

St Bartholomew's School
Visitors on Site – Covid-19
September 2020

During COVID-19 we ask visitors to follow these instructions to ensure that all our students, staff and visitors on site stay safe. Failure to follow these procedures may result in you being asked to leave the site.

- **You should only attend our site if you are well. If you are feeling unwell with Covid-19 symptoms you should not attend site.**
- **If you become ill with Covid-19 symptoms within 7 days of attending our site, you must inform us.**
- **You must have a pre-arranged visit and be hosted by a member of staff.**
- **On arrival on site please inform Reception, via the telephone in the lobby who you are and who you are visiting.**
- **Please use hand sanitiser provided before signing into the visitor's system. Please ensure you sign out when you leave.**
- **Please wear a face covering/mask when moving around the common areas of the school.**
- **Your host will show you to the place of work/meeting area, your authorised area and the hygiene and toilet facilities that you may access.**
- **Please only attend areas where you are authorised to do so.**
- **Please always observe 2m social distancing both within your team and with our staff and students.**
- **You must provide your own PPE, anti-bacterial wipes and hand sanitiser for any activities you are conducting or are responsible for delivering.**
- **In the event of a fire the alarm will sound, please follow the fire procedure below:**
 - Please familiarise yourself with your nearest fire exit and which route to follow.
 - In the event of a Fire Alarm sounding please leave the building by the nearest exit.
 - Assemble on the large field near the exit from the site, next to the picket fence and car park.
 - A member of staff will use the visitor sign in Ipad to register all visitors and contractors on site.
 - Please DO NOT leave the Site if an evacuation is in progress – report to the person in charge.