

## **Trinity Building/Office Policy for Summer 2020**

### **Staff Entering the Building**

All staff will be screened prior to entering the building.

The following questions will be asked and if the answer is yes to any question the staff member will not be allowed into the building.

- Have had a fever of 100.4°F or greater in the last 2 days
- Have a cough, difficulty breathing, sore throat, or loss of taste or smell
- Had contact with a person known to be infected with COVID-19 within the previous 14 days.
- Have returned from travel to NY, NJ, Washington DC, MD, VA, CT, Louisiana or internationally within the last 14 days
- Have had the flu or pneumonia in the past 14 days.

All staff must have their temperature checked by digital thermometer prior to entry.

Once screened, staff members will be given a sticker to show they have been screened and are safe to be in the building

Face coverings that completely cover the nose and mouth are required for all staff members in the building.

### **Visitors**

All visitors are asked to enter through the main entry using the lobby. They will then proceed to the business office window. Visitors are asked to wear a mask when entering the lobby. If entering the building, all visitors over the age of 10 are required to have a mask.

If a visitor is needed to enter the school building, the visitor will be screened.

If you have a delivery for the school please leave it on the designated table in the lobby. There will be signage directing to the drop off table.

The following questions will be asked and if the answer is "yes" or "not sure" to any question the visitor will not be allowed into the building.

- Have had a fever of 100.4°F or greater in the last 2 days
- Have a cough, difficulty breathing, sore throat, or loss of taste or smell
- Had contact with a person known to be infected with COVID-19 within the previous 14 days.
- Have returned from travel to NY, NJ, Washington DC, MD, VA, CT, Louisiana or internationally within the last 14 days
- Have had the flu or pneumonia in the past 14 days.

Finally there will be a temperature check for the visitor.

Once screened, visitors will be given a sticker to show they have been screened and are safe to be in the building.