**Protocol for Visitors and Itinerant Entering Facility**

1. Office Staff maintain the daily log of entry into the building. Visitors and Itinerant Staff must enter the building at the main entry by the office.
2. Staff members can self-screen and attest to their own health. Staff members such as student teachers, itinerant staff, substitute teachers and other district staff who move between buildings are not considered visitors.
3. Office Staff will complete a visual screening of visitors with same symptom check as students, and ask about symptoms. (Consistent message created by building administrator.)
	1. Office staff will ask the visitor for the information required on the daily log.
	2. Format of Daily log with example attached.
		1. Name
		2. Contact Information (phone, address)
		3. Date of Visit
		4. Time of Entry and Exit
	3. If the visitor has any of the symptoms they will be asked to go home and not enter the rest of the building.
	4. Visitors must wash or sanitize their hands upon entry and exit.
4. Daily logs will be stored in locking filing cabinet in main office for a minimum of 4 weeks.
5. All itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of:
	1. Time in each school building
	2. Who they were in contact with at each site
6. Maintain log for a minimum of 4 weeks