



GUIDELINES FOR MANAGEMENT OF VISITORS AT SBSA IN RELATION TO COVID-19

In the present situation and changes being implemented in all educational institutions, it is highly advisable that educational institutions limit non-essential visitors on its ground. The following guidelines are to be observed by **ALL** visitors coming to the academy:

- Parents/ guardians (only) should call beforehand for an appointment. In the event that the person is a ministry official (health, education etc...) appropriate credential should be shown.
- Lecturers should inform and submit their appointment list of parents to a designated member of management in order to have a centralized list.
- Management should provide security personnel with a list of expected visitors for the day.
- Security member should be present at main screening station at all times armed with their hand sanitizers whereby every person coming at the academy, should sanitize their hands.
- Every visitor should fill in the visitor log with appropriate details with the necessary physical distancing being respected. Note that the pen should be wiped down after each use or encourage the visitor to use his or her own pen.
- A room should be assigned to receive the visitor with enough space for social distancing. The room should be wiped down first thing in the morning and after each meeting. Should it be a conferencing, ensure that there is ample space between the people concerned.
- The visitor should be accompanied to the waiting area, designated by the academy.
- If a visitor is not on the list, management should be informed and approval granted before he/she can proceed inside the academy grounds.
- Visitors can only be seen in the designated area, unless permission has been granted by the Director.
- Visitors should not linger on the academy ground once they have completed their visit.