**ST. GEORGE MIDDLE SCHOOL**

**Safe Building Procedures – COVID 19**

**Effective 8/3/2020**

* The building is CLOSED to visitors until further notice. Special events with visitors must be approved by the principal and district.
* Visitors are asked to contact the school by phone before coming to the building.
* Visitors who arrive in person may communicate their needs to the front office through the intercom system. Requested materials will be delivered at the door. Items being dropped off may be placed in the box outside the front door.
* **All persons, including staff, entering the building will be required to sign in and out daily with times.** Sign-in sheets will be provided in the separate parts of the building.
* **All persons entering the building are required to wear some type of protective face covering (mask or shield) at all times unless**:
  + Proof of medical exemption is provided to the principal
  + Written request for special circumstance approved by the principal
* Maintenance and repair workers will be allowed to enter upon approval. Movement throughout the building will be limited based on the work assigned.
* All persons in the building (students, staff or visitors) will be assigned designated areas of the building depending on their roles/responsibilities as assigned by the principal.
* All staff members are required to self-report any Covid-19 symptoms as outlined by the district. <https://docs.google.com/forms/d/e/1FAIpQLSeQH4Ct9atjFT8woLciFtFr91NdtokO6wYu9xCx51SpTjErJA/viewform>