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To All OPSB Employees,

I hope that your summer break is off to a great start. As you know, the Central Office moved to our new location at the end of the 1<sup>st</sup> semester of the 2019-2020 school year. When we made that move to the new Central Office Complex, our vision was for it to be the hub of trainings and meetings for our district. Even in the current environment of the COVID pandemic, the complex is full of activity and preparation for the 2020-2021 school year. With the trainings and meetings that are taking place at the Central Office, hundreds of visitors are streaming through each week. Due to the current health emergency, **ALL** visitors to our facility must follow these protocols:

1. **Complete a health questionnaire (*attached*).**
2. **Have your temperature checked upon arrival.**
3. **Wear a face covering during your visit.**
4. **Avoid physical contact by maintaining physical and social distancing at all times.**

Due to the enhanced screening procedures, we ask that you plan your visit accordingly by arriving a few minutes ahead of your scheduled meeting or training in order for our staff to complete these required steps prior to entry into the complex.

The safety of all of our employees and guests is our first priority. We appreciate your understanding and we look forward to you visiting our new complex soon and often.

I hope that you continue to have a great summer break!

See you soon.

Todd Guice  
Personnel Director