



## *The St Mary's Catholic School* *Guidance for Visitors 20/9/20*

### **Prior to Visiting the School Site**

- Review whether or not you actually need to visit the site or if your contact with the school can be carried out remotely. School staff can set up remote meetings via Microsoft Teams.
- If you have any of the symptoms of the coronavirus or have a confirmed case of the coronavirus please cancel/re-schedule your visit. **DO NOT VISIT THE SCHOOL.**
- If you have any questions or queries about your visit and safety whilst on site, contact the school office or your contact on the school staff.

### **On Arrival at the School Site**

- You will be required to wear a mask/face covering in all communal areas on the school site and your mask/face covering must be on before you enter the reception area.
- You will need to sanitise your hands at the sanitising station.
- You will then need to sign in using the tablet.
- You will be given a stick-on identification badge to wear for the duration of your visit.
- On entry to the main part of the school you will be required to wash your hands thoroughly in one of the staff toilets.

### **Conducting your Visit**

- If you are visiting the site to provide a service to the children e.g. music tuition, counselling, academic support, you will not be required to wear a mask/face covering if this will impede the delivery or reduce the quality of your service.
- If you are carrying out your work on the school site in an area on your own you can remove your mask/face covering if you are not in contact with other people.
- Do not enter any areas of the school you do not need to access.
- Please ensure that you maintain social distancing wherever possible.
- Please be mindful of what you are touching in the school.
- **DO NOT** have any physical contact with anyone in the school at any time, unless the delivery of your service requires you to.
- Sanitising and cleaning stations are available throughout the school. Please ensure you sanitise or wash your hands regularly during your visit and that you use the spray bottles and blue cloths available to wipe down any areas you have worked in or ensure that a member of the school staff is informed by you that the area needs to be cleaned.
- Ensure you use the lidded bins around the school for the disposal of tissues.

### **Common Courtesy**

- Please be prepared to wait for corridors or spaces to be clear before moving through the school site.
- Please do not be offended if staff or children ask you politely to move away from them or to wait while they pass or leave a space. Please ask other people politely to wait for you to pass or move from a space.
- Our staff have agreed to be open and honest with each other about social distancing in the understanding that people's personal and professional situations are different. Whilst a guest in our school, we extend this agreement to you as well.
- Please be aware that staff are allowed to wear masks/visors if they choose to.
- Please be patient and understanding as we conduct ourselves and our business with care and consideration for the safety of everyone in our school community.

### **Leaving the School Site**

- Please ensure you sign out of the school using the tablet in the entrance area or by requesting the office staff sign you out.
- Please sanitise your hands before leaving.

### **After your Visit**

- If you develop symptoms of the coronavirus within a fourteen-day period after your visit or receive a positive coronavirus test result please inform the school office as a matter of urgency. The school office staff will inform the Headteacher.
- You will be contacted by the Headteacher who will request details of your situation and your visit to the school.
- The Headteacher will inform PHE and will follow their guidance regarding any further action required.
- Please note: personal data of visitors to the school may be shared with NHS/Public Health Agencies where relevant to the Covid19 pandemic.