

# Chisenhale Primary School



Learning Together for a Better Future

## **Procedures for visitors to school during Covid-19 pandemic**

### **Illness:**

- Please **do not come on the premises** if you are showing any symptoms of the coronavirus e.g. high temperature, recent persistent cough, loss of smell or taste
- If you develop symptoms while on the premises, **immediately** go to the Reception area and inform staff that you need to leave (ensuring social distancing). Please comply with test and trace procedures so that the school can be informed if you have a positive test.
- Ensure you follow government guidance re self-isolating if you have been in close contact with another person who has tested positive for Covid-19, and **do not** come into the building.

### **Arrival:**

- On arrival all visitors **must** sign in at Reception and then wear a visitor's badge while on the premises
- Hands **must be** cleaned by using the hand sanitiser at Reception or by washing in the Reception-area toilet
- Continue to wash your hands regularly while on the premises and avoid touching your face
- Visitors to be taken or directed to the appropriate area of the school by Reception staff
- If you are working or meeting with adults, we ask you wear a mask

### **Moving around the building:**

- When moving around the building please follow the one-way signs and keep a safe distance away from others.
- Wearing of a mask if you cannot keep a distance, is required.

### **Using the staff room and toilets:**

- Please ensure you maintain social distancing in the staff rooms, a mask is not required if you are eating/drinking
- If you use any items e.g. cups, plates etc, please ensure you wash, dry and put them away afterwards
- After using the bathroom, clean all touched surfaces including flush, soap dispenser and door handle with the spray provided.

### **Meeting with members of staff:**

- When meeting with members of staff, please try to maintain social distancing
- Meeting must only take place in well ventilated spaces
- Wearing of a mask is required if the meeting will last more than 10 minutes or social distancing cannot be maintained. Also if a member of the meeting is more comfortable with mask wearing and requests it, we ask all members of the meeting do so.
- A record of those attending the meeting must be kept for track and trace purposes

### **Observing children in class or in the playground:**

- Try and ensure social distancing as far as possible
- Wash your hands following any contact with children

### **Working individually or in a small group with children:**

- Ensure that the area in which you are working is well ventilated by having windows and doors open
- When you first go to the room in which you will be working, please check that the following items are there: cleaning spray, blue paper towel roll, tissues, bin. If any of these items are missing please go the Reception area and ask staff to get the missing items for you
- Once you have finished working with a child or small group, please clean touch points e.g. chairs, tables, door handles etc, with the cleaning spray and blue paper towel before bringing another child into the room.
- When working individually with a child, sit next to them, rather than face-to-face
- When working with a small group, make sure children are not sitting directly opposite each other and that you maintain a distance from the group
- If you are regularly working with individual children, it is best to have their own set of equipment for each child

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- If equipment is shared, it needs to be cleaned after each use
- Ensure children working with you are following good hygiene practises e.g. washing their hands regularly, coughing or sneezing into tissues and putting these into the bin immediately
- Try to avoid physical contact with children but if you do need to take a child by the hand, for example, please remember to wash your hands afterwards.
- Keep a record of all group and individual work with children and adults for track and trace purposes

## **Leaving the building:**

- Before leaving the building ensure you have given the information of the children or adults you have met with to the relevant member of staff for track and trace purposes
- Please make sure that you sign out before leaving the building