

Tweeddale Primary School

Visitor Policy



In line with guidance from Public Health England and to minimise the risk of coronavirus at Tweeddale Primary School, we are requiring all visitors to our school to strictly adhere to the following guidance and only visit the school, when it is absolutely necessary.

Before you arrive:

- Make an appointment with the staff member who you wish to see.

If you have any of the following symptoms, please do not enter the school site:

- High temperature – feeling hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste

When you arrive on site:

- Only visitors with a pre-arranged appointment are allowed on-site.
- If you arrive by car, please observe the 2m distancing rule when you leave your car and make your way to the school entrance.
- When you arrive in the school building, you will be welcomed by our reception staff who will ask you to sanitise your hands, sign in and complete the school's Covid monitoring form. You will be asked to provide a contact telephone number for the purposes of test and trace. Your information will be stored securely for 21 days.

During your visit:

- When you are met by one of our members of staff, they will not offer a handshake as a greeting – please do not be offended by this.
- Visitors are to remain 2m apart from all other staff and pupils at Tweeddale Primary School, when moving around the site and, if taking a seat during your visit, you should be positioned 2m apart from those in the same room.
- Cover your mouth and nose with a tissue or sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin straight away and wash your hands afterwards
- Please remain in the allocated space for the duration of your visit.
- If you wish to use the toilet facilities while on site, again a member of staff will direct to where you need to go.
- Please refrain from touching unnecessary surfaces during your visit.
- Please ensure you wash your hands regularly in accordance with our risk assessment.

Thank you for taking the time to read this information and helping us to keep yourself and our school community safe. We hope you enjoy your visit.