Welcome to Maryland Primary School

We have created this short visitor's guide to provide you with key information and an update on the measures we have taken whilst this pandemic is ongoing. I would like to reassure you that we have taken all reasonable precautions to ensure that all pupils, staff and visitors are safe while they are on our site.

We are working hard to teach our pupils about protective measures to keep themselves and others safe. Please familiarise yourself with this leaflet ideally before you enter the school premises.

Have a pleasant visit and again welcome to Maryland Primary School.

Mrs Lorna Jackson
Head Teacher

On entry, all visitors must:

- Use the hand sanitiser provided by the school before entry.
- Use the thermal scanner to check their temperature.
- Not enter our premises if access is denied.
- Sign in, complete Track and Trace form

During your visit, you must:

- Not shake hands with other people.
- Maintain a minimum of 1 metre social distancing and 2 metres distance where possible.
- Not exchange personal belongings including paperwork (digital copies preferred)

Protocol when working with staff and pupils:

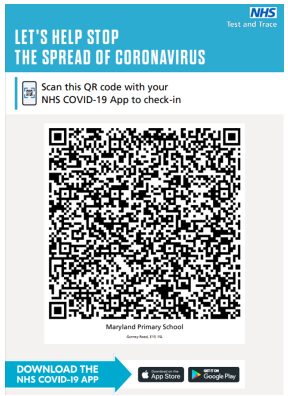
- Do not share stationery or other items.
- Avoid hot desking or sharing of workspaces where possible.
- Take breaks at different time to members of staff.
- Wash your hands regularly.
- Catch it, Bin it, Kill it - Cough or sneeze into a tissue, bin the tissue and sanitise your hands immediately.

Leaving School:

- Use hand sanitiser
- Don't forget to email paper/reports after your visit.
- Sign out

Newham Track & Trace

Please help Newham by using Maryland's QR code to check in when you visit our premises. This is a very simple process that takes less than a minute. Alternatively your details will be recorded by reception staff.



Track & Trace:

The UK Government has asked that we support a track and trace initiative by collecting contact details from any visitors. Any information you give will be held securely and will be used strictly for track and trace purposes. It will be securely destroyed 21 days after your visit.

Live temperature scanning - CTU Thermal Camera:

Before entering the school, all staff and visitors must be granted access from our digital camera activated thermal tester. This thermal scanner will deny access to any adult or child that has a high temperature of 37.8 degrees or more.

Keeping yourself safe whilst on site:

- Hand sanitiser
- Washing hands
- Social distancing
- Only go to permitted areas

Covid 19 symptoms can include:

- A high temperature of 37.8 degrees or above
- A new persistent cough
- A sudden loss of taste or smell (Anosmia)

COVID-19 HEALTH CHAMPION Darren Lock is our Covid Champion. They receive the latest information about Covid-19 from the council and share the information received with anyone in their community. Champions liaise closely with Newham and let the local authority know what is and isn't working. Throughout your visit, if you are feeling unwell or are concerned about your health, please request to speak to or email him on info@maryland.newham.sch.uk

Darren Lock
Deputy Headteacher

School website

www.maryland.newham.sch.uk

KEY CONTACT NUMBERS AND HELPFUL WEBSITES

NHS Covid Helpline - https://www.nhs.uk/contact-us/get-medical-help/

GOV.UK - https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19

Newham Track and Trace https://www.newham.gov.uk/coronavirus-covid-19/c19-information-advice/4

MARYLAND PRIMARY SCHOOL & CHILDREN'S CENTRE

GUIDE FOR VISITORS

September 2020

COVID-19 Procedures