The safety of our students and staff is our priority. Due to the COVID-19 pandemic, visitors to schools and offices are restricted. School and office staff will attempt to handle all business with visitors remotely. If business cannot be handled remotely, the visitor should schedule an appointment. If granted an appointment, visitors should adhere to the following guidelines:

- Anyone experiencing the following symptoms on the day of their visit will be asked to reschedule:
  - New onset cough or shortness of breath
  - Loss of taste or smell
  - Fever, chills, fatigue, muscle aches
  - Congestion and/or sore throat
  - Nausea and/or diarrhea
- The number of people granted permission to enter the school building will be limited to only those necessary for the approved visit.
- All visitors must bring photo identification.
- Upon entry into a school building, a suitable face covering, that covers the nose and mouth securely, must be worn at all times.
- Visitors must maintain a distance of six (6) feet throughout the visit.
- Individuals must register in the identified office upon entering the school building.
- The expectation is that all visitors will leave the school building as soon as business is concluded.

*Please note:*
*Individuals are reminded that they might be asked to lower their face covering briefly for identification purposes.*