



## COVID-19 Essential Visitor Protocol

<b>Essential Visitors</b>	<ul style="list-style-type: none"> <li>• All visits will be at the school’s discretion.</li> <li>• The school will only allow essential visitors on site for: <ul style="list-style-type: none"> <li>○ School regular maintenance and emergencies</li> <li>○ For teaching and learning reasons</li> <li>○ Training that must be undertaken in person</li> <li>○ Safeguarding reasons</li> <li>○ Health and safety reasons</li> </ul> </li> </ul>
<b>Arranging the Visit</b>	<ul style="list-style-type: none"> <li>• <b>Visitors must make an appointment to visit school.</b> An exception may be made if it is for essential work for a Child Protection or Child in Need case.</li> <li>• The visitor will be signposted to the ‘Visitors to School Risk Assessment’ and this protocol (both can be found on the school’s website).</li> <li>• Both documents must be read prior to their visit.</li> </ul>
<b>Covid-19 Symptoms</b>	<ul style="list-style-type: none"> <li>• If you have any one of the following symptoms you <b>must not</b> visit school: <ul style="list-style-type: none"> <li>○ a high temperature</li> <li>○ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>○ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> </li> <li>• If you have any of these symptoms you <b>must</b> go home and arrange for a test.</li> </ul>
<b>Arrival</b>	<ul style="list-style-type: none"> <li>• Visitors must arrive at agreed time (please contact the office if you are unable to do this)</li> <li>• Report directly to the school reception office unless other prior arrangements have been made.</li> <li>• Visitors will complete a Visitor Record to support NHS Test and Trace (this will be kept on file for 21 days).</li> <li>• In the event that the visit involves close contact* with anyone else on site, and that person develops symptoms and tests positive then contact details will need to be provided to the Public Health England for their Test and Trace system.</li> </ul>
<b>Hand Hygiene</b>	<ul style="list-style-type: none"> <li>• Use hand sanitiser provided on entry to school.</li> <li>• Wash hands after visiting the toilet and at regular intervals.</li> <li>• Use hand sanitiser when leaving the building</li> </ul>
<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>• Visitors should observe social distancing whilst on the school premises wherever possible. That is: <ul style="list-style-type: none"> <li>○ Maintaining a 2 metre social distance throughout the visit wherever possible. (This won’t be possible for certain support professionals)</li> <li>○ Any face to face meetings should be as short as possible.</li> </ul> </li> </ul>

<b>Site Visit</b>	<ul style="list-style-type: none"> <li>• Items should not be shared during the visit if possible. If not possible, good hand hygiene should be observed.</li> <li>• Minimise any touching of school fixtures, fittings and other contents.</li> <li>• If working with pupils, visit the minimum number of group “bubbles” necessary.</li> <li>• Use outside access to teaching spaces where possible and follow any one-way pedestrian systems that are in place.</li> <li>• Observe any rooms restricted to visitors – e.g. staff room. Visitors may be allocated certain toilets.</li> <li>• Where possible, windows and doors should be kept open during the visit</li> <li>• Face coverings must be worn when onsite (unless in exceptional circumstances).</li> <li>• <b>Wearing a face covering will not be a substitute for maintaining the required social distance.</b></li> </ul>
<b>Fire Evacuation</b>	<ul style="list-style-type: none"> <li>• In the event of the fire alarm activation, the evacuation will be undertaken as normal, with the exception that there will be social distancing of adults at the assembly point.</li> </ul>
<b>Becoming Symptomatic in school</b>	<ul style="list-style-type: none"> <li>• Any visitor on site who display symptoms during their visit will be isolated and asked to leave site immediately.</li> <li>• If you start to feel unwell whilst you are at school please let a member of staff know.</li> <li>• If you develop symptoms up to 10 days after being in our school please call school to inform us so we are able to act in line with risk assessments and track and trace.</li> <li>• You are encouraged to be tested if you have symptoms.</li> </ul>
<b>Leaving School Site</b>	<ul style="list-style-type: none"> <li>• Go straight to the office once you have finished your visit where you will be signed out.</li> <li>• Remember to wash hands on leaving the school.</li> </ul>
<p><b>* Close contact within a school environment definition:</b></p> <ul style="list-style-type: none"> <li>• Direct close contacts - face to face contact with a case for <b>any length of time, within 1 metre</b>, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin).</li> <li>• Proximity contacts - extended close contact (<b>within 1-2 metres for more than 15 minutes</b>) with an infected individual.</li> </ul>	