

Who is defined as a visitor?

- Parents/Guardians/Siblings/Family Members of students
- Visiting Professionals (*ex: substitute teachers, SLP, Public Health Nurses, Public Health Officers, Fire Marshall, emergency personnel, any person not regular to the school*)
- ASDS Maintenance Personnel
- Contractors, delivery people if they enter the building past reception
- Volunteers
- **This is not an all-inclusive list, if someone is within the school who is not a regular, everyday staff member, or student of the school, they need to sign in for contact tracing purposes.**

Visitor Guidelines:

1. All school doors will be locked at 8:15 am. Visitors without keys will be directed to call school office (432-2021) or ring doorbell (*to be installed re: John Macdonald*).
2. Upon arrival, all visitors will review the GNB Screening Poster.
3. All visitors must wear a mask and must wash/sanitize their hands upon entry to the school.
4. Visitors are to maintain physical distancing of 2M/6Ft wherever possible between themselves and others, if distancing is not possible, a community mask must be worn.
5. If, after reviewing the poster, the visitor is permitted to enter the building, all visitors will sign-in at front entrance station. Visitors without keys will be admitted into the building by a staff member and directed to sign-in before leaving entrance area.
6. Signing-in is mandatory for contact tracing purposes.
7. After the visitor signs in, if they are unfamiliar with the COVID guidelines within the school, the visitor must be escorted to their destination. Abiding by all signage and markers.
8. Wash their hands frequently using soap and water (*preferred*) or by using hand sanitizer.
9. Avoid touching the face, eyes, nose or mouth with unwashed hands.
10. Cover the mouth/nose with disposable tissue or the crease of the elbow when coughing or sneezing.
11. Visitors must leave the building through the front door to sign-out (including time of departure).
12. Visitors are encouraged to sanitize their hands once they have left the building.
13. After School Program pickup of students will be outside the building. Parents will not enter as personnel is not available to meet them at the door.

Other Notes:

If you start to feel ill while at the school, you are to put on a community mask immediately and promptly exit the building. If you require someone to pick you up, you must wait with a mask on and maintain physical distancing of 2M/6Ft between yourself and others.

Emergency Situation – The person in which the visitor is there to see is responsible for that visitor. If the visitor is someone familiar with the school's process, proceed as normal or as directed by the school.

Some groups (*Ex speech language pathologists*) may have additional measures in place. Visitors will abide by these protocols as directed by these groups. If they are required to complete a screening/sign in form with these groups, the visitor would not need to sign in as well with reception.

Thank you for keeping our students, staff and the public safe!