



## Visitor Protocol for QEII School during COVID19

Visits to the school for face to face meetings are discouraged. They will only be permitted if communication via email, phone or online meeting are not deemed appropriate by the school.

Where a visit is deemed appropriate / essential, these must be pre-booked via the school office and agreed in advance by the school. Please do not arrive more than 5 minutes early for your appointment. You will be asked to complete our visitor record for track and trace purposes.

Please do not enter our building if you do not have a pre-agreed meeting. Further, you must not enter the site or building if any of your immediate family are feeling unwell and are showing any of the COVID symptoms:

- A new, continuous cough
- A high temperature
- A loss or change to their sense of smell or taste.

When you come into our school please follow these instructions to keep both you and our children safe:

- Put on a face mask before entering the building.
- Use hand sanitiser provided in reception
- Sign in at reception. You will be given a visitor badge.
- Do not bring unnecessary personal belongings with you.
- Bring no accompanying visitors unless previously agreed with the school office.
- Please maintain social distancing
- If you require the toilet, please only use the allocated visitor toilet. Please ensure that you leave the facilities as you would expect to find them using anti-bacterial wipes and wash your hands thoroughly.

Upon leaving the school, please sign out in reception and sanitise your hands. You must let us know if you are contacted by NHS Track and Trace or if you develop symptoms of COVID19 or test positive in the next 10 days.