



VISITOR GUIDELINES - COVID-19

September 2020

KEEPING OUR COMMUNITY SAFE

St James' is asking for the support and understanding of our visitors in helping us minimise the risk of Covid-19. We continue to take advice from Public health England and adapt our procedures as required.

We apologise for not being able to give you the usual warm welcome to St James', but we must take the current situation very seriously and look after our children and staff.

Visitors to school are permitted strictly by appointment only, and only when your visit is essential.

If your visit to St James' 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 currently on the Government travel restricted countries in the past 14 days.
- You have developed a fever (above 37.8C) or new, continuous cough within the last 7 days.
- Anyone in your household is required to self-isolate in accordance with Government Guidelines.

If you are visiting our school with an appointment, please make sure that:

- You sanitise your hands using the sanitising station outside of the entrance door and as necessary during your visit.
- You sign in on arrival, completing the track and trace questions on screen.
- You carry a mask or face covering and wear it as required.
- You do not enter restricted areas (bubbles) without the consent of the 'bubble' leader.

We have comprehensive processes in place to keep our community safe. Further details are available on request and detailed in our Risk Assessment, but key points include:

- We have developed a clear protocol and provision in the event of a member of staff or pupil presenting with COVID-19 symptoms while at school. This includes clearly defined safe areas for isolation until an individual can safely leave.

- We will provide tissues, sanitising and cleaning items in all areas, along with lidded waste bins for the safe storage of used tissues.
- We have put in place a communications plan, delivered through posters throughout the building and verbal reminders from staff, to ensure good hand and respiratory hygiene.
- We have significantly enhanced cleaning provision.
- Our pupils have been grouped in 'bubbles' to help minimise any necessary contact and enable us to track any close contacts quickly if the need arises.
- We are enforcing social distancing: verbal reminders and posters are reiterating the messaging, classrooms and dining rooms have been laid out to minimise face to face contact.
- We have distinct year group drop off and pick up locations to avoid mixing at the beginning and end of each day.
- We have strict controls in place to ensure parents/carers do not come into school unless it is essential, and by appointment only.
- All staff have completed safety training in respect of Covid-19.

How You Can Help Us:

Limiting the spread of infection is everyone's responsibility. You can help us to keep our community safe by:

- Washing your hands frequently, with soap and water.
- Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
- Staying at least 2m apart from other people, and encouraging your children to do the same.
- Staying away from School if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case, in line with Government guidance.
- Respecting and supporting all of the safety measures that we have put in place.