



VoRTCS HOME TUTORING SESSIONS COVID-19 BEST PRACTICE GUIDE

We are all responsible for our safety and the safety of those around us. It is important to respect your VoRTCS team members and the families from refugee backgrounds in our community that we support, by doing our part to create a healthy environment.

This best practice guide has been compiled to assist your tutoring team when you are ready to commence face-to-face VoRTCS home tutoring visits.

VoRTCS Team: _____

Date: _____

Tutoring Family: _____

- Carry a face mask at all times. Tutors must wear a face mask indoors while conducting tutoring sessions unless you have a lawful reason not to.
- Carry hand sanitizer and antibacterial wipes with you
- If you are feeling unwell, notify your team members prior to the tutoring session. Please stay home if you are unwell and follow QLD Health requirements as stipulated in [Managing the risk for COVID-19 exposures in businesses and venues](#)
- Confirm with your tutoring family prior to your team visit that there are no COVID-19 symptoms in the household, they have not visited a close contact location (including hotspot) in the last 14 days and no one is in home quarantine. If there has been a COVID-19 contact, or any household member is unwell or showing symptoms, the tutoring session should be conducted online only. E.g. via phone, skype etc.
- Practise social distancing and remain 1.5m from others as best as possible
- Upon arrival avoid shaking hands or physical contact
- Make sure your tutoring family has access to the COVID-19 translated resources available
- Have your tutoring session in a space that is well ventilated and as open as possible.
Govt recommendation is 1 person per 2m²
- Sanitize any shared items used regularly such as phones, computers, keyboards, pens, books etc.
- Promote good hand, sneeze and cough hygiene
- Limit food handling and sharing of food

Notes/follow up:
