

TWO WAY SYSTEM

We have a two way system in operation around the school, please abide by the arrows and follow the system at all times.

Please do not walk through classrooms to access other areas of the school, please use the outside space following the outside one-way system.

STAFF ROOM

The staff room has been sectioned off to allow social distancing. Only 6 members of staff are allowed in the staffroom at any one time. Please use other designated areas of the school at break and lunchtimes, e.g. LSH or the Hub. Where possible a kettle & microwave have been placed in these areas.

Please be mindful of others whilst in these spaces and wherever possible keep a social distance.

FIRE ALARM

Visitors must remain with the member of staff who they are visiting at all times and must stay with this person in the event of a fire alarm.

PPE equipment must be worn when moving around the school site.

CLEANING

Extra cleaning is taking place throughout the day within the school, in particular within the high traffic areas and multiple touch points around school.

Please ensure you sanitise at the points available to you and on entry & exit to the school.

RISK ASSESSMENTS

Risk Assessments are available on request. If you would like a copy of these please ask the admin office or the Business Manager for a copy.

If you have any further questions or concerns regarding how Manor Park Primary School are keeping visitors safe during this Covid-19 outbreak please do not hesitate to contact Anne Coyle, School Business Manager

Tel: 02476 501736

admin@manorpark.coventry.sch.uk

Covid 19 Safety Advice for Visitors and Volunteers



Welcome to Manor Park Primary School

We hope this leaflet will provide all the information you need to keep yourself safe and those around you during these unprecedented times.

COVID 19

How is Manor Park Primary School Keeping You Safe?

At Manor Park, we are committed to following the government guidance in order to ensure that the pupils, staff and visitors to the school remain safe.

What is COVID19.

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus.

Most people with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring treatment. Older people and those with underlying medical problems are more likely to develop serious illness.

Help Prevent the Spread

We ask all visitors to the school to help us to prevent and slow down transmission. Please ensure you wear your mask/face covering at all times.

Please sign in via the Inventory system and answer the on-screen questions when prompted. Failure to do so will result in you being declined entry into the school.

DO YOU FEEL UNWELL?

If you feel unwell or have been in contact with anyone who has symptoms of Covid-19 or if you yourself have been advised to isolate please do not enter the school building. It is important that we keep the school as safe as we can and this is a vital rule that has to be followed by all adults and children entering the building.

If you feel unwell whilst here and believe you have symptoms that match those of Covid-19 please report this immediately to a member of staff. We have "hands off" thermometers in school to check temperatures. We have PPE available including masks and face shields and a fully equipped isolation room for you to go to in order to contain the suspected virus until such a time as you can leave the building safely.

Once you have left the building we ask that you keep the school up to date regarding your wellbeing including test results so we can ensure deep cleaning is carried out and staff / pupils are isolated in accordance with government guidelines.

HAND HYGIENE

Visitors and staff are asked to use the hand sanitiser at the front entrance when entering school. We are asking all pupils and adults to wash hands or use hand sanitiser throughout the day in particular when arriving in school and before leaving, before and after eating and always after using the toilet.

CATCH IT, BIN IT

This is strongly promoted around school with tissues and lined bins readily available in all areas. These bins are emptied throughout the day & at the end of the day. Hand sanitiser is available in all classrooms, offices and shared areas and people are strongly advised to wash hands as part of the preventative action.

"BUBBLES"

In order to comply with the government current guidelines we have created year group "bubbles." Where ever possible these groups do not mix. There will be no sharing of equipment between these "bubbles" unless suitably cleaned. The year groups will eat together and play together but not mix with any other year groups.

Staff can move within these bubbles, but unnecessary movement is discouraged.