



## COVID - 19 VISITORS GUIDE

As we move into the new phase of 'living with Covid-19', Cotham School continues to take a number of precautions in an effort to limit the spread of Covid-19 and safeguard our staff and any visitors to our premises. We ask you to follow the guidance below when visiting us.

**Before attending the school premises** In the event of a local outbreak in the school or the surrounding area and under guidance from Public Health we may ask you to take a home Lateral Flow Test (LFT) before attending the school site. If this is necessary, the meeting organiser will contact you in advance of your visit to notify you. If the test is negative please proceed to attend the meeting as arranged. If the test is positive please advise the meeting organiser.

If asked and you do not wish to take an LFT you will not be able to attend the meeting or event on site. If you inform the meeting organiser they will if possible arrange for the meeting to be held remotely.

**Face Coverings** In the event of a local outbreak in the school or surrounding area and under guidance from Public Health we may ask you to wear a face covering upon arrival. If you do not have one we will provide you with a mask.

**Hand Sanitisation** Please use the hand sanitiser provided upon your entry to, and exit from the school site. There are hand sanitisation points in our reception and at other points throughout the premises.

**Signing in** It is important should there be a Covid-19 outbreak at the school that may affect you that we have all the necessary contact details available to inform you. For safeguarding and health and safety reasons we will ask you to sign in upon arrival at the school.

**Meeting Attendees** Only the people that the meeting organiser is aware of can attend the meeting. This is to limit visitors to the school site for infection control purposes. If you need to bring a companion or colleague please do not assume that this will be acceptable. Please contact the meeting organiser to advise and check. Your companion or colleague must follow all requirements in this guide too if they are attending.

**Feeling Unwell?** We ask that you do not visit the school site if you or anyone in your household are displaying symptoms of Covid-19 or have done so in the 10 days prior to your visit. There is always the possibility that telephone appointments and /or video calls can be arranged as an alternative.

**After your visit** If you experience symptoms of Covid-19 within 3 days of attending our site, please email [info@cotham.bristol.sch.uk](mailto:info@cotham.bristol.sch.uk) or call 0117 919 8000. This will enable us to manage communications with the relevant public health authorities, fellow meeting or event attendees and our own staff. We will keep the information you provide as confidential as we can, mindful of our public health and data protection obligations.

## **Office Cleaning and Risk Assessment**

**We have put in place the following routines and measures to assure everyone's safety:**

- We are still cleaning surfaces frequently, especially in high-touch areas such as door handles, meeting-room tables and chairs and general office equipment.
- We fog using an antiviral disinfectant that is sprayed in public, communal, class, meeting and high use areas such as toilets. This provides an anti microbial coating that when used with good sanitation and cleaning routines protects surfaces and contributes to safety around the school site for the whole school community.
- We have a supply of face masks should you or any visitor need or want one and these are available on request.
- In accordance with the Government's guidance, we have completed the required Covid-19 Risk Assessment and continue to periodically review our measures.

**Cotham School appreciates your assistance in keeping yourself and the whole school community safe.**