

THE MAIN SYMPTOMS OF COVID-19:

a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

IF YOU HAVE ANY OF THESE SYMPTOMS:

Get a test.

Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

Company Name



Information for Visitors About Protecting You and Our Community From Covid-19



At Hollington we **'Think Big'** about everything that we do, including how we keep ourselves as safe as possible from Covid-19. Please support us and follow these steps.

LEAVE YOUR CONTACT DETAILS AT THE OFFICE WHEN YOU SIGN IN.

This can be a telephone number or an email address.

Your personal data will be kept securely in the office for 2 weeks in case we need to contact you to inform you that you may have been in contact with a person who has had a positive result from a Covid-19 test, as part of our Track and Trace system.

USE THE HAND SANITISER BEFORE YOU ENTER.

The hand sanitiser is located on the right hand wall by the entry door and throughout the academy.

IF YOU WISH TO WEAR A FACEMASK PLEASE DO.

Staff are not required to wear face coverings, but do have face shields.

STAFF WILL ASK IF YOU ARE COMFORTABLE.

Please say straight away if you are not.



ARE YOU DISPLAYING SYMPTOMS? IF SO, PLEASE DO NOT COME IN.

ENSURE THAT YOU KNOW WHERE YOU NEED TO GO AND HOW TO GET THERE.

All visitors should be accompanied by a member of staff, who will take you to your location via the safest route. If you access a room via the corridors you may be take through doors with signs that say 'DO NOT PASS BEYOND THIS POINT'. You can do this if you are accompanied by an authorised adult. Please ensure that you sanitise your hands when you enter each area.

ADHERE TO SOCIAL DISTANCING MEASURES AT ALL TIMES.

Remain at 2 metres' distance from others at all times, where possible and use the 1 way system. Lines are marked out to help you.

SIGN THE REGISTER IN ANY ROOM YOU ENTER.

This will help us to know who to contact as part of our Track and Trace system.

WASH YOUR HANDS REGULARLY, AND ANY EQUIPMENT THAT YOU USE.

Sanitiser and cleaning stations are located around the academy. Please ask if you are not sure.

PRACTISE GOOD HYGIENE FOR COUGHS AND SNEEZES.

Please use a tissue and remember to CATCH IT, BIN IT, KILL IT.

IF YOU DISPLAY COVID-19 SYMPTOMS IN THE 2 WEEK PERIOD AFTER YOUR VISIT PLEASE CONTACT US IMMEDIATELY.

This could help us stop the virus from spreading.