

Visitor Guidance - Wider Opening of School

As we continue to try to minimise the risk of COVID-19 at Earlsmead Primary School, we ask for the support and understanding of our visitors.

Please read and follow these guidelines carefully.

Please support us in protecting the Earlsmead community and **do not** visit us if:

- you have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days.
- you have developed a fever (above 37.8C); a new, continuous cough; or a loss/change to your sense of smell or taste within the last ten days.*
- anyone in your household is required to self-isolate in accordance with Government guidelines.

ENTRY & EXIT

- All visitors must use sanitiser or wash their hands on entry and exit to the building.
- When you arrive/leave, please ensure you sign in/out. This is essential as we will be using this to establish who is on-site.
- You will be asked for your contact details as part of our track and trace procedures.
- If you wear a mask to travel to the school, it should be safely stored or disposed of when you arrive.
- You may be asked to wear a mask in school depending on the nature of your visit.

IF YOU DEVELOP SYMPTOMS

If you develop symptoms of Covid-19 **while at school**:

- Inform a member of SLT or office staff and leave immediately.
- Do not return to school for at least 10 days from the onset of symptoms
- Follow guidance for [households with possible infection](#)
- Get [tested](#) and inform school immediately upon receipt of result
- **If you develop symptoms (see above*) and receive a positive test result within 14 days of visiting, please inform the school immediately.**

MAINTAINING INFECTION CONTROL

- Visitors must maintain 1m+ social distancing between themselves and others, including children, where possible.

Class Groups/Size

- Children will be in Year group bubbles. If you are working with groups of children, they must be from the **same** bubble at the same time (bubbles must not mix).
- Only **staff who are not** allocated to work in a class may support more than one bubble.
- If you are working with small groups/individual children, you should attempt to use an outdoor space in the first instance.

Staff room

- The staff room is currently closed for social purposes.
- Visitors are not permitted in the staff room.
- Visitors are advised to bring their own refreshments.

First Aid

If the purpose of your visit is to work with a child please note the following:

- If a child feels ill or has an injury (that is not suspected COVID-19), a school first aider will follow the school's usual procedures and use the medical room. There is a first aider in every year group. If they are absent staff in the office are first aid trained. First aiders will be required to wear PPE when administering first aid.
- Children who become unwell with COVID-19 symptoms should be taken to **the Medical Room in The Children's Centre** by a support staff member [in PPE]. The member of staff should use the key from the office to open the padlock on the gate and not travel through the nursery in the Children's Centre. The office should be notified to contact the parent.
- PPE is available in the medical room and in classrooms for staff undertaking first aid.
- A digital thermometer is available and does not require physical contact. This is located in the the First Aid area in the hall.

Hand washing and hand sanitising

- Children, staff and visitors must wash their hands with soap and water:
 - On arrival
 - Entry back into the building after being outside
 - Before lunch
 - After sneezing, coughing or blowing your nose
 - After touching shared school resources
 - Before fruit time
 - After using the toilet
 - After using shared devices (for example, the photocopier, kettle, microwave).

- Children will be encouraged not to touch their face.

Moving around the building

- Children, staff and visitors should follow the markings in corridors. These will be clearly signposted with tape on the floor.
- Visitors must stay with the year groups/classes they are allocated to.

Resources

- All resources/areas used should be cleaned with antibacterial spray at regular intervals or when different children/visitors are using them, including devices such as laptops and tablets.
- Each classroom has antibacterial spray, hand sanitizer, hand wash and paper towels.

Other rooms

- Please ensure you wipe down any spaces you use with cleaning material provided.
- Use the hand sanitiser dispenser before/after using the photo copy machine due to sharing use of the buttons.
- Children must sit facing the front where possible.
- Windows or doors must remain open to allow air flow through all rooms in use.
- Rooms will be cleaned daily and will need to be kept extremely tidy.
- Soft furnishings, soft toys and toys that are hard to clean are not to be used.
- Drinking fountains are out of use and pupils are encouraged to bring their own water bottles. Water bottles can be taken outside.
- Please remember to remind all children to wash their hands on returning into the building.

Lunchtime

- Unfortunately, the school is unable to provide lunch for visitors.
- Please bring your own lunch and use your allocated space during lunchtime.

PARENTS

- Staff and visitors are encouraged to call to discuss any issues with parents before having any face-to-face meetings.
- Staff, visitors and parents are encouraged to wear face coverings during any face-to-face meetings. These meetings should take place outside or in a large room that is well ventilated. They are not to take place in classrooms.