



**The Federation of St Elphege's
and Regina Coeli Catholic Schools**



**Regina Coeli
Covid-19
Visitor Strategy**

September 2021

Reopening September 2021

As COVID-19 restrictions are lifted, it is important that we all use personal judgment to manage our own risk. All of us can play our part by exercising common sense and considering the risks. No situation is risk free, so we all need to understand the factors and settings that increase the risk of COVID-19 transmission and the actions that we can all take to reduce COVID-19 infection, both for ourselves and for others.

The Regina Coeli Visitor Strategy takes the government guidance and further guidance provided by Croydon Local Authority into account. Supporting documents available on our website include:

- **Suite of Risk Assessments**
- **Updated Safeguarding and Child Protection Policy**
- **Updated Positive Behaviour Policy**
- **Transmission control flow-chart**

Visitors to the School Site

- It is essential that all visitors to the school site understand the key principals in this document. The schools reserve the right to refuse admission to any visitor, should they wilfully disregard the protocols detailed in this document, or where the school deems that the purpose of the visit can be reasonably undertaken online.
- DfE guidance states that supply teachers, peripatetic teachers and/or other temporary staff **can** move between schools.
- All essential visitors to the school will be briefed on the schools' strategy on arrival. Visiting professionals and those leading interventions will make use of screens, face shields or masks, as appropriate.
- Where visits can happen outside of school hours, they will. A record will be kept of all visitors.

- We strongly encourage all staff members and visitors to the school site to participate in the NHS COVID-19 Test and Trace app system. The app is available for download using the links below or by searching the Google Play Store or Apple App Store for: NHS COVID-19

[Google playstore: NHS Covid-19](#)

[Apple App store: NHS Covid-19](#)



Cleaning and Personal Hygiene

- Use hand sanitiser on entry to the school and when moving between rooms.
- **Clean your hands more often than usual** - with running water and soap - and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

It is particularly important to wash your hands:

- after coughing, sneezing and blowing your nose
- before you eat or handle food
- after coming into contact with surfaces touched by many others, such as handles, handrails and light switches
- after coming into contact with shared areas such as kitchens and bathrooms
- when you return home

- Use the ‘catch it, bin it, kill it’ approach with regard to respiratory hygiene.



CATCH IT.



BIN IT.



KILL IT.

- Avoid touching your mouth, nose and eyes.
- Clean frequently touched surfaces often using standard products, such as detergents and bleach. These will be provided by the school.
- If the sharing of equipment or resources is absolutely necessary, you are responsible for their full sanitisation between each individual.
- Keep your working environment well ventilated: open doors and windows where possible.
- Limit the number of individuals you come into contact with during your visit.

Transmission Control

If any visitor to the school site or member of staff develops symptoms of Covid-19, they must inform the school immediately.

The main symptoms of coronavirus (COVID-19) 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

- That individual will be isolated and sent home from school. They will obtain a COVID-19 test as soon as possible.
- Areas used by the individual will be deep-cleaned and any waste generated disposed of in-line with PHE guidance.