

COVID-19 VISITOR POLICY

All visitor access will be limited for the duration of the COVID-19 pandemic. To protect the health and well-being of both staff and students and to adhere to guidance from state and federal agencies, the visitation guidelines listed below will remain in place for the duration of the COVID-19 pandemic and until such time as BROOKFIELD SCHOOLS rescinds this policy in writing.

NOTE: To the extent that any provision in this Policy with any provision set forth in BROOKFIELD SCHOOLS existing visitor policy, this Policy shall control.

- All visitors will be scanned with a thermal thermometer, screened for symptoms of COVID-19, and must always wear Personnel Protective Equipment (PPE) including, but not limited to face masks. Visitors with a fever, defined as a temperature at or above 100.4 degrees or other COVID-19 symptom, which currently include fever, chills, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea¹, or who refuse to wear appropriate PPE will be denied access to the school building.
- Data relating to temperature checks and symptom screenings of visitors will be maintained and kept confidential, except where the organization is required by law to disclose the information.
- Visitors shall not be permitted to enter BROOKFIELD SCHOOLS during operating hours, with the exception of emergency, emergency repair, law enforcement personnel in their official capacity, and the Department of Children and Families personnel for child protection. Certain others, including parents, applicant families, child study team members, outside therapy providers, sending district representatives, may enter the school, but by appointment only.
- In the event of an emergency or emergency repair, all students and staff not involved in the emergency will be removed from the area. Staff will guide emergency or repair personnel and help limit contact while in the building. The emergency or repair scene will be cleaned and sanitized promptly following the conclusion of the emergency.
- BROOKFIELD SCHOOLS has taken steps to preclude crowding at pick-up and drop-off times.
- Parents and caregivers will not be permitted to enter the building at pick-up and drop-off. There will be signs noting where parents and caregivers must wait, if they do not wait in their cars, and they must remain at least two meters² apart from other persons. Parents and caregivers are required to wear cloth face coverings that cover the mouth and nose during pick up and drop off times.
- When possible, delivery arrivals should be pre-scheduled. All deliveries and mail will enter the FRONT of the building. Deliveries will be left outside. The door/ doorknob will be cleaned after each delivery. Students will not be permitted in the delivery drop-off area.
- Employees who order food deliveries during this time must arrange for the food to be left in a box outside the building. Food delivery persons will not be admitted into the building.
- Parent and student Individual Education Program ("IEP") meetings will be conducted via Zoom unless a request for an in-person meeting is made and pre-approved by the Principal.

For additional specifics regarding the above, see BROOKFIELD SCHOOLS Social Distance Policy and Screening and Suspected Communicable Disease Policy.

¹ Symptoms list taken from the Centers for Disease Control and Prevention on July 20, 2020.

² This is approximately 6.56 feet. This distance has been recommended by the CDC's "Operational Considerations for Schools," issued August 25, 2020.

LAST UPDATED: August 27, 2020