



GUIDELINES FOR ESSENTIAL VISITORS:

- Please review the essential visitor list on the district web site
https://hatborohorsham.sharepoint.com/:x:/r/sites/HR/_layouts/15/guestaccess.aspx?e=4%3A0qStwg&at=9&CID=95D48AE1-F82B-4460-8AAE-841A69D568B5&wdLOR=c5850AC01-E95E-4768-8B59-E63E81078E80&share=EXh2701CwVBDntOeAJrPzLIByZPpXZfhOQnXmt3Tss-pxA
- As you enter the front of the building wash your hands with hand sanitizer at the front entrance
- Report to the main office at the elementary buildings, the attendance window at the middle school and the security window at the high school and the secretary will assist you in entering your information into the Easy Lobby Visitor Management System
- Once your information is complete, your temperature will be taken, and a health screening will be completed by the **school secretary** if you are visiting **Keith Valley Middle School** or the **Hatboro-Horsham High School**
- Once your information is complete, report to the nurse's office to have your temperature taken and a health screening completed by the **School Nurse** if you are visiting an **Elementary School**
- When you exit the building, stop at the front entrance, attendance secretary, or security window to return your stick- on badge, and wash your hands with hand sanitizer