

Tiger Club Clerical Office Passthrough Guidelines

The following guidelines constitute when it is appropriate to use the Tiger Club clerical office as a passthrough to the hallway and/or office.

1. Emergencies where appropriate staff need to get somewhere quickly. Examples Include:

- a. Student elopement,
- b. Senior citizen falls, and
- c. Emergency Response Team activation for any reason.

2. ADA accommodation.

- a. See your administrator if you have a need in this area.

3. When a staff, student or community member needs to see an administrator for sensitive or delicate reasons that require confidentiality and/or discretion.

- a. Whenever possible these meetings should be scheduled.
- b. If the meeting is not scheduled the administrator should:
 - i. Inform Tiger Club clerical office staff of the need for the use of the office as a passthrough.
- c. Staff needing a passthrough (for the reasons listed in item 3 above) should knock twice before entering. Staff do not need to share the reason for using the passthrough.