

Guidance for schools regarding visitors on school sites

Once schools reopen there is a requirement to manage all visitors to school sites, keeping numbers to a minimum at all times in order to help reduce the spread of Covid 19.

These guidelines apply to anyone visiting a school site e.g. Social workers, Contractors, Council staff, Youth workers, Youth justice staff and Counsellors, this is not an exhaustive list. Parents will be required to follow the specific school guidelines in relation to dropping children off and collecting children at the school site.

Schools should consider each proposed visit individually, whether the visitor needs to attend site, or whether another means of communication can be used e.g. phone call, video conferencing, etc. If the visitor needs to attend site to carry out the task, they must contact the school through email and phone call to confirm date and time of visit. This needs to be completed at least 24 hours prior to visit. Once confirmation is received that time and date are ok with the school, and then the visit to site can go ahead.

If a visitor has been called out by the school in response to an emergency e.g. safety issue, defect or breakdown, the visitor must attend reception as agreed in the phone call, prior to progressing with any works. If the visitor has been called out by anyone else beside the school, then the visitor must contact the school, to confirm when they will be attending on site to deal with the emergency.

If a visitor arrives at a school site, not having arranged an appointment they **will be** turned away and asked to arrange an appointment.

If at any point prior to the visit the visitor or anyone they live with, develop any of the following symptoms, then they **MUST NOT** attend site. They must contact the school and explain they will not be attending due to showing symptoms or having had contact with someone showing symptoms:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

On arrival at site, all visitors must:

- Sanitise their hands prior to entering the building.
- Report to reception, where school staff will complete the visitor information and ask a set of screening questions. If a contractor, who is solely working on the fields e.g. grass cutting then a phone call to the school to confirm you have arrived is required rather than entering the school.
- Follow the 2m social distancing advice at all times whilst in the building or on site.
- Follow any directional systems that have been put in place e.g. one-way system, keep to the left.
- Adhere to site rules for hand hygiene.
- Only visit areas that are required for the visit.
- Please bring with you all equipment that you will need including pens to fill out any paperwork if needed.
- Contractors to adhere to their company rules on use of PPE.

NOTICE TO VISITORS

If you **do not** have an appointment, please leave the school site, contact the school and arrange an appointment.

If you **do** have an appointment, on arrival at school you **must**:

- Sanitise your hands prior to entering the building;
- Report to reception, where school staff will record visitor information and ask you a set of screening questions. If you are a contractor working solely on the fields e.g. grass cutting, then please call the school to confirm your arrival rather than entering school buildings;
- Follow the 2m social distancing advice at all times whilst in schools building or on site;
- Follow any directional systems that have been put in place e.g. one-way system, keep to the left;
- Adhere to site rules for hand hygiene;
- Only visit areas that you are required for the visit;
- Please bring with you all equipment that you will need, including pens, to fill out any paperwork if needed.
- Contractors must adhere to their company rules on the use of PPE.

**Thank you to all for your support during
this time**