

St Michael's RC Primary School and Nursery



Protocol and Procedures for Visitors to school during Covid 19

All visitors to the school may be asked to bring formal identification with them at the time of their visit. They must follow the procedure below.

- At times when the security gates are closed, all visitors must stop at the gate and press the call button to gain access to site, explaining who they are and the purpose of their visit. A member of staff will walk to the gate and let you in.
- Once on site, you will be escorted to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances. Once you enter the school reception area, you will be asked to sanitise your hands.
- At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request.
- All visitors will be asked to sign in via the VisIT ID, stating who they are visiting, adding car registration details.
- All visitors will be required to wear an identification badge – the badge must remain visible throughout their visit.
- Your point of contact will be notified you have arrived and you will be asked to take a seat in the reception area.
- All meetings will be held in the front meeting room, which will have all windows open for ventilation, hand sanitizers in place. Social distancing will be adhered to as much as possible.
- Once your meeting has finished, you will be asked to sanitise your hands again, sign out and you will be escorted off the premises by a member of staff.