

Visitors to site : Protocol/Checklist

The following process will be undertaken by staff members undertaking face to face meetings on site where absolutely necessary. This is in addition to the protocols in place during the school day by all staff on the premises. Non-essential visitors to the meeting to participate via Zoom call.

On entrance to the premises: *(undertaken by Reception as part of signing in process, visitors not to arrive more than 5 minutes for appointment to minimize waiting times)*

- Ask if visitor has displayed any symptoms of COVID-19 or has been in contact with anyone in the last 14 days
- Provision of face mask for visitors to use
- Use of anti-bacteria hand gel (swimming pool door) prior to signing in.
- Use of social distancing whilst in reception area.
- Once visitor has been collected, benches and reception area to be wiped down with anti bac spray by reception staff.
- Follow manufacturer's instructions for safe use of Antibacterial spray.
- Appropriate contact time with surface to kill germs (as directed by product used).

When meeting has finished and before meeting starts *(in between meetings only, first meeting of the day will be covered by cleaning team the previous evening)*

- Meeting room to be set up to allow social distancing and/or use of facial masks

High touch surfaces must be frequently disinfected (as applicable):

- Door handles
- Light switches
- Telephones including display and handset
- Computers including mouse and keyboard
- Tables/ Counter tops/desks
- Chairs (plastic backing and undercarriage)
- Bin Lids

Once used/ contaminated:

- Re-usable cloths or cleaning items are washed in hot soapy water (60-90 degrees).
- Wash hands with soap and water or use alcohol-based hand sanitiser after cleaning.

Supporting Hand Hygiene:

- Liquid hand soap and paper towel is stocked and available at all sinks (if applicable).
- Alcohol-based hand sanitiser containers are full and available in meeting room or accessible point on entry.

Date: _____

Time of cleaning: _____

Employee Initials: _____