

On Site Meetings

at

Haverstock School

A Covid Secure Protocol.

At Haverstock we value the work that we do with all of our external professionals and business partners.

We are committed to building and maintaining our relationships with parents, carers and agencies that support them.

We will continue in our good work in this area and will continue to meet with, speak with or video conference with all of our extended community to ensure the needs to of our students are met.

Please ensure that the following protocol is adhered to when arranging meetings on site.

If the meeting can take place virtually, please arrange this as appropriate.

1. Prior to meeting, send all participants this protocol with a read receipt.

2. Visitors should:

- Arrive 10 minutes prior to start time
- Sanitise hands at entrance
- wear a face covering at reception and in corridors
- Sign in at reception, providing name, contact number and email – this is re-quired for Track and Trace if the need arises.
- Wait to be collected by staff leading the meeting
- Keep 2m distance from others on journey through the school

3. Meeting participants should:

- Sanitise hands at room entrance
- Sit in 2m spaced chairs
- Refer to shared agenda on interactive board – no papers are to be given out
- Use own stationery
- Refrain from placing belongings on desks
- Follow ‘catch it, bin it, kill it’ rules

4. At close of meeting:

- Place all discarded items of rubbish in bins provided
- Keep 2m distance from others on journey through the school

Your attendance on site = agreement to this protocol.

Please inform us if you test positive for COVID 19 within 7 days of visiting the site