

## COVID-19 Visitor Protocol

Northallerton School & Sixth Form College is a friendly and welcoming school and under normal circumstances we encourage visits to the school. However the health, safety and wellbeing of our staff and pupils is our number one priority and during the COVID-19 pandemic the following visitor protocol must be adhered to in order to limit the spread of the virus and protect all our students and staff.

**Visitors must make an appointment prior to visiting the school.** Anyone who arrives without an appointment may be asked to leave. Wherever possible meetings should be held remotely. If it is deemed absolutely necessary to attend, then all visitors (ideally on their own) should arrive at the agreed time and report to the visitors' reception.

### On arrival on site

- You will be welcomed by our reception staff. Instead of using the touchscreen signing in system, you will be signed in by the member of staff who will ask you your name, log the time you arrive, ask who you are visiting and ask for your mobile number (in line with the government's test and trace requirements). You will be issued with a visitors badge on a lanyard which you must wear at all times.
- You will then be asked if you have any of the COVID-19 symptoms (a high temperature, a new/persistent cough, a loss of, or change to, your sense of smell or taste) or whether you have been in close contact with anyone who has tested positive for the virus in the past 10 days, or live in the same household as someone with symptoms or awaiting the result of a COVID-19 test. If you are unable to answer 'no' to the questions above, you will be politely asked to leave and advised to make another appointment after the 10-day isolation period.
- Prior to being allowed beyond the reception area, you will be asked to sanitise your hands and reminded to maintain a 2m distance from all other staff and students in school.

### During your visit

- When you are met by one of our members of staff, you will not be offered a handshake as a greeting - please do not be offended by this. Likewise, we will not be able to offer our usual hospitality in respect of refreshments.
- If you wish to use the toilet facilities whilst on site, a member of staff will direct you to where you need to go.
- Please refrain from touching surfaces during your visit or sharing equipment. If you do, please wash or sanitise your hands regularly.
- Please follow any one-way systems which are in place.
- Face to face meetings should be kept as short as possible and at all times held at a safe distance. Chairs should be positioned 2m apart from others in the room and windows and doors should be kept open if possible.
- Should you start to feel unwell whilst you are in school, please let a member of staff know. You should isolate whilst arrangements are made for you to leave the site.

### Leaving the site

- As soon as you have finished your visit, please return to the visitors' reception and you will be signed out. Please return your lanyard which will be sanitised.
- You will be reminded to sanitise your hands as you leave.
- Should you develop symptoms up to 10 days after your visit, please call the school to inform us so we are able to act in line with our risk assessment and track and trace protocols.

*Thank you for your cooperation*