



# Visitor Guidance - Wider Opening of School

As we continue to try to minimise the risk of COVID-19 at Risley Avenue Primary School, we ask for the support and understanding of our visitors.

Please read and follow these guidelines carefully.

Please support us in protecting the Risley community and **do not** visit us if:

- you have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days.
- you have developed a fever (above 37.8C); a new, continuous cough; or a loss/change to your sense of smell or taste within the last ten days.\*
- anyone in your household is required to self-isolate in accordance with Government guidelines.

## ENTRY & EXIT

- All visitors must use sanitiser or wash their hands on entry and exit to the building.
- When you arrive/leave, please ensure you sign in/out. This is essential as we will be using this to establish who is on-site.
- You will be asked for your contact details as part of our track and trace procedures
- We ask that you wear a face covering on the school premises. Please ask at the office if you need one.

## IF YOU DEVELOP SYMPTOMS

If you develop symptoms of Covid-19 **while at school**:

- Inform a member of SLT or office staff and leave immediately.
- Do not return to school for at least 10 days from the onset of symptoms
- Follow guidance for [households with possible infection](#)
- Get [tested](#) and inform school immediately upon receipt of result
- **If you develop symptoms (see above\*) and receive a positive test result within 14 days of visiting, please inform the school immediately.**

## MAINTAINING INFECTION CONTROL

- Visitors must maintain 2m+ social distancing between themselves and others, including children, where possible.

### Class Groups/Size

- Children will be in Year group bubbles. If you are working with groups of children, they must be from the **same** bubble at the same time (bubbles must not mix).
- Only **staff who are not** allocated to work in a class may support more than one bubble.
- If you are working with small groups/individual children, you should attempt to use an outdoor space in the first instance.

### Staff room

- The staff room is currently closed for social purposes.
- Visitors are not permitted in the staff room.
- Visitors are advised to bring their own refreshments.

### First Aid

#### If the purpose of your visit is to work with a child please note the following:

- If a child feels ill or has an injury (that is not suspected COVID-19), a school first aider will follow the school's usual procedures and use the Welfare room. There is a first aider in every year group. If they are absent staff in the office are first aid trained. First aiders will be required to wear PPE when administering first aid.
- Children who become unwell with COVID-19 symptoms should be taken to **the Welfare Room** by a support staff member [in PPE]. The office should be notified to contact the parent.
- PPE is available in the welfare room and in classrooms for staff undertaking first aid.
- A digital thermometer is available and does not require physical contact. This is located in the Welfare Room (A second thermometer is in the office).
- Only one child can be treated in the Welfare room at a time with the window open at all times.

### Hand washing and hand sanitising

- Children, staff and visitors must wash their hands with soap and water or use hand sanitizer:
  - On arrival
  - Entry back into the building after being outside
  - Before lunch
  - After sneezing, coughing or blowing your nose
  - After touching shared school resources
  - Before fruit time

- After using the toilet
- After using shared devices (for example, the photocopier, kettle, microwave).
- Children will be encouraged not to touch their face.

### **Moving around the building**

- Children, staff and visitors should follow the markings in corridors. These will be clearly signposted with tape on the floor.
- Visitors must stay with the year groups/classes they are allocated to.

### **Resources**

- All resources/areas used should be cleaned with antibacterial spray at regular intervals or when different children/visitors are using them, including devices such as laptops and tablets.
- Each classroom has a tray containing antibacterial spray, aprons, paper towels, antibacterial wipes, disposable gloves and disposable masks. This is kept in a safe place away from pupils.

### **Other rooms**

- Please do not use any other rooms. The support staff member with you will do any photocopying needed
- All rooms other than classrooms are labelled with the number of staff/visitors able to use them at any one time.
- Children must sit facing the front where possible.
- Windows or doors must remain open to allow air flow through all rooms in use.
- Rooms will be cleaned daily and will need to be kept extremely tidy.
- Soft furnishings, soft toys and toys that are hard to clean are not to be used.
- Drinking fountains are out of use and pupils are encouraged to bring their own water bottles. Water bottles can be taken outside.
- Please remember to remind all children to wash their hands on returning into the building.

### **Lunchtime**

- Unfortunately, the school is unable to provide lunch for visitors.
- Please bring your own lunch and use your allocated space during lunchtime.

## **PARENTS**

- Staff and visitors are encouraged to call to discuss any issues with parents and not have face to face meetings