

Dear staff,

Starting this week, staff and visitors at all schools will use our [digital check-in/out system](#). Upon arrival at these locations staff will be able to use their phones to scan a QR code or fill out the [online check-in/out form](#). A paper form is also available, but we encourage staff to use the digital system. This will assist us in creating a safer environment for anyone in the building and provide contact tracing information in case of exposure to coronavirus.

Protocols for entering school facilities

Each person entering the building is required to follow these steps, including on weekends and non-work days.

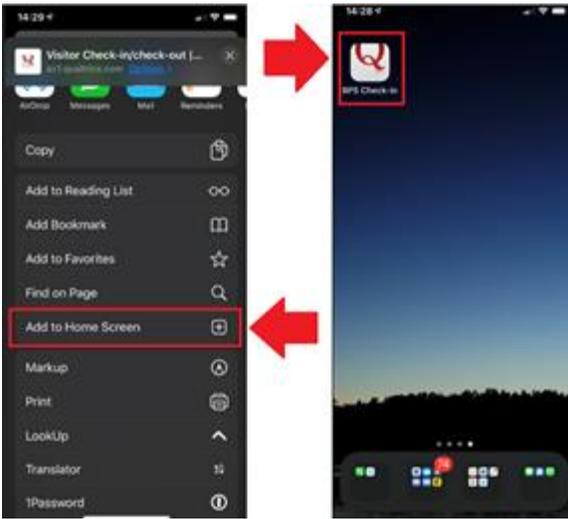
1. Scan the QR code to check in via the digital form with your phone or use the computer provided
2. If you do not have any symptoms as noted on the digital form, you may submit the form and proceed to your office
3. When you leave the building, you need to check out using the same digital form
4. While on site staff **are required** to wear a mask or face coverings
5. Staff will also practice good hand washing hygiene and safe social distancing of at least six feet

Note: Employees will continue to work remotely unless you are directed otherwise and/or in coordination with your supervisor.

Thank you for helping us keep our community safe and healthy.

How to add the form to your phone for quick access:

- Grab a handy QR code sticker (found at the check-in station) and put on your badge for quick processing in/out of the building OR
- Save the check in/out form as an app on your iPhone or Android cell phone by following these steps:
 1. Using your phone go to bellingshamschools.org/checkin
 2. On your iPhone click the share icon  and then scroll down to “Add to Home screen.” On your Android click the three dots on the top right of your browser to access a menu then click “Add to Home screen.”
 3. You may be asked to rename the short-cut, you can do this or click add/ok to complete the process.
 4. You’ll now have an app icon on your phone you can click on to access the form when you enter or leave the school or district facility.



September 1, 2020 All Schools and District Facilities to Implement Digital Employee/Visitor Check-in