



## **Orchard Community Trust**

### **Covid19 Visitors to school protocol**

In line with guidance from Public Health England and minimising the risk of coronavirus across the OCT MAT we are requiring all visitors to our schools to strictly adhere to the following guidance and only to visit the school when it is absolutely necessary.

#### **Before you arrive:**

Please make an appointment with the school office or via staff member whom you wish to meet with.

Our risk assessment and plans for COVID19 state that all visitors must wear a visor or face mask on entry to and in and around the school. The school will ask you to wear a mask, face covering or visor during your visit, so please do so. The school will remind you of this requirement when you book an appointment to visit the school and on arrival if you are not already wearing a suitable face covering.

Please ensure long hair is tied back and that you have no low hanging jewellery on your person.

#### **When you arrive on site:**

Only visitors with a pre-arranged appointment are allowed. Ad hoc visitors will not be allowed on site. If you arrive by car, please observe the social distancing rule currently in operation (as per latest Government guidance) when you leave your car and make your way to the school entrance.

When you arrive in the school building, you will be welcomed by our reception staff who will ask you if you have any of the following symptoms. If you do, you will be politely asked to leave, and book an appointment for another time after the 14 day isolation period:

- a. a high temperature
- b. a new, continuous cough
- c. a loss of, or change to, your sense of smell or taste

All visitors will be asked to use the hand sanitiser available at the reception desk.

The school 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.

#### **During your visit:**

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, where possible 2m apart please from all other staff and pupils in the school, 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.

Please refrain from touching surfaces during your visit.

If you remain within school for more than one hour, please ensure you wash your hands regularly in accordance with our risk assessment and Government/PHE advice.

Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance (and so the use of small offices may not be suitable).