



## COVID-19 VISITOR GUIDANCE

As you will understand we are taking additional steps to ensure the safety and wellbeing of our school community at this time. Please see below our guidance for visitors to Springfield School.

- Visitors, including parents/carers, must have a pre-arranged appointment before coming onto the school site and should report to Reception.
- No-one should come onto the school site if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, if they are required to quarantine)

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

- All visitors are politely asked to take a LFD test and obtain a negative result prior to their appointment
- All visitors and children (over the age of 11) are asked to wear a suitable face covering and make use of available hand sanitiser on arrival
- All visitors are to ensure they maintain a safe distance from others whilst on site
- All visitors should frequently and thoroughly clean their hands with soap and water or hand sanitiser whilst on site
- All visitors should ensure that any room that they occupy is well ventilated, for example by opening the windows
- All visitors should advise the school immediately if within 14 days of their visit, they, or any visitor they were accompanying, contracts COVID-19.

On arrival at Springfield School we ask visitors to provide their full name and contact telephone number, so that this information can be made available to the NHS Test and Trace service, if required.

This guidance should be read in conjunction with [The De Curci Trust COVID-19 Risk Assessment](#).

Should you have any queries regarding the above, please contact Mr Waites, CFOO, via [contact@springfield.uk.net](mailto:contact@springfield.uk.net)