



Sign –in & Sign Out Policy

It is the policy of the Manager of the Intermediate School Killorglin to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all staff and to protect pupils, visitors, contractors and other persons at the school from injury and ill health arising from any work activity.

All staff and external contractors engaged in essential services **MUST** sign in when entering the school and sign out when exiting the building.

Hand sanitizer is available at the front door as are gloves.
Anyone entering the building **MUST** wash their hands.

When signing in, use you own pen.

Signed: J. O'Dwyer

Manager, Intermediate School Killorglin

Date: 20/05/20