**Guidance for Visitors during the Coronavirus (COVID-19) Pandemic**

We are asking for the support and understanding of our visitors to Churchfields in helping us minimise the risk of COVID-19 to our pupils, staff and families.

We are now limiting access to the site to **essential visitors** only. If you are unsure as to whether your proposed visit is considered essential, please contact the school.

If your visit is an essential one, we would nevertheless ask that you refrain from visiting if:

* you have developed a fever (above 37.8C) or a new, continuous cough or loss of sense of smell/taste within the last seven days
* anyone in your household is required to self-isolate in accordance with government guidelines

**Arrival**

All visitors must first report to reception (Atworth) or the main entrance (Monkton Farleigh), where you will be asked to provide your name and personal contact details as part of the requirements of the government’s contact tracing scheme. This data will not be used for any other purpose.

You are requested to wash your hands with soap and water before leaving home and then use the sanitiser provided on arrival at the school site.

**Face Coverings/Personal Protective Equipment (PPE)**

During your visit you may be required to wear a face covering. Unless you are exempt, please ensure that you bring a face covering with you for your visit, so that it is readily available for use if required. If you wish to wear PPE equipment, including gloves, a disposable apron and an approved face mask or visor, these will not be available from the school so should be brought with you for your visit.

**Social Distancing**

All visitors will be required to maintain social distance of 2 metres from any other person whilst on the school site if possible. As an absolute minimum, a 1 metre distance is required.

For the avoidance of potential embarrassment, we would also like to advise you that the school is currently operating a ‘no handshake’ policy for all members of its community.

**Hygiene**

We ask all visitors to uphold the highest possible hygiene standards during their visit to the school - washing hands regularly, frequent use of the hand sanitiser which is available throughout the school site and catching a cough or sneeze with a tissue or in your sleeve.

All areas are cleaned regularly but please try to limit any unnecessary contact with equipment or surfaces during your visit.

To ensure there is no sharing of pens and paper, please provide your own supplies of these items.

**Refreshments**

Unfortunately, we are unable to provide you with any refreshments during your visit. You are welcome to bring your own refreshments with you (including your own cloth/tea towel if you wish you wash any utensils before leaving).

**Toilets**

You are welcome to use our staff toilet during your visit. We ask that you please use the sanitiser and paper towels provided to wipe down the toilet flush, lock and seat after use.

**Emergency (including Fire) Procedures**

A prolonged ringing of the fire bell signifies an emergency evacuation of the premises. As a visitor to our school, you are only required to get yourself out of the building as quickly as possible. You are not responsible for others. The collection point is marked on the Emergency Evacuation information sheets displayed throughout the building.

Should you have any questions, please contact the member of staff you are due to visit or contact the school office by telephone on 01225 703026 or e-mail [admin@churchfields.wilts.sch.uk](mailto:admin@churchfields.wilts.sch.uk)

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