



**PHELPS AIDE  
PHELPS HELPS**

## **2020-2021 Protocol**

All surfaces, bathrooms, and kitchen areas will be cleaned and sanitized before each session. Staff and volunteers will be wearing single-use masks each session, with staff also wearing visors. All participants will need mandatory masks, and staff will be taking their temperature with a contactless infrared thermometer as they come in. Staff and participants will be placed 2 meters apart unless they have plexiglass dividers. Our disinfection stations are available throughout the space. Snacks will be individually portioned servings. We will be following strict measures in case of positive COVID testing results.

### **High School Tutoring Program: From September 15th 2020**

**Tuesday, Wednesday & Thursdays  
Afternoons & Evenings**

- Online or paper permission slips filled out by parents (copy sent to school)
- Students or parent to triage participants to in-person or online based on need
- Participants assigned specific days for in-person tutoring

#### **In-Person Tutoring Options - Tues/Wed/Thurs 5 to 6:30 p.m.**

- Downstairs/Outside: Section for one-on-one tutoring
- Upstairs: Section for individual work (safe/quiet space concept)
- Assign students 1-2 days that they can come
- No walk-ins. Need permission slip
- Individual portioned snacks
- Masks mandatory

### **Online Tutoring Options - Tues/Wed/Thurs 1 to 7 p.m.**

- Phelps online tutoring with staff and volunteers
- LEARN online tutoring (30min sessions x 1-2 weekly) - only Galt students
- Triage system
- Phelps for more vulnerable students
- LEARN for more independent students and level 4-5 students (high math, sciences)

### **\*ONLINE ONLY PROTOCOL (if Phelps is obliged to shut down)\***

- All students transferred to online timeslots like the spring
- Triage system
- Phelps for more vulnerable students
- LEARN for more independent students and level 4-5 students (high math, sciences)

## **Elementary Tutoring Program: From September 23rd 2020**

**Sunnyside: Wednesdays from 3:00-4:30 p.m**

**Jardin-des-Frontières: Thursdays from 3:15-4:45 p.m**

- Online or paper permission slips filled out by parents (copy sent to school)
- 2 students per table - grade 5 on one side, grade 6 on the other
- Individual portioned snacks
- Masks mandatory for volunteers

## **Spark Program: From September 22nd 2020**

**Sunnyside: Tuesdays from 3:00-4:30pm**

**Jardin-des-Frontières: Wednesdays from 3:15-4:45pm**

- Online or paper permission slips filled out by parents (copy sent to school)
- Bubble group according to classroom
- Individual portioned snacks
- Masks mandatory for volunteers