



## 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