



St. Ronan's Primary and Nursery School

Addendum to Visitor Policy

September 2020

COVID-19 Visitor Policy

These Covid-19 Guidelines are added to our existing protocols and code of conduct for visitors, including policies in respect of Child Protection and Safeguarding.

This document must be read by ALL visitors to the school. We ask for the support and understanding of our visitors in helping us minimise the risk of COVID-19 to our school.

At St. Ronan's Primary and Nursery School we continue to take guidance from the Public Health Agency, the DE and EA. Consequently, we are now limiting access to our school buildings to essential visitors only.

- approved EA contractors (out of school hours where possible)
- EA officers e.g., Literacy support, RISE, Ed. Psych, Behaviour Support etc.
- School health
- approved tutors
- school counsellor

All visitors must prearrange their visit to the school, by phoning 028 67721511 or emailing the school secretary at crice924@c2kni.net

No 'cold callers' will be admitted to the school building.

Face-to-face visits with parents are suspended until further notice, with queries being resolved over the phone or by email.

In addition, visitors must not enter our school buildings if:

- you have travelled from, or transited through, countries currently on 'lockdown' in the past 14 days.
- you have symptoms of Covid-19:
 1. a temperature/fever (above 37.8C),
 2. a new, continuous cough,
 3. change in your sense of taste or smell
- you have cold or flu symptoms
- you have suffered from vomiting or diarrhoea within the last 48 hours
- if you or anyone in your household is required to self-isolate in accordance with PHA guidelines.

All visitors entering the school building must:

1. have an agreed appointment
2. sign in
3. complete a visitor questionnaire
4. Wash / sanitise hands on arrival
5. wear a face mask and/or visor
6. practise good respiratory hygiene (coughs and sneezes)
7. put used tissues in the bin straight away and rewash hands
8. only access pre-agreed areas of school
9. follow instructions from the school office
10. maintain 2-metre distance from others
11. refrain from handshakes and hugs
12. notify the office if you become ill during your visit
13. notify the office that you are signing out

If you have any questions, please contact the office/member of staff you were due to visit.

This policy has been shared with staff, governors, contractors and the EA and is displayed on our school website.

St. Ronan's Primary and Nursery School
COVID-19 VISITOR SELF-DECLARATION FORM

Please complete this short self-declaration form before entering the school premises. This will assist in the event of the need for contact tracing.

Name (print) _____

Job title _____

Organisation _____

Organisation Phone _____

Purpose of visit _____

Your email _____

Mobile (personal) _____

1. Does anyone in your household currently have COVID-19? Yes / No

2. Is anyone in your immediate family currently self-isolating? Yes / No

3. Do you believe you currently have COVID-19? Yes / No

4. Do you have any of the following symptoms?

a) High temperature/fever Yes / No

b) Loss of taste or smell Yes / No

c) New or continuous cough Yes / No

d) Shortness of breath Yes / No

e) Cold or flu symptoms Yes / No

f) Vomiting and/or diarrhoea within 48 hours Yes / No

5. Have you travelled from, or transited through, countries currently on 'lockdown' in the past 14 days? Yes / No

Signature _____

Date ____ / ____ / 2020

If you have answered yes to any of these questions you will not be admitted to the school building.