



# Woodside Academy

# Covid-Secure Visitor Protocol

January 2021

(Version 6)

ALL VISITORS ARE ADVISED THAT THE SCHOOL IS ENGAGING WITH THE NHS TEST & TRACE PROGRAMME. YOUR PERSONAL DETAILS WILL BE USED TO MAKE CONTACT WITH YOU IN THE EVENT OF AN OUTBREAK.

**The aim of this policy is to provide all visitors with an outline of changed operating procedures for reopening the school following the COVID19 lockdown in Spring 2020.**

The number of visitors to the school will be limited and strictly monitored.

Please be aware that there is a maximum of 3 people in the reception area at all times.

**Do not enter the school if you have:**

- A high temperature – this means you feel hot to touch on your chest or back, or
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual), or
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.
- Been in close contact with a positive case.

**Face coverings:** We prefer that all visitors wear face coverings, except where individuals are exempt. Disposable face coverings are available for use from the school office. If you have travelled using public transport then please use a different face covering whilst in the school.

Used PPE and any disposable face coverings that visitors use can be placed in the lidded bin. The wearer must then clean their hands.

**Signing in/out system:** You are required to sign in and out using the signing in screen at the main reception. Hand sanitiser is provided before and after you have signed in/out using the signing in/out screen.

**Barriers in reception:** Glass screens in the main reception area are now permanently closed. If you need to speak with a member of the office staff, use the intercom system, ensuring you use hand sanitiser before touching the 'talk' button.

**Paperwork to deliver:** If you need to hand in any paperwork to the office a post box (Parent/Visitor correspondence drop off box) is located on the wall opposite the signing in/out screen.

**Return of visitor lanyard:** Once you have signed out from the building a post box (Used Visitor Lanyards) is located under the signing in/out screen for you to dispose of your visitor lanyard.

**Temperature:** Infra-red thermometers are available in reception should you wish to check your temperature on arrival.

**Social Distancing:** Please observe the 2 metre government social distancing guidelines at all times. There are poster and internal messaging displayed around the school to support with this.

**Safeguarding:** It is your duty to report any safeguarding concerns you become aware of during your visit as soon as possible and according to the Woodside Academy Safeguarding and Child protection policy, which you read and agreed to when you signed in.

**If you become unwell:** Please notify the person you are visiting and make your way back to the main reception to leave the school immediately.

**Toilets:** Visitors will be informed which toilets they are able to use whilst visiting the school

**Hand washing:** Adequate hand washing locations are around the school and you will be advised where your nearest location is.

**Fire Safety:** New muster points have been set up in light of returning to school with fewer staff and young learners on site. Please ensure you follow the person you are visiting to the muster station in the main playground.

**Room allocations:** You will be in a room where hand sanitiser, gloves, tissues and surface wipes are provided for your use. You will need to use your own stationery as we are encouraging staff and students not to share any resources with each other. The number of people attending a meeting will be restricted to adhere to the current government guidance of 2 metre distancing. Visitors will not be allowed to use school computers or any other equipment unless this has been prearranged to ensure cleaning takes place afterwards.