



Balnamore Primary School Annex to Visitors Policy in response to COVID-19

These Covid-19 guidelines are added to our existing protocol for school visitors.

This document must be read by all visitors to the school.

We ask for the support and understanding of our visitors in helping us minimise the risk of COVID-19 in our school.

In Balnamore Primary School we continue to take guidance from the Public Health Agency, DE and EA. Consequently we are limiting access to our school buildings to essential visitors only, these include but are not limited to,

- ✓ Approved EA contractors
- ✓ EA officers eg. Literacy support, RISE, Educational Psychologist, Behaviour Support etc
- ✓ School Health
- ✓ School counsellor
- ✓ Extended schools providers

When possible all visitors should prearrange their visit to the school by telephoning 028 93362333 or by emailing the principal awilson676@c2kni.net

All delivery drivers, postmen will leave letters, parcels at the main entrance, entry to school buildings will not be permitted. Signage will be displayed on the front door to provide contact details on arrival.

Face-to-face visits with parents will occur only in exceptional circumstances, instead we will be encouraging the use of other contact eg. Telephone calls, emails, DOJO and Google classroom. Please be assured we want to continue to work alongside you to progress your child's education together.

In addition to these restrictions visitors **MUST NOT** enter our school buildings if;

- You have travelled from, or transited through, countries currently on lockdown in the past 14 days or returned from a country on the UK list of countries requiring quarantining.
- You have symptoms of Covid-19

- You have cold or flu symptoms
- You have suffered from vomiting or diarrhoea in the last 48 hrs
- If you or anyone in your household is required to self-isolate in accordance with PHA guidelines.

ALL visitor entering the school building MUST:

1. Report to the school office and complete a visitor questionnaire
2. Have temperature taken on arrival
3. Apply hand sanitiser provided, on entry
4. Wash hands and/or sanitise at regular intervals throughout school visit
5. Wear a face mask and/or visor
6. Maintain a two metre distance from others
7. Notify the school office if you become ill during your visit
8. Notify the school office that you are leaving the building.

We are very sorry that you are not experiencing our usual warm Balnamore welcome however we hope you understand the need to take the current situation very seriously as we protect the safety of all our pupils, staff and visitors.

We do extend you a warm welcome and please be assured we appreciate the job you have called to do in our school.

If you have any questions please contact the office or speak with Mrs Wilson, our principal.