



Procedures for Visitors (COVID19)

- All visits to the school must be arranged prior to attending, either by telephone contact with the school office or by contractual agreement.
- If you have had any of the symptoms of COVID 19 in the previous 14 days you must not enter into the school building – cough, fever, change to your sense of smell and/or taste.
- If you have travelled internationally to any restricted countries in the past 14 days you must not enter the school building.
- If you have been in contact with anyone who has tested positive for COVID 19 in the past 14 days you must not enter the school building.
- Upon arrival to the school you must present to the school reception (but do not enter the school office) and:
 - Answer the health & safety questions
 - Sign the visitors book using **your own pen**, providing us with your contact details for tracking and tracing, should it be necessary
- Whilst in our school you must;
 - Sanitise your hands upon arrival at the school
 - Wear a face covering (that you will bring with you) at all times inside the school building
 - Regularly wash your hands with soap and water or sanitise your hands with the hand sanitiser provided.
 - Follow all PHA guidance on personal hygiene, hand hygiene, respiratory hygiene and reducing risks in relation to COVID 19
 - Maintain a social distance of 2m
- If working with a child or with a group of children you must clean all surfaces with the disinfectant spray and disposable cloths provided, at the end of each session and in between sessions with different children. If a child becomes ill during your session you must inform their teacher immediately.
- When on-site you must work from the designated area and stick to the timetable agreed. **DO NOT** enter a classroom to get a child – the child will be brought to you in the room assigned for the support work.