

Eastern Primary

Visitor procedures during Covid pandemic

January 2021

- All visits into the school are by appointment only.
- All visitors with an appointment are deemed as essential.
- Visitors must not visit the school if they are feeling unwell.
- We kindly ask visitors to wear a face covering on entry into the school building. The face covering should be worn correctly, covering both the nose and mouth area for full protection.
- Visitors will be directed to check in using the QR code which will take them directly to a signing in form.
- After check in, visitors will be asked to apply hand sanitizer which is available at the main entrance.
- Visitors are requested to keep a 2m distance from both staff and children in the building.
- Visitors who are working directly with a child / children will be directed to their designated work area. This will be arranged by staff at the school prior to the visit.
- Working directly with children in a small space does not allow for 2m social distancing. School suggests that visitors use a fluid resistance mask in such situations, however, their direction / advice will come from the visitor's direct manager.
- Visitors are requested to sanitize the work area when the session has finished with the child.
- Screen will be used to sanitize surfaces and equipment. School can provide screen for the visitor. School will ensure the visitor has completed the necessary training for the use of screen.
- Visitors will ensure their face covering is in place on leaving the working space to return the child/children to the teacher.
- Visitors will sign out of the building using the same QR code.