



Laurence Jackson School

COVID 19 Visitor Protocol January 2021

The DfE guidance that schools have received is below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The visitor protocol below is based on this guidance. The purpose of this guidance is to reduce the risks on site for staff, students and visitors

Whilst we are unable to completely remove the risk of infection from the school environment, we have put several measures in place to reduce the risk to both students, staff and visitors:

1. Staff, students, visitors and contractors who are unwell with symptoms of coronavirus disease (COVID 19) should not travel to or come into the school environment. **Do not come to school if you are unwell or any of your household are unwell with any of the following: a high temperature, new and persistent cough, loss of taste or smell, or other virus symptoms.** *Those exhibiting symptoms of COVID 19 are required to self-isolate for 10 days from onset of the symptoms and arrange for a [free NHS test](#) within the first five days of symptom onset.*
2. Bring only essential items into the building.
3. Please use the main entrance, following the directions about maximum occupancy numbers whilst respecting 2m social distancing.
4. You will be asked to wash your hands in reception/use hand sanitiser before you are admitted inside school.
5. Using the NHS Test and Trace app, scan the NHS coronavirus QR code poster displayed at the reception as part of the signing in procedure.
6. The member of staff co-ordinating your visit to school will meet you and escort you to where you need to be in the building.
7. Following the government advise that the new strain of COVID 19 is more virulent/transmissible, visitors and contractors are asked to wear a face covering at all times whilst on the school site.
8. Professional visitors must review the [visitor/contractor risk assessment](#) before admittance to the building is authorised.
9. Whilst inside the building all visitors must respect social distancing, including 1metre+ guidance where 2metre social distancing is not possible, adopt good hand hygiene and respiratory hygiene techniques such as 'Catch It, Bill It, Kill It' and follow the one-way systems in place at all times.
10. Do not leave the designated areas that you are visiting unless accompanied by a member of staff.