

## COVID-19 Visitor Policy

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 Millquarter 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. Psychology, Behaviour Support etc.
- School health
- approved coaches
- school counsellor

All visitors must prearrange their visit to the school, by phoning or emailing the school at [cclose968@c2kni.net](mailto:cclose968@c2kni.net)

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, by email or on seesaw.

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

- you have travelled from, or through, countries currently on 'lockdown' in the past 14 days.
- you have symptoms of Covid-19:
  1. a temperature/fever (above 37.7C),
  2. a new, continuous cough,
  3. change in your sense of taste or smell
- you have suffered from vomiting or diarrhoea within the last 48 hours
- if you or anyone in your household is required to self-isolate in accordance with PHA guidelines.

**All visitors entering the school building must:**

- Have an agreed appointment;
- Sign in and out;
- complete a visitor questionnaire
- Have your temperature taken;
- Wash hands/apply sanitiser on arrival;
- Apply the gel sanitiser provided at entry points and beside the photocopier;
- Wear a face mask and/or visor;
- Practise good respiratory hygiene;
- Put used tissues in the bin straight away and rewash hands;
- Only access pre-agreed areas of school;
- Follow instructions from the school office;
- Maintain 2-metre distance from others;
- Refrain from handshakes and hugs;
- Notify the office if you become ill during your visit; and
- Notify the office that you are signing out to facilitate cleaning.

We apologise for not being able to give you our usual warm welcome but we take the current situation very seriously as we look after the welfare of our pupils and staff.

If you have any questions, please contact the office/member of staff you were due to visit.

This policy has been shared with staff and governors. It is displayed in the foyer and on our school website.