

Ratcliffe College COVID-19 (Coronavirus): Visitor Policy

In response to the global Coronavirus outbreak, Ratcliffe College has implemented a strict visitor policy to safeguard the health and wellbeing of the whole school community.

Our policy has been developed in accordance with the advice and guidance given by the Foreign and Commonwealth Office (FCO), Public Health England (PHE), the Boarding Schools' Association (BSA) and the Medical Officer of Schools' Association (MOSA), supported by our in-house medical team.

Where possible, all non-essential face-to-face meetings should take place online and parents should not come into school unless there is an emergency.

The current guidance is as follows:

- If you live alone and you have symptoms of coronavirus illness (COVID-19), however mild, stay at home for 10 days from when your symptoms started.
- Do not go to a GP surgery, pharmacy or hospital unless it is an emergency.
- In an emergency, dial 999.
- Book a test as soon as possible. To do this, visit the NHS website or call 119.
- If you can, tell the people you have been close to over the last 2 days that you have coronavirus symptoms.
- If you live with others and you or one of them have symptoms of coronavirus, then all household members must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.
- Medical advice tells us that Covid-19 has a fourteen-day period in which a potential risk-carrier (whether symptomatic or not) can spread the virus.
- With that contagion period in mind, a person travelling from a high-risk country, as defined by PHE, must self-isolate for fourteen days.
- If another person (student or staff) comes into *direct contact* with a potential risk-carrier during that fourteen-day period and is symptomatic, they, too, must self-isolate for fourteen days from the first day of contact and contact NHS111.

Therefore, to protect the school community, we would ask anyone who meets the following criteria not to visit the School until they have completed the specified self-isolation period and remained symptom-free. The symptoms of coronavirus are:

- a new, continuous cough and/or
- a high temperature and/or
- a loss of, or change to, your sense of smell or taste

But these symptoms do not necessarily mean you have the illness. The symptoms are similar to other illnesses that are much more common, such as colds and flu.

Please do not visit the School if you have any of the above symptoms or you live with others and you or one of them have symptoms of coronavirus.

If you fulfil either of these criteria, you must:

- Self-isolate for 14 days.
- Be symptom-free during this period before visiting the School.

Given the close-knit environment in our school and boarding houses where viruses can be transmitted easily, our policy on self-isolation goes above and beyond the minimum standards of care, as our number one priority is to safeguard the health and wellbeing of our students, staff and the wider school community.

We will continue to monitor the coronavirus outbreak and assess the associated risks carefully. This is fast-changing, and we will issue new information as appropriate.

Visitors to the School

If you are asymptomatic, you may visit the school if you have an appointment with a member of staff only.

All parents, current and prospective, as well as visitors to the School are politely reminded to follow the guidance below:

1. Parents/visitors must report to Reception and wear a face covering when in the School buildings;
2. When a parent/visitor arrives at the main entrance, they will be asked a series of questions before being allowed in. On entering the building, visitors report to reception where a COVID-19 declaration form will be completed. (see Appendix A);
3. Tradesmen/contractors must report to their Ratcliffe College contact at a pre-arranged meeting point where the same procedure as set out in points 1 and 2 above must be followed;
4. A member of staff meeting a visitor/parent should retain social distancing guidance of 2m at all times;
5. Prospective parents visiting the Headmaster will have 2 options available to them.
 - i) to meet online;
 - ii) to have a tour of the School with the Head for up to 30 minutes wearing a face covering.
6. Sixth Form students will not be asked to conduct tours in the first three weeks of term. This will be reviewed.

This Policy was reviewed and amended by the Headmaster and the Estate's Manager on 28.08.20.

*Further information can be found on the Public Health England website.

Appendix A – Ratcliffe College COVID-19 Declaration Form

STRICTLY CONFIDENTIAL

To be completed on arrival at the School. Please complete the following questions providing details as appropriate. **Please note that by signing the COVID-19 Declaration Form, you are giving permission for the School to share your personal information with the National Track and Trace Service, if required.**

Name _____ Date _____

Contact e-mail _____

Contact telephone number _____

Name of the member of staff you are visiting today _____

Reason for your visit, e.g. pastoral concern _____

Guidance notes appear below for ‘Clinically Extremely Vulnerable’ and ‘Clinically Vulnerable’ along with Main Symptoms of Covid-19 and What do to if you have symptoms.

Your health	Yes	No	If yes, please give details
Are you classed as “ <i>clinically extremely vulnerable</i> ” and have been formerly shielding on government advice?			
Are you classed as “ <i>clinically vulnerable</i> ” according to government guidance?			
Do you have a health condition of which you wish to make us aware, even if you do not fall into either of the categories above?			
The health of those in your household	Yes	No	If yes, please give details.
Is anyone in your household classed as “ <i>clinically extremely vulnerable</i> ” and therefore			

have been formerly shielding on government advice?			
Is anyone in your household classed as “clinically vulnerable” according to government guidance?			
Does anyone in your household suffer from a health condition of which you wish to make us aware, even if they do not fall into either of the categories above?			
Confirmed or suspected cases of Covid-19	Yes	No	If yes, please give details.
Have you tested positive for COVID-19? If so, please provide the date of your positive test.			
If not, do you suspect you have suffered from COVID-19? If so, please provide the date you first started displaying symptoms.			
Symptoms of Covid-19	Yes	No	If yes, please give details.
Are you currently suffering from symptoms of COVID-19? If so, on what date did you first display symptoms?			
Is anyone in your household currently suffering from symptoms of COVID-19? If so, on what date did they first display symptoms?			
In the past 14 days, have you been in close, (15 or more minutes within 2 Meters) unprotected contact with a confirmed or probable case of coronavirus infection?			
Are you currently self-isolating due to being contacted through NHS test and trace or because of symptoms in your household?			
Overseas Travel	Yes	No	If yes, please give details.
Have you, or any member of your household, returned from overseas travel within the last 14 days? If yes, please			

provide details of the area and dates of travel.			
Travel to Ratcliffe College	Yes	No	If yes, please give details.
Have you travelled here using public transport or by taxi?			

