

Swindon
Young
Musicians



CORONAVIRUS ESSENTIAL VISITOR PROTOCOL

MUSIC FOR ALL



Supported using public funding by



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Swindon
music
Service



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COVID-19: GUIDELINES FOR ESSENTIAL VISITORS

During these unprecedented times, Swindon Music Service asks for your understanding and full cooperation in trying to minimise the spread of Covid-19. As Swindon Young Musicians opens, we ask that all visitors to the Platform adhere to the procedures outlined below to help keep all children & young people, staff and other parents/carers and their families as safe as possible.

The aim is to reduce unnecessary interaction between people on our site, and therefore limit the risk of cross-contamination between individuals within the community.

Swindon Music Service continues to follow the Public Health England advice and those provided by the government website. As such we are restricting access to the Platform.

Essential Visitors



- SMS will only allow essential visitors on site for:
 - Regular maintenance and emergencies.
 - Essential professional meetings.
 - Training that must be undertaken in person.
 - Safeguarding.
 - Health and safety.
 - All visits will be at SMS discretion.

Covid-19 Symptoms



- If you have any one of the following symptoms you must not visit the Platform:
 - a high temperature – this means you feel hot to touch on your chest or back.
 - 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.

Health Conditions



- Visitors who are **clinically extremely vulnerable** to coronavirus should work from home if they can.
- If they visit, they **must** take precautions by washing their hands regularly, avoiding touching their face and keeping 2 metres away from persons in the Platform.
- We would expect that the employer has undertaken an individual risk assessment in these circumstances.

Arranging the Visit



- Visitors must make an appointment to visit the Platform.

Arriving



- Visitors must arrive at agreed time (please contact the office if you are unable to do this).
- Report directly to the admin office unless other prior arrangements have been made.
- Complete a Track & Trace form.

Hand Hygiene



- Use hand sanitiser provided on entry to the Platform.
- Wash hands after visiting the toilet and at regular intervals.
- Use hand sanitiser when leaving the building.

Social Distancing



- Visitors should observe social distancing whilst in the Platform premises wherever possible. That is:
 - Meet as few persons as possible whilst visiting.
 - Maintaining a 2 metre social distance throughout the visit wherever possible. (This won't be possible for certain support professionals).
 - Any face to face meetings should be time sensitive.

Site Visit



- All meetings will take place in the main hall where social distancing will be adhered to.
- Windows will be kept open during the visit and where possible the door will also be open.
- Items should not be shared during the visit if possible. If not possible, good hand hygiene should be observed.
- Minimise any touching of fixtures, fittings and other contents.
- Host of the meeting will sanitise the room immediately after the meeting.
- Visitors will be allocated the toilets on the ground floor.
- Face masks **must** be worn by visitors who are not working with pupils, but they are not a substitute for maintaining the required social distance.