



M E M O R A N D U M

Kathy Gallagher, Director

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To: Code 2A, All Staff

Date: January 14th, 2022

From: Administration

Subject: Visitors in the Workplace

It has been the policy of EHSD to not allow children and adult visitors into the workplace other than a short visit. During the COVID-19 pandemic, it is critical for the safety of all to avoid or limit visitors in our buildings.

There are safety and liability issues involved when unauthorized visitors are in the workplace, therefore we need to avoid situations where this could become a concern or problem.

Thank you for your consideration and adherence to this policy.