August 26, 2020

**Adult Literacy One-to-One Tutoring Re-Opening Protocol**

While **The Moore County Literacy Council** cannot guarantee a virus-free environment, we will take the following steps to mitigate the spread of the COVID virus. MCLC will continue to comply with the Governor’s Executive Order 141, [https://files.nc.gov/governor/documents/files/EO141-Phase-2.pdf](about:blank):

* pre-screen all students, volunteers and staff about exposure, temperature, cough, or other symptoms as outlined by Executive Order 141 (see attached health survey); a temperature of 100.4 degrees Fahrenheit or more will be considered a fever.
* require masks of all students, staff, and volunteers while moving about the premises:
  + masks will be required at all times in the lobby area, computer lab, resource room, and copy room.
  + when seated 6‘ apart or more, in a tutoring room, separated by a shield, masks may be removed if both student and tutor feel safe.
  + all students using computers in the computer lab must continue to wear a mask even while seated.
* maintain distances of 6’ or more apart from all individuals on the premises unless wearing a mask or separated by a shield.
* provide hand sanitizer, masks, and cleaning supplies
  + When students, tutors, and visitors enter the lobby, they will be required to apply hand sanitizer before signing in.
* sanitize surfaces that have been utilized by students, tutors, or staff between uses, and wiping down of doorknobs, sinks, toilet handles, etc. regularly throughout the day.
* post emergency maximum building occupancy (50% capacity) as outlined by Executive Order 141 and having a similar sign at the lobby entrance stating maximum lobby occupancy of 2 people.
* control the number of people in the building by inviting tutors and students to return “by appointment only”, M-Th, 9am-7pm and at their personal discretion, as outlined by Executive Order 141. Anyone in the “high risk” category is encouraged to forfeit participation until they feel comfortable returning.
  + besides staff, we will maintain a maximum of 3 learning pairs, 2 computer lab students, 4 conference room guests at any given time.
* provide plexiglass shields on all tutor tables and hand sanitizer in each tutor room.
* Discourage the sharing of materials (workbooks, teacher manuals, etc) and providing a box for books and materials that were used and need to be sanitized.
* encourage outdoor tutoring whenever possible
* post signage in each room to remind participants to use shields, wash hands, use hand sanitizer, return used books to the used book bin, and maintain appropriate distances as defined in Executive Order 141
* place floor markings in lobby to keep people 6’ apart

This information will be included in the September edition of Tutor Tips, provided in an email to all tutors, and mailed to all students upon approval of this re-opening protocol.

**Health Survey Questions**

1. Fever above 100.4F?  
   ¿Fiebre por encima de 100.4F?
2. Have your experienced chills in the past 24 hours?

¿Ha experimentado escalofríos en las últimas 24 horas?

1. Have you had shortness of breath or difficulty breathing?

¿Ha tenido falta de aire o dificultad para respirar?

1. Are you experiencing a new cough?

¿Está experimentando una nueva tos?

1. Do you have a new loss of taste or smell?

¿Tiene una nueva pérdida del gusto o del olfato?

1. Have you been in contact with someone who has tested positive for COVID 19 in the last 3 weeks?

¿Ha estado en contacto con alguien que haya dado positivo por COVID 19 en las últimas 3 semanas?