



Visitor Protocol During COVID-19 Pandemic *(Updated February 2022)*

Our students, employees, and visitors deserve a safe learning and work environment. In order to lower the likelihood of exposure to COVID-19; ensure the proper level of safety within our schools and facilities; and best regulate and monitor the flow of guests, the District is implementing the following interim visitor protocols during the COVID-19 pandemic.

These restrictions are based on the most current recommendations from the Center for Disease Control and Prevention (CDC), the Philadelphia Department of Public Health (PDPH), the Pennsylvania Department of Education (PDE), and other regulatory agencies.

INTERIM RESTRICTIONS FOR VISITORS

Daily access to all District facilities will be limited to current students, current staff, and approved vendors and contractors. Additional visitors who do not meet the criteria for daily access will be granted access in small groups with administrative approval, preferably vaccinated, but this is not required. A record which includes the date and timeframe of the visit and each visitor's contact information should be collected for contact tracing purposes.

Definitions

For the purpose of this protocol, the term "visitor" refers to anyone who, at the time of the intended visitation, is not then a currently enrolled School District of Philadelphia student or a currently employed staff member.

Approved visitors are defined as persons performing essential support services, who have scheduled an appointment and received advance permission to enter at specific dates and times and for specific purposes, and include:

- Contractors (which, at the District's discretion, may include Memoranda of Understanding and School Partner Agreements);
- Vendors;
- Person(s) with defined duties as part of volunteer services who are authorized by building principal or program supervisor for entry into a facility, e.g. building entry screeners, greeters or escorts; front desk staffers; and

Additional visitors are defined as persons that do not need to enter the building regularly such as but not limited to:

- Parents/guardians attending pre-scheduled appointments for school tours, student performances or meetings such as IEP, 504, and other student support meetings, when meetings cannot be conducted by teleconferences and virtual meetings. Virtual meetings are strongly encouraged as an alternative to in-person meetings.

SCHOOL VISITORS

This guidance above applies broadly to parents, volunteers, mentors, outside speakers, etc.



GUIDANCE FOR APPROVED VISITORS

Visitors of the School District of Philadelphia should be aware that the primary mode of transmission of the COVID-19 virus is through respiratory droplets and close contact between people, which increase the risk of exposure to and the possibility of spreading and contracting the COVID-19 virus. While the District is implementing preventative measures in compliance with federal, state, and local laws, orders, directives, and guidelines to reduce the spread of COVID-19, it is not possible for any school district to eliminate all risk of exposure or contracting COVID-19 when in school or administrative facilities or elsewhere. It is because these risks may result from, or be compounded by, intentional or unintentional actions or omissions of any individual that the District is strictly limiting who may be in District facilities.

Visitor Expectations

If any person plans to visit a District school or facility, they will be expected to abide by the following protocols:

The first step is to request and obtain approval for the visit at least 24 hours in advance of when you plan to arrive at a District facility from the identified District employee host. (Rare exceptions to the 24-hour rule may be considered in emergency circumstances.) All visitors to our schools will need to have a confirmed appointment for a specific date, time, and purpose, to enter the building, with directions to tell you which building entrance to use and where you should go in the building.

1. If you have permission to visit a building, upon entry you will be asked to verbally confirm that you are symptom-free and have not had close physical contact with someone who has tested positive for COVID-19 in the previous 10 days.
 - The verbal screening asks the following questions that align with public health guidance:
 - In the past 24 hours, have you had any of the following symptoms unrelated to a pre-existing medical condition: fever of 100.4°F, frequent cough or shortness of breath, sore throat, chills, headache, muscle pain, new loss of taste or smell? (Yes/No)
 - Have you been in close contact with someone who tested positive for COVID-19 within the past 10 days and are not fully vaccinated? (Yes/No)
2. If a visitor arrives to a District facility symptomatic or starts to exhibit symptoms of COVID-19 while on premises:
 - You will be asked to leave the facility and return home;
 - You should contact your healthcare provider; and
 - You are requested to notify your District employee host if you are confirmed to have contracted COVID-19.
3. You must wear a mask upon arrival and during your entire visit that covers your nose and mouth, in accordance with the District's mask protocol. A mask is defined as a covering



of the nose *and* mouth that is secured with straps that loop over the ears or tie around the back of the head.

- **Cloth masks alone are no longer considered to be effective protection against the spread of coronavirus, as a result,** visitors are recommended to wear in the order of preference:
 - 1) a well fitting KN95 mask OR
 - 2) a 3 ply disposable surgical mask with the addition of a cloth mask OR
 - 3) a 3 ply disposable surgical mask
- 4. All visitors will be required to show photo identification at the building entry point.
 - **Schools:** At the front door/buzzer, it is expected that all visitors will state the purpose of their visit and/or specify with whom they have the appointment and the confirmed date and time of their appointment. If the appointment is verified, the visitor will be buzzed in and must go to the main office immediately upon entry.
 - **Other District Facilities:** Upon entry into the building, it is expected that the visitor contact their employee host to notify them of arrival, sign in at the designated check in point, display results of entry pass, and proceed to the designated work or meeting location.
- 5. All visitors must comply with the District's COVID-19 prevention protocols, including frequent hand washing; wearing of a mask; proper social distancing of six feet while on premises; and adherence to all signage, notices, and other guides regarding spacing and traffic flow.
 - Visitors (including parents/guardians) do not have unrestricted access to school district facilities and must remain in approved areas only.
 - Any visitor who engages in uncooperative or disruptive behavior, or does not adhere to or threatens not to follow the prevention protocols, will be required to leave the premises. Staff will be authorized to seek assistance of School Safety Officers or law enforcement if a visitor engages in such behavior or objects to leaving the facility as directed, and to exclude such individuals from visiting District facilities for some period of time thereafter.
 - The District reserves the right to deny an individual entry to any school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school, the learning environment, or the health and safety of the school community.

DISTRICT EMPLOYEE HOST GUIDANCE

Building principals, office supervisors, and/or any other District designated employees will be responsible for coordinating essential visitor visits to their buildings.

- **Schools:** Schools are encouraged to incorporate the interim COVID-19 visitor protocols into existing communications with their school communities to ensure all school visitors are informed of building restrictions.
- **Other Locations:** Departments hosting visitors are required to share the protocols with guest(s) prior to the visit. The District employee host must inform public



safety or site supervisor when visitors will be on premises so that proper protocols may be followed.