

# INFORMATION FOR VISITORS

The safety of our pupils, employees, visitors and contractors is always Seckford Education Trust's overriding priority.

To prevent the spread of COVID-19 and reduce the risk of potential exposure to our school community and visitors, our procedures require all visitors to follow increased levels of personal hygiene and complete a screening questionnaire.

## SCREENING QUESTIONNAIRE

You will be asked to complete the questionnaire as soon as you are welcomed on site to ensure the information is as accurate as possible.

Please do not visit the school if you can answer Yes to any of the following questions:

1. Have you had close contact with or cared for someone diagnosed with COVID-19 in the last 14 days?
2. Have you, or anyone you have had close contact with or cared for, had any of the following new symptoms in the last 7 days:
  - Fever (high temperature)
  - A new continuous cough which may be different from your usual cough
  - Loss or change to your sense of smell or taste
  - Shortness of breath
  - Any other flu-like symptoms?
3. Have you, or have you had close contact with someone who has, returned to the UK in the last 14 days from an area listed as being subject to quarantine regulations?

You will be asked to provide your contact details upon arrival.

If you have any doubts as to whether you should attend, please speak with the person with whom you have organised the visit. Please do not bring anyone else with you unless by prior agreement.

## PERSONAL HYGIENE

Whilst on site, we would ask you to please help us to keep our environment as safe as possible by:

- Temperature check
- Following social distancing rules whilst on site
- Wearing of face coverings unless outside
- Washing/sanitising hands on arrival and when there has been possible contamination
- Avoiding shaking hands and physical contact
- Only using the 'visitor designated' washroom

## FIRE SAFETY

Seckford Education Trust is operating with the required COVID-19 related restrictions in place in accordance with Government guidelines. As a result, various measures are in place to support social distancing, including one way systems in certain areas.

Please be aware that in the case of a fire drill or fire, all those on site should proceed to the nearest fire exit and are not required to adhere to the one way system in such circumstances.

**By arriving on site, you are confirming that you understand and will adhere to the above. We thank you for your support in keeping our community safe.**