



Measures for the
recommencement
of on-site services

Tutoring Service

July 2020



Recommencement of On-Site Services Guidelines

Entry & Exit from Premises

- ❖ You are kindly requested to wait outside the building upon your arrival. Only authorized Inspire persons will be allowed to enter the building.
- ❖ It is extremely important to be punctual when bringing your child to Inspire and collecting your child at the end of their session.
- ❖ Parents are to wait outside for their child and respect social distancing at the entrance.
- ❖ To ensure safety precautions, children will be escorted onto the premises by the tutor. Parents/adults accompanying the child will not be permitted to enter the building at any time.
- ❖ Upon arrival, outside, a designated person will take the temperature of the child.
- ❖ If the child is found to be running a temperature of **37.2** degrees or higher, the child will not be admitted to the premises for their session in accordance to guidelines approved by the health authorities.
- ❖ Before entering the premises, each child will have their hands sprayed with sanitizer and will then proceed to step on a special disinfecting mat. It is the parents' responsibility to inform the tutor should their child have a cut on their hands or any sensitivity that may require hand washing rather than the use of sanitizer.
- ❖ In order to contain the spread of infection, feedback will be provided electronically via email. In addition, all other meetings will be held online.

Sick Child

- ❖ Should your child be sick, please ensure to call reception on 2092 8100. If the child shows any signs of sickness while at Inspire, including but not limited to runny nose, coughing, general malaise, the parents will be contacted to pick up the child immediately.
- ❖ Parent must seek medical attention for their child and provide a doctor's certificate stating that the child is fit to return to sessions. The child will not be accepted for the next session if the certificate is not provided.



Protective Measures

- ❖ All staff members will be wearing visors while on site. Hand sanitizers, surface disinfectant wipes, gloves, aprons and disinfecting mats are available to be able to carry out the processes of disinfection and sanitization.
- ❖ The number of persons in a room have been allocated in compliance with the recommended 1 person per 4 m².
- ❖ Children's bags will also be wiped down upon entering the premises.
- ❖ Drinks should either be in a disposable bottle or a labelled bottle.
- ❖ No personal toys will be allowed except for specific toys/ equipment which is approved by management that are related to the child's intervention and/or individual needs.
- ❖ Any spare change of clothes, nappies and wipes must be clearly labelled with child's name.

Hygiene & Sanitization

- ❖ Sanitization of each area used will be ongoing. Prior to commencement of service, surfaces will be disinfected, and toilets will be sanitized frequently.
- ❖ Children and staff must wash their hands frequently as part of their daily routine.
- ❖ Toys, visuals and resources will be sanitized before being used by another child.