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**Visitor Guidance under COVID guidelines**

**As we continue to try to minimise the risk of COVID-19 at Crowland Primary School, we ask for the support and understanding of our visitors.**

**Please read and follow these guidelines carefully.**

Please support us in protecting the Crowland community and **do not** visit us if:

* you have travelled from or transited through any of the countries requiring quarantine after return, or areas that are currently under ‘lockdown’ in the past 14 days.
* you have developed a fever (above 37.8C); a new, continuous cough; or a loss/ change to your sense of smell or taste within the last ten days.\*
* anyone in your household is required to self-isolate in accordance with government guidelines.

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| **ENTRY & EXIT**  |

* All visitors must use sanitiser or wash their hands on entry and exit to the building.
* When you arrive/leave, please ensure you sign in/out. This is essential as we will be using this to establish who is on-site.
* You will be asked for your contact details as part of our track and trace procedures.
* If you wear a mask to travel to the school, it should be safely stored or disposed of when you arrive.
* You may be asked to wear a mask in school depending on the nature of your visit.

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| **IF YOU DEVELOP SYMPTOMS** |

If you develop symptoms of Covid-19 **while at school:**

* Inform a member of SLT or office staff and leave immediately.
* Do not return to school for at least 10 days from the onset of symptoms
* Follow guidance for [households with possible infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection)
* Get [tested](https://www.gov.uk/get-coronavirus-test) and inform school immediately upon receipt of result
* **If you develop symptoms (see above\*) and receive a positive test result within 14 days of visiting, please inform the school immediately.**

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| **MAINTAINING INFECTION CONTROL** |

* Visitors must maintain 1m+ social distancing between themselves and others, including children, where possible.

**Class Groups/Size**

* Children will be in Year group bubbles. If you are working with groups of children, they must be from the **same** bubble at the same time (bubbles must not mix).
* Only **staff who are not** allocated to work in a classmay support more than one bubble.
* If you are working with small groups/individual children, you should attempt to use an outdoor space in the first instance.

**Staff room**

* Each year group bubble is allocated a separate staffroom area.
* Visitors are not permitted in the staff room
* Visitors are advised to bring their own refreshments.

**First Aid**

**If the purpose of your visit is to work with a child please note the following:**

* If a child feels ill or has an injury (that is not suspected COVID-19), a school first aider will follow the school's usual procedures and use the medical room. There is a first aider in every year group. If they are absent staff in the office are first aid trained. First aiders will be required to wear PPE when administering first aid.
* Children who become unwell with COVID-19 symptoms should be taken to **the ‘Sick Room’** by a support staff member [in PPE]. This is located next to the disabled bathroom on the ground floor. The office should be notified to contact the parent.
* PPE is available in the medical room and in classrooms for staff undertaking first aid.
* A digital thermometer is available in the medical room and does not require physical contact. (A second thermometer is in the office).
* Only one child can be treated in the ‘Sick Room’ at any one time with the window open at all times. If a child in the Sick Room needs to use the bathroom, they must use the Disabled Bathroom nearby. A sign will go outside restricting other people from entering.

**Hand washing and hand sanitising**

* Children, staff and visitors must wash their hands with soap and water:
	+ On arrival
	+ Entry back into the building after being outside
	+ Before lunch
	+ After sneezing, coughing or blowing your nose
	+ After touching shared school resources
	+ Before fruit time
	+ After using the toilet
	+ After using shared devices (for example, the photocopier, kettle, microwave).
	+ Children will be encouraged not to touch their face.

**Moving around the building**

* Children, staff and visitors should follow the markings in corridors. These will be clearly signposted with tape on the floor.
* Visitors must stay with the year groups/classes they are allocated to.

**Resources**

* All resources/areas used should be cleaned with antibacterial spray at regular intervals or when different children/visitors are using them, including devices such as laptops and tablets.
* Each classroom has a lidded bucket containing antibacterial spray, jay clothes, rubber gloves and disposable masks. This is kept in a safe place away from pupils.

**Other rooms**

* Please ensure you wipe down any spaces you use with the wipes in IT Suite and in cookery/Science room.
* Use the hand sanitiser dispenser reguarly, avalable around the school.
* Children must sit facing the front where possible.
* Windows or doors must remain open to allow air flow through all rooms in use.
* Rooms will be cleaned daily and will need to be kept extremely tidy.
* Soft furnishings, soft toys and toys that are hard to clean are not to be used.
* Drinking fountains are out of use and pupils are encouraged to bring their own water bottles. Water bottles can be taken outside.
* Please remember to remind all children to wash their hands on returning into the building.

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| **PARENTS** |

* Staff and visitors are encouraged to call to discuss any issues with parents before having any face-to-face meetings.
* Staff, visitors and parents are encouraged to wear face coverings during any face-to-face meetings. These meetings should take place outside or in a large room that is well ventilated. They are not to take place in classrooms.

***Thank you for your co-operation.***

***The Crowland Team***