

External Visitors to School Site form

For visitors providing a service to the school during school hours

Before external visitors are allowed on a school site to perform a service to the school, they must provide a signed copy of this form to the school principal. This form acts as evidence that the visitor is aware of, and will abide by their obligations to comply with the health advice of the day, including hygiene and distancing requirements. The visitor must provide personal contact information to the school to be used in an emergency or when performing contact tracing if required. It is recommended that all visitors who are on a school site for a specific purpose or meeting also sign this form.

- **Stay at home when unwell.** Do not attend the school site if you are unwell.
- **Practise good hygiene when on the school site.**
- **Wash your hands regularly and thoroughly.**
 - Wash your hands or use hand sanitiser on arrival to the school and between providing support to students. Implement hand hygiene practices at regular intervals throughout your visit to the school.
- **Maintain respiratory hygiene.**
 - Cover your cough or sneeze through coughing or sneezing into your elbow or tissue, and then disposing of tissues immediately. Always wash your hands after you have coughed, sneezed or blown your nose.
- **Avoid shaking hands.** Use non-contact greetings.
- **Maintain physical distance.**
 - Maintain physical distance from other people while on the school site. In particular, maintain a physical distance from adults at the school and limit physical contact with students.
- **Cleaning protocol for any shared items (where relevant)**
 - Any tools or equipment that will be used by staff or students must be cleaned before use.
 - Equipment that will be shared between groups of students should be cleaned between each use.
 - Equipment that cannot be cleaned should not be shared and must be disposed of between each use.
 - Equipment that is exposed to any bodily fluids must not be shared and must be cleaned and disinfected between each use.
- **Use personal protective equipment (PPE) (where relevant)**
 - If there is a risk of exposure to bodily fluids, suitable PPE must be worn while conducting the activity or task.
- **Keep our school environment clean (where relevant)**
 - Schools maintain a clean working and learning environment. Working and learning spaces should be left clean and tidy. Any high touch surfaces or work spaces areas should be wiped down following use with a suitable cleaning product.

Acknowledgement from visitors on health and hygiene measures at our school

- I am well and have no signs or symptoms of flu like illness.
- I have provided my personal contact information to the school so I can be contacted where appropriate.
- I have reviewed the most recent Australian Health Protection Principal Committee Guidelines and NSW Health advice on COVID-19 and can confirm that I can comply with the requirements outlined.
- I have reviewed the current NSW Public Health Orders and I understand the current requirements and directions in place for hygiene and physical distancing.
- I confirm I have reviewed the safety and hygiene measures in place at the school and I agree to follow and implement these requirements.

Name of visitor (please print)

Phone number of visitor

Email address of visitor (if relevant)

Signature of visitor

Date
