



## IN-PERSON CLASS PROCEDURES DURING COVID-19

The StudyPro has worked to make our space as safe as possible for both our employees and our students following CDC, W.H.O. and state guidelines.

### WHAT WE ARE DOING:

#### 1. STUDENT-ONLY SPACE DURING CLASSES:

- We are asking that parents drop students off vs. coming into the space (except for the parent review on Friday).
- Parents can drop their students at the front entrance where they will take the elevator to the 2nd floor and can directly enter The StudyPro.

#### 2. TEMPERATURE and SYMPTOM CHECK:

- We will record the temperature of every student using a no-touch thermometer prior to entering The StudyPro space.
- Should the student show a temperature of 100° we will contact parents and ask them to be picked up.
- We will ask students if they have had any recent symptoms of COVID-19 or if they have had any contact with an individual with a confirmed case in past 2 weeks.

#### 3. MASKS:

- Participation in in-person classes requires a masks that covers both the nose and mouth. Masks must be worn at all times while in The StudyPro space. Instructors will remind and ensure that students continue wearing their masks while they are in the center.

#### 4. HAND WASHING / SANITIZING / DISINFECTING:

- All surface areas, including desks, doors, etc. will be cleaned before and after class with 70% alcohol wipes.

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## IN-PERSON CLASS PROCEDURES DURING COVID-19 (cont'd)

- Each student will be asked to wash their hands for 20 seconds upon entry and after using the restroom. We have a sink with soap inside The StudyPro center.
- The door to our office will remain open, so no touching of the door handles will be necessary.
- Hand sanitizer is available in our office as well as in all lobby areas of the building.

### 5. SOCIAL DISTANCING:

- Our [large and open area](#) easily supports social distancing. We have provided for 6-8 feet of distance between each student's desk area.
- Instructors will teach from the front of the classroom and wear a visor (vs. a mask) to allow students to clearly hear / understand them.
- During the portions of the class requiring us to review personalized work, the instructor will wear both a mask and visor and limit time with each student to only a few moments.

### 6. STUDENT MATERIALS:

- **StudyPro materials:** Each student will maintain their own materials (binder, pencil, etc.) which are sanitized prior to delivery. Students will utilize these for the entirety of the course.
- **Student materials:** Students are asked to bring their own laptops each day to class. If they do not have access to laptops, a sanitized Chromebook will be made available to them.
- We ask that students bring their own water bottles / water.

### 7. AIR FILTRATION:

- We use an [AIRPHX air sanitation system](#) to sanitize the air.

### 8. CLASS SIZES:

- The StudyPro has provided a layout where we are able to seat up to 10 students between 6-8 feet apart.
- In-person classes will be held with a minimum of 3 students. Any in-person classes with less than 3 students will be cancelled and students can attend another scheduled in-person or remote course.

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## IN-PERSON CLASS PROCEDURES DURING COVID-19 (cont'd)

### 9. PARENT REVIEW:

- Parent reviews are in-person for 60 mins and held on the last hour of the last day of the course.
- All parents will be required to wear masks as well as wash their hands and/or use the hand sanitizer provided upon entry.
- Should parents prefer to not attend in person, a recording providing an overview of the class will be provided.

### WHAT WE ASK YOU TO DO:

#### 1. STAY HOME IF SICK:

- If you have any reason to believe that your student or any family members have been exposed to COVID-19 and/or are experiencing any symptoms of COVID or other illness, we ask that you refrain from attending in-person classes for 14 days from the onset of symptoms. Please contact us and we will be happy to reschedule your students' course should this occur.

#### 2. REVIEW AND EXPLAIN THE ABOVE PRECAUTIONS WITH YOUR CHILD:

- Please explain to your student that hand washing each time they enter the space and face coverings are required at all times.
- We want students to understand that we are each doing our part to stop the spread of COVID.

We very much appreciate you spending the time to read through this and sharing these precautions with your student.

Together we go far!

Best,

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