**COVID- 19 Guidance for Visitors**

We are asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19. We continue to take guidance from Public Health England and the Department of Education. Taking this into account we are now limiting access to the site to essential visitors only. If you are unsure as to whether your proposed visit is considered essential, please email the school reception, info@cromptonhouse.org

All visitors will be asked to sign in on arrival and provide contact details if we do not hold them. This is to support the track and trace system.

All visitors must follow current guidance relating to social distancing.

Visitors must wear a face covering whilst on site in communal areas.

Please be advised of the following policy and action to take **before arrival** at the school.

a) If visitors are currently presenting flu-like symptoms, regardless of possible contact with a confirmed coronavirus case, they must postpone their visit until they are symptom- free.

b) Visitors must confirm that they have not recently travelled from, or knowingly been in contact with someone who has travelled from any of the named countries listed in Public Health England advisory information without having undergone the advised action relating to 14 days self-isolation and, if recently symptomatic, they have been screen tested in the UK through NHS111 service and been given a negative result. <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public#returning-travellers>.

c) Visitors must check the government advice daily and immediately before travelling to school, to stay up to date about affected areas.

d) Visitors must confirm that they have not knowingly been in close contact with anyone with a confirmed case of Coronavirus. Close contact means living in the same house, contact with their bodily fluids, eg being coughed or sneezed on, or being within 2m of the person for more than a few minutes.

e) During their time in school, visitors must please act in a way so as to avoid the spread of the virus through their best endeavours as recommended by the NHS <https://www.nhs.uk/conditions/coronavirus-covid-19/>

* wash your hands with soap and water often – do this for at least 20 seconds, especially before eating and after visits to the WC.
* use hand sanitiser gel if soap and water are not available
* cover your mouth and nose with a tissue or your sleeve when you cough or sneeze
* put used tissues in the bin straight away and wash your hands afterwards
* try to avoid close contact with people who are unwell
* Visitors to school who start to feel unwell after arrival and/or start to present with flu-like symptoms including a fever, a cough, or difficulty breathing, must make immediate telephone contact with reception (01706 847451) or alert a staff member to do so. Whilst awaiting instruction, visitors should sit somewhere away from other people, preferably next to an open window and avoid touching surfaces and door handles as much as possible.

Thank you for your understanding and co-operation at this time.