

The Summit Country Day School COVID-19 Visitor Protocol

Updated 7/28/21

The Summit welcomes visitors to campus. Given COVID-19 is still with us, safety is our number one priority; we must proceed prudently to prevent the spread of this disease and protect our students, faculty, and staff. To that end, we request all visitors follow this protocol.

Visitor Protocol:

1. Except for large special events (see below), complete the online [the Visitor Screening Form](#) 24-hours prior to the visit. The link is posted in the COVID-19 Update section of the web site and on the "Visit The Summit" page in the Admission section.
2. Arrive wearing a mask. Bandanas and gaiters are not acceptable as masks.
3. Sanitize hands upon entry.
4. Comply with social distancing norms.

Frequent Visitors: Substitute Teachers, Tutors/Intervention Specialists, Parent Volunteers:

Those vaccinated should provide documentation of vaccination to the Nurse at the start of the year, in case circumstances change and it's safe for those unvaccinated to not wear a mask.

Parent Meetings/Conferences:

These meetings may take place in-person or virtually. Masks must be worn in the building.

Admission Visitors:

Prospective students and parents must follow the Visitor Protocol.

Special Events:

We want to limit large gatherings of parents in the building as well as mixing multiple parents and students in the classroom. However, there may be situations where we can social distance parents but it's impractical to require that number of people to fill out the visitor screening form. Those situations will be noted in school communications.

Student Departures and Arrivals during the Day

Doctor appointments and other off campus appointments are encouraged to be scheduled outside the school day when possible. The administrative assistant in each division should be notified 24 hours in advance of the scheduled appointment.

Parents of Montessori and Lower School students who must leave for an off-campus appointment will be required to follow this process: Parent will sign in at the Atrium. The student will be taken to the Atrium to meet their parent.

Upper and Middle School students needing to leave campus during the day for an appointment will be required to sign out with the Division Administrative Assistant.

All students returning to campus after an appointment will be required to sign in at their designated check in point and sanitize hands before proceeding back to the classroom. Montessori and Lower School students will check in through the Atrium with the security guard. Middle School students will check in with the Middle School Office, and Upper School students will check in with the security guard in the Main Building and then proceed to the Upper School Office.