



# Health and Safety Control of COVID-19 Policy for Visitors

## Sacred Heart Secondary School

### 1. Introduction

Under the Safety Health and Welfare at Work Act 2005, the board of management of Sacred Heart School, as employer is required to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees of the school. The employer is further required to manage and conduct the school in such a way as to ensure, so far as is reasonably practicable, that individuals at the place of work who are not employees, such as students, parents/guardians, visitors to the school, are not exposed to risks to their safety, health or welfare.

This policy is influenced by the need to minimise the risk of introduction of COVID-19 into the school community and to prevent its spread. Although it is acknowledged that no single action or set of actions will completely eliminate the risk of COVID-19 transmission, adherence to this policy will contribute to the reduction of that risk of transmission.

In accordance with this policy visitors are expected to comply with the standards of behaviour set out in this policy or as directed by the school to prevent the introduction and spread of COVID-19. The COVID-19 control measures are consistent with current advice from the HSE, the Health and Safety Authority, the Department of Education and Skills and the Department of Foreign Affairs and, as such, may be subject to change.

Visitors are expected to comply with all directions from school staff in relation to the school's COVID-19 control measures. Any failure or refusal to comply with this policy or to follow instructions of school staff will result in the visitor being denied access to the school or requested to leave the school.

### 2. Symptoms of COVID-19

Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are:

- fever
- cough
- shortness of breath
- loss of sense of smell or taste

More information regarding the most up-to-date signs and symptoms of COVID-19 is available on the HSE website, <https://www2.hse.ie/coronavirus/>.

### 3. Standards of Behaviour expected of visitors to help prevent the introduction or spread of COVID - 19 in the school

#### Standards of Behaviour expected of Visitors

Visitors are expected to comply with any control measures directed by the school to prevent the introduction and spread of COVID-19, including, but not limited to:

- maintaining a social-distance of at least 2 metres, from other students and staff;
- wearing a face covering (applicable at post-primary level). All students at post-primary level, are required to wear a face covering subject to a limited number of exceptions set out in relevant Department of Education guidance. Face coverings must not contain any slogans/logos/images that may cause upset or be deemed offensive to any member of the school community.
- performing hand hygiene with a hand sanitiser on entering the school.
- repeating hand-hygiene at regular intervals throughout the school day and when directed by school staff;
- maintaining good respiratory-hygiene. In this regard visitors should:
  - cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in waste bin and perform hand hygiene
  - cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if no tissues are available.
  - keep contaminated hands away from the eyes and nose
  - carry out hand hygiene after contact with respiratory secretions and contaminated objects/materials
  - not spit or deliberately cough or sneeze at or towards any other person in the school
- not sharing materials or stationery, such as pens, calculators, rulers, *etc.* with others;
- not visit the school for 14 days after returning from travel out of the country in line with Government guidelines for travel;
- not visit the school if displaying COVID-19 like symptoms.
- not visit the school where tested positive for COVID-19.
- not visit the school if identified by the HSE as a person who has been in contact with another person who has contracted COVID-19.
- not visit school if a member of the visitors household is displaying COVID-19 symptoms.
- telling a teacher or other member of staff where a visitor feels unwell at school. In that regard
  - the visitor will require to leave the school without delay and advised to contact their GP for advice.
- complying with any other such directions as advised by the DES and/or HSE and communicated to the school community.

**Visitors should be aware that the above is a non-exhaustive list. Visitors are expected to follow all instructions from staff which aim to prevent the introduction COVID-19 into the school and minimise its spread.**

#### **4. Declaration**

**I (name ) \_\_\_\_\_ , have read and fully understood the contents of this policy and agree to abide by its guidelines during my visit to Sacred Heart Secondary School**

**Signed: \_\_\_\_\_**

**Date: \_\_\_\_\_**