



WOOTTON PARK

'Ipsum quod faciendum est diutius'

**CORONAVIRUS
INFORMATION
LEAFLET**

Information for visitors

September 2020

Guidance for visitors to Wootton Park School in light of the coronavirus

In response to the Covid-19 (coronavirus) outbreak, we are putting extra measures in place to protect our learners, visitors and staff. This can be a difficult time for everyone and we thank you for your co-operation in helping us to keep our school safe.

- We have a strict 'essential visits only' policy. Please **only** visit the school if you have essential work or a pre-arranged meeting which can not be conducted virtually.
- Anyone on site must adhere to the social distancing guide lines and keep 2 metres apart at all times.
- If you are delivering items to the school, please leave them in the reception area and a member of staff will collect the items when it is safe to do so.
- Upon arrival to the school reception area, please could you use the hand sanitizer to clean your hands thoroughly.
- Sign in using our touch pad system. Antibacterial wipes/spray will be available so that you can clean the screen before and after use.

- The reception staff will speak to you through a glass screen. This is to keep you and themselves safe. The reception officer will call a member of staff to collect you.
- We maintain a strict access and exit regime on site. Therefore, you must remain with the member of staff who collected you. They will escort you to your meeting (or to the place where you will carry out your essential work) and back to reception once you have finished.
- Please remember, if you, or someone in your household experiences coronavirus symptoms – a new, continuous cough, a high temperature and/or loss of smell or taste – please **do not** visit or go onsite at school.
- If you begin to experience any of the coronavirus symptoms whilst you are onsite, please let the meeting leader know so that they can arrange for you to leave the school site immediately.

We thank you for your co-operation in helping us to keep our school safe.