

Michelle L McIntosh

Certified Orton Gillingham Practitioner



Educating Children Wholeheartedly

COVID-19 Response & Protocols

I am committed to the safety of my clients, families and students. I am happy to offer in-person lessons to my students and their families. To ensure and maintain the health of myself, families, and students, I have created a set of policies and procedures.

WHAT YOU CAN EXPECT/WHAT I AM DOING:

- First and foremost, if you, someone you live with or your child or anyone in your party that will be picking up or dropping off your child is experiencing any symptoms such as coughing, sneezing or fever, please do not come to the tutoring location. Please cancel and reschedule your session for when you are feeling better. The best defence for keeping everyone healthy is to stay at home if you are feeling ill or if you have possibly been exposed to illness. If you are unsure about your symptoms, please refer to the [BC Health Assessment Tool](#).
- When you arrive at either location, you will find hand sanitizer and a sink to wash your hands. I ask that anyone arriving at any location to either wash their hands thoroughly prior to coming into the location and/or sanitize their hands using the hand sanitizer provided. I will usually ask students to wash their hands prior to coming to my desk.
- The waiting room in the West Vancouver location has no seating. As such, please arrive as close to your appointment as possible to avoid remaining inside the centre for any length of time. If you are waiting outside of the location, please send me a text at (604) 619-4390 letting me know you are here and I will come and find you when it is time for your appointment. Please wait for me to come and collect your child when it is time for their appointment. Please do not come into the centre.
- My teaching station has been equipped with a plexiglass shield so that my students can see my mouth when I am teaching. Per the BC guidelines, these shields are sufficient barriers for helping to prevent infection. Should you wish your child to wear a mask during lessons, that is fine. During transition periods when myself and/or my students are coming to and from the lesson station or traveling to the bathroom, I ask that your child wear a mask. I will also be wearing a mask during these periods as well.
- I have staggered my appointment times by 10 minutes to minimize any crowding and contact with other families. Before, in between and after each lesson, my station will be cleaned and sanitized thoroughly using approved sanitizers and cleaners to ensure the highest level of cleanliness and disinfection.

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- Each student has their own “Student Learning Kit”. This will be a canvas bag that will hang next to my lesson station and will contain the student’s binder, writing tools, tactile surfaces, and small whiteboard. These will belong to your child while they are attending lessons with me and will be exclusively used by them. This will help in minimizing cross-contamination of learning tools. If any additional learning tools are used during lessons, I will sanitize those tools prior to them being used again.

WHAT YOU CAN DO

- PLEASE stay home if you are experiencing any symptoms or if you live with anyone who is ill or experiencing symptoms. If you are unsure, please use the [BC Health Assessment Tool](#).
- The washrooms are cleaned regularly however, please try your best to use the washroom at home if at all possible as washrooms can be “hot spots” for points of contact.
- Please make sure that you wash your hands and have your child wash their hands thoroughly (20 seconds or more) before and after you visit either location. If it is not possible to wash your hands, please make use of the provided hand sanitizer.
- Please do not bring food into the studio and make sure to feed your child prior to coming to the studio. Bringing food increases touching the face and can increase chance of transmission.