



Access Policy: coronavirus addendum V2

Hailey Hall School

Date approved: Summer Term 2020

Date of next review: Autumn Term 2020

Responsible Committee: Board of Trustees

Responsible staff member: Operations Manager

ACCESS TO SCHOOL PREMISES POLICY

Covid- 19 addendum

Visitors will enter through reception

Visitors will be asked if they have any symptoms of Covid 19 – Cough, fever and loss of taste and smell.

Visitors will be asked to wash their hands before signing in.

Visitors will be asked to observe social distancing as much as possible.

Visitors will be shown where all hand washing facilities are.

Visitors will be given access to hand sanitiser.

Visitors will be asked that if they become unwell during their visit to inform a member of staff before they leave the building.

Visitors will be informed where First Aid facilities are.

Visitors will be given PPE if requested.

Visitors will be accompanied by a member of staff at all times.

This addendum will be updated as and when government guidelines change.