



Useful links for further information:

How to stop the spread of coronavirus

www.gov.uk/government/publications/how-to-stop-the-spread-of-coronavirus-covid-19/how-to-stop-the-spread-of-coronavirus-covid-19

Coronavirus restrictions: what you can and cannot do

www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do

Stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection

www.gov.uk/government/publications/covid-19-stay-at-home-guidance

Workplace guidance for working safely during COVID-19

www.gov.uk/guidance/working-safely-during-coronavirus-covid-19

Schools coronavirus (COVID-19) operational guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance>

How to access lateral flow test kits for your household

www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/

How to book a PCR coronavirus test if you have symptoms

www.gov.uk/get-coronavirus-test

Please don't hesitate to contact us if you have any questions or concerns regarding our COVID-19 measures. Key personnel in respect of COVID-19 queries are:

Penny Shaw - Headteacher
Debbie Guy - School Business Manager

Telephone: 02392 583754
Email: adminoffice@elson-jun.hants.sch.uk

ELSON JUNIOR SCHOOL

COVID 19 VISITOR INFORMATION

Welcome to our school.

In order to keep yourself and others safe from COVID-19, all visitors are asked to follow the measures we have in place to minimise the risk of transmission of COVID-19 within our school community.

Please do not come onto our school premises if you are currently experiencing any of the symptoms of COVID-19.

Our full risk assessment is available on our school website, www.elsonjunior.co.uk.



Government Guidance for Schools states:

Prevention

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
 - 2) Ensure face coverings are used in recommended circumstances.
 - 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
 - 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
 - 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
 - 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
 - 7) Keep occupied spaces well ventilated. In specific circumstances:
 - 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
 - 9) Promote and engage in asymptomatic testing, where available.
- In **response to any infection**, we must:
- 10) Promote and engage with the NHS Test and Trace process.
 - 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
 - 12) Contain any outbreak by following local health protection team advice

During Your Visit

During your visit are asked to comply with the Government Guidance for schools. If you are unsure about anything please don't hesitate to ask the member of staff who is hosting your visit.

COVID Symptoms

You **must not** come onto the school site if you have any of the symptoms of COVID-19 or have been in close contact with anyone who has tested positive for COVID-19.



Hands

You are asked to wash/sanitise your hands frequently. At a minimum this should be:

- when you arrive on site in reception
- when you change rooms
- before and after eating and using the toilet
- when you leave the school

Face Masks

In primary schools the government recommends that face masks should be worn by staff and adult visitors in situations where social distancing is not possible (for example when moving around in corridors or communal areas). Face visors or shields should not be worn as an alternative to face coverings, but can be worn in addition.

Space

Schools are not designed for us to stay at a distance from one another. We have in the region of 380 people who work and learn in our school. We have organised our staff and pupils into bubbles to minimise their contact with others. Please respect the integrity of our bubbles by ensuring that you maintain 2m social distance from others whilst you are in our school.

If it is necessary for you to enter a classroom please ask first if this is permissible. We will take into account the capacity of the room to enable adults and pupils to maintain social distancing from visitors.

We also have a number of staff and pupils who are clinically extremely vulnerable and in order to maintain as safe an environment as possible we must minimise contacts for them. Visitors must wear a face covering when entering classrooms.

Ventilation

We know that keep the school well ventilated is one of the most effective ways to minimise the risk of transmission. Please ensure that you have layers of clothing to ensure your comfort as the windows will be open in meeting rooms and around the school during your visit.

Contact Tracing

When you arrive at school we will ask you to sign our visitors book and ask you for a contact telephone number. This is to enable us to contact you immediately if we should be informed that you have been in contact with someone at school who subsequently tests positive for COVID-19. If you become unwell whilst you are visiting please tell the member of staff who is hosting your visit immediately. They will be able to ensure that whilst following all the necessary guidelines we ensure that you are comfortable and safe.

Safeguarding, Health & Safety

All of our normal procedures remain in place with regard to the safety and wellbeing of our school community. For example, if you should hear the fire alarm sound during your visit the most important thing is for you to safely leave the building to the muster point and then whilst you are waiting for further instructions to observe social distancing.