

## PROCEDURES AND PROTOCOL FOR VISITORS

In response to the global coronavirus outbreak, St. John's Stonefold C of E Primary School has implemented a strict visitor policy to safeguard the health and wellbeing of the whole school community.

We are asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19.

Our policy has been developed in accordance with the advice and guidance given by Public Health England (PHE).

To protect all in the school community, we would ask anyone who meets the following criteria not to visit the school until they have completed the specified self-isolation period and remained symptom-free.

### **Please do not visit the school if:**

- You have a high temperature and / or new continuous cough
- You have had direct contact with anyone who has such symptoms within the past 7 days
- If you fulfil either of these criteria, you must be symptom-free for at least 7 days before visiting the school (or before returning to school in the case of pupils and staff).

### **APPOINTMENTS**

In order to reduce the number of people on the school site in the interest of infection control, visitors to site will be limited and restricted to only where the visit is absolutely necessary. Therefore, please only attend school if your visit is essential.

All visitors to the school must make an appointment with the relevant person they are seeing.

Visitors should then contact the school office 01706 216706 ideally 24 hours prior to the visit date to check that the visit is still able to go ahead.

Along with all members of the St. John's community, any visitors to the School should wash their hands with soap and water before leaving home.

Gel hand sanitiser will also be available on arrival and throughout your visit.

Please also ensure you observe the 2m social distancing guidelines as much as possible throughout your visit.

We ask that all visitors to the school wear a face covering/mask.

For the avoidance of potential embarrassment, we would also like to advise you that the school is currently operating a 'no handshake' policy for all members of its community.

Given the close-knit environment of our school where viruses can be transmitted easily, our policy goes above and beyond the minimum standards of care as our number one priority is to safeguard the health and wellbeing of our pupils, staff and the wider school community.

We will continue to monitor the coronavirus outbreak and assess the associated risks carefully. This is a fast-changing situation and we will issue new information as appropriate in line with the latest advice from the government.

*If you are unsure as to whether your proposed visit is considered essential, please email the school Reception at [office@sistonefold.com](mailto:office@sistonefold.com)*

- Visitors to site are limited to essential persons only and wherever possible by appointment;
- All visitors will follow the Government's guidance and the school's strict hygiene and social distancing rules e.g. hand washing/sanitisation upon entry;
- Due to the current government guidance which requires everybody to practise social distancing, only one visitor/parent is permitted to enter our reception area at any one time.

Other parents/visitors are asked to wait outside the external door until the parent inside has completed their business. Government guidance states that there should ideally be a **2 metre** minimal distance between people in public spaces, queues.

For social distancing reasons, **ALL visitors** to the building will be kept to a minimum and will be by appointment only.

## **PARENTS**

- We ask that only one parent accompanies their child to school.
- The school gates will open at 8.45am and we ask that parents wait with their child.

## **CONTRACTORS**

- Contractors must obtain permission before attending site;
- Site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19;
- Office staff are aware of and explain additional hygiene and social distancing rules required by contractors and visitors on arrival; masks and gloves to be worn by all contractors.
- Office staff sign-in and sign-out all visitors to prevent the handling of pens/paper by multiple people;
- Contractors are encouraged to access site asbestos surveys on PAMS prior to a site visit; they will be advised of this when making the appointment.
- The Executive Summary (list of occurrences at the start of the asbestos survey), along with a floorplan of the school with asbestos containing and 'unknown' materials highlighted on it has been printed and laminated for contractors on arrival to site. Confirmation of sight of the survey will be signed in the Contractors file by school staff. Laminated sheets handled by the Contractor will be wiped clean using gloves and disinfectant wipes following use;
- Contractors will wear appropriate PPE as determined by their employer, however they may be asked to wear additional PPE (provided by the school) upon arrival e.g. gloves, mask, coveralls, etc. Contractors will comply with

any additional PPE or hygiene requirements made by the school prior to entry;

- Contractors will keep the time spent on site to a minimum and will make all efforts to only attend site to carry out work during periods of reduced occupation;
- Alternative routes around or through the premises will be used as instructed by the school to create the shortest route to the area of work to minimise presence on site.
- Designated work areas must be identified so that additional cleaning can be carried out in this area.

### **DELIVERIES**

- The number of site deliveries has been reduced where possible;
- Where possible, deliveries to be left untouched for a minimum of 24 hours before unpacking (if poss).
- Staff handling deliveries will observe good hand hygiene, washing hands using warm water and soap for a minimum of 20 seconds or using sanitiser after handling new deliveries that have not been sanitised.