

New Richland-Hartland-Ellendale-Geneva Public Schools

Independent School District No. 2168



District Office

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David Bunn, Principal

Elementary School

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Douglas Anderson, Principal

Empowering students with knowledge and skills to succeed

Safety Protocol for Visitors

Effective July 24, 2020

In response to the seriousness of COVID-19 and the ease of disease transmission, when visitors enter the public/visitor entrance of each building, they will be required to:

1. MUST BE WEARING A FACE COVERING (MASK) UPON ENTERING THE BUILDING.

2. Buzz the receptionist/office/receiving area and announce their reason for wanting to enter.
3. Wait for the office or receiving area staff designee to determine if the visitor needs to enter or can communicate by phone while in the entrance/receiving area.
4. Follow the required screening outlined below. If the staff designee determines the visitor needs to enter.
 - a. The visitor must sanitize their hands thoroughly using the sanitizer provided.
 - b. The visitor will be expected to answer the following questions:
 1. Have you had direct household contact with a person experiencing an undiagnosed cough and fever?
 2. Do you have an unexplained or worsening cough with shortness of breath?
 3. Are you experiencing breathing difficulty?
 4. Are you experiencing chills, muscle or body pain/aches, headache or sore throat?
 5. Are you experiencing a new loss of taste or smell?
 6. Have you had diarrhea in the last 24 hours?
 7. Have you had vomiting in the last 24 hours?

If the visitor answers 'yes' to any question above, he/she will not be able to enter the school building. The visitor will be asked to leave and contact the school by phone and/or electronically.

c. The visitor will have his/her temperature checked. If temp is >100.4 F, the visitor will not be allowed entrance into the school building.

- d. If the visitor's temperature is <100.4 F and has answered "no" to all the self-screening questions, the visitor will be admitted to the school building.
5. Follow the protocol outlined below if the visitor has been admitted to enter the school building. The protocol must be followed before entering an occupied space including hallways, classrooms, kitchen, offices and common areas.
 - a. **Meeting with staff member(s)**
 - 1) Office or receiving room staff designee will phone the staff member announcing the name of the visitor.
 - 2) The staff member will determine the meeting location including his/her classroom/office, the main office, or another location.
 - b. **Not meeting with staff member** - Prior to entering the general school building beyond the office or entry area, the visitor must have approval from an administrator and must possess either a building-issued visitor badge or an ID badge clearly identifying them.

6. Practice the expected **Social Distancing and other **Safety Guidelines** including:**

a. WEAR A FACE COVERING (MASK) AT ALL TIMES WHEN IN THE BUILDING.

b. MAINTAIN A MINIMUM DISTANCE OF 6' FROM OTHERS.

c. Wash hands with soap frequently (for a minimum of 20 seconds) including immediately following use of restroom, coming into contact with another person, touching one's face, coughing or sneezing. **(Use sanitizer if soap and water is not available.)**

- d. Use elbow/tissue when sneezing or coughing while also turning away from others.
- e. Report to the office any potentially infected areas due to sneezing, coughing or touching so that custodial staff can clean the area.

The NRHEG staff appreciates your cooperation to ensure the school building continues to be a safe and healthy environment for all.