

COVID-19-Related Recommendations for Modifying Your Visitor Procedures

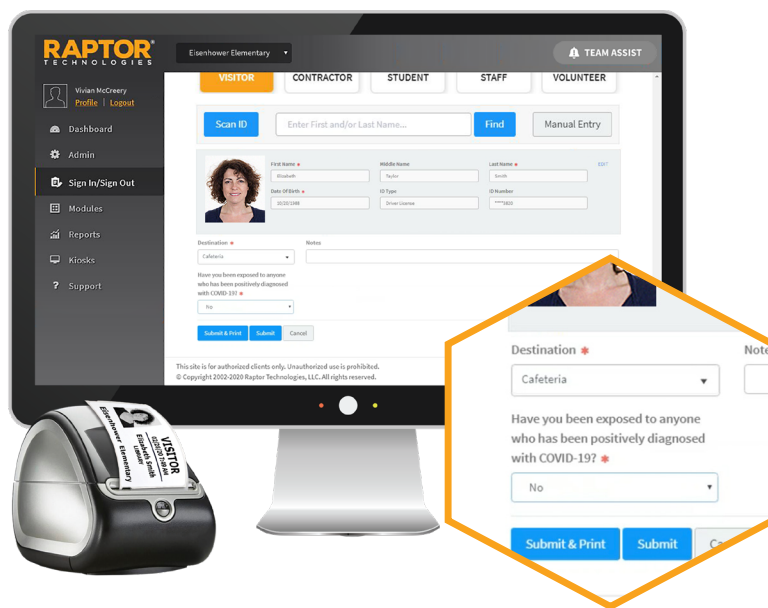
Raptor Technologies®, a partner to over 35,000 K-12 schools across the country, has been having conversations with school districts, listening closely to concerns, and noting sound suggestions and approaches to safely getting students back to school.

Critical updates to entry protocols include asking visitors, volunteers, and contractors custom screening questions for COVID-19 exposure, adjusting sign-in procedures to minimize direct contact, and retaining visitor records to facilitate contact tracing efforts. These recommendations, which are an excerpt from our [Back to School eBook](#), have emerged as best practices among many major school districts.

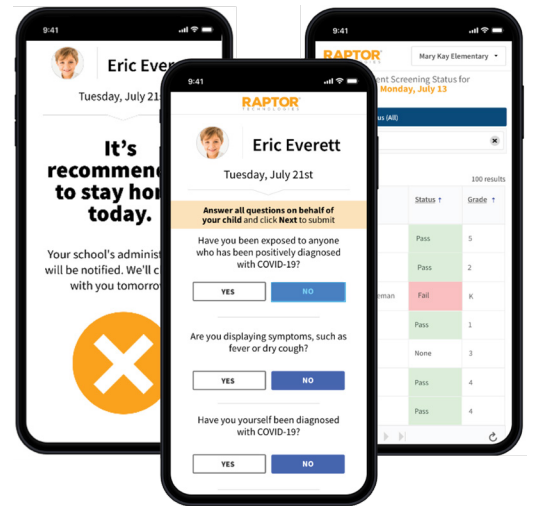


- ✓ **Add a set of COVID-19-specific visitor screening questions** to your visitor check-in procedures. Communicate in advance to the community that such screening questions will be included in your visitor protocols. See the sample questions below, but be sure to adhere to your district protocols as well as local and state health guidelines when devising your screening questions such as:
 - Have you been exposed to anyone who has been positively diagnosed with COVID-19?
 - Are you currently displaying symptoms, such as a fever or dry cough?
 - Have you yourself been diagnosed with COVID-19?
 - Have you traveled within the last 30 days to any country or urban center considered high-risk by the Centers for Disease Control?
- ✓ **Screen students and staff for COVID-19 risk** before they come to school each day. Send a daily questionnaire that they can answer on their mobile devices or computer. A recommendation should be given based on their answers and the school should record all answers.
- ✓ **Add a custom sign-in field that can record the temperature** of visitors, volunteers, contractors, students, and staff prior to entering the building.
- ✓ **Immediate and automated notification of appropriate administrative and security personnel should a visitor be identified as a potential exposure risk.** Have a procedure in place for escorting the person away from the visitor desk and out of the building. Remember to respect the person's privacy and encourage the person to seek medical guidance.
- ✓ **Facilitation of contact tracing** through the retention of personal and specific visit details for every visitor (contact information, date, sign-in/sign-out times, authorized location in the building) in an online system. To aid possible in-depth contact tracing efforts of local health officials, retain these details in a secure, password-protected location for at least 28 days.

- ✓ **Addition of shields, social distancing guidance, and restriction of the number of people allowed at the visitor desk** for the protection of office personnel.
- ✓ **Modification of visitor check-in procedures** in which direct contact between staff and visitors is minimized or performed at an appropriate distance; for example, by using a self-service kiosk, placing ID scanners where visitors can scan IDs themselves without staff having to handle the ID, and/or placing approved visitor badges on a desk at a safe distance for visitor pick-up.
- ✓ **Addition of COVID-19-specific signage** and the prominent display of building access and social distancing policy statements. Make such signage as clear and prominent as is practicable by posting at your school entrance, in each hallway, and in each common area of the school.



Raptor® Visitor Management check-in interface with custom COVID-19 screening questions and instant COVID-19 alert button.



Raptor Student & Staff Remote Screening Module displayed on mobile device.

Raptor® is at the vanguard of leveraging electronic visitor management software as a screening and reporting tool for COVID-19 exposure and prevention. Raptor empowers schools to implement the best practices described above and has a longstanding reputation for robust performance, unmatched innovation, and world-class customer service.

For a more comprehensive look at how automated visitor management—and Raptor Visitor Management in particular—can help you prepare for back to school in the age of COVID-19, download our [eBook](#), email us at info@raptortech.com, or call 877-772-7867 to schedule a personalized demo.