

### CORONAVIRUS – REDUCING THE RISK

**Welcome to Willingdon Community School. In order to reduce the risk of Covid 19, we are asking all visitors to read, sign and date this form in line with our measures to minimise the risk of Covid to our school community. Many thanks for your anticipated support.**

Our school will welcome visitors if the following is adhered to:

1. Visitors must not come into school if they currently need to self-isolate, according to the [latest government guidance](#), for example if they:
  - Are displaying any coronavirus symptoms (a new continuous cough, a high temperature, or a loss or change in their sense of taste and/or smell)
  - Have travelled from or through a country that is not [exempt](#) from the 'all but essential' travel guidance in the last 14 days
  - Have been in contact with someone who has tested positive for coronavirus.
2. The visitor follows the measures the school is taking to minimise the spread of coronavirus, for example:
  - Sanitising their hands thoroughly upon arrival in Reception, and before leaving, and utilising the hand sanitiser opportunities located around school during the course of their visit.
  - Wearing a face covering in areas of the school where social distancing isn't possible, such as corridors, unless they're exempt from wearing one. They must keep or put this on when arriving at school, moving to their destination and moving around the school indoors. They must bring a plastic bag or suitable receptacle to keep this in. If they're using disposable face coverings, they must put these in a covered bin, upon disposal. They shouldn't touch the front of the covering during use or removal, and they will wash/sanitise their hands after removing it
  - Where possible, maintaining a distance of 2 meters from everyone else in the school. This means no handshaking or other forms of physical contact between visitors and the school community
  - Providing their contact details to the school. This is in case the school needs to contact visitors following public health advice in the event of a coronavirus outbreak in the school community.

Please ensure you have read the section above and sign the agreement overleaf:

Willingdon  
Community School  
Headteacher:  
Ms E. Beer

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Lower Willingdon  
Eastbourne  
East Sussex BN20 9QX

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E [office@willingdonschool.org.uk](mailto:office@willingdonschool.org.uk)  
W [willingdonschool.org.uk](http://willingdonschool.org.uk)

***By signing this document, I understand and agree that when visiting the school.***

***I confirm that I do not currently need to self-isolate, in accordance with the latest government guidance.***

***I will follow the school's hygiene practices (set out in the section above).***

***Should I experience coronavirus symptoms within 48 hours after leaving the school, I will notify the school. I will take a coronavirus test and notify the school of the result.***

***I understand that the school will keep these details in line with the schools retention schedule.***

***The information recorded below will help the school carry out rapid contact tracing, if asked to do so by NHS Test and Trace.***

**VISITOR'S FULL NAME: .....**

**VISITOR'S CONTACT NUMBER:.....**

**DATE OF VISIT:.....**

**PURPOSE OF VISIT:.....**

**AREAS OF SCHOOL THAT WILL BE VISITED:.....**

.....

**VISITOR'S SIGNATURE:.....**