

DROMARA PRIMARY SCHOOL
COVID-19 Visitor Policy



Definition:

A visitor is defined as any person who is not employed directly by Dromara Primary School on a full-time/part-time or temporary basis to work with the children inside the building.

These Covid-19 Guidelines are additional to our existing protocols and code of conduct for visitors, including policies in respect of Child Protection and Safeguarding.

This document must be read by ALL visitors to the school. We ask for the support and understanding of our visitors in helping us minimise the risk of COVID-19 to our school.

At Dromara PS we continue to take guidance from the Public Health Agency, the DE and EA. Consequently, we are now limiting access to our school buildings to essential visitors only.

- Approved EA contractors (out of school hours where possible)
- EA officers e.g., Literacy support, RISE, Ed. Psych, Behaviour Support etc.
- School health
- Approved tutors
- School Governors

All visitors must prearrange their visit to the school, by phoning 028 97532875 or emailing the school secretary at info@dromaraps.org

No 'cold callers' will be admitted to the school building.

Face-to-face visits with parents are suspended until further notice, with queries being resolved over the phone, by email.

In addition, visitors must not enter our school buildings if:

- you have travelled from, or transited through, countries currently on 'lockdown' in the past 14 days.
- you have symptoms of Covid-19:
 1. a temperature/fever (above 37.8C),
 2. a new, continuous cough,
 3. change in your sense of taste or smell
- you have cold or flu symptoms
- you have suffered from vomiting or diarrhoea within the last 48 hours
- if you or anyone in your household is required to self-isolate in accordance with PHA guidelines.

All visitors entering the school building must:

1. have an agreed appointment
2. complete a visitor questionnaire
3. have your temperature taken
4. wash/sanitise hands on arrival
5. wear a face mask and/or visor
6. practise good respiratory hygiene (coughs and sneezes)
7. put used tissues in the bin straight away and rewash hands
8. only access pre-agreed areas of school
9. follow instructions from the school office
10. maintain 2-metre distance from others
11. follow directional marks in corridors
12. refrain from handshakes and hugs
13. notify the office if you become ill during your visit
14. notify the office that you are signing out to facilitate cleaning

We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously as we look after the welfare of our pupils and staff.

If you have any questions, please contact the office/member of staff you were due to visit. This policy has been shared with staff, governors, contractors and the EA and is displayed on our school website.

DROMARA PRIMARY SCHOOL
COVID-19 VISITOR QUESTIONNAIRE



Please complete this short questionnaire before entering the school premises.

This will assist in the event of the need for contact tracing.

Name (print): _____ Date ____ / ____ / 2020

Job title: _____ Organisation: _____

Purpose of visit: _____ Organisation Phone: _____

Your email: _____

Mobile (personal): _____

1. Does anyone in your household currently have COVID-19? (delete) Yes / No

2. Is anyone in your immediate family currently self-isolating? (delete) Yes / No

3. Do you believe you currently have COVID-19? (delete) Yes / No

4. Do you have any of the following symptoms?
 - a) High temperature/fever (delete) Yes / No
 - b) Loss of taste or smell (delete) Yes / No
 - c) New or continuous cough (delete) Yes / No
 - d) Shortness of breath (delete) Yes / No
 - e) Cold or flu symptoms (delete) Yes / No
 - f) Vomiting and/or diarrhoea within 48 hours (delete) Yes / No

5. Have you travelled from, or transited through, countries currently on 'lockdown' in the past 14 days? (delete) Yes / No

Signed: _____