



## **Covid-19 Practices and Guidelines**

### **Information for**

### **Students, Tutors, Other Volunteers, and Staff**

10/04/21

**The following practices and guidelines must be followed by all students, tutors, other volunteers, and staff.**

#### **Vaccination and Meeting Guidelines**

##### *Vaccinations*

- **Students, tutors, other volunteers, and staff must be vaccinated in order to use the TLP building.**
- Proof of vaccination is required before meeting at TLP.
- Give a copy of your vaccination card (including the date(s) of your vaccination(s)) to TLP staff, or ask a staff member to copy your card. When your vaccination expires, a record of your booster shot must be provided.

##### *Meetings*

- **Tutors must reserve space at TLP ahead of time for all day, evening, and weekend meetings.** To reserve space, sign up on the reservation sheets on the wall opposite reception. Tutors may also call or email TLP staff to book a room (607) 277-6442. (See *Screening* below for daytime entrance procedures)
- Tommy's Room (the small, windowless room near the ABE Coordinator's office) will not be available for tutoring.
- **Everyone must sign in and out of the logbook when meeting at TLP.** If the area is congested, wait outside and sign in when the area clears. The logbook helps staff monitor building capacity and is important should contact tracing be necessary.
- If a tutor and/or student is not vaccinated, they cannot meet at TLP or off-site.
- Vaccinated students and tutors may choose to meet off site, but the tutor must notify the ESL or ABE Coordinator.
- If students and tutors choose to meet off site, meetings should be held in mutually agreeable, safe public spaces (e.g. public libraries, parks).
- Home visits by tutors are not allowed at this time. As always, home visits are only permitted with prior approval from the Executive Director and the ABE or ESL Program Coordinator.

- Tutors and students should arrange meetings with staff ahead of time. Call (607) 277-6442.
- Tutors and students must also reserve time to browse the library. Call or email to make an appointment (607) 277-6442.
- Walk-ins are not permitted at this time due to building capacity.

## General Health Guidelines and Masks

### *Screening*

*Due to breakthrough Covid cases, TLP is increasing its admittance screening.*

- Before being admitted to TLP, daytime visitors (students, tutors and volunteers) will be asked screening questions (see TLP's health screening questions.)
- Visitors' temperatures will be taken upon admittance. Temperature information will not be recorded.
- If visitors have a fever or if their answers to the screening questions indicate they may have or may spread the Covid virus, admittance to the building will be denied.

### *Masks*

- **Students, tutors, other volunteers, and staff must wear masks inside the building and when tutoring offsite.**
- If you do not have a mask or you forget your mask, TLP will provide one for you.

### *Social Distancing*

- Keep as much distance from each other as you can---hallways are narrow so try to move efficiently and avoid crowds.
- Tutors and students should leave at least a minimum of 3ft, and ideally 6ft, between themselves when meeting.
- Please do not enter the main office area (reception) without asking first.
- **If you are not feeling well do not come to TLP. This includes feeling like you have a cold, "the sniffles," or a headache. Please help us keep each other safe.**

### *Other*

- Spray cleaners and paper towels will be available in tutoring rooms. Please quickly spray and wipe surfaces when you are done tutoring or volunteering.
- Utilize/turn on air filters in study rooms. Ask a staff member for help if needed.
- If you choose to open windows while tutoring, please turn off the A/C and remember to close and lock windows when you leave. This is very important for building security.

## **In the Future...**

- ***As we move forward, there may be a relaxing or tightening of our Covid-19 practices and guidelines.***
- TLP staff will use email to notify tutors and other volunteers of any changes to policies. Policy changes will also be posted throughout the building.
- If tutors, students, or other volunteers are unsure of any Covid policies or changes to policies, please contact a staff member for help.
- TLP's operating status can also be found on our website: [www.tlpartners.org](http://www.tlpartners.org)

**Our goal is to provide a safe, welcoming, and comfortable space for everyone to teach, learn, and work.**