

**Lissan Primary School**



# **Policy for Visitors During Covid-19**

**Date of Ratification by Board of Governors: \_\_\_\_\_**

**Signed by Chair of Board of Governors: \_\_\_\_\_**

**To be reviewed: \_\_\_\_\_**

***“Together we learn, grow and play in God’s love and care.”***

Lissan Primary School has a strong ethos of welcoming those who come to our school to support staff and pupils, and to contribute to the safe and efficient running of our building and site. However, this year we must ask for the support and understanding of visitors to our school, in helping us minimise the risk of COVID-19 and safeguard the health and wellbeing of our school community. We continue to take guidance from Public Health Agency and Department of Education, making this policy subject to ongoing review and amendment. Currently we are limiting access to our school to essential visitors only.

The following visits are considered essential and will be welcomed (provided each Service has its own comprehensive protocols and risk assessments in place prior to accessing our building, and the visit has been notified in advance):

- EA Pupil Support Services to assess and/or enhance provision for pupils with medical and special educational needs, e.g. AAIS, PBSP, LTSS
- Community/Health & Social Care Trust Support Services to assess and/or enhance provision for pupils with medical and special educational needs, e.g. Paediatric ASD, RISE, OT, SLT, Physiotherapy, Community Nursing Team
- Social Services/PSNI/EWS in respect of Safeguarding and Child Protection
- Educational Psychology Service for Consultation and Assessment
- Essential Maintenance Services and Contractors
- Delivery Services
- Technical/ICT Support Services
- Fr Hughes and Fr McGinley

*This list is not exhaustive, and additional groups may be added subject to risk assessment.*

### **Parent Visitors**

For the foreseeable future, visits by parents will be restricted by appointment only. Parents must wear a face covering should they be required to come to school. It is now our practice to initiate any parental request for consultation to occur by phone. If face-to-face is requested and required, social distancing must be maintained, and face covering worn.

### **Childcare & Teaching Practice Student Placements**

Childcare and Teaching Practice Placements will be facilitated (subject to Covid-19 conditions at the time) where the student is able to join a class bubble and stay within the bubble.

### **When Not to Visit**

If your visit to our school is deemed essential above, we would nevertheless insist that you categorically refrain from visiting if:

- you have COVID-19 symptoms; a fever (above 37.8C) or a new, continuous cough or a loss of change to your sense of smell or taste.
- you have tested positive or are awaiting COVID-19 test results (even if symptoms have cleared).
- you are required to self-isolate in accordance with PHA guidelines due to a member of your household having COVID-19 symptoms or having tested positive.
- contact tracing has identified you as a close contact who must self-isolate.
- you have travelled abroad and must self-isolate.

### **On Entry to School**

#### **All visitors to School must:**

- wash their hands with soap and water before leaving home/office/a previous school
- sanitise their hands on entry to our school
- wear a face covering at all times
- respect a distance of 2m from all adults and children (where contact is necessary and 2m cannot be maintained, PPE should be worn (gloves, apron, facemask); visitors must supply own PPE
- ensure that resources/equipment etc. are sanitised before being brought on to the premises

### **Collection of Pupils from Classroom**

Support Agencies will wait in the allocated room. A member of staff will bring the pupil to that room.

### **On Entry to Allocated Workspace (classroom or additional space)**

#### **All visitors to Classroom/other space must:**

- sanitise their hands-on entry to room
- sanitise workspace (table, phone etc. as applicable) and resources/equipment before and after work, and between class bubbles
- maintain good ventilation in room allocated for completion of work
- sign Track/Trace/Protect Register in classroom if visit lasts more than 15 mins (see Appendix)
- change PPE when working between class bubbles
- only work with children in a group if they come from the same class bubble

### **Access to other Areas of School**

All visitors to school should:

- use Visitors' Toilet (in staff mobile/ office)

- sanitise on entry to, and on leaving Staff Room
- not enter Kitchen Area in Staff Room if 3 people are already there
- work within zoned playground areas for class bubbles if observing/assessing outside
- sanitise photocopier before and after use, in line with staff procedures

### **On Leaving School**

#### **All visitors to School must:**

- ensure that they have left their email address and phone number with the member of Staff/ Tracy or Maeve in office to enable Tracking and Tracing should the need arise
- ensure that the member of Staff they were visiting is very clear about all areas of school/classes/staff/pupils that have been visited to support Track and Trace (see Appendix)
- wash/sanitise their hands before leaving
- dispose of PPE in appropriate bin. Coloured bags will be used to distinguish from school waste, which will be double bagged and disposed of by Michelle.

### **Track & Trace**

#### **We will:**

- pass visitor's details to PHA if they have been in contact with any child/adult who has tested positive within a distance of 2m for more than 15 minutes

Visitors must:

- pass our details to PHA if they test positive shortly after visiting our school

*Thank you for your understanding of these requirements, which will help us ensure that we are doing everything possible to minimise risk to both our own staff and pupils, as well as to all the other communities we are in contact with.*

*If you have any questions, please contact the member of staff you are due to visit in advance of your visit.*

*Signed by:*

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*Chairperson of Board of Governors*

*Date: 14<sup>th</sup> September 2020*

*Subject to ongoing review*

Appendix 1: Classroom Visit Record

Appendix 2: School Site Record of Visit