



STANDARD OPERATING PROCEDURES FOR VISITORS TO ST MARTINS PRE-PRIMARY

- At 7:00am, Serina Govinsamy will be on duty once she has been screened for Covid-19 symptoms and gone through the sanitising protocols.
- Serina is to inform non-staff members that no visitors are allowed on to the St Martin's Pre-Primary School property.
- Only visitors who have made a prior appointment with the Principal's knowledge are allowed access to the St Martin's Pre-Primary School.
- If a visitor is allowed access, Serina will go up to the gate to screen for symptoms and take temperature.
- All approved visitor's details will be entered in a register by Serina so that pens are not shared, and she will sanitise the pen regularly.
- If any deliveries arrive, they will buzz the office and Serina will go up to the gate to accept and sign for them. Packages to be sanitised where possible.
- If any members of the public wish to pick up application forms, Serina will hand them forms in a brown envelope. She will accept any completed forms.
- Serina is to sanitise her hands after interacting with each visitor.
- The School gate and the Church gate will be sanitised at 7:30am and 2:30pm.
- The intercom and door handles will be sanitised after each use.