

## **Protocol and Procedures for Visitors to the academy during Covid 19**

All visitors to the academy may be asked to bring formal identification with them at the time of their visit. They must follow the procedure below.

- All visitors must gain access to the site from the main reception, the call button should be used to explain who you are and the purpose of the visit. A member of staff will let you in.
- No visitor is permitted to enter the academy via any other entrance under any circumstances. Once you enter the reception area you will be asked to sanitise your hands.
- At reception, all visitors must state the purpose of the visit and who has invited them. They should be ready to produce formal ID upon request.
- All visitors will be asked to give sign in details stating who they are visiting, adding car registration details.
- All visitors will be asked for contact detail to comply with 'Track and Trace'.
- All visitors will be required to wear an ID badge - the badge must remain visible throughout the visit.
- Your point of contact will be notified you have arrived and you will be asked to take a seat in reception. Please do not arrive longer than 5 minutes before your appointment time or you will be asked to wait outside.
- All meetings will be held in meeting rooms which will have windows open for ventilation and hand sanitisers in place. Social distancing will be adhered to as much as possible.
- Once your meeting has finished you will be asked to sanitise your hands again and will be taken to reception to sign out and leave.