



## GENERAL GUIDELINES

- Office staff will not work in the office if they or if anyone in their household have experienced symptoms of or tested positive for COVID-19 in the last two weeks.
- Office staff will work a maximum of three days per week in the office, so as to reduce travel time and time around others.
- Office staff will work in separate rooms.
- All tutors and staff must wear face masks when travelling to and from the office, schools, and students' homes.
- Before all courses and lessons:
  - Every student and his/her family will be asked to tell us if they or if anyone in their household have experienced symptoms of or tested positive for COVID-19 in the last two weeks. This will be communicated in all automated lesson reminders and in our emails to the student/family. If they do, the lesson/course will be moved online if possible, or the student's place cancelled if not.
  - At the start of the lessons, tutors should confirm the above with the student directly.
  - Tutors must inform UES if, at any point, they or anyone in their household have experienced symptoms of or tested positive for COVID-19 in the last two weeks. If so, they will not be able to do lessons or courses in person, and we will attempt to move the lesson/course online if possible.



## OFFICE GUIDELINES

- In the office, people should keep at least two metres' distance at all times. They should do this by:
  - When entering the building, stand back on the path to allow anyone to exit first.
  - When going up or down the stairs, wait back from the bottom or top if someone is already on the stairs. If encountering someone on the stairs, the lower person should go back down and wait well back to allow the person to pass. Do not pass on the stairs.
  - When waiting to use a tutoring room or the bathroom, wait well back to allow the person/people to exit, preferably in another room.
  - Only one person should use the kitchenette at any time.
  - If no space is available in the building, wait outside.
- Visitors must book appointments in advance, and will not be able to turn up unannounced.
- No more than two people may be in any room at any time.
- Everyone must wash their hands with soap and warm water for at least 20 seconds when entering the building, and before and after entering their room for work or lessons.
- In each room, there will be disinfectant spray and tissues. The work/tuition area and all books, pens and whiteboards used should be sprayed and wiped down after each lesson or period of work.
- When not in their room for work/lessons, everyone must wear masks, even inside the building.
- There will be no communal drinking and eating crockery and cutlery: students/tutors/staff must use their own, and clean them and remove them at the end of use.
- Surfaces that are touched more often, such as door handles, hand rails, kettle, coffee machine and microwave, will be cleaned at the end of each day. Everyone should wash their hands regularly and especially after touching these surfaces.
- When teaching, windows and doors in that room should be kept open to improve ventilation.



## ONE-TO-ONE LESSONS IN THE OFFICE

When teaching students one-to-one in the Marylebone office, the following policies will be in force in addition to the above General and Office Guidelines:

- Students and tutors must sit on opposite long sides of tables to maintain distance.
- In addition to disinfecting the tables, whiteboard and pens at the beginning and the end of lessons, tutors must disinfect any books used during the lesson.
- Tutors and students may not eat during the lesson, and only drink from their own bottle.
- Tutors should use their own pens during the lesson.

## ONE-TO-ONE LESSONS IN STUDENTS' HOMES OR OTHER LOCATIONS

When teaching students one-to-one in students' homes, the following policies will be in force in addition to the above General Guidelines:

- Lessons should be conducted in a separate room, with no one other than the tutor and student in the room.
- Tutors and students should wash their hands with soap and warm water for at least 20 seconds before and after the lesson and breaks.
- Tutors should wear masks when not in the lesson, even inside the home/building.
- Tutors should maintain their distance from other people in the home/building.
- Students and tutors must sit on opposite sides of a table to maintain distance.
- Tutors must not eat during the lesson, and only drink from their own bottle (no drinking from students' glasses/cups).
- Tutors should use their own pens during the lesson.



## GROUP COURSES IN SCHOOLS

When teaching students in group settings in schools, the following policies will be in force in addition to the above General Guidelines:

- UES will confirm with schools that students and others within their "bubble" have not experienced symptoms of or tested positive for COVID-19 in the last two weeks. If anyone has, the session or group will be moved online, or students in that bubble will not be able to attend.
- Tutors and students should wash their hands with soap and warm water for at least 20 seconds before and after the lesson and breaks.
- Tutors should wear masks when not in the lesson, even inside the school.
- Tutors must follow all school guidelines for distancing and hygiene.
- Additionally tutors must maintain distance from students as much as possible, ie maintaining a safe position at the front of the class.
- Tutors may not share food/drink with other tutors or students, and must drink only from their own bottle. Some schools provide snacks during class, but tutors may not partake of them.

## UES GROUP COURSES

When teaching students in group settings in FSU, the office, or other, the following policies will be in force in addition to the above General Guidelines (and Office Guidelines if courses are in the office):

- When teaching outside of the office, tutors and students must follow the building's one-way, distancing and hygiene policies, which will be communicated in advance.
- Tutors and students should wash their hands with soap and warm water for at least 20 seconds before and after the lesson and breaks.
- Tutors should wear masks when not in the lesson, even inside the building.
- Students must sit at least two seats apart (ie not next to each other or directly behind one another.).
- Tutors must maintain distance from students as much as possible, ie maintaining a safe position at the front of the class.
- Tutors may not share food/drink with other tutors or students, and must drink only from their own bottle.