

Wilmington College Math Center Standard Operating Procedure FALL 2020

TO BE POSTED AND FOLLOWED IN THE WILMINGTON COLLEGE MATH CENTER

All personnel entering the Wilmington College math center shall wear a face mask which effectively covers the mouth and nose unless they have a documented ADA condition that prohibits the use of a mask. If so, documentation must be provided to Amber Walters in RCC 114, Phone 937-481-2444. If such documentation is provided, accommodations will be made in coordination with Amber Walters. Failure or refusal to comply with this stipulation will result in immediate removal from the Math Center.

Any individual who feels sick should not enter the math center

A maximum of 4 people should be in the math center at any one time. These individuals will each have their own table space with a chair. In addition to having a table space, the math tutor may also use the computer in the math center (when not actively tutoring).

The cleaning agent (70% isopropanol) is provided in a small plastic bottle. This should be used to wet paper towels for cleaning. This is superior to having a squirt or spray bottle as spraying the solution can create aerosols which is counterproductive for virus mitigation.

Prior to students seeking tutoring entry into the math center, the first math tutor on duty for the day will be responsible to see that the following procedures are performed:

1. The math center door shall be propped open using a door stop
2. Paper towels with soap and water shall be used to clean any visibly dirty spaces on the tables in the math center and high touch areas of the room if necessary
3. Paper towels and the provided cleaning agent (isopropanol) shall be used to disinfect light switches, tables, doorknobs, and door push plates within math center area
4. Paper towels and the provided cleaning agent shall be used to disinfect the outside of the whiteboard markers in the math center
5. Half the whiteboard markers shall be placed on the tray for the right hand whiteboard and designated for students, and the other half shall be placed on the tray for the left hand whiteboard and designated for the tutors
6. Used paper towels shall be discarded in the regular trash
7. Math tutor shall exit the math center to wash hands with soap and water in the restroom after initial area preparation, then return for tutoring

Before entering the math center, a student who is seeing a tutor should verify that there are no more than 3 people already in the math center. If the math center limit of 4 is already reached, the student shall not enter. If there are students who are not receiving tutoring, those students are expected to leave to allow the student needing tutoring to enter.

Upon entry into the math center students will perform the following procedures:

1. If the student brings a backpack, the backpack should be placed on the floor next to the chair where the student will be sitting
2. Use paper towels with the provided cleaning agent applied (isopropanol) to disinfect surfaces within the students' work area including:
 - a. The chair in which the student will be sitting
 - b. The table surface where the student will be working
3. Discard paper towels into the regular trash after each use
4. Exit the math center briefly to wash hands with soap and water in the restroom, then return for tutoring

During the tutoring session:

1. Keep masks covering nose and mouth at all times
2. The tutor and students shall maintain social distance while in the math center
3. Tutoring will be accomplished by student and tutor alternatively doing work on the whiteboard.
4. If an individual sneezes or coughs while in the math center, they should do so into their elbow and with their mask on

Prior to exit from the math center, students and tutors shall perform the following procedures:

1. Use paper towels with the provided cleaning agent applied (isopropanol) to disinfect surfaces within the individual's work area including:
 - a. The chair in which the individual was sitting
 - b. The table surface where the individual was working
 - c. Any markers the individual used during the session (should be cleaned and returned to the appropriate side of the whiteboard)
 - d. Any additional items the individual may have touched during the tutoring session
2. Discard paper towels into the regular trash after each use
3. Wash hands with soap and water in the restroom immediately after leaving the math center