



Watcombe Primary School

Visitor Record

The easing of social and economic lockdown measures following the Covid-19 outbreak is being supported by NHS Test and Trace. We will assist this service by keeping a temporary record of our visitors' personal details for 21 days. We will need your name and a contact, preferably mobile phone number – to ensure everyone's safety before you enter the building. Your email and postal address will also be helpful to support NHS information gathering on potential Covid-19 Clusters. We are also asking that you record who you came into contact with during your visit.

Name			
Your Job/Role/Service			
Contact Tel Number			
Email Address			
Date of Visit			
Time In		Time Out	

Before you start your visit

Please answer the following statements. If you answer yes to any question in blue, please alert a member of the office to discuss your visit.

1. Do you have any of the following symptoms: a. New continuous cough b. High temperature c. Loss, or change of your normal sense of taste /smell	Yes	No
5. Are you in contact with anyone who is in isolation or has been sick and or confirmed to be COVID-19 positive?	Yes	No
I agree to inform the school if any of the above occur in the next 14 days.	Yes	No

During your visit

Please note our systems of control, which are in place at our school. If you wish to view our full risk assessment, please visit the school website or ask at the school office. Before you leave please complete the information below and return it to the school office.

- Sanitise hands before entering the building
- Ensure social distancing is maintained with adults and pupils (ideally 2m)
- Avoid face to face contact
- Wash hands regularly
- Open windows & doors to increase ventilation of working space
- Sanitise working area at the end of session and dispose of cleaning materials in the yellow bins
- Wash hands prior to departure

Contacts during your visit

Please list children, staff or parents, where you have been in close contact for 15 minutes or more.

Name	Class if pupil	Pupil ✓	Staff ✓	Visitor ✓

Track and Trace

The information provided on this form will be used to respond to any infection that occurs within the school or if you yourself report an infection to the school. The school is expected to work with the local public health team when dealing with any infections or outbreaks and will provide all contacts that children, staff or visitors have had where it is relevant.

Signed:

Date: