

Suntrap Forest Centre

COVID 19 Protocol for site visitors



Visiting staff will:

- Confirm that no member of their party is showing any symptoms of Covid-19
- Be reminded of the importance of good personal hygiene and their obligation to report any Covid 19 symptoms within their group
 - High temperature
 - New Continuous cough
 - Lost or change of sense of taste or smell

Suntrap staff will:

- Before arrival of the visitors open windows in classroom

During the visit

If a visitor develops symptoms:

- They will be required to leave the site as soon as possible
- It is the visiting staff's responsibility to arrange transport to remove them from site
- The person with symptoms will be isolated outdoors or in the first aid room and any minors to be under the supervision of visiting staff.
- Suntrap will provide any necessary PPE.

General operational protocols

Suntrap will ensure that:

- Physical meetings are limited to essential purposes only and social distancing principles enforced, these will be outdoors or in well-ventilated rooms
- Every classroom has hand washing facilities
- Doors, and windows will be open as much as possible unless they are designated fire doors
- Classrooms are cleaned between groups

Ensure staff:

- Undertake twice weekly lateral flow tests
- Only to come into work if they are not showing Covid 19 symptoms
- Are made aware of their obligation to report any illness and are reminded of the importance of good personal hygiene
- Are kept updated and regularly monitored on all procedures