



## **Angel Kidz Nursery & Preschool COVID-19 Guide to Visitors**

The guidance below is intended to support and keep safe staff and Visitors when visiting schools during the Covid-19 Pandemic.

We are working in different ways to respond to the COVID-19 crisis. Team Leads following stringent hygiene guidance.

Please ensure you discuss with Line Manager if you have concerns.

PPE is available to staff & Visitors where appropriate, please contact Team Lead or Manager.

### **General advice:**

- If you are shielding, you should not visit a nursery
- If you or anybody in your home have any symptoms, you should not leave your house.

### **Please, read carefully bellowed instructions:**

- The most recent up to date risk assessment is available in COVID -19 folder
- All visitors must have pre-arranged their visit. This will ensure that there is no movement of parents or pupils at the time of arrival.
- Visitors are expected to provide the nursery in advance with a copy of their departmental risk assessment.
- Visitors **MUST** sign in at the main reception and receive their adhesive ID badges.
- Visitors will have their temperature taken with an infra-red digital thermometer.
- Visitors will be invited into the foyer area and expected to immediately wash their hands thoroughly with soap and water for at least 20 seconds. Alternatively, they must use the hand sanitiser in the reception area.

- Visitors will be taken to their workplace or meeting room. When possible, meetings will be held in the community room to minimise contact between the visitor and staff/pupils.
- Visitors will be allowed to wear face masks and gloves.
- At all times during a visit, visitors are required to social distance (2 metres) from all staff and pupils and to take the required preventative measures of ‘Catch it, Bin it, Kill it’
- Visitors are asked to bring their own refreshments on site.
- If visitors or any member of their household either test positive or show symptoms of Covid-19 within 14 days of their visit to school then they **MUST** inform the school immediately.