

COVID-19 Specific Classroom Guidance



Kindle Centre

You will be advised which room we are using and how to find it in advance of each session.

General:

- You are advised to avoid using public transport to get to class
- Please do not come to class if you or anyone in your household have experienced any of the following symptoms:
 - High temperature
 - A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
 - You come from an area under lockdown

Parking:

- Park in the Asda Car Park. Ensure you give your registration to Reception staff – this will allow you 3 hours free parking

Entering the building:

- There is no signing in station at reception, on entry, please use the hand sanitiser and proceed directly to the classroom.
- Ensure you observe social distancing in the reception area
- You MUST wear a mask in the public areas of the building

In the classroom:

- You will be asked to give your details for the Track and Trace record – this information must be provided for the Kindle Centre, who will keep the records for 21 days
- Only course participants, tutor and a representative from Business Angel are permitted in the classroom
- In line with the DFE advice, you must wear a face covering in the classroom – there will be face coverings and vinyl gloves available in the classroom

- Hand sanitiser will be available in the classroom – please use it regularly
- You must observe social distancing – individual tables will be set up 2 metres apart with everyone facing the same way. Please stay at your table and do not touch anyone else’s table. The Kindle Centre are responsible for cleaning all furniture before and after we have used the classroom
- Please do not share any equipment
- Ensure that you adhere to the ‘catch it, bin it, kill it’ approach
- We will ensure good ventilation in the classroom by opening windows
- All handouts will be provided online

Feeling unwell in the classroom:

- If you start to feel unwell, start to cough, or feel hot, please let your tutor know immediately
- You will be assisted to isolate and make arrangements to get home
- Please ensure that you don’t touch people or surfaces etc.,