

Visitors and Volunteers

- **Reduce outside visitors or volunteers:**
 - No outside visitors and volunteers are recommended, except for contracted service providers for the purpose of special education, required support services, or program monitoring as authorized by the school or district.
 - Assign a staff member to enforce this protocol.

- **Single entry/exit:**
 - Designate a single entry and exit point for all visitors and volunteers to be visually screened and logged in.
 - For visitors who need to enter, they should first gain approval, be briefed on school COVID-19 policies, and verify they do not have symptoms.
 - Ensure that these individuals all are wearing masks covering their nose and mouth at all times and are aware of any other health and safety protocols for the school.

- **Track visitor log:**
 - A log of all visitors must be kept and maintained for 30 days.
 - The log should include:
 - Date
 - Contact phone number
 - Arrival/departure times
 - Areas visited within the building for each visit

- **Minimize parent/family visits:**
 - Require parent/family to occur only in the school office and/or outside spaces, if appropriate.
 - Visitors necessary for drop off or pick up must wear masks.
 - Schools should encourage only one guardian to visit a building when possible and continue to utilize virtual communication options with families (e.g., for parent-teacher conferences).
 - It is recommended that the same adult drop off and pick up the child each day if it necessary that they enter the building.

- **Restrict visitor time:**
 - Schools can also consider restricting visitor access to limited times when classes are in session (i.e., at times when there will not be many people in the hallways).