



**COVID19 VISITOR POLICY**

Approved: Headteacher

Issued: 1/3/21

Greenway Academy is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19.

Following the advice from Public Health England and West Sussex Council, we are now limiting access to the academy site to essential visitors only:

- academy staff
- pupils (as determined by the LAC and published in the Parent Handbook)
- parent/carers accompanying their child(ren) – limited to one person
- approved contractors (out of academy hours)
- Deliveries to site must be kept to a minimum where possible, and carried out on a no contact basis

We ask that **parents/carers** who are dropping or picking up their child(ren), support our efforts to minimise the risk of contact between our families and staff:

- strict staggered start/ finish times
- 2m social distancing markers
- flow of pedestrian traffic markers (see map in Parent Handbook)
- to walk to academy
- not enter the academy building or congregate in groups
- comply with the one parent/carer rule per child(ren).

All **visitors** entering the building must:

- have an agreed appointment with the School Office
  - Work in the area allocated to them by the SLT
  - wash their hands with soap and water for at least 20 seconds / or sanitiser
  - cover their mouths and nose with a tissue or sleeve (not your hands) when you cough or sneeze
  - put used tissues in the bin straight away and wash their hands afterwards
  - not enter restricted areas of academy and follow instructions from the SLT
  - always maintain a 2-metre distance from others
  - refrain from handshakes and hugs
- All visitors entering the building must
- Inform a member of staff if they develop coronavirus symptoms
  - Follow cleaning guidance in the washrooms, meeting and teaching spaces

All **academy specialists**, who visit regularly

- will need to complete academy risk assessments before starting their teaching commitment, with Headteacher or delegated responsible person

We ask our **academy community** to **NOT** enter the academy site if they:

- are currently presenting flu-like symptoms, a fever (above 37.8C) or a new, continuous cough within the last seven days
- have knowingly been in close contact with anyone with a confirmed case of Coronavirus (close contact means living in the same house, contact with their bodily fluids, e.g. being coughed or sneezed on, or being within 2m of the person for more than a few minutes)

- have knowingly been in contact with someone who has travelled from any of the named countries listed in Public Health England advisory information without having undergone the advised action relating to 14 days self-isolation and, if recently symptomatic, they have been screen tested in the UK through NHS111 service and been given a negative result.
- Advice site <https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

Visitors may only enter the academy building by appointment only, by contacting the School Office on 01403 252013 or by email [office@greenwayacademy.co.uk](mailto:office@greenwayacademy.co.uk)

We apologise for not being able to give you our usual warm welcome; we are taking the current situation very seriously in order to look after the welfare of our pupils and staff.

This policy has been shared with staff, governors, parents/carers, contractors and displayed on the Greenway Academy website.

