

Stoke Bishop Church of England Primary School

COVID 19 VISITOR POLICY

Stoke Bishop Church of England Primary School is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19.

As we return for the new academic year, please note that visitors to the school are permitted by appointment only, and only when your visit is essential.

Before you visit please ensure that:

- If you are a contractor or an external agency, you have followed the risk assessment appropriate to your own workplace
- Have communicated any essential information to your contact in school
- Have read the expectations below regarding your visit.

If you are visiting the school with an appointment, please make sure that:

- You wash and/or sanitise your hands as soon as you arrive and as necessary during your visit;
- You sign in the visitor book on arrival;
- In addition, visitors will be asked to complete a “visitor record.” This asks you to provide contact details, to confirm certain statements regarding COVID-19 and to provide details of your contacts during your visit. This information will be used to respond to any infection that occurs within school or if you yourself subsequently report an infection;
- You carry a mask or face covering and wear it as required in accordance with the school’s policy on face masks;
- You maintain a safe distance (at least 1 metre and where possible 2 metres) from other people at all times;
- Refrain from any physical contact including handshakes and avoid touching surfaces/objects unnecessarily;
- Visitors should not move between “bubbles” during their visit.

We ask visitors to not enter the site if they:

- have had COVID-19 symptoms within the last 10 days. The main symptoms of coronavirus are:
 - high temperature;
 - new, continuous cough;
 - loss or change to your sense of smell or taste.

- have knowingly been in close contact with anyone symptoms or with a confirmed case of COVID-19 within the past 14 days;
- have been contacted by Track and Trace and advised to self-isolate for 14 days;

To make an appointment to visit the school, please contact the school office on 0117 3772173 or by email stoke.bishop.p@bristol-schools.uk.

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. This policy has been shared with staff, governors, parents/carers, contractors and displayed on our school website.