

## **Mountain View Business Office COVID-19 Protocol**

1. The Mountain View Business office will be open from 8am- 2 pm or by appointment Monday through Friday with the exception of Friday, July 3rd from June 15- August 14. The business office main door will be locked during business hours.
2. Upon arrival at the business office, please ring the doorbell and state the reason for your visit. Once inside the main outside door, please have a seat in the vestibule area. One of our assistants will come out to the vestibule area to assist you. There is a phone available on the table. Please call the appropriate extension for assistance. There is a public restroom in the vestibule area for your convenience. Hand sanitizer, gloves, and extra masks will be available for all visitors.
3. No visitors and other faculty/staff are allowed in the business office during business hours. There will be a phone in the vestibule area. Please call the appropriate extension for assistance.
4. There will be signage posted both on the outside building and the inside business office door. These directions will assist you with any questions related to the summer protocol.
5. Should parents, students, families and/or faculty/staff require access to the business office, social distancing must be maintained and masks must be worn.
6. Please drop any papers for the business office in the business office drop box in the vestibule area. Please scan or email paperwork whenever applicable to the office.
7. The vestibule area and business office will be Bio-globed by the district custodial staff daily.