

# COVID-19 Protocols for Tutoring

Fall 2020

Face-to-Face Academic Support at Iola/Burlingame: Maximum 3 students tutors on duty

- One tutor at each table and maximum two people at a table (tutor/tutee)
- If Library (Iola) or ACS (Burlingame) is busy, or if tutee or tutor feel uncomfortable in space available, session can be moved to study room in Student Center or empty table in fishpond (Iola) or commons area (Burlingame), if available.
- Tutee MUST return to log out of computer; tutor MUST return after session to continue shift and help other students. (Abuse of this indirect supervision will result in reprimand or, if repeated, termination).
- Masks are required when tutoring session is taking place. If tutee doesn't have a mask, one will be obtained and worn BEFORE consultation occurs.

Sit at safe distance from tutee (visualize 6 feet). Only 2 chairs at each table.

No sharing of writing instruments; papers will have to be exchanged, but students should wash hands after consultations.

Encourage use of white board by math tutors. Math sessions can involve more than one tutee working on the same material, if white board is used and distance maintained.

Hand sanitizer on each table and log-in computer station

If tutees aren't present, visiting with passersby is discouraged. Keep space available open for tutees. If chair is taken for visiting, potential tutees might be dissuaded from stopping in.

Maintenance staff to provide, and coordinator to hand out, disinfectant spray and wipes to each tutor to clean the area they used (table, chairs, etc.) before and after each shift and as often as they wish during shift. If coordinator is gone, supplies will be readily available and MUST be used before and after each shift.

Zoom and Online Writing Lab (OWL) will be promoted, via email/flyers/website/etc., to provide consultations for those students unable to visit tutoring centers or wishing not to do so.