



## Please do not enter the school if you or someone in your household has symptoms of Covid 19

### Penshurst CE Primary School

#### Covid 19 Information for Visitors

When arriving at school you should enter through the small gate on the front playground; marked 'entrance'.

Proceed to the signposted main entrance and sound the buzzer to let the office staff know you have arrived.

#### **When visiting the school please ensure you are adopting good hygiene practices.**

- Visitors are required to wear a face mask and should only remove it if a face covering impedes identification or communication to a prohibitive degree. Note : If you do not have a face mask when arriving at the school we will supply one for you to use.
- Sanitise hands in the school reception area or wash your hands in the toilet facility located in the reception area, before entry to the main school.
- All visitors are expected to take part in NHS Track and Trace; please ensure the office staff have your contact details.
- Wash your hands often with soap and water throughout the day, especially prior to eating, for the recommended 20 seconds. Hand sanitiser will also be located around the building for you to use.
- In the event of coughing/sneezing – please use tissues, disposing of them immediately and then washing your hands.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Please only enter rooms/areas that staff are aware you are using.

If you start to present symptoms or feel unwell on site, please advise the member of staff you are visiting or Mrs Bennett in the School Office; then please go home. The staff member will sign you out. You should seek a test and we ask that you contact the school to let us know, if you have a positive or negative result.

As a visitor, or potential visitor, to the school we would appreciate your support in following this guidance on your visit to keep our staff, pupils and visitors safe. Thank you for your cooperation.

