



# Morning Temperature & Health Form Reporting Flowchart

Last updated: 06.29.2020

**Prior to 7:30 am**

- Students will not be permitted on campus prior to 7:30 am. In the event that a student needs to come on campus, they must have prior approval and will be checked at Gate 2 security.

**Village School Students (PreK-K)  
8:15 am - 8:20 am**

- Will walk with and adult to a designated area near the field w/parent/guardian to meet the teacher. If driven to school, will meet the teacher on B1 for temperature check and health form reporting.

**Village School Students (G1-5)  
8:15 am - 8:20 am**

- Village school students (G1-5) will be asked to go to the **Main Entrance of the VS Building** temperature and health form reporting. Parents will be permitted to take their children to the checking area but will not be permitted into the school buildings.

**Middle School Students (G6-8)  
8:00 am - 8:10 am**

- Middle school students (G6-8) will be asked to go to the **Main Entrance of the MS/US Building** for temperature and health form reporting.

**Upper School Students (G9-12)  
8:15 am - 8:30 am**

- Upper School students (G9-12) will be asked to go to the **Main Entrance of the MS/US Building** for temperature and health form reporting.

**Within normal temperature range**

- Should proceed to homeroom or advisory

**If 37.5C or higher or demonstrates symptoms**

- The student with a temperature will be escorted to the observation area for an additional check.
- If the temperature continues the student will be sent home and the division office notified.