**COVID – 19 Visitor Procedures**

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**September 2020**

Thompson Primary School is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19.

We continue to take guidance from Public Health England, the Local Authority and government. Taking this into account, we are now limiting access to the site to essential visitors only. If you are unsure as to whether your proposed visit is considered essential, please email or phone the school, office@thompson.cee.coop or 01953 483271.

If your visit to Thompson Primary School is an essential one, we would nevertheless ask that you refrain from visiting if:

• You have travelled from or transited through any of the countries or areas that are currently on ‘lockdown’ in the past 14 days or those where you need quarantine on your return.

• You have developed a fever (above 37.8C), a new, continuous cough or loss/change in sense of taste/smell within the last seven days.

• Anyone in your household is required to self-isolate in accordance with government guidelines.

**Visiting Thompson Primary School during Covid-19**

When visiting our school, please make sure that:

* You have a pre-arranged appointment to attend
* You sign in on arrival and complete the Covid visitors log
* You refrain from handshakes and hugs
* You wash and/or sanitise your hands when you arrive and as necessary during your visit
* You will need to be prepared to wear a mask whilst on site
* You cover your mouth and nose with a tissue or sleeve (not hands) if you sneeze and put used tissues in the bin straight away and wash hands afterwards
* You do not enter restricted areas of school and follow instructions from the main office
* You maintain a safe distance from other people at all times 1+

**We have comprehensive processes in place to keep our community safe**.

Further details are available on request, but key points include:

* We have developed a clear protocol and provision in the event of a member of staff or pupil presenting with COVID-19 symptoms while at school. This includes clearly defined safe areas for isolation until an individual can safely travel home.
* We have put in place enhanced hand washing. This includes installation of hand gel dispensers at many different points around school and in all classrooms.
* We will provide tissues to all classrooms and ensure that bins are emptied regularly.
* We have put in place a comprehensive communications plan, delivered through posters across the site and verbal reminders from staff, to ensure good hand and respiratory hygiene.
* We have enhanced cleaning provision.
* Our students have been grouped in “bubbles”, to help minimise any unnecessary contact and enable us to track any close contacts quickly if need arises.
* We are enforcing social distancing with staff and With children where possible: verbal reminders and posters are reiterating the messaging, classrooms have been laid out where possible to minimise face to face contact, and physical reminders such as barriers and line markings are in place to minimise inadvertent contact.
* We have designated discrete, distinct year group drop off and pick up locations to avoid mixing at the beginning and end of each day.
* We have strict controls in place to ensure parents/carers do not come into school unless it is essential, and by appointment only.

**How You Can Help Us:**

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.
* Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
* Staying at least 1m+ apart from other people
* Staying away from School 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.

Along with all members of the Thompson community, any visitors to the school should wash their hands with soap and water before leaving home and sanitise once they arrive at the school. Hand sanitiser will also be available throughout your visit.

If you have any questions, please contact the School office.