



PHC

Hitchin
Independent School

COVID-19: GUIDELINES FOR VISITORS

Princess Helena College is asking for the support and understanding of our visitors in helping us minimise the risk of COVID-19. We hold the prime responsibility for ensuring the safety of our students, first and foremost, but also, and as importantly, of staff and volunteers, parents and guardians, guests and visitors, contractors and delivery services.

We continue to take guidance from Public Health England and the Boarding Schools' Association. Taking this into account, we are now limiting access to the site to essential visitors only. If you are unsure as to whether your proposed visit is considered essential, please email the School Reception to confirm – office@phchitchin.co.uk

If your visit to PHC is an essential one, please be aware that we are implementing the following regulations to help ensure that we maintain a COVID-secure environment for all:

- If you or anyone in your household is displaying symptoms of COVID-19 or is currently residing in a locally 'locked down' area then you must not visit the School.
- Tours will only take place when students are in lessons or after normal school hours in order to manage the risk of transmission and minimise cross-contamination.
- All visitors must sign in on arrival and give their email address and phone number to enable visitors to be tracked and traced should the need arise.
- All visitors must also sign a disclaimer stating that they haven't visited any countries not included on the [travel corridor](#) list within the last 14 days and that they are not displaying symptoms of COVID-19.
- All visitors must follow current guidance relating to social distancing. Visitors may not enter classrooms or common rooms which are used exclusively by separate year group 'bubbles'.

- Visitors are asked to wear a face covering whilst on site, and use the hand sanitiser provided upon arrival.
- Hygiene and handwashing precautions should be followed at all times.
- We will record the names of any people you speak to in person while on site. This is to support the track and trace system as far as we are able.

The visitor protocol is subject to constant review.

Thank you for your co-operation.