



**Isle of Wight
Education Federation**

COVID-19 VISITOR GUIDELINES

The Isle of Wight Education Federation is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19, whilst still adhering to all safeguarding requirements. We continue to follow all Government guidance and ask that only essential visits are made to the school sites. Wherever possible communication should be made by phone or email.

This visitor information leaflet has been written in conjunction with the following documents:

IWEF Coronavirus (COVID-19) Risk Assessment for Reopening After Partial Closure plus Addendum for Full Opening

Appendix IWEF Coronavirus (COVID-19) Risk Assessment for full re-opening after partial Closure July 2020 updated 12112020

IWEF Visitor Risk Assessment

IWEF Operational Plan 2020-21

IWEF Method Statement

IWEF Social Distancing Policy

IWEF Positive Behaviour and Discipline Policy 2019 - coronavirus addendum

IWEF Infection Control Policy

IWEF Emergency Procedure – coronavirus addendum

IWEF Addendum re face coverings

IWEF Addendum to Privacy Notices due to Coronavirus COVID-19

We, initially, need to make all visitors aware that we will not allow any visitor on site if:

- If you or any member of your household or support bubble have tested positive for COVID -19 within the last 14 days.
- If you or any member of your household or support bubble are showing any COVID - 19 symptoms, as per the current Department for Health guidance or if you are currently waiting for a test or test results for COVID-19. The main symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste (anosmia).
- If you have been contacted by an NHS contact tracer and advised to self-isolate.
- If you have entered the UK from any country not listed as safe on the transit corridor list and are required to follow the current quarantine rules.

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

As National Restrictions are currently in place, we ask that all visitors wear a face covering whilst inside school buildings in communal areas and rooms where social distancing cannot be maintained. The Isle of Wight Education Federation's expectations are in line with Government guidance on the wearing of face coverings.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>.



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For the avoidance of potential embarrassment, we would also like to advise you that we are currently operating a 'no handshake' policy for all members of the community as we must take the current situation very seriously and look after the welfare of our visitors, students and staff.

All visitors must continue to sign in at reception* and will be asked for full name and contact details so that the NHS Test and Trace service can be used. Details will be kept for 21 days to support Test and Trace. The NHS Test and Trace Privacy statement is available on the website.

On arrival, visitors must either wash their hands with soap and water for 20 seconds or use the hand sanitiser that is available from reception.

Whilst on site, all visitors must ensure that they adhere to the Government guidance regarding social distancing. Every member of staff and every visitor on site should be aware that people may have different levels of anxiety relating to this and must show respect at all times. If it is necessary to use a room for meeting visitors and staff, then an appropriate sized room will be sourced to ensure social distancing can take place.

All visitors should use good respiratory hygiene.

- Cover their mouth and nose with a tissue when coughing or sneezing (or into their elbow if a tissue is not immediately available);
- Use the nearest bin to dispose of the tissue after use;
- Perform hand hygiene (e.g. hand washing with soap and water or use hand sanitiser) afterwards.

At this time we will be restricting the provision of refreshments at meetings.

Standard evacuation procedures apply but wherever possible social distancing needs to be observed whilst leaving the building. Once visitors, students and staff have exited the building, and whilst lining up at the emergency evacuation point, social distancing must be adhered to.

If at any point a visitor has any concerns regarding the application of information in this leaflet, then they should inform the member of staff they are signed in to see or the Head of School.

Contractors have their own risk assessment and guidance.

Thank you for taking the time to read our guidance.

**Lanyards will only be worn once before being washed.*



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