

Procedures for Visitors

Visitors are by appointment only. All faculty and staff should arrange meetings via zoom or telephone when possible. If an in person meeting is necessary, the faculty or staff member should complete the attached form

- Upon arrival all visitors must ring the main office once they arrive
- Front office should answer “with whom do you have an appointment”
- If the visitor has a scheduled appointment, please ask them to report to a temperature reader. Please call Sr. Barbara who will meet the visitor at the temperature reader and then will escort the visitor to wait in the commons. In the commons they will need to fill in the visitor log and wear the visitor sticker. If the visitor **Does Not** have an appointment please ask them to leave and schedule an appointment with the person with whom they wish to meet.
- Once meeting is over the faculty or staff member who met with the visitor is asked to please escort the visitor out of the building and disinfect the room in which the meeting occurred

Additional Procedures

Early Dismissal/Late Arrival:

- When possible arrange all appointments for your students during their scheduled virtual days. You should also call the Attendance office at 610-343-6205 to notify them when your student will be missing class.
- If it is necessary to pick up your child from school please call the Attendance office from your vehicle.

Dropping off materials:

- Visitors will not be permitted to enter the building to drop off materials to a student. There will be a drop box available at the front door if the student requires materials from home.
- If your student forgot something and it is necessary for them to have it, please ring the bell tell the main office you are placing the item in the box and the students name it is for. Place into the box with the student's name and student number clearly written on it. A staff member from the main office will retrieve the item from the drop box and call the student down to the main office for them to pick it up.