

## COVID -19: GUIDANCE TO MANAGING VISITS

The current advice is that we should try to, where at all possible to minimise the risk of infection from COVID 19. We should maximise the use of IT such as Teams, Skype, Zoom to ensure communication with key partners remains strong.

However, there will be some functions that cannot be undertaken remotely and will need us to resume accepting visitors.

This guidance will ensure that we have a consistent approach to visitors and that they are undertaken in a planned way which keeps everybody safe.

### **Why might a visit be needed?**

This may include observations and direct work to inform assessments, demonstrating and modelling practice and interventions and providing direct support to children.

Head Teacher must give approval for visits during this period of COVID 19 and ensure that staff are aware of the protocols to be followed.

### **Risk Assessment**

Whole school risk assessment should be shared and understood by professionals visiting school and clarity around the purpose of the visit discussed.

## **COVID-19 – GUIDANCE NOTES FOR VISITORS TO OUR SCHOOL**

You must **not** visit the school if you have symptoms that could be related to COVID 19. Remember symptoms include a new continuous cough and/or high temperature and/or a change in the sense of smell or taste (anosmia)

Prior to the visit you must have discussions with the key member of school staff about the reasons for your visit, what your visit will involve. This is to **minimise the time** you need to be in school or the setting. You also need to check what is expected of you to ensure you follow the visitor protocols established by the school.

Face masks are required for visits to schools and you must practice high standards in terms of hand hygiene.

Before and after visiting the school, you are advised to wash your hands and arms, if uncovered, with soap and warm water for at least 20 seconds and dry them on disposable paper towels. If handwashing facilities are not available, you can use alcohol based sanitiser.

During the visit you need to adhere to the protocols established by the school including social distancing.

You must limit the equipment you take into school e.g. bags, books, lap tops, coats etc to avoid risk of contamination

You should not touch your face, mouth or eyes during the visit and avoid unnecessary contact with surfaces.

Ensure you bring your own refreshments

Use your own stationery and pens and computer if required during the visit and wipe these down with anti-bacterial wipes at the end of the visit.

You must not shake hands with any member of staff and seek to sit or stand maintaining a 2 metre distance from others.

You should avoid touching any unnecessary surfaces, resources, toys, doors.

You will spend only the time necessary within school, to carry assessment or direct work according to the circumstances of your involvement

Sanitiser will be available to you for you to sanitise your hands on exiting the building

**The main transmission routes for COVID-19 are from droplets created by coughing and sneezing and/or contact with a contaminated surface**

**Use of hand sanitiser.**

Hand sanitiser is a temporary method to limit infection spread. Visitors are advised to use hand sanitiser when they visit schools

The most effective way to limit the spread of infection is by hand washing regularly and thoroughly using soap.