



Swiss  
Cottage  
School  
Development &  
Research Centre

Face masks can be worn in all areas to help stop the transmission of COVID-19.

### Authorised and Planned Professional Visitors

Welcome to Swiss Cottage School, Development and Research Centre. This is a special needs school with pupils aged 2 to 19. Our school has 11 protected bubble zones across the building. It is very important these zones are fully protected to ensure no risk to our highly vulnerable population of pupils.

A majority of pupils cannot socially distance independently and do not use spoken language to communicate. They have a range of complex medical needs and are vulnerable. We put a number of safety measures into place to protect our 260 vulnerable pupils and 200 staff that must work with the pupils without social distancing.

Visits, meetings, events, and workshops are not taking place throughout the academic year in the school building. There is no external rental of the building facilities over the school year.

### Help us protect you and our school community

- 1) Monitor your health – if you develop any symptoms of COVID-19 cancel and reschedule your visit.
- 2) Upon arrival we will take your temperature.
- 3) Use the antibacterial gel that is located in reception.
- 4) A disposable face mask and gloves will be required and provided by the school.
- 5) Personal cloth masks cannot be worn on the site.
- 6) Store your belongings in the designated locked space in reception.
- 7) Stay with the senior leader that is hosting you during your visit. We will seek to avoid interaction with our protected bubbles.
- 8) Avoid touching high use areas including door handles and doors.
- 9) Inform the school if you develop any symptoms up to 14 days after your visit.

## Disposable Masks



Wash your hands with soap and water or use an alcohol hand gel **before** and **after** using a mask.



When eating/drinking/ remove your mask and dispose of it as offensive waste. Put on a new mask when finished.



If you remove your mask, dispose of it in a bin. Wash your hands or use an alcohol hand gel.

Please follow this guidance at all times