

Covid-19 Visitor Guidelines

PLEASE READ THIS GUIDANCE BEFORE VISITING A SCHOOL SITE

Introduction

Mary Hare is asking for the support and understanding of all visitors in helping us minimise the risk of Covid-19. These guidelines are in addition to the School's 'Visitor Policy' and explicitly refer to visiting Mary Hare during the Covid-19 pandemic.

In our approach to operating the School and its businesses Mary Hare follows the latest Government advice and continues to take guidance from Public Health England, the Department for Education and West Berkshire Council. Taking this into account, we are now limiting access to the School sites to essential visitors only. If you are unsure as to whether your proposed visit is considered essential, please email the School Office, schooloffice@maryhare.org.uk. If your visit is non-essential you are advised to arrange a meeting using Microsoft Teams with the appropriate member(s) of staff.

Across all School sites current social distancing guidelines will be followed wherever possible.

Regular handwashing or sanitising in line with Government guidance must be adhered to prior to and during any visit to the School site(s). Sanitisers are provided at the entrance to all School buildings and in every room and toilets.

For the avoidance of potential embarrassment, we advise you that the School is currently operating a 'no handshake' policy for all members of its community.

We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously, follow all the guidance and look after the welfare of all our pupils and staff.

Arrival and while on School Sites

All visitors must arrive wearing a face mask (Bandana and gaiters are not acceptable).

All visitors are expected to have had a negative Lateral Flow Test within the last **24 hours** prior to your visit to the School.

On arrival please use the hand sanitiser outside our main entrance before reporting to Reception to sign in.

All visitors will be required to sign a declaration at Reception confirming:

- You have **not** travelled from or transited through any of the countries or areas that are currently on the Government 'Red List' in the past 14 days.

- You have followed Government travel entry requirements if you have entered the United Kingdom from abroad in the past 14 days
- You have received a negative lateral flow test result during the 24 hours preceding your visit to the School
- You or anyone in your household have not displayed symptoms of Coronavirus within the last seven days:
 - **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- No one in your household is required or been advised to self-isolate in accordance with Government guidelines.

Visitors are required to wear a mask in corridors, walkways and in all communal areas

Please bring your own water bottle or flask where possible. Tea/coffee and water are available where this can be provided in a safe and secure manner.

If on-site during at lunchtime you should bring your own packed lunch unless you are advised that food is to be provided by the on-site School catering team.

If your visit will be pupil facing, please also refer to the additional guidelines below.

If you have any questions, please contact the member of staff you were due to visit or one of the following:

Reception	01635 244200
School Office	01635 244279
Facilities & Estates	01635 244295

THANK YOU FOR YOUR COOPERATION AND UNDERSTANDING AT THIS TIME.



Covid-19 Visitor Guidelines

PLEASE READ THIS GUIDANCE BEFORE VISITING A SCHOOL SITE

Pupil-Facing Visits

This will be 'business as usual' but we would like you to follow the guidance below:

- Minimise contact and maintain as much distance as possible from School staff
- Please wear a mask at all times, with the exception of talking to the pupils about their needs
- Classroom observations will be undertaken from the doorway of classrooms
- Please use the sanitising stations as you enter each new building
- Habitation/mobility walks can be undertaken, but should be done at times when large groups of pupils are transitioning around the site
- Please use a room which has been booked in advance to talk to/assess pupils
- If you need information from a particular subject teacher – please can this be sought electronically where possible
- Please also adhere to your company's Covid-19 guidance and discuss any concerns with a member of the School staff – we will be happy to try to accommodate any requirements in order to keep everyone safe
- Please give us as much information as possible in advance about your proposed itinerary so that we can plan to make your visit as safe as possible for all involved

