

# Suntrap Forest Centre

## COVID 19 Protocol for site visitors



### Visitors to Suntrap 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
- Be required to wear a face mask when inside Suntrap buildings, unless eating or drinking (secondary pupils and adults unless exempt)

### Suntrap staff will:

- Before arrival of the visitors open windows in classroom
- Wear a face mask when inside Suntrap buildings

### During the visit

If a visitor develops Covid-19 symptoms:

- They will be required to leave the site as soon as possible
- It is the group leader's responsibility to arrange transport to remove them from site
- The person with symptoms will be isolated outdoors or in the first aid room, with minors under the supervision of visiting staff, parent or group leader
- 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