



## RSB Entrance to Site Protocols – Visitors

**21 June – 3 July 2020**

From the 21<sup>st</sup> of June 2020, the Primary and Secondary schools will be open again to visitors. We have tightened the protocols to ensure we do all we can to protect and keep safe all staff and visitors.

Please read these carefully so that you understand what you need to do, should you wish to visit the school.

Please make sure that you bring your Emirates ID with you and are wearing a mask. We also recommend wearing gloves. On arrival please park your car and then walk directly to reception.

When you arrive at reception you will be asked to read and then sign an RSB Declaration form (you may want to bring your own pen). A member of the RSB Onsite Reception Team will then take your temperature and record it on the form.

You will be asked to write your full name, Emirates ID, mobile number and to explain the reason for your visit.

You will also be expected to answer a series of questions and sign to confirm. If you answer 'Yes' to any of the questions you will not be allowed on site.

The questions are as follows:

- 1 Do you or anyone in your household, have any symptoms of COVID-19 (e.g. a new continuous dry cough, fever, shortness of breath/difficulty breathing)?
- 2 Have you had a COVID-19 test in the last 14 days?
- 3 Have you travelled outside of the UAE in the past 14 days?
- 4 Have you or any member of your household been given personal advice or a directive to self-quarantine or self-isolate by any government, employer or medical authority?
- 5 Have you been in contact with someone who has tested positive for COVID-19, or who has been told to await results of a formal COVID-19 test in the last 14 days?

A copy of the form that will be filled is available here: xxxxxxxx

Once permitted onsite you will be expected to follow these protocols to protect yourself and others.

- 1 Report to the Administration Building first, before going to any other part of the school
- 2 Get your temperature checked and recorded in reception by a member of the RSB Reception
- 3 Stay 2m apart from other individuals
- 4 Apply best hygiene practice for hands, coughing and sneezing
- 5 Wear a facemask at all times (unless working alone). We also recommend wearing gloves
- 6 Avoid contact with others unless absolutely necessary
- 7 If you need to congregate this should be in groups of less than 10 and at all times keep 2m apart
- 8 On exiting please leave via reception and inform a member of the RSB Reception Team of any areas of the school you have visited

Please understand that ensuring all visitors abide by these measures is crucial to the safety of our community. It is for this reason that any failure to disclose above answers accurately and/or contravening UAE guidance on COVID-19 regulations could lead to legal action.

This guidance will be reviewed for the start of the new academic year 2020-21.



## RSB ONSITE DECLARATION: Visitor

Please read this declaration form very carefully, sign it and give it to a member of our RSB Onsite Reception Team, who will take your temperature and record it on this form.

**Please wear a mask at all times.**

Full name \_\_\_\_\_

Emirates ID \_\_\_\_\_

Mobile number \_\_\_\_\_

Reason for visit \_\_\_\_\_

- |   |   |                                 |                                |
|---|---|---------------------------------|--------------------------------|
| 1 | Do you or anyone in your household, have any symptoms of COVID-19 (e.g. a new continuous dry cough, fever, shortness of breath/difficulty breathing)?                   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 2 | Have you had a COVID-19 test in the last 14 days?   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 3 | Have you travelled outside of the UAE in the past 14 days?  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4 | Have you or any member of your household been given personal advice or a directive to self-quarantine or self-isolate by any government, employer or medical authority? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 5 | Have you been in contact with someone who has tested positive for COVID-19, or who has been told to await results of a formal COVID-19 test in the last 14 days?        | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

If you have answered 'Yes' to any of these questions you will **NOT** be permitted onsite

Temperature recorded on arrival \_\_\_\_\_

## **Once permitted onsite please follow these protocols to protect you and others**

- 1 Keep your Emirates ID with you at all times
- 2 Report to the Administration Building first, before going to any other part of the school
- 3 Get your temperature checked and recorded in Reception by a member of the RSB Onsite Reception Team.
- 4 Stay 2m apart from other individuals
- 5 Apply best hygiene practice for hands, coughing and sneezing
- 6 Wear a facemask at all times (unless working alone). We also recommend wearing gloves
- 7 Please remain only in the area of the school that you need to and avoid contact with others unless absolutely necessary
- 8 If you need to congregate this should be in groups of less than 10 and at all times keep 2m apart
- 9 On exiting please leave via reception and inform a member of the RSB Onsite Reception Team of any areas of the school you have visited

**Failure to complete this declaration, to not have your temperature taken on arrival or to ignore any of the protocols may lead to legal action**

**If you see anyone on site not following these protocols it is your duty to inform the RSB Site Manager immediately on 056 170 1610**

**Signature** \_\_\_\_\_