



COVID VISITOR GUIDELINES

At Wallace Fields Junior School we ask for the support and understanding of our visitors in helping us to minimise the risk of Covid-19. Our main focus is for the safety and welfare of our pupils, their families and our staff. We continue to take guidance from the Department for Education and Public Health England. Taking this into account, we are now limiting access to the site to essential visitors only by appointment. If you are unsure as to whether your proposed visit to the school is essential, please email Office1@wallacefields-jun.surrey.sch.uk.

Is your visit essential?

National Guidance states that schools should limit the external visitors to the school during school hours.

- National Guidance states that **supply teachers, peripatetic teachers and/or other temporary staff** can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.
- **Specialists, therapists, clinicians and other support staff for pupils** with SEND should provide interventions as usual and wear a clear visor.
- **Contractors and Governors** may visit but only with a pre-arranged appointment but whenever possible we will arrange these visits outside school hours.
- **Parents** should come into school buildings only when strictly necessary, by appointment, and ideally only one at a time (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance.

Please do not visit if one of the following applies

If your visit to our school is an essential one, we would nevertheless ask that you refrain from visiting if you:

- Have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days.
- Have any of the following symptoms of Covid-19:
 - **High temperature**
 - **New consistent cough**
 - **Loss of/change of taste/smell**
- Anyone in your household is required to self-isolate in accordance with Government guidelines.

On arrival

On arrival, visitors will need to:-

- **Sign in on InVentry console. It will ask for your** name, company, an email address and will keep a record of your date of visit, arrival and departure time. Visitors name and contact details may be passed to NHS Test & Trace by the establishment if requested.
- Visitors should also scan our **Test and Trace QR code on arrival.**
- Use the **hand sanitiser** provided.

Visitors must follow our Covid-19 risk assessment

If visitors do come on site, they should follow our school Covid-19 risk assessment. Site guidance on physical distancing and hygiene will be explained to visitors on or before arrival.

The key points for visitors are as follows:-

- All visitors attending the school site need to visit the School Office and wear a face mask.
- When you are met by a member of staff you will not be offered a handshake as a greeting – please do not be offended by this.
- Where possible, visitors are to remain **2m apart** from all other staff and pupils, when moving around the site. If taking a seat during your visit you should be positioned 2m apart from those in the same room.
- During your visit, unfortunately we are unable to offer our usual **hospitality**, however you are welcome to bring a bottle of water or snack with you.
- If you wish to use the **toilet facilities** whilst on site, a member of staff will direct you to where you need to go.
- We would ask and expect that you repeat **good hand hygiene** during your visit:
- **If you start to present Covid-19 symptoms or feel unwell on site**, please advise the member of staff you are visiting and go home immediately. A member of staff will sign you out at reception. You should seek a test and we ask that you contact the school to let us know, if you have a positive or negative result.

After your Visit

- **If you start to present Covid-19 symptoms or feel unwell within 48 hours** after visiting our school, please seek a test and we ask that you contact the school to let us know, if you have a positive or negative result. For the latest Covid-19 symptoms go to <http://nhs.uk/coronavirus>
- If we have a **positive Covid case among our staff or pupils** in which you may have been in close contact during your visit we will contact you. Close contacts is within 1m, 1- 2m for more than 15 mins, or travelled in small vehicle with infected person.