

Visitor Protocol for Cleobury Mortimer Primary School

In line with guidance from Public Health England and minimising the risk of coronavirus across Cleobury Mortimer Primary School, we are requiring all visitors to our school to strictly adhere to the following guidance and only visit the school, by prior appointment.

Safety is our number one priority, and we must do everything we can to prevent the spread of covid19 and protect our pupils, staff and visitors. To enable us to keep everyone as safe as we possibly can, we have put the following guidelines in place:

Before you arrive:

- If the meeting cannot be conducted via Teams or by telephone, then please seek approval for the visit from the person to be visited before making an appointment with the staff member who you wish to see.
- Please ensure long hair is tied back, you have no low hanging jewellery and we kindly ask that where possible certain items of clothing that may touch surfaces are tucked in e.g. ties

When you arrive on site:

- Only visitors with a prearranged appointment are allowed.
- Please observe the 2m distancing rule when you leave your car and make your way to the school entrance.
- When you arrive in the reception area, you will be welcomed by our reception staff who will ask you the following:

Have you had any symptoms of a coronavirus infection (COVID-19), however mild, such as:

- A high temperature?
- A new, continuous cough?
- A loss of, or change to, your sense of smell or taste?
- Are you awaiting any coronavirus test results?
- Do you live with anyone who has had these symptoms in the past 14 days or is awaiting test results?

If you do, you will be politely asked to book an appointment for another time after the 14 day isolation period.

- Instead of using the signing in book, the reception staff will sign you into the school themselves, by asking for your name, logging the time you have arrived and who you are here to visit.
- Sanitize hands upon entry to the main building.

During your visit:

- You may wear a face mask if you wish to do so, but the current guidance does not make this mandatory in schools.
- When you are met by one of our members of staff, they will not offer a handshake as a greeting – please do not be offended by this.
- Visitors are to remain 2m apart from all other staff and pupils and when moving around the site and, if taking a seat during your visit, you should be positioned 2m apart from those in the same room.
- During these circumstances unfortunately we are unable to offer our usual hospitality however you are welcome to bring a bottle of water with you.
- If you wish to use the toilet facilities while on site, again a member of staff will direct to where you need to go. After using the toilet, please close the lid before flushing and use the anti- bacterial spray to wipe down the surfaces that have been touched. Please ensure you wash you hands before leaving the facilities.
- Please refrain from touching surfaces during your visit unless they are cleaned afterwards.
- If you remain within school for more than one hour, please ensure you wash your hands regularly in accordance with our risk assessment.

After your visit.

It is important to let the school know if:

- You develop any of the symptoms in the days after your visit or
- You have been in contact with someone who develops the symptoms
- You or a contact tests positive for covid 19
- You are contacted by the Test, Trace and Isolate team you must follow their advice and inform the school that you have been contacted

What is a contact?

A person who has been close to someone who has tested positive anytime from 2 days before the person had symptoms up to 7 days from the onset of symptoms E.g.

- People who spend significant time in the same household
- A person who has had contact within 1 metre including being coughed on, having a conversation at less than 1 metre for longer than a minute.
- A person who has been within 2 metres of someone tested positive for longer than 15 minutes
- A person who has travelled in a vehicle or plane with someone who has tested positive.