



HUNTINGDON COUNTY

Career and Technology Center

11893 Technology Drive • P.O. Box E • Mill Creek, PA • 17060-0905
Phone: (814) 643-0951 • Email: admin@hcctc.org • Website: www.hcctc.org

Training Tomorrow's Workforce Today...

Huntingdon County Career & Technology Center COVID Visitor Procedure Effective July 1st, 2020

- **All visitors are expected to wear masks when entering the building.**
- **All visitors are to enter ONLY through the front doors**
- **All visitors should push the buzzer to the left of the main doors and announce their name and reason for visit or destination with in the building.**
- **Visitors will required to complete the screening check in in the lobby area.**
- **Visitors NOT Requiring Entrance to the Building:** (i.e. picking up a student, material etc.)
 - Will remain in the Lobby area till student or staff member arrives to deliver materials.
 - Masks / face shields should remain on in the lobby area.
 - Visitors without masks will be asked to remain outside of the building till student arrives.
- **Visitors Requiring Entrance to the Building:** (Meeting, Vendor, Etc.)
 - Masks/Face shield should remain on when entering the building.
 - Visitor will be asked to dial ext. 1011 from the phone to the right of the inside door.
 - Visitor will be asked who they are scheduled to meet with.
 - The visitor then will be asked to take a seat in the lobby while the person responsible for their arrival is notified.
 - The Staff/Faculty responsible for the visitor will be asked to meet the visitor at the Commons side lobby door to allow visitor access. Responsible staff will be required to provide VISITOR Badge if visitor will be in the building for an extended time.
 - Masks should be worn by the visitor and Staff/Faculty till arrival at designated area where social distancing can be maintained.
 - In the event that a staff / faculty member is not available, a Para educator, maintenance, or administrator will be asked to escort the visitor.

THANK YOU
HCCTC Administration