

## **BALLIFIELD PRIMARY SCHOOL: VISITOR INFORMATION**

### **COVID SAFETY**



**All adults (staff and visitors) are expected to wear a face covering when entering school and in all communal areas and corridors. If you do not have one please let us know and we can provide one.**

#### **HELP & ADVICE**

Online  
<http://nhs.uk/coronavirus>  
or call 119

#### **TOP PRIORITIES:**

1. When you sign in to school you will be asked to record your mobile telephone number for test and trace purposes. The school will contact you immediately if there are any confirmed cases in school which are relevant to your visit.
2. Please aim to maintain social distancing throughout your visit.
3. You are asked not to attend the school site if you are at all unwell.

#### **NHS**

Do not leave home if you or someone you live with has any of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

[Check the NHS website if you have symptoms](#)

***Visitors should not enter school if they or a member of their household has symptoms of coronavirus. The family should all self-isolate at home and arrange for a coronavirus test.***

4. If you have recently returned from abroad it is vital to check quarantine regulations prior to coming to the school site.
5. **If you are visiting the school please ensure you are adopting good hygiene practice:**
  - Sanitise hands in Reception, before entry to the school.
  - You are requested to visit the nearest handwashing facility once signed in. Staff will show you where the facilities are.
  - Wash your hands often with soap and water throughout the day, especially prior to eating, for the recommended 20 seconds. Hand sanitiser will also be located around the building for you to use.
  - Gloves are available on all hygiene stations.
  - In the event of coughing/sneezing – please use tissues, disposing of them immediately in a lidded bin and then washing your hands.
  - Avoid touching your eyes, nose and mouth with unwashed hands.
  - Only enter rooms/areas that staff are aware you are using.
  - Please remember your mask/face covering needs to be worn at all times.
  - Please refrain from shaking hands.

**If you start to present symptoms or feel unwell on site, please advise the member of staff you are visiting, or inform the office and go home. The staff member will sign you out at reception. You should seek a test and we ask that you contact the school to let us know, if you have a positive or negative result.**

**As a visitor, or potential visitor, to the school we would appreciate your support in following this guidance on your visit to keep our staff, students and visitors safe. Thank you for your cooperation.**



**Face Covering  
Required**

***TO BE WORN IN COMMUNAL AREAS AND  
CORRIDORS AT ALL TIMES***