

*Rite of Passage
Policy and Procedure*

Policy Number:	700.120
Policy Name:	Visitor Monitoring COVID-19
Program Type:	All

Policy:

Effectively immediately all non-employees entering an ROP facility shall be subject to the following protocols:

1. COVID-19 Visitors Sign shall be posted at the entry (inside and out) of all ROP facilities. A sample copy of the Visitors sign has been attached to this policy.
2. Visitor Screening.
 - a. All visitors shall complete a Visitor Screen BEFORE being permitted to enter an ROP facility. If anyone answers “Yes” to any question they should consult with the Site Administrator regarding their response(s) prior to entering the facility. The Site Administrator may refuse entry of the visitor based on the visitor’s response(s).
 - b. Visitors or vendors who are simply dropping off items (i.e. mail, packages, office supplies) may be directed to drop off packages outside the door to the facility. If they must enter the facility to complete the delivery they shall not be required to complete the Visitor Screen as long as they are not interacting with staff or students.
 - c. If your facility is measuring the body temperature of people entering the facility their temperature should be noted in the FOR WEEKLY USE section of the form.
 - d. Visitors who visit regularly need to complete it once.
 - e. The completed forms need to be kept in a confidential file at or near the entry of the facility (front desk, control, etc.).
 - f. A sample copy of the Visitor Screen has been attached to this policy.

3. Visitor Logs

All visitors are required to complete a detailed Visitor Log upon entry and exit of the facility. At a minimum the Visitor Log shall include the following information:


- a. Visitor Name
- b. Date
- c. Time of entry
- d. Time of exit
- e. Reason for visit
- f. Students/Staff visited
- g. Areas of facility visited

A sample Visitor Log has been attached to this policy.

Policy Attachments:

1. Sample COVID-19 Visitors Sign
2. Sample COVID-19 Visitor Screen
3. Sample Visitor Log

Policy Version History and Reference Information

Date & Version #	Details	Approved By:
03/16/20 v1	Policy created	Rusty Alexander
04/15/20 v2	Visitor Screening Tool updated to include groups of less than 50	Rusty Alexander
04/21/20 v3	Visitor Screening Tool updated to include visitor temperature monitoring	Rusty Alexander
04/24/20 v4	Updated section 2a regarding Visitor screening responses	

Reference Type (Accreditation, regulation, etc...)	Number, Section, ...

Coronavirus (COVID-19) Precautions

In order to protect our youth and staff, we ask that you DO NOT visit our facility during this time if you have the following active symptoms:



- ✓ Fever
- ✓ Cough/Sneezing Cold Symptoms
- ✓ Difficulty Breathing

In order to keep our facility free of COVID-19 we will begin screening ALL visitors prior to visiting. Any visitors that show “active” signs will not be allowed to enter.

We appreciate your understanding during this time. If you have any questions/concerns, please don't hesitate to call the facility.

Thank you for your understanding and cooperation.