

## **Visitor Protocols**

### **Purpose:**

Reduce risks to building users and visitors during the current COVID-19 pandemic.  
Have systems in place to ensure that in the event of an emergency visitor protocols will support with test and trace.

### **General:**

- When possible meetings/appointments should be held virtually in the first instance. Equipment (laptop or webcams) can be booked from the IT technicians in school to support this arrangement.
- In order to support social distancing, only visitors with a confirmed appointment should come to the school site. Face to face meetings should only take place if other avenues are not available such as MS Teams, telephone conversation etc
- A room booking must have been made with reception (only red and green rooms to be used to support social distancing). Meetings will not be permitted to take place unless a dedicated space is allocated.
- Visitors should report to reception so that a 'record of their arrival and who they are visiting' can be made.  
Visitors must:
  - Confirm they are in good health
  - Provide a telephone contact number to support with track and trace.
  - Stand at least 1m away from the reception point.
- Visitors will be asked and expected to use the antibacterial gel kept on reception when they arrive.
- Visitors will be provided with a disposable visitor preprinted label which identifies them as a visitor in school. Staff must stay with the visitor at all times and must ensure they are escorted directly to the meeting room and to the exit door when the meeting is over.
- With the exception of contractors who need to visit other parts of the site, visitors will not be permitted to gain access to the wider school site and should be prepared to stay within the Sixth Form building.
- Doors to the meeting rooms should remain open so that door handles are not being touched and air can circulate where possible. Cleaning wipes and sanitizer will be provided inside meetings rooms which can be used to wipe handles and doors if needed
- Deliveries of small parcels will be left on the reception desk by the courier, staff will not be permitted to sign for goods. For large deliveries, drivers will be expected to wheel pallets into a designated area for safe storage as directed by reception staff.
- Visitors who fail to follow the visitor policy will be reminded of the rules and if necessary asked to leave the premises. Parents/carers who persistently fail to follow rules will be discussed with the Chair of Governors/ Governing Body.

**Third Party Providers who work on the school site regularly who are working in school by mutual consent.**

All partners must agree to follow the school visitor protocols as above. All partner Service Providers must ensure that a daily record is maintained which records the attendance/movement /contact number of their staff teams on a daily basis to support the track and trace systems.

**Current Partner Providers are:**

- Cleaning Contractor
- Catering Provider
- IT Managed Service Provider and associated Lettings Partners
- Mental Health / trailblazer team
- BAM Construction and associated sub-contractors

## See overleaf for Key Actions

### **Actions if a visitor or you as a member of staff start to feel unwell or exhibit symptoms of the coronavirus**

- Alert **reception staff who will inform a member of the Leadership Team**
- Follow the DfE guidance as summarised below:

If a visitor becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be asked to leave and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

**The individual must leave a contact telephone number with reception staff to support with track and trace.**

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has had contact with someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The room should not be used until it has been cleaned. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.