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Kings Caple Primary Academy CORONAVIRUS (covid-19) VISITOR GUIDANCE

In normal circumstances Kings Caple Primary Academy welcomes all visitors, however in order to help us keep the school environment safe and all students, employees and visitors healthy during the current Covid-19 emergency, we ask that any visitor has prearranged permission from a member of staff at Kings Caple before they visit the school. **All** visitors will be given this guidance to read and are expected to follow the points listed.

1. If visitors are currently presenting COVID symptoms such as flu-like symptoms, a cough or loss of taste/smell **they must postpone their visit until they are symptom-free.**

2. Visitors must confirm that they have not travelled to/returned from any of the named countries or territories within the past 14 days, where the Foreign and Commonwealth Office travel information has advised you should self-isolate. Visitors, if they have recently returned from abroad must continue to check government advice before travelling to Kings Caple Primary, in order to ensure they stay up to date about areas which require quarantine.

3. Visitors must confirm that they have not knowingly been in close contact with anyone with a confirmed case of Coronavirus or part of a household that have been alerted via NHS 'Test and Trace' system to isolate. Close contact means living in the same house, contact with their bodily fluids, e.g. being coughed or sneezed on, or being within 2 metres of the person for more than a few minutes.

4. On arrival at Kings Caple Primary, you are asked to enter only via the main reception where you will be signed in and asked to provide details, in order to comply with safeguarding and fire safety, but also to provide personal contact details for the school's 'track and trace' log.

5. The school recommends that social distancing of 2 metres is observed when addressing both staff and/or students. In line with DfE guidance published on 26.08.20 'Face Coverings In Education'... In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors (for example, in staffrooms), head teachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances. But children in primary school do not need to wear a face covering. When inside the building, the school requires windows and classroom doors to be open in order to provide ventilation and a suitable airflow. In addition, the following points are recommended:

- wash your hands for at least 20 seconds, especially before eating and after visits to the WC;
- hand sanitiser gel will be available in all classrooms and offices. It is advised that all students and staff are to sanitise their hands at the beginning of every lesson and also before and after eating;



- at the end of a lesson or meeting, there will be sanitising spray/wipes available in order to wipe down desks, keyboards, telephones, other equipment used, before the next person comes in to contact with the item(s). All used wipes are to be immediately deposited in a lidded bin;
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and that all used tissues are to be put in a lidded bin straight away. Wash your hands afterwards or use hand gel;
- Visitors to Kings Caple Primary who start to feel unwell after arrival and/or start to present with flu-like symptoms including a high temperature, a persistent cough (coughing for more than an hour, or 3 or more coughing episodes in 24 hours), or difficulty breathing, must make immediate contact with the school office. Please do not walk around the site. The instruction is to leave the building, avoiding contact with others - you will have informed reception of your departure and they will contact the necessary people to confirm your conversation. It is then advised that visitors are to arrange a prompt covid-19 test in order to confirm a positive or negative result. The result is to be relayed to the school immediately and in the case of a positive result for appropriate action to then be taken.

Please acknowledge that you have read the guidance and will abide by it whilst at Kings Caple Primary Academy by emailing admin@kc.hmfa.org.uk



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<http://kingscaple.hmfa.org.uk>

