

COVID-19 Service Update 2020-06-22



Math Plus Tutors Reopening Policy & Guidelines

As businesses start to open their doors, we at Math Plus Tutors understand the importance of keeping our students, staff, and visitors safe in the fight against COVID-19.

Following the guidelines of local and provincial public health authorities, we have developed a framework for reopening our onsite tutoring services. These new policies address areas including use of premises and shared resources, students, staff, and visitors.

We are also pleased to announce that we will continue to offer online tutoring as an option after successful trials with students, parents, and staff over the past few months!

MPT will be starting its Summer Day Camp (2020) following the “COVID-19 Guidance: Summer Day Camps” issued by Ontario Ministry of Health (June 1, 2020), and reaffirmed by the Office of the Premiere (June 9, 2020).

Please take the time to read through our new policy and procedure carefully. As we reopen for business, we continue to monitor the COVID-19 situation and will further update our plans as necessary per public health guidance.

Should you require more information, please reach out to our Director, Sahar Nasr at mathplustutors@gmail.com or call 519-542-1999.

Thank you for your cooperation and continued support of Math Plus Tutors!

Sahar Nasr, *Director*

Sahar Nasr

Math Plus Tutors

519-542-1999

www.mathplustutors.ca

STUDENT POLICIES

Illness

- Students who are sick or have been showing signs of illness 24 hours prior to their session cannot participate in in-person sessions and must reschedule, cancel, or switch to online session
- Students and/or parents/guardians should continue to monitor students' health and temperature prior to returning for in-person sessions. A minimum of 48 hours symptom free condition is required prior to commencing in-person services. Please keep our office updated of your student's condition prior to commencing their regular services.

NOTE : Math Plus Tutors now allows for late cancellations (less than 24 hours) due to illness without penalty

Outside Materials

- Students are encouraged to submit homework online whenever possible
- Do not bring any unnecessary materials from home (including snacks, toys, etc.)
- Items brought into the office by students will be decontaminated

NOTE: If a student requires an item from home as an aid, please make arrangements with the Director in advance.

Office Entrance

- Staff to administer controlled entry to reduce capacity in office at all times
- The tutor will escort students from the building or office entrance to the assigned tutoring room

Arriving for Your Session

- Please note that our waiting area is closed until further notice, except in case of emergency
- *Should student and/or family need to use the waiting area, they must make arrangements with and obtain approval from Director in order to do so.*
- Students are to arrive for their sessions at the scheduled time, and meet with their teachers to be escorted inside immediately
- Students are to remove their shoes and wash their hands upon entry

NOTE : Tutoring sessions will be staggered out to reduce capacity and congestion in the office space and building hallways

Hygiene & Safety

- Students are required to physically distance from staff, students, or visitors AT ALL TIMES
- Students are encouraged to wash their hands frequently and use hand sanitizer provided in the office as per needed
- Students should do their best to not touch unnecessary items and/or surfaces during their sessions

TEACHER POLICIES

Health Screening

- Teachers are to monitor their health on an ongoing basis and notify Director of any illness or symptoms within 24-hour window prior to session
- If ill, teachers will not conduct an in-person session
- Teachers should continue to monitor their health and temperature prior to returning for in-person sessions. A minimum of 48 hours symptom free period is required prior to commencing in-person services.
- Teachers will undergo health screening at the start of each session, including temperature check

Outside Materials

- Teachers must decontaminate all supplies brought in to work upon arrival
- Teachers are encouraged not to bring any unnecessary materials from home without prior approval

NOTE : Disinfecting supplies will be provided to teachers onsite

Shared Resources

- Teachers must schedule the use of communal space and/or resources in advance with Director
- Each teacher will be assigned their own bin with supplies, manipulatives etc. to use with their students. Such items won't be shared with another teacher please.

Decontamination

- Teachers must ensure to have disinfecting supplies in the room at the start of each session
- Teachers must disinfect and decontaminate the room and all used surfaces at the end of each session

Hygiene & Safety

- Teachers must observe physical distancing from students, staff, parents/guardians, and visitors AT ALL TIMES
- Teachers & staff are required to wear a non-medical face covering when on premises. Face masks will be provided by the office. Teachers are encouraged to clean and disinfect their masks after each use
- Teachers are encouraged to wash their hands upon arrival, and use hand sanitizer (which will be made available to them) in between or at the end of each session
- Teachers are required to review and follow the best practices for childcare providers outlined by the Public Services Health and Safety Association Ontario.
- Teachers are to follow all directions and guidelines provided by the local Public Health in regards to safe return to work and customer service providing as applied to MPT service delivery model(s)

USE OF FACILITIES

Building Entrance & Hallways

- Please limit touching unnecessary surfaces within reason when entering the premises for a session

Washrooms

- Math Plus Tutors' washroom will be used by Staff & students mainly for washing hands
- Students and staff are advised to use washrooms at home prior to coming to their sessions
- In case of emergency, washroom will be disinfected by staff after use
- Students using the washroom are not to touch unnecessary surfaces, and to wash their hands thoroughly after use

NOTE : Use of public washrooms in the building is up to the parents'/guardians' discretion

Office Entrance

- Staff to administer controlled entry to reduce capacity in office at all times
- The tutor will escort students from the building or office entrance to the assigned tutoring room

Waiting Area

- The waiting area is closed until further notice, except in case of emergency

NOTE: Should student and/or family require the use of the waiting area, they must make arrangements with and obtain approval from Director in order to do so.

Rooms

- Number of rooms being used at a time will be limited following the provincial and local public health guidelines
- Rooms will be reconfigured to ensure physical distancing during sessions

Resource Area

- Use of resource area by staff or students must be arranged beforehand and staggered
- Staff must use gloves when handling materials and/or printers, and dispose of gloves immediately after use

Public Health Signage

- Students & staff are to follow Public health signage posted on the walls for best practices on how to avoid contracting COVID-19 by following best practices when sneezing, coughing, opening/closing doors, and handling shared materials

PARENTS/GUARDIANS, SIBLINGS & VISITOR POLICIES

Illness

- Visitors who are ill will not be allowed into Math Plus Tutors until a minimum of 24 hours symptom-free

Drop-Off/Pick-Up

- Only students receiving services at MPT will be allowed into the suite

NOTE: If a student requires parental/guardian escort into Math Plus Tutors, prior arrangements and approval must be obtained from Director

Appointments

- All non-tutoring visits to Math Plus Tutors must be arranged in advance by emailing mathplustutors@gmail.com or calling 519-542-1999

SERVICE PROVIDING POLICIES

Staggered Services

- Services will be staggered in such a manner to limit the occupational capacity to allow for exercising physical distancing
- Tutoring sessions will be held off hours with the Day Camp to minimize students' exposure to a larger group

Frequent Cleaning

- Frequent cleaning will be exercised between sessions, during group activities, and by the end of the day
- Deep cleaning will be implemented on weekly basis

Visitors

- NO VISITORS will be allowed to Math Plus Tutors' premises during Day Camp hours

