



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

### Authorised and Planned Professional Visitors - Autumn 2021

Welcome to Swiss Cottage School, Development and Research Centre. This is a special needs school with pupils aged 2 to 19. Our school has 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.

Tours, meetings, and workshops are restarting in the schoolbuilding through individual risk assessments. The majority will remain virtual to minimise the number of visitors on our site.

### 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) Complete a lateral flow test before you come to the school – reception will need confirmation of your negative test result.
- 3) Upon arrival we will take your temperature and ask you to complete the contact tracing sheet.
- 4) Use the antibacterial gel that is located in reception.
- 5) A disposable face mask and gloves will be required and provided by the school.
- 6) Stay with the senior leader that is hosting you during your visit. Lifts will be avoided unless required for mobility reasons.
- 7) Avoid touching high use areas including door handles and doors. Your host will open all doors.
- 8) Inform the school if you develop any symptoms up to 10 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.