

Protocol for Visitors



Welcome to Columbia School. Below is our protocol for visitors. We have put these measures in place to reduce the risk of transmission between visitors and the school community.

Before your visit

Please do not enter the school if you or someone you live with is suffering from any of the symptoms of COVID-19, which are:

- New and persistent cough
- Raised temperature
- Change or loss of smell or taste

Please register for a test if you have any of these symptoms:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

During your visit

- Sanitize your hands:
 - when you enter the school
 - at transitions between spaces (for example if you are moving between two classrooms)
 - before you leave the school
- Avoid using communal areas such as the staffroom.
- Sit side by side (rather than face to face) if you are meeting/ talking to someone (including children).
- Maintain social distancing when moving around the school.
- Avoid unnecessarily touching surfaces (handrails etc).
- If you have arranged the meeting, consider the space you need for the number of people attending the meeting.
- Please bring a face mask with you. Depending on the nature of your visit you may be required to wear it.

After your visit

Please contact the school if you develop any of the symptoms of COVID-19 in the 14 days following your visit.

Test and Trace

Full name:

Phone number:

Member of staff you are visiting:

Date of visit:

Arrival time:

Duration of visit:

In accordance with GDPR, please sign to consent to us holding the above details for the sole purpose of informing NHS Test and Trace in the event of a positive case of COVID-19 where you may have come into contact with an infected person.

Signed:

Date: