



Park Gate Primary School

COVID-19 Visitor Guidelines



We are currently limiting access to the school site to essential visitors only. Please contact the school office by telephoning 01489 575444 or emailing adminoffice@parkgate.hants.sch.uk to discuss your request to visit.

Please do not enter our school site for any reason if you have experienced **any** of the following:

- you have a high temperature (you feel hot to touch on your chest or back);
- you have a new, continuous cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours);
- you have experienced a loss or change to your sense of smell or taste (you've noticed you cannot smell or taste anything, or things smell or taste different to normal);
- anyone in your household is required to self-isolate in accordance with Government guidelines;
- in the last 14 days, you have been in close contact with someone who has tested positive for Covid-19.

When you arrive at the school we ask that you follow the procedures below:

- press the buzzer and a member of staff will ask for confirmation of the reason for your visit;
- on entry to the school a member of staff will ask for your contact details, in line with school policy and to support track and trace;
- use the hand sanitiser in the Foyer before entering the building;
- the member of staff you are visiting will collect you from the Foyer maintaining social distancing;

During your visit please follow general good hygiene practice to stop the spread of any viruses by:

- covering your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and then using the hand sanitiser provided;
- putting used tissues in the bin immediately;
- washing your hands with soap and water often, or sanitising your hands where washing them is not possible;
- not shaking hands with anyone;
- minimising contact with doors and equipment;
- use the designated visitor toilet;
- maintaining a 2m distance from others wherever possible.

If you begin to develop symptoms of COVID-19 whilst at Park Gate Primary School, please inform your host immediately and follow their advice. If you develop any of the symptoms detailed above within 14 days of visiting Park Gate Primary School, please inform us on 01489 575444 as soon as possible.

Thank you for your support with keeping our school safe.