

Protocol for meetings, conducted by school staff, with an invited adult.



- The visitor should be met at the school office and asked to use the hand sanitiser, before and after signing in electronically.
- The visitor should be escorted to the nearest external door, to the meeting room, via the playground.
- The visitor should be provided with a face mask (if they do not have their own) which must be worn inside the building.
- The meeting should take place with the adults seated at least 2 metres apart.
- Hand sanitiser must be available in the meeting room.
- If available, a clear screen should be positioned between the visitor and the member of school staff.
- The visitor should be seated so that the staff member's exit to the room is not blocked.
- The room should be ventilated.
- After the meeting the visitor should be escorted back to the school office, via the playground, to sign out.
- The surfaces that were touched by the visitor in the meeting room should be sanitised using wipes.

Any meetings involving more than two visiting adults should take place virtually.