
Essential Visitors and Technology Drop Offs

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Subject : Essential Visitors and Technology Drop Offs

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Happy Monday All -

I want to take time to remind all Ed Center staff about the current expectations around visitors to the building. 4J's COVID-19 Communicable Disease Plan is clear about visitors to buildings. I have included the language below for your review. Remember, if a visitor comes to the front door, and no one is at the front desk to address them, you cannot let them in. We ask that you greet them, ask who they are here to visit and leave them outside the building until you contact the person they are to meet. We realize this will take your time, but it is

important we don't allow visitors in the building unless they are essential visitors or have scheduled meetings with Ed Center staff.

It is also important that all Ed Center staff is aware of the process for accepting dropped off technology from building based staff. Often technology is dropped off at the front door. Again, if no one is at the front desk to address the drop off, you need to follow the outline protocol.

- When accepting items from anyone, please wear a pair of gloves (located on the sign in table).
- There is a bin located in the front desk area for items.
- If possible all items should be placed by the person delivering them in the bin. All items require quarantined for 72 hours before being handled.
- Within the bin there are bags specifically for incoming technology. Staff should write a date and time of the drop off on the bag and put it in the bin. For any exception to this process call to for Scott Hutchinson for support (x7811) or the help desk (x7777) and leave a voicemail if necessary.
- Other objects should be given directly to the person they are intended and not accepted at the front door.

Visitors and Volunteers (Section III, H)

At this time all volunteers are restricted from school buildings (this includes the Ed Center) during the school/work day. Non-essential visitors are also restricted from school buildings. Examples of essential visitors include DHS child protective services and law enforcement. Examples of non-essential visitors include parents (note exception for preschool or early childhood programs), parent groups, and classroom volunteers.

1. Entry of visitors

In the event of a situation requiring a visitor's presence in an indoor public space for more than a minute (as for delivery of a single package to the front office), the visitor must:

- Be visually screened for symptoms upon entry
- Sign the contact tracing log
- Wash or sanitize their hands upon entry and exit
- Maintain 6 feet of physical distance between people
- Wear a face covering or CDC-approved alternative. The district will provide disposable face coverings for visitors in need
- Be restricted from district property if they are known to have been in close contact with someone who has COVID-19, within 6 feet for at least 15 cumulative minutes in a 24-hour period , within the preceding 14 calendar days.

Wishing you all a great week. Be well!

~ Karen

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