



BIG SPRING SCHOOL DISTRICT

BUILDING VISITOR PROCEDURES – COVID-19

Under normal circumstances the Big Spring School District welcomes visitors to campus. The COVID-19 pandemic is a difficult time for all of us. Times have changed quickly and dramatically due to the virus. Safety is our number one priority, and we must do everything we can to prevent the spread of this disease and protect our students, faculty, and staff. To minimize risk, our new Visitor Procedures puts strong limits on visitors entering our school during this pandemic to only those that have pre-approval.

Scheduled Visitor Protocol:

1. Seek approval for the visit from the person to be visited. All visits to staff must have the approval by building or district administration. A list of essential visitors for the day will be maintained in the main office.
2. Arrive wearing a face covering and enter the building's vestibule.
3. Utilize the intercom box to call into the office to determine the purpose of your visit.



4. Office staff will verify approval and permit entry.
5. Sanitize hands upon entry.
6. Submit to a temperature check and the following questions by office staff:
 1. Have you recently been in contact with someone that is confirmed to have COVID-19 or suspected to have COVID-19?
 2. Do you have any symptoms indicative of COVID-19?
7. Comply with social distancing norms and face coverings must be worn at all times.

Office Transactions / Non-Scheduled Visitors:

1. Prior to visiting, email or call the building's main office to determine if your needs can be met virtually (phone, email, web conferencing, etc.)
2. If your needs cannot be met virtually, arrive wearing a face covering and enter the building's vestibule.
3. Utilize the intercom box to call into the office to determine the purpose of your visit.



4. Office staff will support your needs while you maintain your position in the vestibule. You will not be provided access to the building, unless approval is given by building or district administration.
5. A secure drop box is positioned in each vestibule should you need to drop off a document, conduct a transaction, etc.