

Headteacher; Mr A Hunter

## Minimising the risk of COVID-19 - Guidance for Visitors

This guide aims to help visitors manage school visits.

In order for the trust to focus on protecting the health, safety and well-being of our entire trust community it is important that individuals follow the guidance set out in this document.

Limiting the spread of infection is everyone's responsibility. You can help us to keep our community safe by:

- Washing your hands frequently, with soap and water.
- Always wearing a mask in communal areas.
- Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues in a sealed bin and washing your hands immediately.
- Staying at least 2m\* apart from other people, and encouraging others to do the same. If this is not viable, keeping 1m apart with risk mitigation is acceptable.
- Staying away from Trust sites if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case, in line with Government guidance.
- Respecting and supporting all of the safety measures that we have put in place.

\* **2m social distancing - If you hold one arm out that is roughly 1m. Therefore, 2m's is roughly two arms lengths apart, so if two people stretch their arms out and they can touch, they are too close. If they are finger tips apart then they are nearly a reasonable distance apart.**

### Before you visit a school

- Is your visit essential – could it be done over the phone or video conferencing?
- Check with the school they are accepting visitors into the school.
- Ensure that you have taken an LFT covid-19 test within 72 hours of your visit and obtained a negative result.
- Review the most recent copy of the school's COVID risk assessment on the Samuel Ward website.
- Check that the staff you are planning to visit are actually in school and not displaying any symptoms.
- Confirm with the school how to access school premises, e.g. what time of arrival / where to report / where you will be working.
- Prior to the visit, wipe down all materials / resources with anti-bacterial wipes. Also packing a bag containing: anti-bacterial wipes, tissues, anti-bacterial hand gel and face coverings (to wear in public areas i.e. on arrival and communal areas).
- Generally restrict to one school per day.

*The best way to predict the future... is to create it.*

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## **When visiting a school**

- Follow instructions from school about how to gain access.
- Fully comply with the school's risk assessment.
- Wear a mask on arrival and in communal areas, unless you are exempt from wearing a face covering.
- Please do not use handshakes as a greeting. We know that is the usual warm welcome, but we must take the current situation very seriously and look after the welfare of our school community.
- Minimise the amount of time you spend in the school – only undertake essential work required onsite all other conversations should be done by email, telephone, video conferencing.
- If moving around the site you must keep a log of the staff members and teaching groups you have come into contact with at each school. The aim is that you have no 'contacts' during your visit. Contact is defined as within one metre for 1 minute or two metres for 15 minutes
- Minimise the amount of equipment taken into school – sanitise before, during if necessary and after where necessary.
- Do not use any school crockery or cutlery – please bring your own food and drink. Remove any waste at the end of the visit. It is advised that you do not take in any unnecessary bags or resources into the school. Anything you do take in should be sanitised e.g. laptop, handbag, resources.
- On entering the school, washing hands at a hand-washing station set up by the school.
- In the room, arrange the chairs and tables so members of staff can be sitting 2m apart if at all possible; no physical touching; washing hands; leaving the room if the person needs to sneeze (and then washing hands).
- At the end of the visit, wash your hands.
- Wash hands again before wiping down resources or materials.
- During the visit, avoiding any unnecessary contact with school staff.
- Do not hold any unplanned meetings with staff before leaving the school – all follow up should be done via email or telephone.
- Hand sanitise in car when leaving.

## **If you develop symptoms:**

1. If you show one or more of the symptoms of COVID-19 (a fever, a new continuous cough or a loss of taste or smell), then you must self-isolate for 10 days. Members of your household / support bubble should isolate for 10 days.
2. Arrange a test for the person with symptoms at the earliest opportunity. To book a test, phone 119 or visit [nhs.uk/ask-for-a-coronavirus-test](https://nhs.uk/ask-for-a-coronavirus-test).
3. Notify your contact as Samuel Ward Academy as soon as you can and let them know the situation
4. Wait for your test result. If you test positive, you will then be contacted by the NHS Test and Trace Service who will help to identify who you have been in contact with and might have infected.

If you test negative, you no longer need to isolate as long as:

- everyone you live with who has symptoms tests negative and has been well for 48 hours
- everyone in your support bubble who has symptoms tests negative
- you were not told to self-isolate for 10 days by NHS Test and Trace
- if you were, see what to do if you've been told you've been in contact with someone who has coronavirus
- you feel well
- if you felt unwell, stay at home until you've been well for at least 48 hours.

If you have any questions about health and safety, and especially as it relates to the controls we have put in place to minimise the risk from Covid-19, please do not hesitate to contact Andy Hunter, Headteacher at [Head@samuelward.co.uk](mailto:Head@samuelward.co.uk)

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