

Protocol for Visitors

Due to Covid 19, we have had to put the following measures in place to reduce the risk of transmission between visitors and the school community.

We are actively encouraging alternative ways of communicating with the school community either by telephone or video meetings.

If a visit is unavoidable, **please do not** enter the school if you or someone in your household is suffering from any of the symptoms of COVID-19-

- New and persistent cough
- Raised temperature
- Change of lost of smell or taste.

Please register for a test if you have any of these symptoms:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus>

During your visit

- Sanitise your hands:
 - when you enter the school
 - at transitions between spaces (for example if you are moving between two classrooms)
 - before you leave the school building
- Avoid using communal areas such as the staffroom.
- Sit side by side (rather than face to face) unless a screen is available.
- Maintain social distancing when moving around the school
- Follow the one way system
- Avoid unnecessarily touching surfaces (handrails etc).
- If you have arranged the meeting, consider the space you need for the number of people attending the meeting.
- Face masks are available if one is required, depending on the nature of your visit.

After your visit

Please contact the school if you develop any of the symptoms of COVID-19 IN THE 14 days following your visit.

Test and Trace

Full name:

Phone number:

Member of staff you are visiting:

Date of visit;

Arrival time:

Duration of visit:

In accordance with GDPR, please sign to consent to us holding the above details for the sole purpose of informing NHS Test and Trace in the event of a positive case of COVID-19 where you may have come into contact with and infected person.

Signed

Date