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**Broom Barns
Primary School**
Homestead Moat, Stevenage, Herts. SG1 1UE

Deputy Head:
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Mrs L Hogan



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Guidance For Visitors: Coronavirus (COVID-19)

The health and well-being of our pupils and staff remains our priority. Please note that visitors to the school are permitted strictly by appointment only, and only when the visit is deemed essential to the education of the pupils.

If you are visiting our school with an appointment please make sure that:

- You sign in using the school Inventory System on arrival, adding your contact details when requested
- You wash and/or sanitise your hands when you arrive and as necessary during your visit
- You carry a mask or face covering and wear it as required (when a two metre distance cannot be maintained)
- You maintain a safe distance (at least 1 metre, and ideally two meters) from other people at all times

We have comprehensive processes in place to keep our community safe. Further details are available on request, but key points include:

- A clear protocol and provision in the event of a member of staff or pupil presenting with COVID-19 symptoms while at school. This includes clearly defined safe areas for isolation until an individual can safely travel home.
- Enhanced handwashing facilities. This includes the installation of hand gel dispensers at external entry points.
- A comprehensive communications plan, delivered through posters across the site and verbal reminders from staff, to ensure good hand and respiratory hygiene.
- Enhanced cleaning provision. All our cleaning personnel have received specific training on cleaning for Covid-19.

- Our pupils have been grouped in “bubbles”, to help minimise any unnecessary contact and enable us to track any close contacts quickly if need arises.
- Strict controls in place to ensure parents/carers do not come into school unless it is essential, and by appointment only.
- All staff have completed safety training in respect of Covid-19.

How You Can Help Us:

Limiting the spread of infection is everyone’s responsibility. You can help us to keep our community safe by:

- Washing your hands frequently, with soap and water.
- Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
- Staying at least 2m apart from other people, and encouraging the children to do the same.
- Staying away from School if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case, in line with Government guidance.
- Respecting and supporting all of the safety measures that we have put in place.

If you have any questions about health and safety, and especially as it relates to the controls we have put in place to minimise the risk from Covid-19, please do not hesitate to contact the school office at admin@broombarns.herts.sch.uk.