

Dear Prairie Families,

We are excited about the prospect of allowing more parent visitors into the building to support students and staff. Currently, building administration is working with Home and School to identify volunteer opportunities. The district has developed protocols for visitors entering the building as well as requirements for proof of vaccination or a negative Covid test. Below is an overview of expectations for any parents wishing to volunteer at Prairie during the 2021-2022 school year.

For the purpose of procedures, we are distinguishing between visitors and volunteers. Home and School will indicate what opportunities are considered volunteer and which are considered visitors so that you are aware of the requirements. Regardless of status (volunteer or visitor), all individuals in the building are required to wear a face mask at all times.

VISITORS

All individuals who do not meet the definition of school personnel and are not employed or contracted by Naperville 203 are considered **visitors**. Infrequent, or non-regular, visitors are not required to provide vaccination verification or COVID-19 testing results.

Visitors must:

- Be limited to roles that are in close supervision of Naperville 203 staff at all times such as a presenter in a classroom (never with students alone)
- Practice social distancing and remain 6ft or more from all staff and students at all times.

If unable to meet this, then the visitor will be required to provide verification of vaccination or negative test as volunteers are required. For example, Room Party volunteers would not be able to maintain the social distancing guidelines during a class party so would need to provide verification of vaccination or negative test.

VOLUNTEERS

Any volunteer who will be in the school for more than 15 minutes at least once a week on a regular basis and in close contact with other persons must establish that they are fully vaccinated against COVID-19 or provide a negative COVID-19 test within the last 7 calendar days prior to the volunteer shift.

- Proof of COVID-19 vaccination may be met by providing one of the following:
- CDC vaccination record card
- Photograph of the CDC vaccination record card
- Documentation of vaccination from a health care provider
- Documentation of vaccination on electronic health record

- State immunization record

In order to show proof of vaccination or a negative Covid Test, volunteers will need to complete the [Volunteer Verification Form](#) within 7 days prior to your volunteering shift.

***Volunteers and visitors who do not already have an email address that is associated with a google account will need to create one, in order to upload documents to the Volunteer Verification Form.** Here are [instructions for creating a google account](#).

Once vaccination status is verified and entered into the secure Raptor system, the record(s) will be destroyed following the completion of the volunteer period. This may be after one volunteer shift if it is anticipated that the volunteer will not be returning again this school year or at the end of the school year if the volunteer is scheduled to volunteer through May.

If you have any questions or concerns, please contact the main office at 630-420-6348 or contact Nicole Kmetz at prairiehs@gmail.com.

We are looking forward to having volunteers back at Prairie.

Mr. Zallis - Principal