

COVID-19 Visitors Checklist

Item	Y or N
Before children enter the room Have you washed your own hands on entering the building? Have you wiped down any contact surfaces you plan to use with anti-bac spray?	
Are tissues available in the room?	
Are lessons planned to ensure there will be no mixing of class groups?	
Have you propped open any doors/ windows for ventilation?	
When children are in the classroom: Have you reminded children to wash their hands upon entry?	
Have you kept your distance (at least 1m, preferably 2m) from children?	
Have you asked children to wash their hands if they sneeze, blow their nose or touch their face?	
Have you asked children to use hand sanitiser as they leave the room? (please supervise)	
Have you wiped down tables between lessons, and at the end of your session, with anti-bacterial spray?	
Before leaving Have you filled out the 'Contractors and Visitors Record' with the office? Have you washed your hands for at least 20 seconds?	
After carrying out the above checks please sign below I have carried out the above checks and found the site to be following the current government guidelines in line with COVID-19	
Date:	Signature: