eligible to be vaccinated. We are partnering with Congreso to provide vaccinations to any eligible member of our school community.

Combined, the guidance recommends six key prevention strategies:

- Universal and correct use of masks
- Physical distancing
- Screening and testing to promptly identify positive cases
- Handwashing and respiratory etiquette
- Cleaning and Improving Ventilation Systems
- Contact tracing, isolation and quarantine.

## Universal Use of Masks

When people consistently and correctly wear a mask, they protect others as well as themselves. Consistent and correct mask use by people is important indoors and in crowded settings, especially when physical distancing cannot be maintained. All staff, students, families, contractors, vendors, or visitors will be required to wear a mask while in our school building. When worn properly, wearing a mask helps reduce the spread of the coronavirus by reducing droplet transmission between people.

As a reminder, face masks do not replace the need to maintain physical distancing, frequent hand washing, and our rigorous cleaning and disinfecting routines. All staff, students, families, contractors, vendors, or visitors will be required to wear a mask while in our school building.

## Approved Face Masks

A mask is defined as a covering of the nose *and* mouth that is secured with straps that loop over the ears or tie around the back of the head. The most effective masks are made of tightly woven fabric in two or three layers. Masks with exhalation valves or vents or that do not fit properly are not recommended.

Please follow the guidance below for applying, removing, and cleaning the four types of masks approved for use by Pan American Academy students. Hand hygiene should be performed before and after applying and removing a mask.

## General Guidance

- Everyone must wear clean, well-maintained masks appropriate for the school environment that meet the recommendations from the CDC.
- Masks that have inappropriate images or language displayed will not be permitted in the school setting. Students will be given a school issued mask to replace the inappropriate mask.
- Everyone must wear a face mask at all times in hallways, classrooms, public spaces and other common areas across all school areas.
- Students should remain mindful not to unnecessarily touch masks except for removal for meals and breaks.
- Employees should carry at least two masks with them daily to ensure that they have a replacement if one becomes unusable while in the school building.
- All staff, students and parents are required to wear their face mask when they are outside, including arrival and dismissal times.
- Masks are required to be worn on school buses and other public transportation at all times.
- School faculty and staff will model correct and consistent mask wearing for all members of our PanAmily and our community.
- Masks can be removed during meal times with all efforts taken to maintain social distancing.

## Distribution of Masks

Students will receive one reusable mask from Pan American Academy. This mask must be laundered at home. Students who have conditions documented with our special education staff or school nurse will be given a shield if they are not able to wear a face mask due to medical condition or disability. Disposable surgical masks will be available for students whose mask becomes damaged or lost or forgotten.

## Accommodations Due to Medical Conditions or Other Reasons

Any student who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance will be allowed to wear face shields.

Prior to entering school, students who are unable to wear a mask on account of a health-related or other concern that is not already documented with our special education staff or school nurse should contact the main office. Please email [information@panamcs.org](mailto:information@panamcs.org) and use “face covering” as the subject line. Accommodations for students will be made in partnership with the student’s health care provider, school nurse, and IEP/504 team. All alternatives to wearing a face covering will be exhausted before an individual is granted an exception to wearing a face covering.

In general, people do not need to wear masks when outdoors. However, particularly in areas of substantial to high transmission, CDC recommends that people wear a mask in crowded outdoor settings such as recess and/or arrival and dismissal. Generally speaking, people do not need to wear masks when outdoors. We will allow students to have a mask break while they are outside at recess. This will require students to maintain physical distance from one another. We will encourage students to engage in games that will not require them to be physically close. If students are unable to maintain a safe physical distance while not wearing their masks, they

will be required to wear their mask outdoors as well. Due to the close proximity to other people, everyone will be required to wear masks during dismissal. All staff, students and parents will be required to wear masks during dismissal even though dismissal is usually conducted outdoors. We may need to change to requiring masks outside as well if our community transmission rate moves above moderate to high or substantial.

## **Physical (Social) Distancing**

The primary mode of transmission of the COVID-19 virus is by transmission of respiratory droplets between people near each other. Increasing the physical distance between individuals can reduce transmission. We prefer the term “physical distancing” as we will continue to be social but will keep a physical distance between yourself and other people who are not from your household.

CDC recommends schools maintain at least 3 feet of physical distance between staff and students within classrooms, combined with indoor mask wearing by people to reduce transmission risk. Because it is not always possible to maintain 3 feet of physical distance, we will layer other prevention strategies such as masking, screening, testing, improved ventilation, handwashing, and staying home when sick to help reduce transmission risk.

The following are physical distancing guiding principles provided by the CDC for all spaces for employees:

- Employees must always maintain at least six feet of physical distance between themselves and other employees and students as much as possible. Studies have found that transmission between staff is more common than transmission between students and staff and among students in schools.
- Employees are required to follow all signage or instructions regarding the use of common spaces, hallways, or pathways through the building. In the absence of signage, stay to the right of any hallway or stairs while others are passing.

The following are physical distancing guiding principles provided by the CDC for all spaces for students:

- Students must maintain at least three feet of physical distancing as much as possible.
- Students must adhere to assigned seating in classrooms. This is to ensure the maximum distance is kept between students.
- Students are required to follow all signage or instructions regarding the use of common spaces, hallways, or pathways through the building. In the absence of signage, stay to the right of any hallway or stairs while others are passing.
- Students are to follow instructions on arriving and dismissing from school. Students are not to gather in groups inside or outside of the building during arrival or dismissal.

Classrooms have all been arranged to support in-person learning. In-person classrooms have been arranged to provide the maximum amount of space among students and between students and teachers. In most of these classrooms, excess furniture has been moved out of the room. Classrooms have been set up following all safety protocols, students and teachers should not move furniture without consultation with their supervisor..

## **Common Spaces**

### **Signage and Posters**

Staff and students are expected to follow visual cues including signage, floor decals and colored tape indicating physical distancing parameters and traffic flow through building entrances, exits, and other common use areas.

## **Restrooms**

The number of people permitted in a restroom will be determined by the size of space and layout of restroom partitions to ensure at least five feet distance between individuals. Restroom toilet partitions provide appropriate separation for individuals. The same approach will be applied to restroom sinks that don't allow for appropriate distancing. Cohorts of students will be given bathroom breaks throughout the day and after lunch. Should students need to use the restroom at other times, they will be monitored by a member of the safety team.

## **Elevators**

No more than two people may occupy an elevator at a time, with each person standing in each corner of the elevator. Stairs should be used whenever possible. Access to the elevator will be limited to students who need assistance due to a medical concern, teachers who are traveling between classes on different floors, and staff transporting materials on carts. Please do not use the elevator unless it is absolutely necessary for you due to health related concerns or the transport of heavy materials and/or equipment.

## **Staff Lounges**

The staff lounges have been established to help disperse the amount of people needing to eat, drink and relax in one area. Please be mindful that it is imperative that six feet physical distancing being practiced by all present. Employees are encouraged to eat in their office, the cafeteria, second or third floor tall tables or to eat outside, if practical and feasible. If an employee does remove their mask to eat or drink, please be careful to maintain your mask on your person by dropping it below the chin or placing it in your pocket or on your lap. Do not place masks on tabletops or other surfaces.

Additional areas throughout the school have been outfitted with refrigerators, microwaves, and Keurig coffee makers to allow for more access to staff while avoiding crowding. Although these areas may be visible by students, they are not open for student usage. Just as we do with the formal staff lounge, please do not allow students to enter into these additional staff lounge spaces. Staff will be assigned to a specific staff lounge area to access the refrigerator, microwave and coffee maker.

According to the Philadelphia Department of Health, **mealtimes are one of the most common times staff-to-staff transmission of COVID-19 has transpired.** Staff should be reminded that they should limit the amount of time that they are not wearing a face mask and that they should continue to wear their face masks while in the break room when not actively eating.

## **Meeting Rooms**

Meetings should continue to take place in a virtual setting whenever possible even if all participants are present in the building. If a meeting must be in-person to accomplish its purpose, attendees must remain six feet away from each other and are wearing masks.

## **Meetings**

Group meetings or interactions such as parent/teacher communication or conferences, IEP meetings, staff meetings, professional development, planning and preparation meetings will be held virtually as often as possible.. This may happen, even if all people attending the meeting are in the building. Teachers should refrain from in person parent conversations at dismissal.

When meetings must be held in person to accomplish a specific purpose, posted maximum occupancy must be followed. This may require requesting use of a different room than you have previously used for a scheduled meeting.

# Screening and COVID-19 Assurance Testing

## Daily Health Screener

In order to keep our campus safe during the COVID-19 pandemic, Pan American Academy Charter School is requiring all students, faculty, and staff (as well as essential visitors) to complete a wellness screening survey before coming to campus each day. Each person entering the building must check their temperature and report if it is higher than 100.0 degrees Fahrenheit. Disposable thermometers as well as digital thermometers will be made available to staff and students' families as needed. People entering the building will also be asked if they are experiencing any COVID-19 related symptoms that are not related to an existing condition. Additionally, this screener asks staff and students about potential exposure to someone who has tested positive for COVID-19 as well as whether or not they have recently traveled outside of Pennsylvania.

## Weekly Surveillance Testing

In K-12 schools, screening testing can help promptly identify and isolate cases, quarantine those who may have been exposed to COVID-19 and identify clusters to reduce the risk to in-person education.

We provide weekly testing for the COVID-19 virus for all staff and students. Each week, staff and students will participate in PCR pooled testing. Samples will be collected by our school nursing staff, and identified using barcodes, and sent to the lab in pools of 24 samples. If all of the samples in the pool test negative, all is well. If a sample in the pool tests positive, the individual samples are tested. At this point, school nursing staff or a school administrator will reach out to the individuals associated with the positive sample and to take the appropriate action. Results at the individual level will only be shared with individuals, not the organization, according to HIPPA guidelines.

## Handwashing and Respiratory Etiquette

Through ongoing education and practice, students will learn proper handwashing behaviors and appropriate respiratory etiquette. Staff will model proper handwashing and respiratory etiquette. Adequate supplies for hand hygiene have been provided in restrooms, classrooms and staff lounge areas.

We will teach and reinforce handwashing with soap and water for at least 20 seconds. If handwashing is not possible, hand sanitizer is available. Hand sanitizing stations have been installed in each classroom and throughout the entire building. Students have also been issued individual hand sanitizer in their supply cases. Hand hygiene should be practiced at the following times:

- Entry to the facility, to the classroom, and after breaks.
- Before and after eating.
- Before and after preparing food and drinks.
- Before and after medication administration.
- After using the toilet.
- After coughing, sneezing, or blowing their nose.
- After playing outdoors.
- Before and after group activities.

We will teach and reinforce covering coughs and sneezes with a tissue when not wearing a mask and immediate handwashing after nose blowing, coughing or sneezing. Students have been provided with individual packs of tissues in their supply cases.

All water fountains have been turned off with the exception of the touch free bottle filling stations. Staff and students have been provided with individual water fountains.

## **Cleaning and Improving Ventilation Systems**

Cleaning routines to consistently disinfect high touch surfaces such as door handles, stairwell railings, and sink fixtures have been put in place. Light switches will not be wiped down during the routine cleaning. All lights at Pan American Academy are on sensors, they will turn on and off according to the motion in the room. Please do not touch the light switch, leave the lights in the on position. High traffic areas such as the rest rooms, the main office and the main lobby will also be cleaned routinely. These areas will be disinfected multiple times throughout the day, while staff and students are in the building.

Enhanced cleaning protocols have been established for the evening cleaning of the building. This cleaning includes wiping down and disinfecting all plexiglass shields, student and teacher desks and chairs, and all other surfaces in the classrooms. All common areas including restrooms and staff lounges will be thoroughly cleaned each evening. We have purchased electrostatic sprayers to disinfect all areas throughout the building.

Staff and students will be provided with disinfecting wipes to keep their own work surfaces clean throughout the day. Everyone is encouraged to adopt the ‘wipe in, wipe out’ procedure of wiping down your work area when you arrive and wipe out when you leave. Also, everyone will use the disinfecting wipes to clean the area before and after you eat. Teachers will provide scheduled times throughout the day to do additional cleaning of work spaces. Plexiglass shields should only be cleaned using microfiber cloths and mild soap. The plexiglass shields will be wiped down each evening. Should there be an instance where a shield needs to be wiped down during the day, please call for assistance from facilities.

We have improved the functioning of our heating, ventilation and air conditioning system (HVAC) to maximize the air flow in classrooms and throughout the building. The HVAC system has been set to bring in outside air and exchange the air in the room 7 times per hour. This setting is controlled by a computer system set to specific temperatures and humidity levels. There is no need to open windows or prop the doors open. Doing this will trigger the HVAC system to slow down or stop all together. Should windows and doors be open, we will not be able to ensure the frequency of air turnover within the classrooms.

We have installed a bipolar ionization filter system in November to minimize the amount of particulates in the air. Each time the air passes through the filtration system, particles go through the ionization process. This ionization causes particles to be attracted to each other to form larger clumps that are too heavy to remain airborne.

## **Contact Tracing, Isolation and Quarantine**

This section covers all of our efforts to monitor staff and student health, quickly identify positive cases, and our efforts to cooperate with PDPH as well as communicate with all involved stakeholders.

### **Monitoring Health**

Reducing the risk of exposure to COVID-19 will help prevent the spread of the virus; therefore, everyone is expected to regularly monitor their personal health status. It is essential that all members of the Pan American Academy community take personal responsibility in the community effort to reduce the

spread of COVID-19. Stay home if you are experiencing symptoms suggestive of a COVID-19 infection based on the description below or have been in close contact with someone who has tested positive for COVID-19. If someone in your household or one of your close contacts tests positive for COVID-19, you must share that information with your direct supervisor or school administrator.

### Staff or Student Who Develops Symptoms While at School

If a student exhibits the following symptoms while at school:

- Fever of 100.4°F or greater, cough *or* shortness of breath unrelated to a pre-existing condition

OR

- Any two of the following symptoms: Sore throat, chills, headache, muscle pain, new loss of taste or smell
1. Teacher will inform the school nurse by telephone by calling ext 1113 or 1117. Telephone confirmation must be made before a student is allowed to be escorted to the Wellness Center.
  2. The student will be escorted by an adult (no student escorts) to the Wellness Center
  3. Nurse will perform an appropriate assessment and determine next steps for the student. The nurse will provide documentation in Nurse's Log and in PowerSchool
  4. If necessary, the nurse will administer a rapid response antigen test
  5. If necessary, the parent/guardian will be notified to pick up student
  6. The student will wait for parent in the observation room in the Wellness Center
  7. The student will be escorted to designated entrance to meet parent/guardian
  8. Parents/guardians will be given instructions to contact their medical provider

No student who develops COVID-19 like symptoms defined above will be permitted to return home on the school bus that day.

The School Nurse will follow up with the family and document interaction and inform school administration when the student is permitted to return to school.

An employee who is present at work and develops the following symptoms will be sent home immediately:

- Fever of 100.4°F, cough *or* shortness of breath

OR

- Any two of the following symptoms: Sore throat, chills, headache, muscle pain, new loss of taste or smell
1. The employee must notify the nurse and their direct supervisor immediately.
  2. The nurse will administer a rapid response antigen test.
  3. The employee will remain isolated in the Wellness Center Observation Room until he/she can safely leave the school.

### Returning to School

When tested and determined to be **COVID-19 positive**, the person will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- until fever free without the use of anti-fever medications for three days AND
- symptoms are improving.

Note: *The COVID-19 positive individual does NOT need a repeat COVID test or and doctor's note in order to return to school.*

When tested and determined to be **COVID-19 negative**, the person will remain home until:

- The student meets the school's normal criteria for return after an illness which includes fever free, vomiting and diarrhea free for greater than 24 hours without medication OR
- A clinician has evaluated the child and documented an alternative diagnosis and that the student may return to school

When symptomatic, but **COVID-19 testing was not completed**, the person will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- fever free without the use of anti-fever medications for three days AND
- symptoms are improving

## Contact Tracing

Contact tracing is a key strategy used by health departments to prevent the further spread of infectious diseases, such as COVID-19. Contact tracing is the process of identifying, notifying, and monitoring anyone who came in close contact with an individual who recently tested positive for COVID-19. Depending on a contact's length of exposure, this may include a contacts' needing to quarantine at home for a designated period of time.

PDPH is implementing a contact tracing program to help mitigate the spread of COVID-19 in Philadelphia. When notified of a staff member, student, or approved visitor in a school building with a confirmed case of COVID-19, the Human Resources Coordinator (for staff) and the School Nurse (for students), will coordinate with PDPH on COVID-19 reporting and response efforts.

## Quarantine and Isolation

For the school setting we are defining **close contacts** as those individuals that have been within 6 feet for 15 minutes masked or unmasked. A **secondary contact** is someone who was in close contact with someone else who was exposed to COVID. For example, this could be the classmate of an asymptomatic student whose sibling has COVID. Quarantine is not recommended for secondary contacts. For individuals who are quarantining and are not experiencing symptoms, working from home and/or attending remote classes is expected.

- If a teacher/student was in the same classroom with a positive individual – close contacts (those that were within 6 feet for 15 minutes masked or unmasked) will be asked to quarantine and will observe a “pause of in-person learning” for a period of 14 days.
- If a teacher/student rode on a bus with a positive individual – close contacts (those that were within 6 feet for 15 minutes masked or unmasked) will be asked to quarantine and will observe a “pause of schools- based transportation” and in-person learning for a period of 14 days.
- Other situations outside of the above will be discussed on a case by case basis to determine who would need to quarantine.

You do NOT need to quarantine after close contact with someone with COVID-19 if ALL are true:

- You are **fully vaccinated**. That means it’s been at least 2 weeks after the final dose in your vaccine series (2 shots for Pfizer and Moderna, 1 shot for Johnson & Johnson) ;
- You have not had COVID symptoms; AND
- You are NOT hospitalized NOR living in a long-term care facility.

The following table represents the current requirements from PDPH for quarantining and school closures due to positive cases.

SITUATION	RESPONSE
One or two cases in a class	Those identified as a close contact will be asked to quarantine. School attendance for these individuals will be paused for 10 days. this may be shortened to 7 days with a negative test after 5 days.
3 or more cases for a classroom/cohort	Pause in-person learning for the entire classroom/cohort for 10 days.
3 or more cases in 2 or more classes of the same grade with an epidemiological link to the school	Pause in-person learning for the entire grade for 10 days.
Multiple cases in staff/students: 6 or more within 14 days regardless of source of exposure	Pause in-person learning for the entire school for 10 days.
Multiple COVID-19 clusters across grades	Pause in-person learning for the entire school for 10 days.

### COVID-19 Exposure Communication

Should a positive COVID-19 case occur at Pan American Academy Charter School, consistent with both notification requirements for other communicable diseases and legal confidentiality the School will follow regulations for exposure to a communicable disease; the CEO and/or Principal or the school nurse will notify the PDPH. All Pan American Academy students, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, in consultation with the school nurse, by phone with follow-up written correspondence which will include:

- If known, date of potential exposure
- Information on self-monitoring for symptoms, and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)
- Local testing site information to schedule an appointment for testing
- Employee leave information when appropriate

### School Visitors

Our staff and students deserve a safe learning and work environment. In order to lower the amount of exposure to COVID-19 and to create a safe environment, we are implementing the following visitor protocols until further notice. No external visitors or volunteers are permitted to enter school facilities until further notice. This does not apply to contractors delivering/providing goods or services for the school or parents needing to visit the main office. Contractors must also have their own COVID-19 risk mitigation policies or

procedures. Employees may not bring family members, guests or volunteers into the school at this time. All classroom ‘visits’ with guests should be done virtually until further notice.

## Restrictions for Visitors

Access to our main building and annex will be limited to current students, current staff, approved vendors and contractors, and invited guests with administrative approval. Until further notice, no other visitors or volunteers will be permitted into the main building or the annex.

Approved visitors are defined as persons performing essential support services, who have scheduled an appointment and received advance permission to enter at specific dates and times and for specific purposes, and include:

- Contractors (which may include Memoranda of Understanding and School Partner Agreements);
- Vendors;
- Person(s) with specific purpose and defined duties as part of volunteer services who are authorized by building principal or chief executive officers; and
- Parents/guardians attending pre-scheduled appointments for essential meetings such as IEP, 504, and other student support meetings, when meetings cannot be conducted by teleconferences and virtual meetings, which are strongly encouraged as an alternative to in-person meetings.
- Parents/guardians needing specific help from the main office. Parents should schedule an appointment with main office staff to eliminate long wait time outside of the building. Send an email request to [information@panames.org](mailto:information@panames.org) or call the main office at 215-425-1212.
- All substitute teachers, intervention specialists, program partners, and other specialists who work with students on a regular basis.

## Protocol for School Visitors

Visitors must request and obtain approval at least 24 hours in advance of arriving at the school. Exceptions to the 24-hour rule may be considered in emergency circumstances. All visitors to our facility will need to have a confirmed appointment for a specific date, time, and purpose, to enter the building.

Staff members with authority to approve visitors are as follows: CEO, Principal, Assistant Principal, Director of Operations, Director of Strategic Initiatives, Director of Specialized Services, Director of Student Services and Office Manager. Staff members without authority to approve visitors must reach out to one of the staff members mentioned above to gain approval for their visitor. Those staff members approving visitors must pre-register their guest in the Visitor Management section of SchoolPass. It is the responsibility of the approving staff member to submit this information to the Visitor Management section of SchoolPass. Visitors who are not pre-registered with the Visitor Management section of SchoolPass may not be permitted to enter the building, even if they have been approved.

## Guidance for Approved Visitors

Visitors must follow all expectations and posted signage to decrease the risk of exposure to and the possibility of spreading and contracting the COVID-19 virus.

## Visitor Expectations

1. Approved visitors will be required to sign into the Visitor Management system through SchoolPass via the kiosk in the main lobby. All visitors will be required to complete the Wellness Screener through the Visitor Management system through SchoolPass to gain entry to the building.

2. If a visitor arrives with symptoms or starts to exhibit symptoms of COVID-19 while on premises they will be asked to leave the premises immediately.
3. To avoid overcrowding in the main lobby and main office, only one visitor will be allowed in each area. Other visitors waiting to gain entrance to the building will be asked to wait outside the main entrance until the area is clear.
4. Parents coming to school to pick up a child because the nurse has contacted them to inform that their child is sick or may be displaying symptoms related to COVID-19 will be asked to wait in the main lobby. A member of the staff will escort their child to the lobby and explain what is happening with their child.
5. You must wear a mask when you arrive that covers your nose and mouth. Clothing and household items (like scarfs, t-shirts, sweatshirts, or towels) are not themselves acceptable face coverings for use in our facilities. While we do have some emergency face coverings on hand, we will not provide masks to contractors, vendors, delivery personnel, visitors unless needed in an emergency. You are expected to provide your own mask and wear it at all times.
6. All visitors will be required to use a state issued photo identification to sign in through the Visitor Management System through the SchoolPass app.
7. While in the building, you must adhere to our COVID-19 prevention protocols, including frequent hand washing; wearing of a mask; physical distancing of six feet; and adherence to all signage, notices and other guides regarding spacing and traffic flow.
8. Visitors (including parents/guardians) do not have unrestricted access to school facilities and must remain in approved areas only.
9. Any visitor who engages in uncooperative or disruptive behavior, or does not follow the prevention protocols, will be asked to leave. Safety Team Members will be authorized to escort uncooperative visitors out of the building or to seek assistance of law enforcement if a visitor continues to ignore requests to comply with health and safety protocols.

## Employee Host Guidance

The staff member who approves a visitor will be responsible for coordinating the activities of the visitor while they are in the building.

- **Arrival to the building:** Approving staff member or their designee must meet the visitor at the security desk once they have been cleared to enter the building.
- **Duration of Visit:** During the visit, the approving staff member or their designee must escort the visitor to the appropriate office or workspace. Unless other accommodations have been made, the approving staff member or their designee must remain with the visitor until their work has concluded.
- **Leaving the building:** Approving staff member or their designee must escort the visitor to the main lobby and wait until they have exited the building. Should the visitor need to use the restroom before leaving, they should be escorted to the restrooms in the main office suite.