

## **Guidance for visitors to Hanwell Fields during Covid-19**

As we try to minimise the risk of Covid-19 in the school, we ask for your support and understanding.

We will only accept visitors to school whose presence is essential and who are booked in advance.

Please do not come into school if:

- You have travelled to or transited through any of the countries that are currently on the Gov Quarantine list
- If you have any of symptoms of Covid – high temperature, persistent new cough, lack of taste or smell
- Anyone in your household is required to self-isolate in accordance with government guidelines

When you enter school :

- please sanitise your hands.
- Sign into the school electronic entry system to gain your visitor badge and lanyard
- Sign our visitor register and provide a contact phone number for yourself
- Ask the office to notify the member of staff you have the appointment with who will come to collect you
- Use “catch it, bin it, kill it” approach. Staff will inform visitors which bin to use.

If you are working with a child we will organise a place where you can work safely at a social distance which will be cleaned before and after your meeting. Please bring your own stationary.

Please maintain a social distance from members of staff