



The SEED School of Washington, D.C.  
*a public charter school*

## **VISITOR POLICY**

Our top priority this school year is to maintain the health and safety of our students and staff members. Due to the public health situation, we will limit access to campus to only essential visitors. Essential visitors are individuals who need to access the school campus to keep it operating, including contractors who are performing essential work on campus or individuals who are making deliveries to campus. The procedures below must be followed for any essential visitor who comes to campus:

### **Visitor Requirements**

- When an essential visitor needs to visit campus, a staff member must alert security of the person's name and day/time of visit.
- In addition to alerting security, the staff member must also alert the front desk receptionist who will then add the information to an Essential Visitor Log. The information must include name, date/time/length/location of visit, purpose of visit, and contact information.
- All essential visitors must wear a mask at all times while on campus and present photo identification upon their arrival.
- All essential visitors must complete a daily health screen using the Google form and have their temperature taken.
- Visitors who clear screening are given a dated visitor badge which is to be worn and visible the entire time of the visit.
- After clearing security and the daily health screen, the front desk receptionist will contact the host or appropriate staff member to meet the visitor in the lobby and escort him or her to their campus location. Hosts are responsible for visitors while they are on-site, and visitors are not allowed to move about the campus unaccompanied.
- Essential visitors must enter campus through the main lobby to complete the screening process and to wait for their escort.
- Upon departure, visitors must exit through the lobby and return their visitor's badge to security.



The SEED School of Washington, D.C.  
*a public charter school*

### **Visiting Scholars**

Scholars are not permitted to have guests on campus. At this time, parents/guardians are not allowed to shadow in classrooms or in the dormitory. Everyone who is not a currently enrolled SEED scholar or a current SEED staff member must abide by the visitor policy.

### **Emergency Situations**

SEED DC understands that family emergencies do arise from time to time and that parents/guardians may need to enter campus to visit their children. When such situations occur between 8 am and 8 pm, please contact the school receptionist at (202) 248-3034. When they occur after 8 pm, please contact the Student Life Coordinator at (202)-249-1937 or 202-329-8961. All parents and guardians must still follow the essential visitor policy above and sign in at the security desk and receive authorization before proceeding to see their scholar.

### **Dropping Off Items to Scholars**

Parents/Guardians can drop off essential items for scholars between the hours of 8 a.m. and 8 p.m. All drop-offs should be made to the front desk in the school lobby ONLY. At no point should a parent or any family member go directly to a child's residence or classroom to drop off items. Items should NOT be left with security.

### **Virtual Visits**

Given the need to limit access to campus for non-essential visitors during the public health emergency, we strongly encourage virtual check-ins with scholars. We will provide access to Zoom or other virtual platforms in lieu of campus-based meetings while under the public health emergency.

### **How to Pick Up a Scholar Outside of Normal Check-Out Times**

If you need to pick up your child outside of normal check-out times, please send an email to [attendance@seedschooldc.org](mailto:attendance@seedschooldc.org) and provide your name, the scholar's name, and the day/time that you will be picking him/her up.

### **Suppliers, Contractors, and Delivery Personnel**

Delivery drivers can use their bill of lading as an acceptable ID; however, such persons are not permitted outside their normal areas of pick-up and delivery without being escorted by appropriate staff.



**The SEED School of Washington, D.C.**  
*a public charter school*

Delivery personnel (e.g. UPS, Federal Express, etc.) are permitted to make their deliveries to the appropriate areas without a badge provided they do not go outside normal areas of pickup or delivery. All delivery personnel must wear a mask at all times while on the school campus.

**Visitors of Residential Employees**

All residential staff must notify their direct supervisors and gain approval for visitors who will be on campus during program hours (7:30 am - 11 pm). Their guests are to follow the same behavioral guidelines established for residential employees that are outlined in the SEED DC Employee Handbook. SEED DC reserves the right to limit, restrict, and/or deny access to our campus based on the safety, well-being, and best interests of our scholars and employees.