COVID Guidelines for 1:1 tutoring, small group classes & screenings*

For Reading Center Families and Staff

Indoor instruction at The Reading Center and at alternate locations

As of spring 2021, many Reading Center staff are vaccinated. While program delivery is occurring online, the vaccination of staff allows for more ease of in-person 1:1 tutoring and small classes. There remains some risk of virus transmission among the unvaccinated while students and others remain unvaccinated. The Reading Center has outlined a protocol for 1:1 tutoring and classes in person, for staff and students who are able to meet our criteria. Student and staff will mutually decide if they agree to hold 1:1 tutoring and in person class sessions.

Mask wearing is not required for staff who are vaccinated and who attest to the Office Manager their vaccination status. Mask wearing is required of students who have not been vaccinated, when they are in The Reading Center building or when they are being tutored at any other location. Vaccinated persons are free to continue to wear masks if they are more comfortable doing so.

While social distancing of 6 feet is not practical for Orton Gillingham 1:1 tutoring or class in person, a 3-foot distance, now CDC protocol for student spacing in schools, is appropriate for this activity. Class and tutoring sessions 1 hour or less in an indoor setting can be accomplished with mitigated risk when the following guidelines are followed.

Indoor settings

1) Indoor location has good ventilation (such as a window that opens).
2) Unvaccinated staff and participants wear face masks during the session
   a. Unvaccinated staff and student may temporarily remove their face mask in order to clarify a pronunciation or other task related to Orton Gillingham instruction, and then put the face mask back on.
   b. All Reading Readiness group class participants (adults and children) will wear a mask.
3) Vaccinated staff and students who attest to their vaccination status are not required to wear a mask during 1:1 instruction.
4) Both staff and student self-screen for new symptoms consistent with COVID and cancel if they, close household members or someone they have recently been in close contact with are experiencing such symptoms, or if they, close household members or someone they have recently been in close contact with have been exposed to or tested positive for COVID.

*including class screening and rechecks
5) Staff will wash hands after an in-person session with a student.
6) Staff will disinfect work surface after working in person with a student.
7) Staff and students must bring and use their own writing utensils for 1:1 tutoring.
8) For classes, the instructor will inform student families about plans for class materials including writing utensils.

For classes and other services offered onsite at The Reading Center the following are required or noted:

1) Updated Risk Acknowledgement statements, signed, received from both staff and student family, before indoor face to face class session occurs.
2) Only the student will be admitted into the building with the exception of Reading Readiness programming where one parent or guardian may accompany the student.
3) The staff will come to the front door to admit the student(s) into the building.
4) The Reading Center’s new HVAC equipment is fitted with MERV 13 filters and air fully replaces with fresh air 3 - 6 times per hour.
5) If the weather permits, a window in the classroom may be cracked open to allow additional fresh air to flush out the space.
6) Parents/guardians will wait with the student outside until the staff comes to welcome the student at the door. Only the student will come inside except for Reading Readiness classes noted above.

Staff and parent/guardians must initial, sign and date the below statement of ongoing health screening.

______ If I, or the student, or anyone in my family home has been knowingly exposed to COVID during the 14 days prior to a class session, I will cancel the session directly with the staff.

______ I will notify The Reading Center if I or the student have been exposed to COVID or if I, or any member of my household has tested positive for COVID during the applicable period of time relevant for this face to face class, and I will self-isolate until I am no longer ill or contagious.

______ If I, or the student, or anyone in my family home has the following symptoms, I will cancel the session directly with the staff. Symptoms: fever of 100 or higher, chills, a new cough, new fatigue, new GI symptoms, shortness of breath, new sore throat, new muscle aches, new headache, new loss of smell or taste.

______ I acknowledge that there is some risk involved in face to face classes even with these precautions, and I accept that risk. I will hold The Reading Center/Dyslexia Institute of MN harmless if I contract COVID, and The Reading Center/Dyslexia Institute of MN will not be held liable.

5/21/2021
This policy allowing for indoor classes and tutoring may be rescinded at any time if we deem it to be too much risk toward the health and safety of the student and staff.

I agree to reassess the appropriateness of face to face classes for myself or my student before each session. By beginning the class session, I have determined that I, or my student, meet the exposure and symptom criteria developed by MN Department of Health and CDC, and adopted by The Reading Center. The signed risk acknowledgement shall be in effect from the date this document is signed and shall remain in effect until any subsequent signed risk acknowledgement for COVID-19 is executed.

____________________________________
Signature of parent

___________________
Date

Name of student

or

____________________________________
Signature of staff

___________________
Date

Please return to The Reading Center before beginning face to face indoor class or 1:1 tutoring. For those receiving 1:1 in-person tutoring prior to 5-21-2021, please sign this updated Risk Acknowledgement Statement before continuing in person tutoring or small group classes.