

Archbishop Sentamu Academy

Visitor / Contractor guide:

Thank you for visiting Archbishop Sentamu Academy. As you will be aware schools are operating very differently due to Covid 19.

Our risk assessment and September return to school documents are available on request.

Before you enter the main building, please read the following:

- Do not enter the Academy if you are showing any symptoms of Covid 19.

The main symptoms of coronavirus are:

- ❖ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- ❖ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- ❖ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms

- Please only visit the Academy if it is necessary, most visits can be replaced with a phone call or email. Subject contact emails are on our website.
- Please sign in and take a visitors badge. Please use hand sanitizer before and after signing in or better still use your own pen.
- Ensure you give the member of reception staff a contact number where we can contact you should there be an outbreak in the Academy
- If you wish to take some hand sanitizer with you around the Academy please do so (see reception staff)
- Please respect the 2 metre rule at all times
- Please be aware we are a no handshake school
- Where we have instructions such as a one way system please respect this and following the request accordingly
- Please only go to the areas you are required to go to
- Please sign out and return your visitors badge
- Please sanitise your hands before you leave.

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ASA Track and Trace Contact Details Form

Please enter your contact details and place it in the box.
We will only be using this for track and trace.

Name _____

Company _____

Contact details _____



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