



## Visitors Policy

To ensure the health and safety of our students and staff, WLP Academy continues to take guidance from the Government and Public Health England. Taking this into account, we are now operating an appointment only system for essential visitors.

If your visit to WLP Academy is an essential one, we would nevertheless ask that you refrain from visiting if:

- You have travelled from or transited through any of the countries or areas that are currently on the 'quarantine list' in the past 14 days.
- You have developed a fever (above 37.8C) or a new, continuous cough within the last seven days or generally feeling unwell.
- Anyone in your household is required to self-isolate in accordance with Government guidelines.
- Along with all members of the WLP Academy, any visitors to the Academy should wash their hands with soap and water before leaving home. Personal Protective Equipment including hand sanitiser, gloves and shoes covers will also be available on arrival and must be used by all essential visitors.
- A track and trace system will be in place and we kindly request all visitors complete a T & T form in advance of your appointment, or on the day if not possible.
- For the avoidance of potential embarrassment, we would also like to advise you that the Academy is currently operating a 'no handshake' policy.
- We apologise for not being able to give you our usual warm welcome, but we must take the current situation very seriously and look after the welfare of our students, staff and visitors.

If you have any questions, please contact the member of staff you are due to visit.

**Date of implementation:** 24th August 2020 **Review date:** As required by Government guidelines

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Registered charity no. 1182168





## Track and Trace (visitors)

As set out by Government guidelines, to assist in the track and trace of visitors exposed to a possible outbreak, we will be collecting the following Information, as set out below. This information will be kept for 21 days. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for track and trace, after which it will be securely disposed of.

### Visitors:

The name of the visitor (If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group)

A contact phone number for each visitor, or for the lead member of a group of people

Date of visit

Arrival time and, where possible, departure time.

Name:	Date:
Company Name:	
Address:	
Telephone:	Number of visitors in group:
Arrival time:	Departure time:

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