



### Who is defined as a visitor?

- Parents/Guardians/Siblings/Family Members of students
- Visiting Professionals (*ex: substitute teachers, SLP, EAL, Public Health Nurses, Public Health Officers, Fire Marshall, emergency personnel, any person not regular to the school*)
- ASDS Maintenance Personnel
- Contractors, delivery people if they enter the building past reception
- Volunteers
- **This is not an all-inclusive list, if someone is within the school who is not a regular, everyday staff member, or student of the school, they need to be signing in for contact tracing purposes.**

### Visitor Guidelines:

1. Upon arrival, all visitors will review the GNB Screening Poster.
2. All visitors must wear a mask and are encouraged to wash/sanitize their hands upon entry to the building.
3. Visitors are to maintain physical distancing of 2M/6Ft wherever possible between themselves and others, if distancing not possible, a community mask must be worn.
4. If, after reviewing the poster, the visitor is permitted to enter the building, all visitors will proceed to reception and sign-in. **\*Signing-in is mandatory for contact tracing purposes.**
5. After the visitor signs in, if they are unfamiliar with the COVID guidelines within the building, the visitor must be escorted to their destination. Abiding by all signage and markers as they are being escorted.
6. Wash their hands frequently using soap and water or by using hand sanitizer.
7. Avoid touching the face, eyes, nose or mouth with unwashed hands.
8. Cover the mouth and nose with a disposable tissue or the crease of the elbow when coughing or sneezing.
9. Visitors are encouraged to sanitize their hands once they have left the building.

### Other Notes:

**If you start to feel ill while at the school**, you are to put on a community mask immediately and promptly exit the building. If you require someone to pick you up, you must wait with a mask on and maintain physical distancing of 2M/6Ft between yourself and others.

**Emergency Situation** – The person in which the visitor is there to see is responsible for that visitor. If the visitor is someone familiar with the school's process, proceed as normal or as directed by the school.

Some groups (*Ex speech language pathologists*) may have additional measures in place. Visitors will abide by these protocols as directed by these groups. If they are required to complete a screening/sign in form with these groups, the visitor would not need to sign in as well with reception.

**Thank you for keeping our students, staff and the public safe!**