



June 24, 2021

Dear LVM Community:

We are writing to share our updated policy regarding re-opening and in-person tutoring now that [Governor Baker](#) has ended all COVID-19 restrictions and the State of Emergency.

Effective immediately, Literacy Volunteers of Massachusetts (LVM) will resume in-person activities following the specific guidelines outlined in the attached COVID-19 Re-Opening Policy.

Please read these new guidelines carefully. Anyone who participates in LVM program activities (e.g., a volunteer, a tutor, a student, a staff member or a guest) is strongly urged to follow the policy and guidelines.

LVM affiliate programs are also sending a simplified flyer to students regarding in-person tutoring (see attached document). Please help us make sure your student receives and understands this information by sharing it with them if you can.

As we re-open, I want to again say thank you for everything. You have been incredible during this pandemic, and we are more grateful than you will ever know for your dedication, creativity, compassion, patience, hard work and sense of humor for the past 16 months. Thank you for all that you have done, and we hope that the re-opening is the beginning of a better time for everyone.

If you have any questions about the guidelines, please email me directly at litvolma@aol.com.

Best wishes and have a wonderful summer,

A handwritten signature in blue ink that reads 'Roberta'.

Roberta Soolman
LVM Executive Director



COVID-19 RE-OPENING POLICY

JUNE 24, 2021

Effective immediately, Literacy Volunteers of Massachusetts will re-open for in-person activities that follow the guidelines listed below.

In-person activities include tutoring, office hours, student intake and assessment, volunteer information sessions, tutor trainings, social meetings, group instruction, group meetings or gatherings of any kind.

Important points to remember about COVID-related changes

- 1. The educational landscape has forever changed. Remote activities and tutoring will continue to be an important part of LVM's programming.**
 - If you and your student both prefer to tutor remotely, you can certainly do so.
 - If the Massachusetts Department of Elementary and Secondary Education changes their policy and does not allow remote tutoring in the future, we will let you know immediately.
- 2. Please remember that LVM tutor/student pairs are expected to meet in public places.**
 - You are expected to follow the guidelines currently in place for the public space you use (e.g., the public library where your LVM affiliate program is located or the public library where you tutor if that's a different location).
 - Please read the COVID-19 protocols of the public space before you schedule a tutor meeting or plan to attend an in-person activity at that location.
 - Some LVM affiliates have their own defined office space within a public library (e.g., the affiliate space has its own doors and walls to separate it from the rest of the library). While LVM cannot impose restrictions for the general public different from what the public library requires, **LVM affiliates can impose a more restrictive COVID-19 policy within the affiliate's office space or for in-person activities (e.g., small group instruction, classes or other gatherings).**
- 3. Please note that this policy can be changed at any time, without notice, as the COVID-19 situation evolves, more information becomes available, and national, state and/or local guidelines might change.**

- Any changes will be shared with LVM program participants and staff as soon as possible.
- We recommend that you stay informed about COVID-19 information from the [CDC](#), [Commonwealth of Massachusetts](#), your local municipality and credible news sources.

COVID-19 safety basics for tutoring even if you and your student are fully vaccinated

1. Stay home if you're sick, have COVID-19 [symptoms](#), tested positive for COVID-19 or are a close contact of someone who tested positive for COVID-19 in the past 2 weeks.
2. According to the state's Department of Public Health [advisory on wearing masks](#), all unvaccinated residents must continue to wear masks indoors and when they can't socially distance from others. Because you can't be sure all unvaccinated residents will comply with this guidance while they are in the library and there are children in the library who are too young to be vaccinated, we strongly recommend that you wear a mask during tutoring sessions whether or not you are vaccinated.
3. We strongly recommend that you use hand sanitizer and sanitizing wipes on common surfaces used during tutoring sessions as a hygiene courtesy to others.
4. We strongly recommend that you socially distance from others.

In-person activities are prohibited any time you were exposed to COVID-19 or have COVID-like [symptoms](#)

1. Do not meet in-person to tutor, participate in any LVM in-person activities or go to the library for any reason, including curbside pick-up for books, if:
 - You are feeling sick or have symptoms of COVID-19;
 - You have tested positive for COVID-19 and have not completed the required 10-day quarantine period; or
 - You are a close contact of someone who has tested positive for COVID-19 within the last 2 weeks and have not completed the required 10-day quarantine period.
2. If you have symptoms of COVID-19, tested positive for COVID-19 or are a close contact of someone who tested positive for COVID-19 in the last 2 weeks, per public health guidance, we strongly urge you to promptly notify:
 - *The program coordinator* at the local LVM affiliate program where you tutor in case they or others were exposed; and
 - *Your student(s)* so they can take the necessary precautions and consult with a health care professional.
3. If you have symptoms of COVID-19, tested positive for COVID-19 or are a close contact of someone who tested positive for COVID-19 in the past 2 weeks, you can resume in-person tutoring and participate in LVM in-person program activities according to [state guidelines for testing, and ending isolation and quarantine](#).

In-person LVM activities if you and/or your student is not fully vaccinated

1. **Before resuming in-person activities, we strongly urge you and your student to ask each other whether or not you are fully vaccinated so each of you can decide for yourself how best to proceed with tutoring (e.g., in-person tutoring, remote tutoring, a hybrid mix of both or a temporary pause in tutoring).**
 - We recommend that you and your student get vaccinated unless advised not to do so by your health care professional.
 - Click [here](#) for more information about getting a vaccine.

2. **For whatever reason, if you and your student decide not to resume meeting in person, please notify the program coordinator at the local LVM affiliate program where you tutor.**

3. **If you or your student is not fully vaccinated and you both decide to meet for in-person tutoring, we strongly urge that you:**
 - **Wear a mask or face covering during tutoring even if you are tutoring outdoors.**
 - We understand that tutoring, especially ESOL, with a mask is difficult.
 - Click [here](#) for a link to purchase clear masks.

 - **Remain at least 6 feet apart while tutoring even if you are tutoring outdoors.**

 - **If both of you and your student touch or use the same object, use hand sanitizer before and after.**

 - **Before you start your tutoring session, use a sanitizing wipe to clean chairs, door knobs, telephones, table or desk tops, study carrel, whiteboard markers, erasers and anything that someone else might have used before you arrived.**

 - **Before you leave your tutoring session, use a sanitizing wipe to clean the same items so the space is clean for whoever uses it next.**

 - **If there is an air purifier already in the meeting space, please keep it running while you are tutoring. The air purifier is in place to improve air circulation.**

4. **If you are not fully vaccinated and you are attending a group in-person activity sponsored by your local LVM affiliate program, please follow the same guidelines listed above in #3 to help protect other program participants.**

5. **Affiliates may ask you COVID-19 screening questions before permitting you to enter the office or join an in-person event, for example:**
 - Do you feel sick, have a fever or have any symptoms of COVID-19?
 - In the past 2 weeks, have you tested positive for COVID-19?
 - In the past 2 weeks, have you been exposed to anyone who has tested positive for COVID-19 or who has COVID-19?