

Visitor Protocol For Covid-19

1) Introduction

This guidance is to ensure the College continues to provide a safe working environment for students and staff during the continued period of COVID-19 infection.

2) Visitors

The College recognises the importance of strong communication between parents/carers, local businesses and our wider community. However we have a significant duty of care for the many staff and students on site every day. It is critical that we make the following adjustments to ensure that the College continues to be Covid Secure:

- Only meetings considered **absolutely essential** should take place on the College site. Conversations will be by telephone, video call or email wherever possible.
- Meetings/visits that are essential will require:
 - One visitor/family unit in Reception at any one time.
 - Please ask your visitor(s) to arrive at the agreed time as there will not be the facilities for them to wait until you are available.
 - Please ask visitor(s) to be patient until it is their turn to enter the Reception area.
 - Visitor(s) to wear a face mask/covering unless under the age of 11 or exempt.
 - Visitor(s) will be required to use the hand washing facilities in the disabled toilet in Reception as well as the sanitizer gel available. Good hand hygiene must be maintained by the thorough washing of hands for at least 20 seconds.
 - Social distancing to be maintained as much as possible whilst on site.
 - Please check with visitor(s) that they are not showing any of the 3 main symptoms of Covid-19 prior to attending site. The symptoms are:
 - a high temperature
 - a new, continuous cough
 - loss of, or change in their normal sense of taste or smell (anosmia)
 - If you are responsible for a visitor(s) coming onto site, please be ready to collect them from Reception at the agreed time. Please allow plenty of time to reach Reception ensuring that you are not late.
 - At the end of the visit, please escort your visitor(s) to the College Reception, ensure that they have followed the College signing out instructions and ask them not to remove their face mask/covering until after they have left the College site outside.
 - Speakers, trainers and contractors must be agreed in advance with a member of SLT and the visitor protocol followed.

3) Public Health England - Health Protection Team

The College will inform Public Health England if there is a suspected or confirmed case of Covid-19.