



## **COVID-19 Visitor Protocols**

- **Do not enter the school premises if displaying symptoms of COVID-19**
- Any visit to the school must be prearranged by telephone/email and only for essential meetings or visits. (Non-essential visits or meetings will be arranged remotely where possible, or arranged at a time where no pupils are on site)
- All visitors to the school must wear a face mask or covering on entry to the school grounds
- Upon arrival and entry, all visitors to use hand sanitiser prior to signing in using the INVENTORY system
- All visitors must comply with social distancing protocols (at least 1 metre away from others at all times)
- NO handshaking
- Sharing of stationery such as pens or pencils will not take place
- Any meetings will take place in well ventilated rooms, with open windows for circulation
- Handling of paper will be kept to the absolute minimum. Where possible paperwork will be electronic
- Where reports need to be written they are to be emailed after the visit
- Track and trace recording information may be taken at the main point of entrance. (Any personal details to be kept for 21 days, then destroyed for GDPR purposes)