



Moorfield Primary School

Vibrant Loving Proud

VISITOR PROTOCOL

Covid -19

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| Approval date | Sept 2020 |
| Reviewed | |
| First version | Sept 2020 |
| Version | 1 |



Keeping Our Community Safe

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

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

- **You sign in on arrival**
- You confirm that neither yourself nor anyone else in your household bubble is symptomatic or awaiting test results for COVID-19.
- **You wash and/or sanitise your hands when you arrive and as necessary during your visit**
- **You carry a mask or face covering and wear it as required**
- **You maintain a safe distance (at least 1 metre, and ideally two meters) from other people at all times**
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We have comprehensive processes in place to keep our community safe. Further details are available on request, but key points include:

- We have developed a clear protocol and provision in the event of a member of staff or pupil presenting with COVID-19 symptoms while at school. This includes clearly defined safe areas for isolation until an individual can safely travel home.
- We have put in place enhanced handwashing facilities. This includes the installation of additional hand sanitiser stations and gel dispensers at all external entry points and to all classrooms.
- We will provide tissues to all classrooms, along with lidded waste bins for the safe storage of used tissues.
- We are asking all visitors to wear masks in corridors and other shared areas.
- We have put in place a comprehensive communications plan, delivered through posters across the site and verbal reminders from staff, to ensure good hand and respiratory hygiene.
- We have significantly enhanced cleaning provision. All our cleaning personnel have received specific training on cleaning for Covid-19.
- Our pupils have been grouped in “bubbles”, to help minimise any unnecessary contact and enable us to track any close contacts quickly if need arises.
- We are enforcing social distancing: verbal reminders and posters are reiterating the messaging, classrooms and dining rooms have been laid out to minimise face to face contact, and physical reminders such as barriers and line markings are in place to minimise inadvertent contact.
- We have designated discrete, distinct year group drop off and pick up locations to avoid mixing at the beginning and end of each day.
- We have strict controls in place to ensure parents/carers do not come into school unless it is essential, and by appointment only.
- All staff know what to do if someone in school tests positive in respect of Covid-19, how the school will manage an outbreak of Covid 19
- **How You Can Help Us:**
- Limiting the spread of infection is everyone’s responsibility. You can help us to keep our community safe by:
 - Washing your hands frequently, with soap and water.
 - Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
 - Staying at least 2m apart from other people, and encouraging your children to do the same.
 - Staying away from School if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case, in line with Government guidance.
 - Respecting and supporting all of the safety measures that we have put in place.

If you have any questions about health and safety, especially if it relates to the controls we have put in place to minimise the risk from Covid-19, please do not hesitate to contact : Mrs L Webb, School Business Manager. Tel: 0151 424 3108

Moorfield Road, Widnes, Cheshire WA8 3HJ

Tel: 0151 424 3108

Website: www.moorfieldprimary.co.uk

Headteacher: Miss K Heyes B.Ed Hons, NPQH



Visiting the School Site Form

At Moorfield Primary School, the safety of all our pupils and staff remains a top priority. As the coronavirus (COVID-19) outbreak continues, we are asking you to complete this form to help prevent the risk of exposure to and spread of the virus.

If you are unable to agree to the declaration below, we ask that you delay your visit until another time.

Please complete this form prior to your visit and bring it with you – it should be handed to the School Office who greets you when you arrive.

Following protective measures at our school

To ensure the safety of everyone at our school, we have implemented a series of strict infection control measures that must be adhered to at all times.

Whilst on the school site, we ask that you:

- Follow all signs and directions, e.g. the one-way system in corridors, and stay only within the areas of the school that were agreed prior to your visit.
- Wash your hands when arriving at and leaving the school.
- If possible, carry and use a hand sanitiser.
- Wear a mask, when necessary.
- Adhere to social distancing rules, keeping a two-metre distance from others, and avoid physical contact with any individuals who are not part of your team or visiting group where possible.

Please tick this box to confirm that you understand and agree to follow the measures outlined above.

Your details

| | |
|---------------------------|--|
| Full name | |
| Company / organisation | |
| Date of visit | |
| Purpose of visit | |
| Personal telephone number | |

Self-declaration

Please read the points below and sign to confirm whether they all apply. **If you are unable to confirm that all these points are applicable to you, we ask that you delay your visit to another time.**

Please note that if you plan to be on the school site for consecutive days, you **must** inform the school if your response to any of the points below changes.

I confirm that:

- I have not been diagnosed with coronavirus within the last 14 days.
- I have not been in contact with someone who has been diagnosed with coronavirus in the last 14 days.
- I have not been in contact with someone who may have been exposed to coronavirus within the last 14 days.
- I do not live with someone who is currently self-isolating due to experiencing symptoms of coronavirus.
- I have not experienced a new, continuous cough, a high temperature, or a loss of taste or smell within the last 14 days.

Signed: Print name:

