

## **Guidance for visitors to Marriotts School during the Covid-19 Pandemic**

Wherever possible, meetings with external partners and stakeholders, including parents and Governors, will be conducted remotely by telephone or using Microsoft Teams.

All queries and requests for information/information sharing should be via email or telephone wherever possible.

If a meeting on the school site is required, wherever possible this will take place after the end of the school day.

All meetings must be booked in advance.

If a parent meeting is required, where possible only one parent should attend.

External visits from support workers, e.g. Connexions must be pre-arranged and planned with the Deputy Headteachers and Headteacher.

### **Visitors Protocol:**

- On arrival to the School site, visitors should use the front entrance (Brittain Way).
- Visitors should enter through the double doors and go to reception.
- A face covering should be worn (unless exempt).
- Signage has been placed in reception regarding good hygiene and social distancing expectations and there is a visual queue aid in school reception.
- Visitors must follow social distancing from other adults and students.
- Visitors must wash or sanitise their hands on arrival and departure. Hand sanitisers are available at all entrances to the school building.
- Visitors will be given a copy of the Coronavirus safety measures: a “Guide to visitors at Marriotts School” on arrival and will be signed in.
- Visitors must follow ‘hands, face, space’; hand wash or sanitise on arrival, wear face coverings if not exempt, ensure social distancing of 2M+.
- Visitors should adhere to any restrictions on accessing parts of the building, stipulated by the school.
- Meetings will be held in well-ventilated spaces with adequate social distancing in place.
- Seating in meetings will not be face to face and where possible meetings will be kept to less than 15 minutes.
- If an essential visitor requires close contact with a student, PPE should be worn as appropriate and training provided if necessary.



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In Partnership with:

