

Guidance for Visitors and Contractors Visiting DESC September 2020

Visitors

- Visits are by **appointment only** as we need to limit the number of people on site at any one time
- If you are an **External Professional** we will require the visit to our school to be the first of the day or the only visit to any school that day where possible
- If you are a **Parent** visiting one of our Centres please avoid bringing smaller children with you
- **If you do not have an appointment** please call before departing as you may be turned away
- **Do not visit if you are unwell or have any symptoms of COVID 19**
- **On arrival** book in with our receptionist who will take your temperature and your contact details for track and trace purposes
- Please use the hand sanitiser provided
- We are currently operating a no handshake policy
- Please observe social distancing and try to avoid touching surfaces
- We are not providing tea or coffee in the current climate but can provide bottled water if required
- Please follow our one way system around our Centres
- Hand sanitiser is provided on exit from the building

Contractors

- Please familiarise yourself with the above visitor guidance
- **Please contact DESC before visiting** where possible
- Before your visit ensure **DESC has a copy of your company's COVID-19 procedures**
- Ensure you bring the relevant **PPE** with you (e.g. gloves, face mask, wipes)

We apologise for not being able to give our usual warm welcome but the welfare of our learners and staff are paramount, please help us to keep everyone safe