

INFORMATION FOR VISITORS

In line with guidance from Public Health England and minimising the risk of coronavirus across Elutec, we are requiring all visitors to our schools to strictly adhere to the following guidance and only visit the school, when it is absolutely necessary.

Before you arrive:

- Make an appointment with the staff member who you wish to see.
- Our Risk Assessment for COVID19 does encourage the use of masks or face coverings. If you intend to wear a mask or face covering during your visit to the school, please make this known when you arrange your appointment.

When you arrive on site:

- Only visitors with a pre-arranged appointment are allowed. Ad hoc visitors will not be allowed on site.
- If you arrive by car, please observe the 2m distancing rule when you leave your car and make your way to the school entrance.
- When you arrive in the school building, you will be welcomed by our reception staff who will ask you if you have any of the following symptoms and take your temperature. If you do, you will be politely asked to leave, and book an appointment for another time after the 14 day isolation period:

a. a high temperature

b. a new, continuous cough

c. a loss of, or change to, your sense of smell or taste

d. aches and pains

e. diarrhoea

- All visitors will be asked to use the hand sanitiser available at the reception desk.
- Reception staff will sign you into the school themselves, by asking for your name, logging the time you have arrived and who you are here to visit.
- You will be given a lanyard to show that you have signed in at Reception. Please wear this at all times whilst on site.

During your visit:

- When you are met by one of our members of staff, they will not offer a handshake as a greeting – please do not be offended by this.
- Visitors are to remain 2m apart from all other staff and pupils in Elutec, when moving around the site and, if taking a seat during your visit, you should be positioned 2m apart from those in the same room.

- During these circumstances unfortunately we are unable to offer our usual hospitality however you are welcome to bring a bottle of water with you and utilise the water stations around the Academy
- If you wish to use the toilet facilities while on site, again a member of staff will direct to where you need to go.
- If you remain within school for more than one hour, please ensure you sanitise or wash your hands regularly in accordance with our risk assessment.
 - Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one (unless for example, an interpreter or other support is required). Any such meetings should take place at a safe distance