

## Parents/carers and other adults entering the school premises (beyond the office/reception area).

The Senior Leadership Team assessed how the guidelines would impact upon the continued opening of the school. Please read the following information and sign the register to confirm that you have read this document. The full version of our response to the guidance and other related policies are available on our website. The office staff will provide you with a copy of our response, the document titled: 'Schools COVID-19 operational guidance response from Copnor Primary School' if requested.

- If you are unwell with coronavirus (COVID-19) symptoms, or you have someone in your household who does, do not continue with your visit. The symptoms of coronavirus (COVID-19) are:  
a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature);  
a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);  
a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.
- If you have tested positive in the last 10 days, do not continue your visit.
- If other members of your household have symptoms, then you must be self-isolating for 10 days from when the symptomatic person first had symptoms of coronavirus (COVID-19) until a PCR test has been undertaken to check whether the person with symptoms has coronavirus (COVID-19). **However, if you are double-vaccinated, you do not need to self-isolate while the PCR test result is being sought for the member of your household.**
- If you have been told by Track and Trace that you are required to self-isolate **and you do not have** both vaccination jabs, then you should not enter the site until the isolation period has ended.
- If you have recently returned from a country, territory or region where a quarantine is required (if it is on the red list) do not continue your visit if you have not self-isolated for the required period of time, currently 10 days. If it is on the amber list, ensure that you have isolated for 10 days (if you are not double-vaccinated or have taken a test as part of the Test to Release scheme). If you are double-vaccinated and have returned from an amber country, then you do not need to self-isolate.
- Upon entry to the site and when you exit, please ensure that you sanitise your hands. Please also sanitise your hands regularly when on site. If you would like a bottle of sanitiser to use whilst on site, please speak to a member of the office staff who will provide you with one.
- In the classrooms and the other rooms of the school there will be cleaning wipes to wipe down surfaces. Please use these to clean areas before you use them e.g. to clean a desk you are using. Upon leaving, please also clean the surfaces. Place the wipes in the white pedal bin/ covered bin.
- Visitors are permitted to use the staff toilets. Please use the wipes available in the toilets to clean the area and follow the handwashing guidance.
- The 'catch it, bin it, kill it' approach is part of the school's approach. Each room has a sufficient stock of tissues and there will be a pedal bin in each classroom and meeting rooms etc. Where a tissue is not available, please use the crook of your arm in order to catch the sneeze as this is a better option than sneezing into the room.
- Please complete the form to say that you have read, and will adhere to these conditions. We also ask that you provide your contact details so that we are able to provide these to the NHS Track and Trace service (or an agency/body working with them) should there be a suspected or actual Coronavirus (COVID-19) outbreak where we need to support the contacting of potential contacts.
- We will keep these details for 21 days so that we are able to provide them for track and trace purposes.
- If you have any questions about the measures in place or would like more information, then please ask a member of the office staff who will be happy to help. Thank you.

Document updated September 2021 and valid until further notice

**Please complete the rear of this sheet:**

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I confirm that I will comply with the requirements stated on the sheet.

I understand that my details may need to be passed onto the NHS Track and Trace service or an agency working for them in order to help minimise a potential or actual outbreak of coronavirus (COVID-19).

<b>Name and company name (if applicable)</b>	<b>Date</b>	<b>Contact phone number</b>	<b>Signature</b>