



## COVID-19 (Coronavirus) - Visitor Information Sheet

In accordance with the advice from Public Health England and Achieving for Children (AfC), we are limiting access to the school site to essential visitors only. ALL visitors entering the building must:

- have an agreed appointment with the school office or another member of staff
- stand behind the line marked in reception and give their details so that they can be signed in by admin staff and signed out upon departure
- wash their hands with soap and water for at least 20 seconds upon arrival, or use the hand sanitiser provided - the front of house administrators will direct visitors to the nearest bathroom or sanitising station
- wear a face mask, unless a medical condition prevents them from doing so
- refrain from handshaking and/or physical contact
- cover their mouth and nose with a tissue or sleeve, should the need to cough or sneeze arise
- dispose of used tissues in a designated bin straight away, and wash their hands immediately afterwards
- always aim to maintain a 2-metre distance from others: please remember that social distancing guidelines are closer than 1 metre for less than 1 minute, between 1 metre and 2 metres for less than 15 minutes and more than 2 metres for as long as you wish
- follow instructions regarding appropriate routes to take around the school

We thank you in advance for your support in helping us to minimise the risk of COVID-19 within the school and local community.

