**Schools and Academies should ensure that their Covid-19 Visitor Questionnaire relates back to any policies, procedures and risk assessments used by the school in relation to Covid-19 and that the same policies are updated as needed to make reference to the visitor questionnaire.**

**Sample 1**

**COVID-19 VISITOR QUESTIONNAIRE**

At XXX, we carry out a Covid-19 risk assessment for all visitors and contractors who spend a significant time on the school site.

The provided information aims to prevent the spread of Covid-19 and supports the “Test and Trace” strategy.

The data will be kept for 14 days post-visit and then destroyed.

All site visitors are expected to follow increased levels of personal hygiene including:

* Following XXX social distancing rules whilst on site: maintain at least 1M+ from all staff and learners.
* Wash / sanitise your hands on arrival and departure
* Avoid shaking hands and physical contact.

For the full XXXrisk assessment, please look at the school website www. XXXXXXXX

Please complete the following questions and leave at the front office when you collect your XXXXX Identity Badge.

|  |  |  |  |
| --- | --- | --- | --- |
| **VISIT DETAILS** | | | |
| **Visitor’s Name:** |  | **Contact Number:** |  |
| **Visitor’s Company Name:** |  | **Name of XXXXX Host:** |  |
| **Reason for Visit:** |  | | |

|  |  |
| --- | --- |
| **SELF-DECLARATION BY VISITOR** | |
| **1** | **Have you or a family member returned from overseas travel in the last 14 days from an area listed by Public Health England’s guidance?**  **Yes**  **No**  |
| **2** | **Have you been in close contact with anyone who has travelled overseas in the last 14 days from an area listed by Public Health England’s guidance?**  **Yes**  **No**  |
| **3** | **Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days? Yes**  **No**  |
| **4** | **Have you displayed symptoms of the COVID-19 virus including, persistent cough, fever, sore throat, respiratory illness, difficulty in breathing or loss of smell or taste in the last 14 days?**  **Yes**  **No**  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **IF THE ANSWER IS ‘YES’ TO ANY OF THE QUESTIONS, ACCESS TO XXXXX PREMISES WILL BE DENIED** | | | |
| **Visitor’s Signature:** |  | **Date:** |  |

Sample 2

Visitor Protocol: Covid-19

In order to minimise the risk of COVID-19 to our School community we are only permitting essential visits to the School. In addition, we are requiring all visitors **not to visit the School** in the following circumstances:

**1. If they have been advised by their GP or hospital clinician to either stay at home or leave their home only under limited constraints.**

**2. If they or any member of their household or support bubble have tested positive for COVID-19.**

**3. If they or any member of their household or support bubble are showing symptoms and are currently waiting for a test or for test results.**

**4. If they have been contacted by NHS Test and Trace and advised to self-isolate.**

**5. If they have recently entered the UK from another country and are required to follow the current quarantine guidelines in place.**

**All visitors should also note the following:**

Prior to your arrival, you will be issued with the School’s general ‘information leaflet for visitors’, which provides useful information on safeguarding, fire safety, first aid and parking arrangements.

On arrival, you will be asked to sign in and be provided with a visitors’ identification badge which should be worn throughout your visit and returned to your host when you sign out.

You will be required to observe the guidelines on social distancing, hand and respiratory hygiene measures, and all other signage, floor markings and displayed instructions in place at the buildings and locations you are visiting.

Please direct any questions prior to, or during, your visit to your host.

Many thanks for your understanding and co-operation.

Sample 3

Information for Visitors

The safety of our pupils, employees, visitors and contractors is always XXX MAC’s overriding priority.

To prevent the spread of COVID-19 and reduce the risk of potential exposure to our school community and visitors, our procedures require all visitors to follow increased levels of personal hygiene and complete a screening questionnaire.

SCREENING QUESTIONNAIRE

You will be asked to complete the questionnaire as soon as you are welcomed on site to ensure the information is as accurate as possible.

Please do not visit the school if you can answer Yes to any of the following questions:

1. Have you had close contact with or cared for someone diagnosed with COVID-19 in the last 14 days?

2. Have you, or anyone you have had close contact with or cared for, had any of the following new symptoms in the last 7 days:

• Fever (high temperature)

• A new continuous cough which may be different from your usual cough

• Loss or change to your sense of smell or taste

• Shortness of breath

• Any other flu-like symptoms?

3. Have you, or have you had close contact with someone who has, returned to the UK in the last 14 days from an area listed as being subject to quarantine regulations?

You will be asked to provide your contact details upon arrival.

If you have any doubts as to whether you should attend, please speak with the person with whom you have organised the visit. Please do not bring anyone else with you unless by prior agreement.

PERSONAL HYGIENE

Whilst on site, we would ask you to please help us to keep our environment as safe as possible by:

• Temperature check

• Following social distancing rules whilst on site

• Wearing of face coverings unless outside

• Washing/sanitising hands on arrival and when there has been possible contamination

• Avoiding shaking hands and physical contact

• Only using the ‘visitor designated’ washroom

FIRE SAFETY

XXXXX is operating with the required COVID-19 related restrictions in place in accordance with Government guidelines. As a result, various measures are in place to support social distancing, including one way systems in certain areas.

Please be aware that in the case of a fire drill or fire, all those on site should proceed to the nearest fire exit and are not required to adhere to the one way system in such circumstances.

By arriving on site, you are confirming that you understand and will adhere to the above. We thank you for your support in keeping our community safe.