

COVID-19 Protocols for Tutoring

Fall 2023

Iola: Maximum 3 students tutors on duty

- One at each table in Academic Support and one at nearby Library table
- If Library 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, 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).

Sit at safe distance from tutee (visualize 6 feet). Only 2 chairs at small table and 2-3 chairs at big tables.

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

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.) after each shift and as often as they wish during shift. If coordinator is gone, supplies will be readily available and MUST be used after each shift.