



VISITOR POLICY DURING COVID-19

When students/faculty/staff are on campus during school hours, the following procedures will be used to reduce health risk related to COVID-19 on the campus of Woodrow Wilson High School.

*For the safety of our students and staff **No** outside visitors or appointments will be allowed to enter the building from the hours of 8:30 AM to 9:30AM as student arrival is being processed.*

Parents are encouraged to set appointment times and meet virtually when possible. If access to the building is necessary, please refer to the following numbers for curbside service or to set a controlled appointment:

- Counseling Services 972-502-4419
 - Attendance Office 972-502-4453
 - Clinic 972-502-4415
 - Main Office 972-502-4400
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- All visitors must enter through the Main entrance at the front of the building.
 - Essential visitors are parents/guardians and individuals who are necessary for the operation of the school.
 - Only essential visitors will be allowed inside the building during school hours.
 - All visitors will be required to present a valid ID and documented in the Essential Visitor Log.
 - Parents/Guardians entering the building are required:
 - wear a mask,
 - complete a health screening, and
 - submit to a forehead temperature scan.
 - All approved visitors must practice safe distancing.
 - All approved visitors must sanitize hands before entering any part of the building
 - All face-to-face meetings must be pre-scheduled. Appointments with teachers must be arranged directly with the teacher.
 - Unless performing an essential service/repair, approved visitors may not enter the hallway beyond the front reception desk.
 - Visitors may be required to wait outside the Main Entrance doors if social distancing space is not obtainable.
 - Approved visitors may be asked to leave the building at any time for noncompliance with these procedures.