



**Visitor Protocol During COVID-19 Pandemic**  
*(Updated August 2021)*

Our students, employees, and visitors deserve a safe learning and work environment. In order to lower the likelihood of exposure to COVID-19; ensure the proper level of safety within our schools and facilities; and best regulate and monitor the flow of guests, the District is implementing the following interim visitor protocols during the COVID-19 pandemic.

We know that this protocol is stringent, but it is developed to ensure the safety of our students and staff remains our priority. These restrictions are based on the most current recommendations from the Center for Disease Control and Prevention (CDC), the Philadelphia Department of Public Health (PDPH), the Pennsylvania Department of Education (PDE), and other regulatory agencies.

**INTERIM RESTRICTIONS FOR VISITORS**

Access to all District facilities will be limited to current students, current staff, approved vendors and contractors, and invited guests with administrative approval. Until further notice, no other visitors will be permitted on District premises.

**Definitions**

For the purpose of this protocol, the term “visitor” refers to anyone who, at the time of the intended visitation, is not then a currently enrolled School District of Philadelphia student or a currently employed staff member.

Approved visitors are defined as persons performing essential support services, who have scheduled an appointment and received advance permission to enter at specific dates and times and for specific purposes, and include:

- Contractors (which, at the District’s discretion, may include Memoranda of Understanding and School Partner Agreements);
- Vendors;
- Person(s) with defined duties as part of volunteer services who are authorized by building principal or program supervisor for entry into a facility, e.g. building entry screeners, greeters or escorts; front desk staffers; and
- Parents/guardians attending pre-scheduled appointments for essential meetings such as IEP, 504, and other student support meetings, when meetings cannot be conducted by teleconferences and virtual meetings, which are strongly encouraged as an alternative to in-person meetings.

**SCHOOL VISITORS**

Visitors who do not fit the criteria above will not be allowed in schools or other District buildings during the day. This prohibition applies broadly to parents, volunteers, mentors, outside speakers, etc.



## **GUIDANCE FOR APPROVED VISITORS**

Visitors of the School District of Philadelphia should be aware that the primary mode of transmission of the COVID-19 virus is through respiratory droplets and close contact between people, which increase the risk of exposure to and the possibility of spreading and contracting the COVID-19 virus. While the District is implementing preventative measures in compliance with federal, state, and local laws, orders, directives, and guidelines to reduce the spread of COVID-19, it is not possible for any school district to eliminate all risk of exposure or contracting COVID-19 when in school or administrative facilities or elsewhere. It is because these risks may result from, or be compounded by, intentional or unintentional actions or omissions of any individual that the District is strictly limiting who may be in District facilities.


### **Visitor Expectations**

If any person plans to visit a District school or facility, they will be expected to abide by the following protocols:

**The first step is to request and obtain approval for the visit at least 24 hours in advance of when you plan to arrive at a District facility from the identified District employee host.** (Rare exceptions to the 24-hour rule may be considered in emergency circumstances.) All visitors to our schools will need to have a confirmed appointment for a specific date, time, and purpose, to enter the building, with directions to tell you which building entrance to use and where you should go in the building.

1. If you have permission to visit a building, upon entry you will be asked to verbally confirm that you are symptom-free and have not had close physical contact with someone who has tested positive for COVID-19 in the previous 14 days.
  - The verbal screening asks the following questions that align with public health guidance:
    - In the past 24 hours, have you had ONE of the following symptoms unrelated to a pre-existing medical condition: frequent cough or shortness of breath? (Yes/No)
    - In the past 24 hours, have you had TWO or more of the following symptoms unrelated to a pre-existing medical condition (i.e., like seasonal allergies, migraine, etc.): sore throat, chills, headache, muscle pain, new loss of taste or smell? (Yes/No)
    - In the past 24 hours, have you experienced a fever of 100.4°F or above? (Yes/No)
    - Have you been in close contact with someone who tested positive for COVID-19 within the past 14 days but are not fully vaccinated? (Yes/No)
2. All visitors will be required to complete the [Virtual Visitor Pass](#) which will log their entry into the SDP building.



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- After completion of the [Virtual Visitor Pass](#) the visitor will receive a message of completion.
  - A “green mark” designation will permit entry into a school district facility (so long as you have a confirmed appointment for the day and time).
  - The website is compatible with all smartphone, tablet, and computer operating systems. Individuals without access to an electronic device or experiencing technical difficulties will be required to complete a paper copy of the Virtual Visitor Pass.
    - School leaders will be required to identify designated personnel to enter all paper visitor forms into the digital record [Virtual Visitor Pass](#).
3. If a visitor arrives to a District facility symptomatic or starts to exhibit symptoms of COVID-19 while on premises:
    - You will be asked to leave the facility and return home;
    - You should contact your healthcare provider; and
    - You are requested to notify your District employee host if you are confirmed to have contracted COVID-19.
  4. You must be wearing a mask when you arrive that covers your nose and mouth, in accordance with the District’s mask protocol. Clothing and household items (like scarfs, t-shirts, sweatshirts, or towels) are not themselves acceptable face coverings for use in District facilities. However, acceptable masks may be factory-made, sewn by hand or machine, or created by using materials cut or constructed from household or clothing items. The District will not provide masks to contractors, vendors, delivery personnel, visitors, or others visiting District facilities. You are expected to provide your own mask and wear it at all times in District facilities.
  5. All visitors will be required to show photo identification and display the green check of the Virtual Visitor Pass either via your smartphone or in printed form at a designated building entrance prior to accessing the building beyond the entry point.
    - **Schools:** At the front door/buzzer, it is expected that all visitors will state the purpose of their visit and/or specify with whom they have the appointment and the confirmed date and time of their appointment. If the appointment is verified, the visitor will be buzzed in and must go to the main office immediately upon entry.
    - **Other District Facilities:** Upon entry into the building, it is expected that the visitor contact their employee host to notify them of arrival, sign in at the designated check in point, display results of entry pass, and proceed to the designated work or meeting location.
  6. Comply with the District’s COVID-19 prevention protocols, including frequent hand washing; wearing of a mask; proper social distancing of six feet while on premises; and adherence to all signage, notices, and other guides regarding spacing and traffic flow.
    - Visitors (including parents/guardians) do not have unrestricted access to school district facilities and must remain in approved areas only.
    - Any visitor who engages in uncooperative or disruptive behavior, or does not adhere to or threatens not to follow the prevention protocols, will be required to leave the premises. Staff will be authorized to seek assistance of School Safety Officers or law enforcement if a visitor engages in such behavior or objects to



leaving the facility as directed, and to exclude such individuals from visiting District facilities for some period of time thereafter.

- The District reserves the right to deny an individual entry to any school building when there is reason to believe that such individual's presence would be detrimental to the operation of the school, the learning environment, or the health and safety of the school community.

#### **DISTRICT EMPLOYEE HOST GUIDANCE**

Building principals, office supervisors, and/or any other District designated employees will be responsible for coordinating essential visitor visits to their buildings.

- **Schools:** Schools are encouraged to incorporate the interim COVID-19 visitor protocols into existing communications with their school communities to ensure all school visitors are informed of building restrictions.
- **Other Locations:** Departments hosting visitors are required to share the protocols with guest(s) prior to the visit. The District employee host must inform public safety or site supervisor when visitors will be on premises so that proper protocols may be followed.