

## 2020-2021 Visitor Procedures for Phase 2

At its August 11, 2020 meeting, the Richland 2 Board of Trustees approved the recommendation from district administration to temporarily suspend *Policy KI - Visitors* and directed district administration to develop visitor procedures that will be followed while operating under COVID-19 precautions.

### **Phase 2**

In Phase 2, students will have an in-person schooling option. As a measure to minimize potential exposure to COVID-19, non-essential visits will be limited. Only employees, students and essential visitors (e.g., food service suppliers, contractors, after school care providers, etc.) will be permitted beyond the school's office area.\*

Parents are encouraged to transact school business electronically (e.g., submit documents electronically rather than in hard copy form; submit payments on-line, etc.). When electronic transactions are not possible, parents are welcome to visit the school's front office.

Visitors will refrain from dropping off non-essential items for students and employees. When dropping off an essential item, the visitor will place the item in a designated bin. The owner of the item will retrieve the item from the bin.

Teachers and administrators are available for conferences with parents. It is preferred that conferences are conducted by phone or videoconference. When a conference cannot be conducted virtually, the parent and teacher/administrator will schedule an in-person appointment.

Visitors are required to wear face coverings during in-person visits, placing the face covering on prior to entering the building (see [Policy ADD Face Covering](#)). Visitors who have trouble breathing and/or those with special healthcare needs as noted by a medical doctor should consult with the principal or his/her designee prior to their arrival on campus.

\*In limited, extenuating instances, the principal or his/her designee may make exceptions and permit a visitor to proceed beyond the office area. The visitor will complete a symptoms check (using the district's electronic sign-in/out form) and will be accompanied by a school official.