

## **Building Access Guidelines**

Items one and two below are for guidance purposes only. If a building administrator determines that due to extenuating circumstances at their school they need to enforce additional processes or procedures that are more restrictive than items one and two below we ask that you send your guidance to Plant Operations so they are aware of the restrictions. Items three thru five apply to all sites and may not be altered by building administration. Principals are encouraged to develop a process where they are notified in advance of an employee entering the school during weekends and other non-attendance days.

1. Staff will have access to their work site Monday thru Friday from 6:15 A.M. to 10:00 P.M. with the exception of holidays.
2. Staff may access buildings on Saturdays between 7:00 A.M. to 4:00 P.M. after they have received approval from their building administrator.
3. All sites will be closed and access will not be permitted on Sundays or holidays when the district is closed.
4. If the building alarm is activated due to an employee error with the system, any charges from the municipality and overtime incurred by the maintenance staff to respond will be charged to the building budget.
5. If the district or school site is closed due to inclement weather or other emergency, all access will not be allowed. If we receive 2" or more of snow during a weekend the site will be closed until the snow has been removed or 24 hours.