

Visitor Policy

Policy Summary Details:

Policy Title:	Visitor Policy
Version Number:	1
Written/Adopted Date:	
Written by:	Board of Management
Date Shared with Staff:	
Date Ratified by BOM:	
Review Date:	Or sooner if necessitated by alteration to terms or conditions issued by Circular Letter from DES.

Visitor Policy

Introduction

Under normal circumstances, School of the Holy Spirit welcomes visitors to our school. The Covid-19 pandemic is a difficult time for all of us.

Rationale

Safety is our number one priority, and we must do everything we can to prevent the spread of this disease and protect our students and staff.

Aims and Objectives

To minimize risk, our new Visitor Policy puts strong limits on visitors entering our school during the Covid-19 pandemic.

Visitor Protocol

- Telephone in advance to make an appointment.
- On arrival at our school, telephone the office from your car and wait.
- When directed to do so, enter the school through reception at the main front door and fill out two forms.
 - (a) School of the Holy Spirit Covid-19 Questionnaire
 - (b) Contact Tracing Log.Place both completed forms in the red tray provided.
- Take a mask provided if you are not already wearing one.
- Sanitize your hands at the sanitizing station.
- Proceed through the designated door to your appointment.
- Comply with social distancing norms.

All substitute staff must comply with the Visitor Protocol.

We appreciate your compliance with our Visitor Protocol

Implementation/Ratification and Review:

This policy was ratified by the Board of Management on _____.

This policy will be reviewed by the Board of Management on _____
2021.

Signed: _____
Chairman Board of Management

Signed: _____
Principal

Date: _____