



Garden City Public Schools Information on Visitor Procedures

The safety and security of its students and staff is a top priority at Garden City Public Schools. As such, Garden City Public Schools has enacted a number of policies and procedures relating to visitors at District buildings during regular business hours.

- If you are planning to visit the Educational Support Center or other district building during the business day, you should pre-register for an appointment prior to the date of the visit. Please contact the building directly to schedule an appointment. Please expect to provide current contact information (i.e. name, phone number, etc) when scheduling the appointment. Except for an emergency, requests to meet with a department or staff member should be made at least 24 hours in advance.

Note: Visitors who are dropping off items and do not need to enter into the building, may do so without advance notice.

- After arriving to your appointment, please remain in your vehicle and call the building's main phone number. As part of the entry process, all visitors will be asked the following questions. If you answer 'Yes' to any of the following you will not be permitted to enter the building:
 - Have you, or anyone in your family, been in contact with a person that has tested positive for COVID-19 in the past 14 days?
 - Have you, or anyone in your family, been in contact with a person that is in the process of being tested for COVID-19?
 - Have you, or anyone in your family, traveled outside of the U.S. within the past 14 days?
 - Have you, or anyone in your family, traveled to one of the "hot spots" identified by the Health Department within the last 14 days?
 - Kansas Department of Health and Environment (KDHE) as of 5/29/20 identified these locations as follows: Connecticut, Illinois, Maryland, Massachusetts, Rhode Island, New Jersey, New York, been on a cruise ship or river cruise.
 - Have you been medically directed to self-quarantine due to possible exposure to COVID-19?
 - Are you having trouble breathing, or have you had flu-like symptoms within the past 48 hours, including fever, cough, shortness of breath, chills, runny/stuffy nose, head or body aches, sore throat, nausea, vomiting, sudden loss of taste or smell, diarrhea or symptoms?
- If 'No' was answered for all of the above questions, a staff member will come to your vehicle for a temperature screening. If your temperature is 100.4 or higher you will not be permitted to enter the building.
- Once screening is completed, you will be allowed to enter the building. A mask will be required for the entirety of your appointment, even if social distancing is able to be maintained.
- Visitors must remain in approved areas only and at all times act in a manner appropriate to the safe functioning of the office environment.