



## **Covid Response Protocol on Access to School for necessary visitors such as parents and contractors.**

The prompt identification and isolation of potentially infectious individuals is a crucial step in restricting the spread of the virus and protecting the health and safety of the individuals themselves and other staff, contractors and visitors at the workplace. To this end, we ask visitors to our College to adhere to the COVID Response protocol in place.

### **In Clonakilty Community College:**

- Access to **CCC is by prior appointment only**. Arrangement for necessary visitors such as contractors and parents will be restricted to essential purposes and limited to those who have obtained prior approval from the Principal/Deputy Principal.
- Upon arrival to CCC, visitors are requested to **ring 023 8833877**.
- The visitor will then be given instructions on the procedure in place.
- Visitors will be required to report to Reception and adhere to the social distancing measures in place. This involves:
  - Wearing a face mask
  - Sanitise hands upon arrival and again on departure.
  - Complete a contact log (available at Reception)(Visitors to bring their own pen/biro)
  - Visitors will also be requested to fill in a Visitor Declaration form

*All school records and data will be maintained and processed in compliance with the GDPR and the Data Protection Acts.*

***As a college we wish to empower our pupils to become independent and confident young adults enabling them to reach their full potential.***