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GUIDELINES FOR TUTORS AND HOME TUTEES TO AID PREVENTION OF THE SPREAD OF COVID19/CORONA VIRUS DURING TUTORIALS

TO BE ISSUED TO ALL PARENTS/CARERS W/C MONDAY 14th MARCH BY HAND DELIVERY OR EMAIL

These guidelines are based on common sense practice around the spread of germs and in particular, Covid-19/Corona Virus infection between people, based on information contained on the Government website, specifically relating to education. They are not in any way a guarantee that tutors or tutees will not contract Corona Virus from each other and the author will not accept responsibility if a tutor or tutee should fall ill. They are simply an outline of the best preventative measures currently available to all.

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19>

TUTORS

1. All tutors to read at points 1-14 in the above link, specifically covering information about the virus, how COVID-19 is spread, preventing the spread of infection, what to do if a tutee appears to be unwell and what to do if a tutee or tutor has travelled from any Category 1 specified country/area in the past 14 days. Also, what to do if tutees or staff return from travel anywhere else in the world within the last 14 days.
2. Tutors to ensure that the Guidelines are adhered to before, during and after each tutorial and if there is cause for concern, to raise it with the Bristol Tuition in the first instance.
3. Tutors to disseminate these guidelines in w/c 14th March 2020 to bring to the attention of the parent/carer in particular points 14 and 15, covering what to do with rubbish and tools for use in educational settings. These points will be outlined in the section Parents/Carers below.
4. If a tutor feels unwell s/he is to report to Bristol Tuition without attending the tutorial and where possible inform the Parent/Carer that the tutorial is cancelled. If the tutor has cause to believe the feeling of illness might be COVID -19, in line with the symptoms and risks outlined in points 4-10, they are to take the further precautionary measures as outlined in the government publication.
5. Tutors must help establish as clean a setting as possible by arriving with sterilised hands and not sharing equipment such as pens, books, paper or other resources with the tutee. The tutor should double check with the parent/carer that table surfaces and high contact areas such as chair backs and door handles have been recently cleaned using detergents, unless in the case of soft furnishings, which should only be used as a last resort. The tutor should also ask the tutee if they have thoroughly washed their hands and, in cases where households have the ability to do so, ask whether they have been sterilised, too. In the case of KS1 children, this will need to be discussed with the parent/carer. Furthermore, the tutor should

sit as far away from the tutee as practicable, and ideally as far away as 2 metres if contact is longer than 15 minutes at a time. If however, there is no imminent known risk of spreading Covid-19, the more practical measure of 1M is suggested, if all concerned are happy with the seating arrangement.

PARENTS/CARERS

1. Parents and carers please ensure that you disclose to your Doctor any travel to or contact with people who have travelled to any Category 1 specified country/area in the past 14 days. You are welcome to look at these areas on the link on P1 and please follow up to date information on the daily news.
2. Please read these guidelines and facilitate the safety measures to be carried out before each tutorial by following the hygiene procedure outlined in Tutors Point 5 and ensuring that mutual contact surfaces such as the table, chair and door handles are cleaned prior to the tutorial beginning.
3. If your child has coughs, sneezes or a runny nose we would recommend that you cancel the tutorial to minimise the risk of any infection passing to the tutor. This is in line with our usual recommendations. If however, they simply suddenly need to blow their nose during the tutorial, please ensure that they know they must dispose of the tissue immediately by putting it into a covered bin, and then wash their hands. If a tutor needs to blow his/her nose, please allow them to flush the toilet paper away or place it in a sealed bag into your household bin. Tutors will cough into their arm or sleeve, as per Government advice, and we would ask that you remind your child to also do so.
4. Please ensure that your child has his/her own pens, paper, and other materials ready in time for the tutorial to begin, so they don't need to ask to share those of the tutor.

Thank you all so very much for your cooperation in what is currently a time of uncertainty and where the need to reduce the spread of Covid19-Corona Virus is an essential part of everyday life.