

1. All visitors prior to attending CATS will be will be required to sign a self-declaration of lack of recent exposure to and lack of COVID-19 symptoms. The Administration Manager, or a nominated delegate, needs to email these out to any visitors wishing to make an appointment, or any contractors due to come into CATS. There should be an adequate supply of these forms available in case there are unexpected visitors. In this case the visitor needs to complete this form prior to coming into the CATS offices.
2. All visitors will need to complete the form 05a (see below). These will be filled in separately to adhere to GDPR. All forms need to be scanned into an additional area in Dropbox created to hold these documents, be mindful of GDPR regulations.
3. All visitors will be asked to wait downstairs in the reception area prior to the commencement of coming into the CATS offices. This will allow the admin department to ensure all forms have been completed. All visitors will be asked to sanitize their hands. Do not shake hands with any visitor. All visitors will be notified that their temperature will be taken prior to any visitation. Remote forehead temperature-sensing for all visitors will be undertaken before being allowed into any of the CATS offices. Normal body temperature is different for everyone and changes during the day. A high temperature is usually considered to be 38 °C or above. Source: <https://www.nhs.uk/conditions/fever-in-adults/>. All visitors will need to adhere to socially distancing guidelines in the reception area.
4. If anybody presents with COVID-19 symptoms then please refer to policy 02 regarding the procedure if somebody at work might have coronavirus
5. Regular office sanitisation will be provided
6. The deployment of PPE including face masks and hand sanitisers for use at the school for all visitors
7. There will be directed entry and exit to the officers
8. Once the visitor / contractor has left CATS, all areas where this person has come into contact with will need to be sprayed with anti-bacterial spray. These areas will include seats, desk, door handles and any other area they have come into contact with. If offered refreshments, only use disposable cups. Do not hand over items such as pens that can then be contaminated



**Visitor / contractor log**  
Form 05a

Visitor name	Contact Number	Company	Temperature	Signature	Time in	Time out
			1 <sup>st</sup> reading			
			2 <sup>nd</sup> reading			

This information will be stored securely at CATS for no longer than 3 years and used for contact tracing purposes if necessary. You may contact us at any time to have your data removed before that time has elapsed.