



SAN MATEO
COUNTY
OFFICE OF
EDUCATION

Guidance for Visitors on Campus

This guidance is to help schools allow for visitors to come on campus to work with students and staff as needed. Visitors may include clinicians, social workers, and other providers of services critical to a student's well-being.

Guidance for Visitors

- Try to meet with students off campus as much as possible.
- If meeting off campus is not possible, arrange for a school visit with the school site administrator.
- If this is the first visit, contact the school site administrator before arriving on campus.
- Let the site administrator know if additional visits might be required and on what schedule (e.g., weekly, monthly, as needed).
- Notify the school administrator if additional or alternate service providers from your organization might be on campus to serve a student.
- Review and sign off on the school's Visitor Agreement. (See below.)

Guidance for School Site

- Share the Visitor Agreement with organizations and individuals who serve students.
- Provide a space for meetings with students and/or staff to occur. This could be located indoors or outdoors. Plan for a space that can help maintain student privacy.
- If the meeting space is indoors, ensure it allows for the provider and student or staff member to maintain 6 feet of distance.
- Ensure safety guidelines are clearly posted on campus, and where appropriate, also inside the meeting area.
- Provide the service provider with the school's Visitor Agreement.

Visitor Agreement

I am aware of and agree to follow all established public health guidelines and school rules while providing services to students on campus. These include, but are not limited to, wearing a face covering at all times, maintaining the required physical distancing, practicing hand hygiene, and completing any health screening required by the school site.

If I am diagnosed with or develop symptoms of COVID-19 within 48 hours after being on campus, I will immediately notify the school site administrator.

I attest that I am fully vaccinated. (initial)

If not fully vaccinated, I attest that I am regularly tested for COVID-19. (initial)

Name

Organization

Signature _____