

## COVID-19: GUIDANCE FOR VISITORS

At High Elms Manor School our core obligation is to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and the safety of non-employees and follow guidance from Public Health England.

We hold the prime responsibility for ensuring the safety of our students, first and foremost, but also, and as importantly, of staff and volunteers, parents and guardians, guests and visitors, contractors and delivery services.

We are therefore implementing the following regulations to help ensure that we maintain a COVID-secure environment for all and ask for the support and understanding of our visitors in helping us minimise the risk of COVID-19.

### **All visitors entering the building must:**

- have an agreed appointment with the school office
- wash their hands with soap and water or the hand sanitiser provided for at least 20 seconds
- cover their mouths and nose with a tissue or sleeve (not your hands) when coughing or sneezing
- put used tissues in the bin straight away and wash hands afterwards
- not enter restricted areas of school and follow instructions from the main office
- always maintain a 2-metre distance from others
- refrain from handshakes and hugs.

### **Do not enter the school the school building:**

- If you or anyone in your household is displaying symptoms of COVID-19 or is currently residing in a locally 'locked down'.
- you have developed a fever (above 37.8C) or a new, continuous cough within the last seven days.
- you have travelled from or transited through any of the countries or areas that are not included in the travel corridor list currently within the past 14 days.

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.

Visitors must wear a face covering whilst on site and wash their hands-on arrival. Hygiene and handwashing precautions should be followed at all times.

Tours will only take place when students are outside in order to manage the risk of transmission and minimise cross-contamination. We will record the areas which you visit during the tour, together with the names of any people you speak to while on site. This is to support the track and trace system as far as we are able.

We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our pupils and staff.