



Leamington Community Primary School

Together we make a Difference

Visitors to School (COVID) Policy



Completed by: Mr. P Vine
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Leamington Community Primary School: Visitors to School (COVID) Policy

Procedures:

- Visitors are to only enter the building via the main office.
- All visitors must sanitise their hands and wear a face covering in all areas.
- All visitors should have the NHS Track and Trace app and should scan the barcode to 'check in' upon entry to the building.
- All visitors should report straight to the room they are assigned.
- All visitors are to stick to social distancing rules at all times (2m) unless they are staying in one Kingdom.
- If visitors are meeting different kingdoms, this should take place in the hall and the visitor must stay 2m away from all children and staff (marked area at front of hall).
- If a visitor is meeting with individual children, they should wear a face covering and use a Perspex screen in a well-ventilated room.
- At break times, visitors must stay in the kingdom they are assigned to.
- Visitors should use the following toilets:
 - If assigned to Y6: Y6 toilet upstairs
 - If assigned to Y5-Y3: Toilet by office or Headteacher's office
 - If assigned to Y2-Reception: Toilet in main staffroom or by Deputy Headteacher's office
- Visitors must not meet with parents. If any visitors need to communicate with a parent, this must be done via phone. If a face-to-face meeting is essential, this must be a last resort option authorised by the Headteacher and safety procedures agreed by all.
- If a visitor is using equipment within school, i.e. musical instruments, PE equipment etc. they must ensure it is meticulously cleaned between each use. PE must only be completed outdoors.

Illness:

- If a visitor becomes unwell after visiting the school and tests positive for COVID-19, they should contact school immediately to inform us and update the NHS track and trace app.
- If a visitor in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must leave immediately and are advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should also self-isolate.
- If a visitor tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must self-isolate then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the isolation period.

School will work with the local protection team following any cases of Covid-19. Decisions will be made at the time regarding sending staff/pupils/visitors home.