



## Washington Building Entry during a Hybrid Schedule

~ Attention: Washington Parents, Guardians, and Visitors ~

During these unpredictable times, and in order to keep our staff and students as SAFE as possible, our building entry procedures and protocols have changed when we are functioning in a **HYBRID** schedule! Please make notice of the information below regarding parent, guardian, and/or visitor entry into Washington Elementary School!

- An appointment must be made in advance and approved by Mrs. Shinliver, the building administrator, prior to entering the building.
- All parents, guardians, and visitors entering the building **MUST** wear a mask!
- All parents, guardians, and visitors **MUST** have their temperature taken prior to entering the building.
- All parents, guardians, and visitors should answer “no” to the following questions prior to entering...
  - Do you have 2 or more of the COVID-19 symptoms?
  - Have you visited any of the restricted travel advisory locations on the KDHE list within 14 days?
  - Have you had close contact with anyone in the past 14 days who has been diagnosed with COVID-19?
- When leaving the building, parents, guardians, and visitors must exit through the front office doors.
- Parents/Guardians **WILL NOT** physically come into the school office to check their student in or out for appointments, etc.! Parents/Guardians **MUST CALL** the office to check the student in (if late) or have them dismissed (if being dismissed early). Documentation (including date, time, reason, and name of person calling) will be taken by the school secretary.
  - Parents/Guardians **MUST CALL at the time** of arrival or dismissal.
  - Students will be supervised by a staff member as they are called out for dismissal.
- Birthday treats can be scheduled on an individual basis with the classroom teacher. Individually wrapped treats are required.

Lastly, if you call the building and there is no answer, PLEASE leave a voicemail!

Thank you for your patience, understanding, and flexibility as we navigate the unknown!!!

Washington Elementary School (620)326-4370