



## COVID-19 Visitor Protocol

1 message

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Wed, Sep 9, 2020 at 3:20 PM



## Ramapo Indian Hills Regional H.S. District

### COVID-19 Visitor Protocol

Ensuring the health and safety of our students and staff is our top priority as we continue to meet the challenges presented by COVID-19. Limiting the number of people in our schools is one of most important safeguards we've put in place. Under normal circumstances the Ramapo Indian Hills Regional High School District welcomes visitors to our schools. To minimize risk, our new Visitor Protocol puts strong limits on visitors entering our school during this pandemic.

Please note the following:

- We encourage parents to complete any school business electronically if possible as we try to limit school visits to essential business only
- Whenever possible, virtual conferencing will occur in lieu of in-person meetings
- If you have questions about school-related issues, please contact the appropriate school office or department. Our support staff teams will be available to answer your phone calls and your questions. However, if necessary, you may schedule an appointment with the main office for an in-person visit
- No visitors are to enter the building with students during arrival. **All visitors to our schools will need to have a confirmed appointment to enter the building.** (If you require assistance, an appointment must be made after the start of the school day)
- Prior to visiting our schools you should conduct a self-screening check for **symptoms** of COVID-19 and be prepared to sign a COVID-19 Screening Affirmation of Certification form upon arrival
- At the buzzer, it is expected that all visitors will state the purpose of their visit and specify with whom they have the appointment

- If the appointment is verified, the visitor will be buzzed in and must present themselves to the security station immediately upon entry
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system
- All visitors are required to wear a **face covering** and show government-issued identification upon entry into the building
- All visitors must practice **physical distancing**. All in-person meetings must allow participants to physically distance themselves at least six feet from another person or person(s)
- If you must drop off an item for a student you may be directed to deposit that item in a bin outside the main entry
- If you will be picking your child up early, you must notify the office in writing prior to dismissal. If it is an emergency, call the main office to notify the school
- Security staff will be required to call 911 and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening
- Ultimately, failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the local police department will be notified that an intruder is in the building

We know that this protocol is stringent and may inconvenience our visitors who are, as always, welcome in our schools. The health and safety of our students and staff must remain our priority and we are optimistic that our visitors will ultimately recognize our need to be as vigilant as possible.

If you should require clarification regarding our visitor protocol, please contact your building principal. With your cooperation, our schools will continue to be a healthy and secure learning environment for our students and staff.

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*Ramapo Indian Hills H.S District*

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