

Kip McGrath Westlake's Covid-19 Precautions & Protocols

Before Entering the Centre

- Children to stay at home should they be feeling sick. No student will be allowed into the centre if they present with temperatures, flu symptoms, coughing, continual sinusitis or diarrhoea.
- All students must sanitize their stationery, books, bags, shoes and all items brought into the centre. Clean clothing and shoes must be worn.
- Social distancing, masks and sanitization must be adhered to if using public and private transport.

Entering the Centre

- Only students and persons with an appointment, will be allowed to enter the centre.
- **COMPULSORY-** All students/visitors must wear a 3 layered mask at all times. Buffs are also permitted. As some students have sensory problems, we will need to determine which item can be tolerated. Should a student prefer any other means of covering their nose and mouth, please send a letter stating so.
- On arrival, each student/visitor will be met at the door by a tutor. Their name and temperature will be recorded, in addition to their compliance of wearing a mask and hand sanitization.
- The temperature of each student will be taken with a thermal thermometer. The temperature is taken from the wrist and not the forehead. We ask that parents/guardians await our 'thumbs up' before driving off.
- Hands will be sprayed with sanitizer by the tutor on entering.
- Social distancing will be enforced. No hugging, hand shaking or other contact is allowed.

In the Centre

- Desks, chairs, books, stationery, door handles and all other surfaces will be sanitized before and after each session.
- Students will be allocated their own double desk, chair and stationery. No stationery or books may be exchanged between students. All personal items and work must be kept on/under their own desk at all times.
- Students are encouraged to bring their own stationery from home. Centre stationery used by a student will be placed in a bag with their name on it and will only be used by that particular child.

- Each student will have their own sanitizer and cloth on their desk and they will be encouraged to use this continuously. Each cloth will be washed after every lesson.
- Computers keyboards, mouse and earphones will be sanitised after each student has used it. If possible, students are encouraged to bring their own earphones.
- Desks have been placed as far apart as the premises allow. They have also been positioned so that no student is facing another.
- The number of students in each class will be kept to a minimum. The maximum will be six students.
- The premises allows for two classes to be run simultaneously however, as far as possible, only one class will be run at one time.
- All tutors will wear a 3 layered masks/buffs at all times. The wearing of an additional shield will be worn when appropriate as it does impede clear pronunciation and phonetics. Tutors will remain as far apart from the students at all times. They will have their own hand sanitizer, cleaning sanitizer and cloth near them throughout the lesson. These same precautions will be adhered to when marking the student's work.
- The waiting room and all its contents (toys, books, chairs etc) are out of bounds at this time.
- Should a student start to feel unwell during a lesson, he/she will be reassured and made comfortable in the corridor away from the other students and tutors. The parent/guardian will be phoned immediately to collect their child.
- Should a student not feel well and you are not able to collect them yourself, you will need to make arrangements with a third party to collect the student. **No sick child will be kept in the centre.**

Leaving the Centre

- Hands will be sanitized on leaving the centre.
- Students will respect social distancing and continue to wear their mask/buff.

Thank you for your cooperation.

Kindest regards

Caitlin Mackenzie

Centre Director