



**COVID-19 Visitor Guidance**



Dear Visitor/s

Welcome to Chapel Haddlesey Primary, part of The White Rose Federation. We have put measures in place to ensure we are Covid secure. Before your visit starts, please read the following declarations and sign below. If at any time during your visit you have any questions or concerns please return to the school office and ask to speak to me.

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

Mrs R Lindley  
Federation Deputy Headteacher

**How will we keep you safe during your visit?**

- We have completed a full risk assessment and shared this with all staff and parents, a copy of which is available on our website.
- Hand sanitiser is located in a dispenser at the signing-in desk at reception 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 can be made available.
- Wherever possible windows will be opened for ventilation during and after the school day.

**Please answer yes or no to answer the following questions:**

Do you currently have any symptoms of COVID-19?

Does anybody in your household currently have symptoms of COVID-19?

Have you been contacted by NHS Track and Trace within the last 14 days and been asked to self-isolate?

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

Are you classed as clinically vulnerable?

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

- To sanitise your hands upon arrival and departure
- To wear a face mask around school
- 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 and displays any symptoms of COVID-19, this must be reported to the office immediately
- To only use the staff toilet by the admin office
- To stick to the designated area and not go to access other parts of the school without permission
- You agree to us using your contact number if we have a confirmed case in school, in order to notify you

Signed: \_\_\_\_\_

Name: (please print) \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

Date: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Time in: \_\_\_\_\_ Time Out: \_\_\_\_\_ (Office to complete)