



Killingly Public Schools

Appointment Protocol during COVID-19

We appreciate adherence to these guidelines as we resume meetings with families.

In an effort to reduce large groups in our school offices, we are asking all school visitors to please call ahead to make an appointment. If you do not have an appointment, please call: 860-779-6620 to make an appointment. It may be possible to be seen immediately.

DAY OF APPOINTMENT:

- Please arrive 5 minutes prior to your scheduled appointment time.
- We ask that you please **remain in your vehicle** and notify us of your arrival by calling our office at: 860-779-6620.
- Our office staff will let you know when it is time to enter the building. Please note that you may be asked to wait if office volume is high.
- ****NOTE**** You **must wear a mask** to enter the building. Please bring your own mask with you. If you do not have one, we will provide you with one.

We appreciate your patience and thank you for your cooperation as we all work together to keep everyone safe and healthy.

Please call 860 779-6600 if you have any questions.