

***Holy Cross Nursery School***

**COVID-19 Visitor Policy**

The safety of our pupils, staff and families remain the overriding priority of Holy Cross Nursery School.  We are closely monitoring the situation with regards to the spread and infection rates of COVID-19 outbreak and will periodically update guidance based on current recommendations from the Department of Education and the Public Health Agency.

* All visits to the school must be arranged prior to attending, either by telephone, e-mail or by contractual agreement. School phone number is 028 90745672; email is [holycrossnurseryschool@outlook.com](mailto:holycrossnurseryschool@outlook.com)
* Building maintenance visits should not be arranged during contact time, and were possible when staff are not in the building.
* If you have had any of the symptoms of COVID-19 in the previous 14 days you must not enter into the school building – cough, fever, sore throat, shortness of breath, change to your sense of smell and/or taste.
* If you have travelled internationally in the past 14 days you must not enter the school building.
* If you have been in contact with anyone who has tested positive for COVID-19 in the past 14 days you must not enter the school building.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our pupils and staff, we will conduct a simple screening questionnaire.

**Upon arrival to the school you must complete a visitor’s questionnaire and:**

*\*visitors must use their own pen*

* Answer the health & safety questions. If the answer is yes to any of the questions you will not be able to enter the school building.
* Provide us with your contact details for tracking and tracing should it be necessary
* Sign the visitor’s book
* Have your temperature taken – all visitors will be temperature-checked before they enter. A temperature of 37.8 or above will result in the visitor being refused admission

**Whilst in our school you must:**

* Sanitise your hands upon arrival at the school
* Wear a face covering (that you will bring with you) at all times inside the school building
* Regularly wash your hands with soap and water or sanitise your hands with the hand sanitiser provided.
* Follow all PHA guidance on personal hygiene, hand hygiene, respiratory hygiene and reducing risks in relation to COVID-19
* Maintain a social distance of 2m

If working with a child or with a group of children you must clean all surfaces with the disinfectant spray and disposable cloths provided at the end of each session and in between sessions with different children. If a child becomes ill during your session you must inform their teacher immediately.

When on-site you must work within the designated area – this will be provided by the class teacher.

If it is necessary to observe a child within their classroom during the day, you must remain in the one area.

**DO NOT** enter a classroom to get a child – the child will be brought to you in the room assigned for the support work.