

## Important Information for visitors

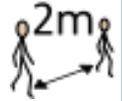
### Guidance for visitors to Ben Jonson School in light of the national lockdown, January 2021

In response to the Covid-19 (coronavirus) outbreak and the subsequent national lockdown, we are putting extra measures in place to protect our pupils, visitors and staff. This can be a difficult time for everyone and we thank you for your co-operation in helping us to keep our school safe.

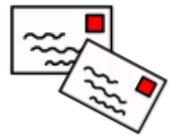


◆ We have a strict 'essential visits only' policy. Please **only** visit the school if you have essential work or a pre-arranged meeting which cannot be conducted virtually.

◆ Anyone on site at Ben Jonson School must wear a face mask at all times and must adhere to the social distancing guidelines and keep 2 metres apart at all times.



◆ If you are delivering items to the school, please leave them in the reception area and a member of staff will collect the items when it is safe to do so.



◆ Upon arrival to the school reception area, please could you use the hand sanitiser to clean your hands thoroughly.

◆ Sign in using our touch pad system and provide your contact details (for contact tracing purposes) to the person at reception. Antibacterial wipes/spray will be available so that you can clean the screen before and after use.



◆ The reception staff will speak to you through a glass screen. This is to keep you and themselves safe. The reception officer will call a member of staff to collect you.

◆ Once you are inside the building, you must wash your hands immediately. A member of staff will take you to the washroom.



◆ When washing your hands please ensure you wash your hands thoroughly for at least 20 seconds using the soap provided and use the paper towels which must be placed in the bin.



◆ We maintain a strict access and exit regime on site. Therefore, you must remain with the member of staff who collected you. They will escort you to your meeting (or to the place where you will carry out your essential work) and back to reception once you have finished.



◆ Please thoroughly wash your hands before you leave the building.

◆ Please remember, if you, or someone in your household experiences coronavirus symptoms – a new, continuous cough, a high temperature and/or loss of smell or taste – **do not** visit or go onsite to school.



◆ If you begin to experience any of the coronavirus symptoms whilst you are onsite, please let the meeting leader know so that they can arrange for you to leave the school site immediately.



We thank you for your co-operation in helping us to keep our school safe.

