

## Atlantic Academy - Visitors procedures during COVID 19– September 2020

During this time we would like to discourage visitors to the school site unless completely necessary. Meetings which can be held over the telephone or online should continue to take place in this way.

There may be instances where it is necessary for visitors to come into college to meet with staff or students face to face. In these instances, the following protocol must be adhered to;

- An appointment must be booked in advance to ensure there is an appropriate space in school for the meeting to take place.
- Visitors should sign by giving their name and other information to the receptionist to record on the signing in sheets. This information should include a phone number to be recorded for track and trace purposes.
- **ALL** visitors must wait in reception to be taken to the meeting location by a member of college staff.
- There will be a maximum capacity for visitors in reception and this will be displayed clearly at the entrance. If reception is at capacity visitors will be asked to wait outside.
- All visitors to the college reception should wear a mask or face covering.
- Visitors should not be in reception at the start and end of the college day as this will be used by students as an entrance and exit point.
- The number of people attending should be kept to a minimum and should not consist of more than 6 people.
- If the meeting requires parents to be present we ask that only one parent attends, unless deemed appropriate for both to attend. This will be at the discretion of the academy leadership team.
- The meeting space must be sanitized after use, paying particular attention to surfaces people have come into contact with.
- Reception to be cleaned on a regular basis during the day.
- Students will wash their hands before and after the meeting.
- Social distancing should be observed at all times before, during and after the meeting.