

## **Archbishop Sentamu Academy Visitor / Contractor Guide**

Thank you for visiting Archbishop Sentamu Academy. As you will be aware schools are operating very differently, due to Covid 19.

Our risk assessment and September return to school documents are available on request. Key Safeguarding Staff are on posters throughout the academy.

**Before you enter the main building,** please read the following:

- Do not enter the Academy if you are showing any symptoms of Covid 19.

The main symptoms of coronavirus are:

- ❖ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- ❖ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- ❖ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms

- Please only visit the Academy if it is necessary, most visits can be replaced with a phone call or email. Subject contact emails are on our website.
- Please sign in and take a visitors badge. Please use hand sanitizer before and after signing in or better still use your own pen.
- Ensure you give the member of reception staff a contact number where we can contact you should there be an outbreak in the Academy
- If you wish to take some hand sanitizer with you around the Academy please do so (see reception staff )
- Please respect the 2 metre rule at all times
- Please be aware we are a no handshake school
- Where we have instructions such as a one way and keep left system please respect this and follow the request accordingly. Arrows are marked in yellow on the floor
- Please only go to the areas you are required to go to
- Please sanitise or wash your hands at regular intervals
- Please sign out and return your visitors badge

Thank you, if you have any questions please speak to the Main Reception.