

Guidance for Visitors

Visiting Inverurie Community Campus, Term 2 2020

Welcome to Inverurie Academy. Whilst we are delighted to have you here, the current COVID-19 environment means that there are a number of things that you need to consider / be aware of prior to being in the building.

A risk assessment has been created and has been appended to this guidance page.

Key COVID-19 measures in the building

1. Hand sanitise on entry and exit from the school.
2. Wipe down any surfaces or workstation you use whilst here.
3. 2M social distancing adult to adult
4. Face covering if working within 2 metres of students.
5. One-Way system in operation for parts of the building.

What to do in the event of a suspected COVID-19 case at Inverurie Academy

With the Individual

Student / Staff member removed and sent to GM1 (GM2 as back-up), putting on the face covering that has been provided in that room.

School Office phoned to request immediate collection / staff member returns home.

First Aider contacted with COVID related symptom advice, puts on relevant PPE – supervises ill user until collection.

School office notifies supervisory janitor to have GM1 (GM2 as back-up) deep cleaned.

With the group/class

Where student/staff has been identified displaying COVID related symptoms, lesson proceeds in situ for the remainder of that period.

At the end of that period, the staff member adds sign to the outside of the door putting the room out of use for that day and a sign on the relevant workstation.

Staff member notifies line manager and supervisory janitor to enable deep cleaning to take place.

Alternative locations are found for classes due to be in that room/area.

Supervisory Janitor should be informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](#) guidance.




Do you have COVID-19 symptoms?

The most common symptoms are:

-  new continuous cough
-  fever/high temperature
-  loss of, or change in, sense of smell or taste (anosmia).

If so, please do not enter the school, return home immediately and seek immediate medical advice.

Do you need to be here?

-  Adult visitors to schools should be strictly limited only to those that are necessary to support children and young people or the running of the school.
-  Parents/Carers should not enter school buildings unless required.
-  Movement between schools (e.g. of temporary/supply/peripatetic staff etc) should be kept to a minimum, until further notice. This includes attendance at school of those who visit, such as visiting teachers, psychologists, nurses and social workers

ambition

inclusion



integrity

respect