



RGTS COVID-19 VISITORS GUIDANCE

March 2021

In light of COVID-19, RGTS has made many adjustments to our working practices in order to keep our school community safe and minimise risks.

Visitors are welcome in our school but must adopt the following procedures whilst on site:

- Sanitise hands upon entry to the building
- Clean your hands more frequently than usual during your visit
- Provide the receptionist with contact details and answer the specific questions relating to COVID-19
- Face masks must be worn in all areas, including classrooms and meeting rooms, unless you are exempt and can provide this information on entry
- Maintain a 2m distance from other adults and students in all parts of the school site
- Follow the one-way systems, keep left on corridors and walk in single file, maintaining social distance requirements
- When entering individual rooms, sanitise your hands using the equipment on the designated hygiene mat
- Adhere to the maximum capacities in all offices and workspaces
- Maintain good respiratory hygiene is ensured by adhering to the 'catch it, bin it, kill it' approach.

Please Note: If you present with any COVID-19 related symptoms - (i.e. have a high temperature, a new/continuous cough, a loss or change to your sense of smell and/or taste) then you must report this to a member of staff immediately.

At this time, we are unable to provide a full complement of refreshments to our visitors. We apologise for the inconvenience and appreciate your understanding during this time.

A copy of our school risk assessment is published on our website but can be viewed on request.

Visitors working directly with students should read our staff guidance and face to face teaching guide.

Addendum for Parents/Carers/Visitors on the school premises:

Whilst touring the school or attending meetings, **ALL** visitors are required to wear a disposable face mask provided by RGTS unless otherwise is agreed by a member of the SLT. If you do not have a face mask with you, one can be obtained from reception.

