

Covid 19 Visitor Guidance



Dear Visitor,

Welcome to Hutton Rudby Primary School, we have many measures in place to help us keep Covid secure. Before you commence your visit, please read the following declarations and sign below. If at any time during your visit you have any questions or concerns please return to office and ask to speak to me.

Thank you for your co-operation, we hope you enjoy your time with us.

M Kelly

Mr M Kelly

Headteacher

How will we keep you safe during your visit?

- We have completed a full risk assessment
- Hand sanitiser is located in a dispenser at the main office and there are others around school for your use
- Any work station you use will be cleaned before and after use by a member of staff
- Tissues, a bin and hand sanitiser will be made available
- Wherever possible windows will be opened for ventilation

Please answer yes or no to answer the following questions:

Do you currently have any symptoms of C19?

Does anybody in your household currently have symptoms of C19?

Have you returned from a country requiring quarantine within the last 14 days?

Are you classed as clinically vulnerable or extremely clinically vulnerable?

Do you understand and agree to implement the measures listed below?

- To sanitise your hands on arrival and departure
- To maintain at least a two metre distance from **all** children and adults
- If at any time during your visit you or the child you are working with begins to feel unwell displaying the symptoms of C19 this must be reported to the office immediately
- To follow the arrows when walking down corridors
- To only use the visitor toilet by the office and not use the staffroom
- To stick to the designated area and not go to other parts of the school
- You agree to us using your contact number if we have a confirmed case in school to notify you

Signed: _____

Name: (please print) _____

Reason for Visit: _____

Date: _____ Contact Number: _____

Time in: _____ Time Out: _____ (Office to complete)