



新竹縣康乃蘭美國學校
Hsinchu County American School

HCAS

HCAS Visitor Protocols

All Parents, Companies, and Vendors

1. The security guard will notify the front desk, and the administrative staff will verify appointments or other reasons for the visit.
2. Once verified, the guest must sign in using the visitor log book.
3. Exchange official ID for an HCAS badge that must be worn while on school grounds.
4. The security guard will direct visitors where to go or where to wait (e.g., sofa area, PTA meeting room, front desk, etc). Visitors need to wait patiently for the member of staff who they will meet.
5. Visitors must remain in approved areas only and only use visitor restroom.
6. Visitors must at all times act in a manner appropriate for a safe school environment. Any individual who engages in uncooperative or disruptive behavior will be required to leave the school campus. If an emergency evacuation occurs while the visitor is on school grounds, the visitor must comply with the protocol and follow directions given.
7. If while on school grounds the parent or guardian would like to speak to their child's teacher, s/he will be instructed to make an appointment with the teacher by sending an e-mail to him/her or completing the form found at <https://forms.office.com/r/aYDZgJG5Vm>. The administrative staff will help to facilitate this communication, but an appointment is needed.
8. If the visitor is dropping off items for a student or member of staff, the front desk staff will help with delivering these items.
9. After the visit, visitors must return to the security guard at the West Gate for checkout. There, the visitor will exchange the HCAS badge for their official ID and depart.
10. The school reserves the right to deny an individual entry to any area of the school grounds when there is reason to believe that the person would be harmful to the operation of the school and the learning environment.

HCAS



新竹縣康乃蘭美國學校
Hsinchu County American School

HCAS

COVID Regulations

In addition to the above and until the Taiwan government changes regulations, all visitors must do as follows:

1. Provide to the security guard proof of 3 shots of vaccination OR official documentation of an exemption with a negative PCR test that is within 48 hours of the date and time of the visit.
2. Stop for the security guard or another member of staff to measure temperature. If it is below 37.5°C, the visitor will be permitted to move forward and clean their hands via the provides spray. All visitors must properly wear a mask at all times.

HCAS