

**Hazel Oak School will . . .**

- Make a paper copy if this document available on arrival and prior to your visit via email if applicable.
- Provide a safe working space that you have sole use of for the day / period of time you are on site
- Ensure that this space is cleaned daily by the site team.
- Ensure that cleaning supplies will be provided with spray, cloths and gloves for you to clean table, chairs and other contact areas before and after use.
- Ensure access to hand sanitiser on entry to the school and throughout your time on site.
- Ensure staff respect 2 metres social distancing.
- Pupils will be reminded to maintain 2 metres social distancing, though our pupils may not be able to maintain this at all times.

The visitor agrees to . . .

- Not attend school if you feel unwell and have any of the Covid-19 symptoms (a persistent cough, a raised temperature, loss of taste/smell)
- Follow the school's one way systems, sometimes requiring movement around the outside of the building between entrances. Follow the laminated yellow signs.
- To wear a mask when transitioning around site and within corridors and rooms.
- Work 2 meters away from pupils and staff in a ventilated work space if working to support pupils 1 to 1.
- Use hand sanitiser on entry and exit and during the visit.
- Wash hands between supporting each individual.
- Wash equipment including tables and chairs on arrival and between each individual person supported.
- Wipe down any keyboards and tablet surfaces used after use.
- Respect, where possible, 2 metre social distancing expectations.
- Not walk around school to collect pupils but to call classes so staff can bring pupils to you. The office can arrange this.
- Only go to the space you need to assist staff or pupils, and to use toilet facilities.
- Open windows to provide natural ventilation where possible.
- Avoid close contact within 1 metre face to face with anyone.

Parking and arrival

Please park on site where possible or if you need to park outside please park well away from the school gates at the farthest end of the Hazeloak Road or on adjacent roads. Please note that pupils currently have staggered arrival and departure times which are best avoided to prevent unnecessary congestion:

- *Avoid arrivals between 8.45 and 9.20*
- *Avoid departures between 3.05 and 3.35*

Follow the COVID-19 guidance in school including;

- Not to enter the school office unless invited to do so.
- To abide by 1 person at a time in staff toilets (knock and wait before entering) and to clean toilet seat after use (cleaning supplies are within toilet areas)
- Follow any signage instructions (yellow signs) including only 1 person in Reception at any time.

If you have any questions about the above agreement or about how to move around and undertake your role in school safely, please call the office on 200 from any telephone or ask to speak to the Head Teacher, Andy Simms or Deputy Head Teacher, Wayne Tulloch.

Thank you for working with us to keep our community and yourself safe.