

JKHS CORONAVIRUS (Covid-19) VISITOR GUIDANCE

In normal circumstances JKHS welcomes all visitors. However in order to help us keep the school environment safe and all students, employees and visitors healthy during the current Covid-19 emergency, we ask that any visitor has prearranged permission from a member of staff at JKHS before they visit school.

All visitors will be given this guidance to read and are expected to follow the points listed.

- If visitors are currently presenting flu-like symptoms, **they must postpone their visit until they are symptom-free**
- If visitors have recently returned from abroad, they must check government advice before travelling to JKHS. This is in order to ensure they stay up to date about areas which require quarantine, testing requirements and any other restrictions. See [Travel abroad and coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/travel-advice/coronavirus)
- Visitors must confirm that they have not knowingly been in close contact with anyone with a confirmed case of coronavirus or part of a household that has been alerted via NHS 'Test and Trace' system to isolate. Close contact means living in the same house, contact with their bodily fluids, eg being coughed or sneezed on, or being within 2 metres of the person for more than a few minutes
- On arrival at JKHS, visitors are asked to enter only via the main reception where they will be signed in by the receptionist for safeguarding and fire-safety reasons. They will also be asked to provide personal contact details for the school's track and trace log. A QR code for the government's track and trace app is also available
- Social distancing of 2 metres must be observed when addressing staff and/or students. In communal areas, where social distancing is more difficult, masks should be worn. When inside the building, the school requires windows and classroom doors to be open in order to provide ventilation and a suitable airflow. In addition, the following points are recommended:
 - wash your hands for at least 20 seconds, especially before eating and after visits to the WC
 - hand sanitiser gel will be available in all toilets, classrooms and offices. It is advised that all students, visitors and staff sanitise their hands at the beginning of every lesson and also before and after eating
 - at the end of a lesson or meeting, there will be wipes available in order to wipe down desks, keyboards, telephones, other equipment used, before the next person comes into contact with the item(s). All used wipes are to be immediately deposited in the marked swing bin
 - cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze and ensure all used tissues are put in the marked swing bin straight away. Wash your hands afterwards or use hand gel
 - the maximum occupancy of meeting rooms is shown on doors. These must be observed
 - visitors to JKHS who start to feel unwell after arrival and/or start to present with flu-like symptoms including a high temperature, a persistent cough (coughing for more than an hour, or 3 or more coughing episodes in 24 hours), or difficulty breathing, must make immediate contact with reception (dial 100 from any internal desk telephone). Please do not walk around the site. The instruction is to leave the building, avoiding contact with others – as you have informed reception of your departure, they will contact the necessary people to confirm your conversation. It is then advised that visitors are to arrange a prompt Covid-19 test in order to confirm a positive or negative result. The result is to be relayed to school immediately and, in the case of a positive result, for appropriate action to then be taken.

Please acknowledge that you have read the guidance and will abide by it whilst at JKHS by emailing admin@jkhs.org.uk

