Royal Greenwich
Trust School

RGTS COVID-19 VISITORS GUIDANCE

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 <u>must</u> adopt the following procedures whilst on site:
- Sanitise hands upon entry to the building
- Any face coverings brought in from outside must either be disposed of or kept in a sealed bag before entering the main site
- Provide the receptionist with contact details and answer the specific questions relating to COVID-19
- Face masks may be worn in communal areas (not classrooms)
- If you wish to wear a face covering on site when in direct contact with students, this should be in the form of a visor and must be sanitised before use on our site
- 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
- 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.

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 visiting the school:

Whilst touring the school or attending meetings, in light of the Government changes introduced on Thursday 24th October 2020 relating to face covering, we now require you to wear a disposable face mask provided by RGTS when unless otherwise agreed by a member of the SLT.