

**Procedures for Visitors**

**(Covid 19)**

All visits to the school must be arranged prior to attending either via telephone; contact with the school office; or by contractual agreement.

If you have experienced any of the symptoms of COVID 19 in the previous 14 days, you must not enter into the school building (cough, fever, sore throat, shortness of breath, change to your sense of smell and/or taste).

If you have travelled internationally 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 the secretary will sign you in, taking and recording your temperature in the visitor book**)**, 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) inside the school building (preferable)
* 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 from adults

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 beginning and end of each session, as well as in-between sessions with different children.
* If a child becomes ill during your session, you must inform their teacher immediately.