



## Covid-19 Visitors Appendix A

Our core obligation is to ensure, so far as is reasonably practicable, the health, safety and welfare of employees and the safety of non-employees.

We hold the prime responsibility for ensuring the safety of our children first and foremost, but also, and as importantly, of staff and volunteers, parents and carers, guests and visitors, also any contractors and delivery services.

We are therefore implementing the following regulations to help ensure that we maintain a COVID-secure environment for all:

- Tours of the preschool, parent meetings, or new children starting will be carried out individually, limiting the number of visitors and ensuring only one visitor is in the building at all times.
- Parent meetings to be conducted by phone when possible.
- If you or anyone in your household is displaying symptoms of COVID-19 or is currently residing in a locally 'locked down' area then you must not visit the preschool.
- Tours of the preschool will be arranged, where possible, to take place when children are in our garden area in order to manage the risk of transmission and minimise cross-contamination.
- All visitors must sign in on arrival and we will retain their email address and phone number to enable visitors to be tracked and traced should the need arise.
- All visitors must follow current guidance relating to social distancing.
- Visitors may be asked to wear a face covering if social distancing cannot be maintained and will be requested to use hand sanitiser upon entry. Hygiene precautions should be followed at all times.
- If attending a tour of the preschool or parent meeting we will record the names of the staff you speak to while on site. This is to support the track and trace system as far as we are able.

**This policy was adopted at a staff meeting of Rushmore House Montessori Preschool in October 2020.**

**On behalf of Rushmore House Montessori – Cima Shahroudi**

**Role – Group Manager**

**Date of next Review: Under constant review**