

# COVID-19 Visitor Policy



# September 2020

Implementation date: September 2020

Bunwell Primary School is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19.

We continue to take guidance from Public Health England, the Local Authority and government. Taking this into account, we are now limiting access to the site to essential visitors only. If you are unsure as to whether your proposed visit is considered essential, please email or phone the school, [office@bunwell.cce.coop](mailto:office@bunwell.cce.coop) or 01953 789318.

If your visit to Bunwell Primary School is an essential one, we would nevertheless ask that you refrain from visiting if:

- you have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days or those where you need quarantine on your return
- you have developed a fever (above 37.8C), a new, continuous cough or loss/change in sense of taste/smell within the last seven days.
- anyone in your household is required to self-isolate in accordance with government guidelines.

**All visitors entering the building must:**

- have an agreed appointment with the school office
- complete the COVID-19 visitor information form
- use sanitiser
- wear a mask or a visor if in an enclosed space
- cover their mouths and nose with a tissue or sleeve (not their hands) if they sneeze
- put used tissues in the bin straight away and wash their hands afterwards
- not enter restricted areas of school and follow instructions from the main office
- always maintain a 1+ metre distance from others
- refrain from handshakes and hugs

Along with all members of the Bunwell community, any visitors to the school should wash their hands with soap and water before leaving home and sanitise once they arrive at the school. Gel hand sanitiser will also be available throughout your visit.

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