



Appendix B to RA ADC~CO02

Visitor Guidelines during COVID-19

Please bring and wear a mask when entering the building, waiting in reception and moving around the school.

Please use the hand sanitiser as you arrive and before you use our signing in system. You will be required to sign in and read our safe guarding and H&S information. Once signed in please reapply the hand sanitiser.

Please ensure you sign out, using the hand sanitiser before and after use, and hand your visitor badge into reception.

Please adhere to current social distancing measures whilst on site.

There is a one way system around the school that is clearly marked. Please follow instructions from your host.

You will be advised which toilet facilities are available for your visit and we ask that you only use this facility.

Due to cross contamination we are unable to provide food or drink for your visit, if required please ensure you bring your own.

If you are showing signs of COVID please do not attend site, advise the school and adhere to the Governments self-isolation guidelines. If you later test positive please inform the school.

If symptoms develop whilst on-site please leave immediately and inform your school contact. We will ask you where you have been to enable us to thoroughly deep clean the areas.

If you later test positive please inform the school.

We will advise you of any suspected or confirmed cases that arise in the school during your visit.

All accidents or near misses that occur on site must be reported to your host.