

Guidance Notes for all Visitors to East Norfolk Sixth Form College

All visitors to the campus must have prearranged a meeting with a member of staff prior to coming on site.

If arriving by car visitors are to park in the onsite car park – only one person allowed to enter the college building unless alternative arrangements have been agreed in advance.

On entry all visitors to report to reception – sanitiser stations are available at each entrance and throughout the campus.

Reception staff will direct visitors to the closest hand washing facility – if this isn't possible then visitors will be asked to use the hand sanitisers provided.

After hand washing visitors are to report back to reception where staff will book visitors in on site and ask them to declare that they are well and fit to be on campus.

Visitors will be directed to a waiting area and will be collected and escorted to the meeting by a member of staff. At all times whilst on site a visitor will be accompanied around the campus by a member of staff.

All visitors must adhere to the safety measures the College has introduced to keep all staff, students and visitors safe – they will be provided with a copy of our **GO EAST** safety message:-

- G - Go Home - don't come into college if you feel unwell**
- O - One way – follow the directional signs around the campus**

- E - Equipment – use your own, avoid sharing and regularly disinfect**
- A - Always wash your hands frequently throughout the day**
- S - Stay on site during breaks and before you go home**
- T - Two meters – continue to social distance at all times**

At the end of the meeting all visitors will be accompanied back to reception by a member of staff.