

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

During COVID-19 we ask contractors to follow these instructions to ensure that all our students, staff and contractors 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 a new, dry cough and/or have a raised temperature 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 confirmed by the Site Manager – Mr Erik Fekete, 07876 744392.**
- **Please call the Site Manager on arrival and meet him at the Facilities Office, entrance via the maintenance yard.**
- **Sign in and sign out on the sheet held by the Site Manager. This will be used by the site manager in the event of an evacuation.**
- **Please wear a mask/face covering on arrival and when moving around common areas of the school. A face covering is not required outside or where you are working unless it is an area where others are using/moving through.**
- **If the office is unmanned please call the site manager on 07876 744392.**
- **The site manager will show you to the place of work, your authorised area and the 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.**
- **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 MUGA – Multi Use Games Area –this is the enclosed concreted play area to the left hand side of the school behind the Astro pitches.
- The site Manager will have signed you onto the schools IT system – the member of staff with the iPad will register all staff, visitors and contractors on site.
- Please DO NOT leave the Site if an evacuation is in progress – report to the person in charge.