

Procedures for providing Covid-19 safe K'NEXT Generation Online Workshops.

These procedures were prepared with reference to:

Coronavirus (COVID-19): Guidance on preparing for the start of the new school term in August 2020 – Version 2

<https://www.gov.scot/publications/coronavirus-covid-19-guidance-preparing-start-new-school-term-august-2020-version-2/>

and (referred to in the above document):

Assist Facilities Management (2020) Cleaning Recovery Advice for Schools & Early Years Settings

https://drive.google.com/file/d/1RIGQ_-ggQe6Q7JA9Z37k-7ybx8JMaC2s/view

Please refer to K'NEXT Generation Online Workshops Risk Assessment for the controls that will be in place during the following procedures:

1. Equipment preparation and quarantine:
 - a. While equipment is being sorted, checked and re-stocked at K'NEXT Generation base, staff will wear PPE.
 - b. Once sorted the equipment will be sealed in individual Kit Bags.
 - c. Kit Bags will be placed in a crate with support materials and the crate will be sealed with a label stating:
 - i. the date & time the crate was sealed
 - ii. a “Do not open before” date
 - iii. workshop date
 - iv. workshop time
 - v. the school
 - vi. the class.
 - d. Prior to each workshop the contents of each crate will be quarantined for a minimum period of 3 days.
PLEASE NOTE: This does not apply to the exterior of the crates.

2. Delivery & Collection

- a. Delivery and collection will minimise person-to-person contact.
- b. Crates will be delivered on a Monday to all schools that have a booking for that week, irrespective of the day of their booking.
- c. Crates will be collected on a Friday from all schools that had a booking for that week, irrespective of the day of their booking.
- d. The equipment will not be checked when collected but will be checked upon arrival at K'NEXT Generation base.
- e. The school will be notified about any missing equipment and may be liable to a charge to cover the cost of replacement.

3. During a Workshop

- a. It is assumed that all school risk assessments & protocols will be followed throughout the workshops.
- b. A teacher must remain with the class/group throughout the workshop.

Procedures Timetable

Day	Activity	Notes
Saturday	Quarantine day 1	Crate contents in quarantine
Sunday	Quarantine day 2	
Monday	Quarantine 3 AND Delivery day	Crate contents in quarantine All crates delivered to all schools
Tuesday	Crates in schools	Schools to store crates until required at designated time(s) for workshop(s) and until collection
Wednesday	Crates in schools	
Thursday	Crates in schools	
Friday	Collection day AND Preparation day	All crates collected from all schools Equipment prepared and put into quarantine

If K'NEXT Generation staff exhibit symptoms of Covid-19 they will follow government testing, tracing and isolation guidelines. Delivery/collection and workshops will be postponed until a negative test result is received or until appropriate isolation period has been observed.