



Making a difference one child at a time

Phone: 847-208-2553

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We at RLS Tutoring, Inc. want to assure you that we take the health and well-being of our students, their families, and our staff very seriously. Like you, we're closely monitoring the quickly developing effects of the Coronavirus (COVID-19) pandemic.

To help prevent the spread of COVID-19, we will take the following measures to ensure the safety of all who use our after school programs:

1. All staff will be required to wear face masks while they are in the school building.
2. Hand sanitizer will be provided at all programs offered by RLS Tutoring, Inc.
3. Students will be instructed on proper hygiene practices and these practices will be reinforced
4. Students and staff will practice social distancing of at least 6 feet. Visual cues will be provided for students to assist with this. In addition, students will be instructed as to where they will place their personal belongings to ensure that social distancing is maintained throughout the program.
5. Staff will clean and disinfect tables and chairs before and after each program.
6. Staff will clean commonly used items such as tablets and toys after each use.
7. Staff will provide guidance to parents as they pick up their child to ensure that social distancing is practiced. Parents will be required to wear a face mask when entering the building.
8. Staff members will be required to stay at home if they are sick. A substitute will be provided for staff members who are absent.
9. If a child exhibits signs of illness, staff will take the child's temperature. If the child has a fever or has two or more COVID symptoms, the child will be isolated from the rest of the group and the parents will be called to pick up their child. **PARENTS MUST ARRANGE TO HAVE THEIR CHILD PICKED UP WITHIN 30 MINUTES AFTER RECEIVING A PHONE CALL.**
10. All cases of any communicable diseases that were reported to the program will be communicated the families of those children who are also in the program as well as the school administration.

If you have any questions or concerns regarding our response to COVID-19, please do not hesitate to contact me.

Kathy Biegalski

President

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