

Sandhurst Primary School

Minard Road, Catford, SE6 1NW

020 8698 5810

Guide for site visitors during the COVID-19 pandemic

During this time, we are committed to preventing the spread of the Coronavirus and to protecting the health, safety and welfare of our school community and visitors. Therefore, only critical/statutory visitors will be permitted to enter the site at this time.

Coronavirus disease (COVID-19) is an infectious disease.

The main symptoms of coronavirus are:

- **High temperature** – this means you feel hot to touch on your chest or back.
- **New, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- **Loss or change to your sense of smell or taste** – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

If you have symptoms of coronavirus infection, however mild, you must not visit our site.

Our Duty of Care

Following a full risk assessment, we have considered appropriate controls to protect our school community and visitors from foreseeable hazards including Coronavirus.

You must familiarise yourself with these controls and take any precautions outlined before coming onto the premises.

- Visitors/contractors **must pre-book any visits** and these must only be of an essential nature.
- The nature of your work/visit must be clearly communicated.
- Only the headteacher may agree entry onto site which is not pre-booked.
- If you are not able to follow our protocols you may be refused entry/asked to leave the site.
- **IF YOU WILL BE WORKING INSIDE/VISITING THE BUILDING YOU WILL NEED TO WEAR A FACE MASK IN SCHOOL.**
- If working **outside** a face mask is **not** necessary.

Arriving at Sandhurst

- Please park away from school entrances and markings.
- Use the intercom at the main Minard Road gate to notify the office that you are here. **Wait at this gate.**
- A member of the office staff will contact the person you are here to see and somebody will meet you at the gate.

- **You will need to wear a mask if you are working/coming into the school building**
- **Sanitise your hands**, at a sanitising point, as you enter the building.
- You will be signed in the Visitors' Book and given a "Visitor" sticker.
- **You must give us contact details that can be used if necessary by NHS Track and Trace.**

In school

- Please remember to maintain a distance of at least 2 metres from pupils and other adults.
- Meetings will be held in the largest available room. This room will be well-ventilated.
- Meeting times will be kept to a minimum.
- If you are working with the Premises Officer, please follow his directions for safe working.

Leaving School

- Please ensure a member of staff knows you are leaving the building so that you are signed out from the Visitors' Book.
- Sanitise your hands

This guidance is regularly reviewed and updated when necessary.

Please contact the school office if you have any questions/comments.

Alison Legemah

Deputy Headteacher

September 2020