

Sheet for visitors to St Matthias Primary School

During this time, we have made many changes to the layout and running of our school to enable social distancing and to keep the staff and children within the school as safe as possible. When visiting our school, please take note of the following information and follow the steps set out at all times.

Entering and exiting the school

- All visits need to be pre-arranged.
- Visitors will enter the school via the school office.
- On entering the building, visitors are required to sanitise their hands before signing in.
- On leaving the office, visitors are required to wash their hands in soap and warm water for at least 20 seconds and dry their hands fully. The nearest adult toilets are found by taking a left after leaving the office and are the last two doors on the left hand side before entering the playground.
- Before leaving the school, visitors are required to wash their hands in soap and warm water for at least 20 seconds and dry their hands fully.
- After signing out, visitors are required to use the hand sanitiser.

Moving around the school and social distancing

- We have introduced a one-way system around school. There are arrows on the floor to indicate the direction of the one-way system. Visitors can also ask staff for support if they are unsure.
- All adults are required to social distance at all times. There are markers on the floor to support with this and markers are available in meeting rooms or chairs will be already placed 2 metres apart.

Toilets

- If queuing the toilets, please use the markers outside to ensure you are a 2m distance from any staff exiting the toilet.
- Soap and warm water are available for handwashing in the toilet and a sanitiser is available outside of the toilet so adults can sanitise their hands after touching the door locks and handles.
- A cleaning spray is available within the toilet if people wish to clean the area before or after use.

Attending meetings

- Doors will be open while people enter and exit the meetings so social distancing can be observed.

- Only one person should enter/exit a meeting at a time, to ensure adults don't pass each other in doorways.
- The meeting leader will ensure that chairs are at least 2m apart.
- Sanitiser, cleaning spray, disposable cloths, tissues and lidded bins will be available in all meeting rooms.
- All meeting attendees will be noted in the St Matthias meeting log to support track and tracing if there were any suspected or confirmed cases in school.
- Windows and external doors will be kept open during meetings to support ventilation.

Refreshments

- Unfortunately, we won't be able to offer visitors refreshments at this time as we are not allowed to share cups, cutlery and crockery.