

# Kilkeel Primary School



## Procedures for Visitors (COVID-19)

- All visits to KPS must be arranged prior to attending, either by telephone or email contact with the school office or by contractual agreement.
- If you have had any of the symptoms of COVID-19 (cough, fever, sore throat, shortness of breath, change to your sense of taste and/or smell) in the previous 14 days you **must not enter into the school building**.
- If you have travelled internationally in the past 14 days you **must not enter the school building**.
- If you have been in contact with anyone who has tested positive for COVID-19 in the past 14 days **you must not enter the school building**.
- Upon arrival to the school you must:
  - either telephone or use the buzzer to notify Office Staff
  - you must sanitise hands before entering the main building
  - you will be met by a school representative
  - you must complete and sign the Track and Trace form (you may use your own pen, or a sanitised one will be provided)
  - failure to comply with the above points will result in admission being refused.
- Whilst in KPS you must:
  - sanitise your hands upon arrival at the school
  - wear a face covering and / or face shield at all times inside the school building
  - regularly wash your hands with soap and water or sanitise your hands with the hand sanitiser provided
  - follow all PHA guidance on personal hygiene, hand hygiene, respiratory hygiene and reducing risks in relation to COVID-19
  - maintain a social distance of 2m
- If working with a child or a group of children you must clean all surfaces with the disinfectant spray and cloths provided at the end of each session and in between sessions with different children. If a child becomes ill during your session you must inform their teacher immediately.