



## Visitor Guidance January 2022



Since January 2022 the government has advised face masks to be worn in school by staff (including parents and visitors) and secondary school aged children. Household contacts of a positive case are also encouraged to undertake daily lateral flow tests.

At this time, visitors are being limited and contact with the school office should be made prior to attending.

The following information should be read alongside the School's full risk assessment

### Testing

- It is recommended that staff/visitors take part in twice weekly LFT. If these test positive then government guidance on isolation should be followed.
- If you test **positive on this LFT** you should isolate for 10 days/7 days as long as LFTS taken on day 6/7 are negative, reporting your results on the gov.uk website
- If visitors are informed that they have come into contact with someone with COVID, government guidance should be followed:  
<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>
- Please report any lack of cleaning/hygiene & resource issues to the SBM straight away.

### Entry

- Enter the building using the main office, sign in using inventory using fob so no touch system in place
- Wear a mask when in communal areas.
- Upon entry please wash your hands at the nearest toilet
- Hand sanitizer available at the reception
- Limited numbers in staff room at any time- dependant on weather, the balcony can be used, social distancing needs to be followed

### Pupil Entry

- When in the playground, all staff/parents/visitors to wear a mask

### Handwashing

- Hands need washing upon entry to the building, in each toilet there is soap and paper towels available
- Hand sanitizer is available for visitors
- Pupils to wash hands on entry, after going to the toilet, before/after lunchtime. At other times sanitizer is available in the classroom
- Next to each shared area sink, there is soap and paper towels and a lidded bin
- Handwashing posters are in displayed around school

### Hygiene

- Each class has a PPE box on top of the cupboard, if you require any hygiene equipment, please see the office in the first instance
- At each cleaning station, there is soap and paper towels
- Hygiene is a part of the regular reminders to classes
- Posters about hygiene are displayed around the school
- 'Catch it, bin it, kill it' is used for reminding pupils who might sneeze or blow their nose

### Social Distancing

- Where appropriate professional meetings to be conducted virtually.

### **Room use**

- All offices and communal areas are set up with social distancing measures considered (desks measured out etc)
- Communal rooms such as staffroom/photocopier rooms etc have labels on stating how many people can be in them at any one time, these must be adhered to at all times

### **Lift use**

- It is recommended that the lift is not used and the stairs are used
- If the lift is necessary, use your fob to call the lift and press any buttons

### **Classroom set up**

- Doors and windows should be kept open as much as possible. If weather does not permit this then windows and doors to internal corridors must stay open at all times.
- All classroom desks/surfaces – must be left clear to ensure they can be cleaned at the end of the day

### **Lunch & Break time**

- Each phase to start lunch at different times, one year group in the back and one in the main dining hall
- Staff supervising pupils in the dining halls, to wear a mask.

### **Visitors to school**

- Visitors to school should be kept to a minimum, if visitors are in school it is expected that they wash their hands on entry and wear a mask

### **Symptoms**

- Any member of staff/visitor displaying symptoms of Covid-19, should report this to a member of SLT immediately