



POCANTICO HILLS CENTRAL SCHOOL DISTRICT
MEMORANDUM

To: All Visitors and Employees
From: Rich Calkins, Superintendent
Date: July 9, 2020
Re: **Summer 2020 Protocols**

In order to maintain a safe and healthy environment for all visitors and employees please follow the protocols below:

- Masks will be worn by all visitors, at all times.
- Social distancing will be practiced by all employees and visitors.
- All visitors will be asked to enter and exit through **Gate #2**. Temperature checks will be taken upon entry.
- All visitors are asked to make an appointment before arrival with designated personnel.
- All employees must wear a mask while interacting with others and in public/shared spaces. Masks may be removed under the following conditions:
 - Alone in a room
 - Outside and social distancing
- Employees should self-monitor their health including taking temperature checks. DO NOT come to work if you feel unwell or have a temperature above 100°F or if you have been in contact with anyone who tested positive for COVID-19. (Contact your direct supervisor immediately)
- Employees are reminded of state and federal travel restrictions.