

## COVID-19 Toolbox Talk – External Visitors

<b>Reason</b>	COVID-19 is a highly contagious disease that can have severe effects on people, especially those who are vulnerable. The virus is likely to pass from person to person in communal areas and where it is not possible to maintain safe distances between persons. If a person is infected while working it can be passed on to families and other contacts. You can spread the virus even if you don't have symptoms.
<b>Summary</b>	This document covers the ways to maintain your health while working on site or visiting staff/children, the control measures which have been put into place to reduce the risk, the known symptoms and action you should take if you experience any of these.

### Travelling to Knighton Mead:

1. Wherever possible travel to the academy alone using your own transport (for example, a car or bicycle).
2. If you need to use public transport, try to avoid peak times and wear a face mask.
3. Wash your hands before and after using any form of transport.

### Onsite at Knighton Mead Primary Academy:

1. Wash your hands when you arrive on site, regularly throughout the day (especially if you sneeze or cough, and before and after eating or handling food, using any shared equipment or resources, and using toilet facilities), and again when you leave the academy.
2. You should follow social distancing guidelines (for example, keep at least two metres away from other members of staff and pupils) – signage is around the building
3. Social distancing guidelines also apply during breaks and lunchtimes.
4. Stay on site for your breaks. Do not use local shops. Bring your own meals and refillable drinking bottles. Do not share tableware or mugs etc. All rubbish should be disposed of in the bins provided.

### Control measures taken by Knighton Mead to reduce risk:

1. Sanitising units situated within each teaching room and on all major entrances and exits to the building
2. Hand washing facilities available and regularly checked throughout each day
3. Regular cleaning of frequently touched areas
4. Non-essential visitors will not visit the academy
5. Lidded bins have been provided in all classrooms to ensure used tissues are disposed of safely
6. All pupils have been provided their own individual stationery pack
7. Pupils are in class bubbles and will now mix
8. Each staff member is their own 'bubble'
9. Break and lunchtimes are staggered to further limit the number of children outside at any one time
10. Each class bubble of pupils will be dropped off in the morning and collected at the end of the day through different gates, with a member of SLT on the gate to support
11. Teacher PPA and release time to be taken at home
12. PPE offered to all staff and mandatory for toileting and First Aid incidents

### Symptoms of COVID-19 and what to do if you think you are ill:

1. If you become ill, develop a high temperature, a persistent cough or loss of, or change in, your normal sense of taste or smell, you should: report this to Miss Slinger (Principal) - avoid touching anything around you - cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow - return home immediately.
2. You must then follow the guidance on self-isolation and not return to work until your period of self-isolation has been completed or you have undertaken a test and it has been confirmed as negative. Communicate any updates with Miss Slinger.
3. We strongly encourage you to engage with the NHS test and trace process.

### Self-isolation:

If you meet any one of the following criteria, do not come into the academy

1. If you have a high temperature (can be taken on arrival), new persistent cough or loss of, or change in, your normal sense of taste or smell.
2. A member of your family, who you are in close contact with, is displaying signs of COVID-19.

3. You have been contacted by the NHS test and trace process and have been advised to self-isolate.

### **Protecting Knighton Mead and Yourself**

We are requesting external contractors contact number, which we will keep for 14 days then destroy, in order we can contact you if we have any concerns regarding your risk of being exposed to COVID-19 while you were on site.

We also request you contact us if you start to display symptoms of COVID-19 or receive a positive test result.