



Covid -19 Safety for visitors

Welcome to Roebuck Academy. We have put in place Protective Measures to keep all of our visitors and staff safe and would ask that you take a few moments to read through this short information guide in preparation for your visit to our school.

PROTECTIVE MEASURES

We hold responsibility for ensuring the safety of our site. We are therefore implementing the following regulations to help ensure that we maintain a COVID-secure environment for all.

- If you or anyone in your household is displaying symptoms of COVID-19 or you are currently residing in a locally 'locked down' area then you must not visit the school.
- All visitors must sign in on arrival and give their email address and phone number to enable visitors to be tracked and traced should the need arise.

REGULAR HANDWASHING

- Visitors must wash their hands upon arrival. Hygiene and handwashing precautions should be followed at all times. You will need to clean your hands more often than usual, washing them thoroughly for 20 seconds with running water and soap and drying them thoroughly. Hand sanitiser will be available at entrances and outside all toilets for staff and children to use and you should ensure that all parts of the hands are covered when using this.

MINIMISING CONTACT

- All visitors must follow current guidance relating to social distancing. If you cannot maintain 2 metres social distancing at all times a mask must be worn. If you are exempt from wearing a mask due to health reasons, please make this known when signing in at reception;
- Visitors may not enter classrooms or common rooms which are in use without permission from the Headteacher or their designate.
- Visits will take place in an area which is well ventilated – if space doesn't allow for social distancing a mask will be worn by every adult attending the meeting.
- Any visiting adult working with a child will do so facing forwards and 2 metres apart.

- There will not be a one-way system in operation around the school site but you should keep left when using corridors to help manage the flow of individuals round the site

ENSURING GOOD RESPIRATORY HYGIENE

- follow the catch it, bin it, kill it approach

Thank you for your co-operation in keeping our school safe.

I can confirm that I have read the risk assessment

Visitor Record

The easing of social and economic lockdown measures following the Covid-19 outbreak is being supported by NHS Test and Trace. We will assist this service by keeping a temporary record of our visitors' personal details for 21 days. We will need your name and a contact, preferably mobile phone number – to ensure everyone's safety before you enter the building. Your email and postal address will also be helpful to support NHS information gathering on potential Covid-19 Clusters. We are also asking that you record who you came into contact with during your visit

Name			
Job/Role/Service			
Contact Tel Number			
Email address			
Date of Visit			
Time in		Time out	

BEFORE YOU START YOUR VISIT

Please answer the following statements. If you answer yes to any question in blue, please alert a member of the office to discuss your visit

1. Have you previously been diagnosed with COVID-19?	Yes	No
2. Do you have a fever or have you experienced fever within the last 14 days?	Yes	No
3. Have you experienced a recent onset of respiratory problems, such as a cough or difficulty breathing, within the last 14 days?	Yes	No
4. Do you currently have (or have you experienced) any of the following in the past 14 days: <ul style="list-style-type: none">• Altered or loss of taste/smell;• Shortness of breath;• Fatigue (beyond what you normally experience)• 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	Yes	No
5. Are you in contact with anyone who is in isolation or has been sick and or confirmed to be COVID-19 positive?	Yes	No
I agree to inform the school if any of the above occur in the next 14 days.	Yes	No

DURING YOUR VISIT

Please note our systems of control, which are in place at our school. If you wish to view our full risk assessment, please visit the school website or ask at the school office.

