

### Visitor guideline Reay Primary School 2020

Dear Visitor,

Welcome to Reay Primary School, we are sorry that during these unusual times we cannot welcome you to our school in the usual friendly manner.

We are limiting the number of visitors that we allow on site and I am sure you understand that we must ask you to follow some strict rules while you are on site.

If you are showing any signs of covid (Please do not come to school. We will be happy to make an alternative appointment once you are well).

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Upon arrival at Reay please report to the school office via the green door (our main entrance). On entering the building you must:

- Sanitise your hands
- Sign in on our system
- Scan our QR code located in the school office area
- Remain in the school entrance until you are collected
- Please inform the office staff of any underlying health conditions that we need to be aware of

When moving around the school please:

- Wear a mask if you have any underlying health conditions
- Do not enter the staffroom
- Do not shake hands with anyone
- Try to remain 2 metres from all adults and children, where possible
- Remain with the person you are visiting
- If you use the bathroom please wipe surfaces after you have finished
- Wash your hands regularly during your visit (don't forget to sing happy Birthday in your head. Twice!)
- Ensure windows and doors remain open in any rooms you may be working in to allow for good ventilation
- If you become unwell during your visit please let a member of staff know ASAP

When leaving the building please sign out via the school office.

Thank you for visiting and supporting us to keep everyone safe.