



Summerfield Education Centre

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Covid-19 Visitor Protocol -Updated January, 2021

We ask that all visitors to our school site adhere to the procedures outlined below to help keep all students, staff and other parents/carers and their families as safe as possible.

The aim is to reduce unnecessary interaction between people on our school site and therefore limit the risk of cross-contamination between individuals within our school community.

This protocol should be followed, alongside government guidance –

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Only visitors with the prior authorisation of the Headteacher and with a pre-booked appointment will be allowed on site.

Wherever possible, maintenance work will be scheduled for when students are not present in school.

Face coverings

In order to protect our school 'bubble', we ask that all visitors wear a face covering inside the school building.

Arrival on site

All visitors will be asked to:

- Participate in the NHS Track and Trace System or complete a School Tracking Form
- Sign in to the school visitor book

Visitors will be asked if they, or anyone they live with, have any COVID-19 symptoms or have been tested positive for COVID-19. If the answer to either of these questions is 'yes', the visitor will not be allowed on school site.

All visitors will wash or sanitise their hands on entry to the building.

Visitors will be reminded of social distancing guidelines before entering school and will be asked to report to the office immediately if they begin to feel unwell whilst on site.

Good hand and respiratory hygiene

Hands must be cleaned on arrival at school, before and after breaks and eating, after using the toilet, after sneezing or coughing, when changing rooms.

Visitors must use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it. kill it')

Social Distancing

All visitors should follow the social distancing guidelines and stay 2 metres apart from other adults and young people whenever possible.

Visitors leaving site

Visitors will be asked to wash or sanitise their hands on departure and to sign out.

Cleaning

Door handles/doors/surfaces etc. that a visitor has had contact with will be wiped down once the visitor leaves site.

Deliveries

Contactless deliveries will be accepted and doors/gates will be left open where safe to do so to minimise contact points. Regular cleaning will be carried out on external and internal doors, handles and buzzers.