

# Godinton Primary School



## Information for Visitors – COVID-19

**September 2021**

Welcome to Godinton Primary School. Please ensure that prior to your visit to our school, you read through the information below. Details are provided as to the measures being taken by the school to safeguard the school community, including visitors, during the Covid-19 pandemic. It also outlines the expectations we have of those visiting our site. Risk assessments relating to Covid can be found on our school website by following the link below and should be read in conjunction with this information sheet.

<https://godinton.kent.sch.uk/media/6609/godinton-primary-school-reopening-risk-assessment-review-february-2021.pdf>

### Expectations of Visitors

- All visits to the school are by prior appointment only. Visitors may visit the main school office for enquiries but if this can be done via phone or email, this is preferable.
- No one must enter the school premises if they are displaying symptoms of Covid-19 including a raised temperature, persistent cough or loss of taste or smell.
- All visitors will be asked to sanitise their hands at the sanitiser station in the school foyer when they arrive at the school office. Upon entry to the school, visitors will be directed to toilet facilities where hands can be washed. We ask that you do this for 20 seconds with warm water and soap. Further handwashing may be required depending on the length of your visit.
- Face masks are not routinely required by visitors. However if a meeting is being held with multiple participants the use of face masks may be suggested. This will be determined on a case by case basis and visitors will be advised in advance.
- We ask that visitors adhere to stringent respiratory hygiene measures and dispose of any used tissues appropriately. Lidded bins are available throughout the school.
- Defined areas of the school in which visitors are to work may be outlined upon arrival depending on the purpose of your visit.
- Visitors will be required to sign in at the school office using EntrySign. The details provided may be shared with Test and Trace if it is determined that a visitor has had close contact with a confirmed positive Covid case at the school.
- All our usual safeguarding measures and fire evacuation measures remain unchanged. Please see your visitor badge for further information. Please note that until December 2021, when building work is taking place at the school, the fire assembly point is the school field.
- Any concerns should be raised with a senior member of staff immediately.

Please see the reverse of this information sheet for assurances regarding the measures being taken by the school at this time.

**We thank you for your cooperation and hope that you have an enjoyable visit to  
Godinton Primary School.**

## Assurances for Visitors

- The school has followed all Government guidance regarding how to fully re-open our school site safely to our pupils and staff and the wider community. We constantly check on changes to Government guidance and act both swiftly and accordingly to any alterations that we are required to make. These may include responding to local or National measures.
- We have put in place robust procedures to ensure the safety of everybody and have updated existing policies to reflect the changes we have had to implement.
- All member of our school community are expected to wash their hands regularly throughout the day, including on entry to the site. This is promoted throughout the school. We also ask everyone to follow good respiratory hygiene measures.
- We follow all the required measures to be taken in the event of a confirmed case of Covid-19 within the school, working with Public Health England, or similar bodies to ensure the safety of all.
- We have plentiful stocks of soap, paper towels, disinfectant, antibacterial wipes and PPE and clear guideline son when PPE should be used.
- Since September 2021, the school no longer operates a bubble system and children and adults are free to mix with each other.
- School staff are not expected to wear face masks however they may choose to do should they wish.
- We have increased our cleaning requirements throughout the day, all frequently touched surfaces will have additional cleans, this will include the tables in the hall along with the door handles, light switches, electronic window controls, taps etc.
- For those of you visiting the school for a meeting – we will endeavour to maintain social distancing between all participants however this may not always be possible. The room used will have suitable ventilation and any surfaces that you will be using (e.g. desk space) will be wiped beforehand. If you are working in school with a child, a suitable space will be provided for this purpose.

Updated 1<sup>st</sup> September 2021