Makaha Elementary School

GUIDELINES FOR SCHOOL VISITORS

Under normal circumstances Makaha Elementary School welcomes visitors to campus. The COVID-19 pandemic is a difficult time for all of us. Times have changed quickly and dramatically due to the virus. Safety is our number one priority, and we must do everything we can to prevent the spread of this disease and protect our students, faculty, and staff. To minimize risk, our new Visitor Protocol puts strong limits on visitors entering our school during this time. We encourage parents and visitors to complete any school business electronically if possible or call the office at 307-7400 to schedule an appointment.

Please be aware that we will follow the guidelines listed below to provide a safe environment for all:

- Arrive wearing a mask.
- Sanitize hands upon entry
- All visitors should complete a self-check before entering a school building. Visitors with fever greater than 100.4, congestion, dry cough, breathing difficulties, sore throat, chills, headache/stomach ache/nausea, muscle pain/unusual fatigue, new loss of taste or smell, traveled outside of the state within the last 14 days and/or have been potentially exposed through close prolonged contact with a person who has or is suspected to have COVID-19 should NOT enter our school buildings or offices.
- Submit to a health screening questionnaire.
- Comply with social distancing norms. All in-person meetings must allow participants to distance themselves at least six feet from another person or person(s).
- Schedule an appointment beforehand whenever possible.

Office Staff Procedures:

Provide Visitor Health Screening questionnaire to those who will stay on campus for more than 15 minutes. If visitor does not want to complete questionnaire or answers YES to any question on the checklist, please contact principal, Mr. Wade Araki or administrator in charge.

1. Welcome visitor
2. Have visitor complete Visitor Health Screening Questionnaire and office Visitor Sign-In Sheet.
3. Collect health screening questionnaire. If any questions have been answered, “yes.”, please contact principal, Mr. Araki or administrator in charge.
4. File completed checklists in folder by date.