



Altmore & Lathom Schools Federation

Executive Headteacher:
Mrs Sarah Rowlands



Covid-19 Visitor Agreement

Altmore Infant School & Children's Centre, and Lathom Junior School are asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19. Following the advice from Public Health England, we are now limiting access to the school site to essential visitors only.

All visitors entering the building must:

- Have an agreed appointment with the school office or a member of the Senior Leadership team
- Sanitise their hands when entering the building
- Not enter restricted areas of school and follow instructions given to them on entry
- Refrain from shaking hands
- Have respect for others by keeping socially distanced
- Wear a face mask whilst moving around communal areas of the building
- Scan Newham's Test & Trace QR Code

For test and trace purposes, we need to keep records of everyone who has visited the school. We will keep this information for 21 days. We will share this information with Test and Trace if somebody within the school community tests positive for Covid-19.

Please fill in your name, a contact number, and then sign to give your consent. If you are part of a group visiting the school, each individual member will have to fill in one of these forms.

Please DO NOT visit school if:

- You have developed a fever (above 37.8C)
- You have developed a new, continuous cough
- You have developed a loss of taste or smell within the last ten days
- Anyone in your household has the above symptoms and has not yet had a test
- You are required to self-isolate for any reason in accordance with Government guidelines

Thank you for your co-operation.

Name:

Company / Agency:

Date of visit:

Contact number: