



COVID-19 VISITOR PROCEDURE

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the Spero Academy on visitors to the school during the COVID-19 pandemic.

II. GENERAL STATEMENT OF POLICY

Spero Academy encourages interest on the part of parents and community members in school programs and student activities. However, during the COVID-19 pandemic, Spero Academy, acting in accordance with recommendations from the Minnesota Department of Education, Minnesota Department of Health, and Centers for Disease Control, is currently limiting visitors in our facilities in order to maintain a safe environment for our students and staff.

The only people allowed in Spero Academy facilities during the COVID-19 pandemic are Spero Academy staff members and contracted service providers, Board members, and currently enrolled students.

III. DEFINITIONS

- a. A “staff member” is defined as a person employed by or working for Spero Academy on a regularly scheduled basis.
- b. A “contracted service provider” is an organisation or individual that has signed a contract with Spero Academy to provide additional goods or services that are not provided by Spero Academy’s regular program or staff.
- c. A “board member” is an individual who has been elected and is currently serving as a member of the Spero Academy Board of Directors.
- d. A “currently enrolled student” is a student who is actively enrolled at Spero Academy and is receiving educational services.
- e. A “visitor” is anyone who does not fall into one of the four categories above, including volunteers, prospective families and students, parents or legal guardians of current students, and other individuals.

IV. VISITOR LIMITATIONS

- a. The only people allowed in Spero Academy facilities during the COVID-19 pandemic are Spero Academy staff members, Board members, and currently enrolled students.
- b. Parents/guardians who are dropping off or picking up students are not permitted to enter the building. Students will be accompanied by staff members to and from their classrooms each day.
- c. If a parent/guardian needs to drop something off for a student during the day, please notify front office staff and a staff member will meet the parent/guardian outside of the front doors and take the item to the student.
- d. If a student becomes ill during the day or develops a fever and/or other COVID-19 symptoms while at school, the parent/guardian is required to pick the student up within 60 minutes. School staff will bring the student outside to the parent/guardian upon arrival - parents/guardians may not enter the building to pick up a sick student.
- e. Prospective students and families may not visit the building for a tour at this time. Spero Academy will conduct regularly scheduled information sessions for prospective families via video conferencing until further notice.

V. EXCEPTIONS

- a. In some circumstances, it may be necessary for someone to enter the building who is not a school staff member, contracted service provider, board member, or student. These situations must be requested and approved by the Executive Director in advance. In these cases, visitors are required to abide by the same health screenings and procedures as staff and students, including:
 - i. All visitors to the school building must have a scheduled appointment.
 - ii. All visitors to the school building must wear a mask covering both their mouth and nose completely.
 - iii. All visitors should use the hand sanitizer provided when they enter a school office area.
 - iv. All visitors to our school offices must remain in the front office areas unless authorized by the Executive Director.
 - v. All visitors must practice social distancing. All in-person meetings must allow participants to socially distance themselves at least six feet from another person or person(s).
 - vi. All visitors must complete the Spero Academy Health Screening prior to entering the building, including a questionnaire of symptoms and a

temperature check. Visitors with fever greater than 99.9°, visitors who are waiting on the results of a COVID test, or visitors with, congestion, dry cough, breathing difficulties, sore throat and/or chills will NOT be permitted to enter the school building or offices. It is extremely important that you do NOT come to the schools or offices if you are sick. Please do not place our school employees and students at risk.

- vii. If a visitor develops symptoms of COVID-19 following their visit, they must notify the school so contact-tracing may take place.

References:

<https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>