

PPES Essential Visitor Procedures 2020-2021 (COVID)

Only **essential personnel** (*defined as any person who is directly involved in the educational process of the school or has official school duties/business*) will be allowed into the school building. All essential personnel visitors must:

- Park in the front parking lot (located outside the front office, across from the 7-11)
- Wear a face mask
- Provide a photo ID
- Sign into the school office
- Complete a [Visitor Screening Form](#)
- Wear a badge/ID lanyard for all employees to see
- Meet/work only in spaces identified upon check-in
- Sign out of the office

Questions regarding this policy should be directed to the school principal.