

The following COVID-19 general safe work practices should be followed by all visitors (contractors, vendors, parents/guardians, delivery staff) to Santa Monica Malibu Unified School District (SMMUSD) sites. The latest information is available on the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) and LADPH website (<http://publichealth.lacounty.gov/media/coronavirus/>).

## GENERAL INFORMATION

1. Visits to the school by individuals other than staff and students are avoided whenever feasible. Parents of enrolled students are encouraged to conduct business with school personnel remotely.
2. Visitors to the school other than parents of enrolled students are limited to those who are essential for the school's operation. Visitors are by appointment only and visitors must complete a screening and sign-in before entering the school site. Visitors are instructed to come to their appointments alone. If a visitor must be accompanied by another person (e.g., for translation assistance, or because the visitor is a minor, or has minor students) their information is also captured in the visitor log.
3. Movement of visitors within the school is limited to designated areas such as the reception or lobby area, offices, conference or meeting rooms, and public rest rooms to the extent feasible.
4. Visitors arriving at the school with non-enrolled children (e.g. younger siblings of students) must ensure that these children stay next to an adult and avoid touching any other person or any item that does not belong to them.

## HEALTH SCREENING

- Stay home and self-isolate if you are experiencing COVID-19 symptoms (such as cough, shortness of breath, or fever), test positive, or have been exposed to a known or suspected case. Screening is also performed on-site prior to entry.

## PHYSICAL DISTANCING

- Maintain a distance of at least six feet between yourself and others at all times. Follow signage.

## HAND HYGIENE

- Wash hands or use hand sanitizer frequently, including before and after visiting the area. Avoid placing personal items on surfaces unless necessary. Cover coughs/sneezes.

## FACE COVERINGS

- Visitors must wear a face covering over their nose and mouth at all times while in the school. This applies to all adults and to children 2 years of age and older not at risk due to a respiratory condition. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt.

## ENVIRONMENTAL CLEANING

- Frequently touched surfaces at the site are cleaned and disinfected routinely. When feasible, clean and disinfect any surfaces that you will be touching before and after using the area, or notify your site contact if cleaning/disinfection of surfaces is needed.