



Carniny Primary School

Procedures for Visitors (COVID19)

These Covid-19 Guidelines are added to our existing protocols and code of conduct for visitors, including policies in respect of Child Protection and Safeguarding.

This document must be read by ALL visitors to the school. We ask for the support and understanding of our visitors in helping us minimise the risk of COVID-19 to our school.

At Carniny Primary School, we continue to take guidance from the Public Health Agency the DE and EA. Consequently, we are now limiting access to our school buildings to essential visitors only.

- approved EA contractors (out of school hours where possible)
- EA officers e.g., Literacy support, RISE, Ed. Psych, Behaviour Support etc.
- School health
- approved tutors and coaches e.g., Coaching 4 Christ, Lifestyle Gymnastics,
- school counsellor

No 'cold callers' will be admitted to the school building.

Face-to-face visits with parents are suspended until further notice, with queries being resolved over the phone or by email.

All visitors must prearrange their visit to the school, by phoning 02825643814 or emailing the school secretary at info@carninyps.ballymena.ni.sch.uk

In addition, visitors **must not enter** our school buildings:

- If you have had any of the symptoms of COVID 19 in the previous 14 days – cough, fever, shortness of breath, change to your sense of smell and/or taste.
- If you have travelled internationally in the past 14 days.
- If you have been in contact with anyone who has tested positive for COVID 19 in the past 14 days.

Upon arrival to the school you must:

- Wash/sanitise your hands (and regularly do so throughout your visit)
- Wear a face mask and/or visor (that you will bring with you) at all times inside the school building
- Present to the office (but do not enter the office until asked)
- Maintain a social distance of 2m between adults and children
- Sign in and complete a visitor questionnaire
- Practise good respiratory hygiene (coughs and sneezes)
- Put used tissues in the bin straight away and rewash hands
- Only access pre-agreed areas of school
- Follow instructions from the school office
- Walk on the left
- Refrain from handshakes and hugs
- Notify the office if you become ill during your visit
- Notify the office that you are signing out to facilitate cleaning

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.

Accepted by Board of Governors on 7th October 2020