

**SAFETY OPERATING PLAN
In Person Classes
English Language Institute**

Location:

UOG Emeritus Hall, Room 205
2nd Floor Computer Center/MARC

Student pax count: 6 (divided into 2 groups of 3 students each)

Instructor: 1

Class Dates and Time/s: Monday to Thursday from 9am to 11am

Program Dates: Monday, February 22, 2021 – Tuesday, April 27 2021

Program Schedule:

Group A “Low”

	Monday	Tuesday	Wednesday	Thursday	Friday	HOURS
9:00-11:00	Integrated Skills	Integrated Skills	Integrated Skills	Integrated Skills	Language Lab	10
1:00-3:00	Listening & Speaking	Reading & Writing	Listening & Speaking	Reading & Writing		8

Group B “High”

	Monday	Tuesday	Wednesday	Thursday	Friday	HOURS
9:00-11:00	Integrated Skills	Integrated Skills	Integrated Skills	Integrated Skills	Language Lab	10
1:00-3:00	Listening & Speaking	Reading & Writing	Listening & Speaking	Reading & Writing		8

synchronous face-to-face

asynchronous class (primarily using UOG-approved platforms, e.g., MOODLE, MS-Teams, etc.)

online class (may contain synchronous and/or asynchronous components, e.g., ZOOM, MOODLE)

Classroom Setup:

- Students will be seated 6ft apart. They will sit in the same seats everyday for the rest of the semester.
- There is at least a 6ft. distance between the students who re seated in the front and the instructor.
- Tables are equipped with face shield per student
- Classroom will be equipped with a HEPA air purifier
- Students and their instructor will be required to wear their mask at all times.
- No eating or drinking allowed inside the classroom. If the student needs to drink, they must drink outside of the classroom.
- Seats, tables, protective shields, and high touch points such as door knobs and light switches will be sanitized after every class

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Sanitary Kits:

The room will be equipped with a sanitary kit with sanitizing solution, disposable napkins, disposable masks, and hand sanitizer

Sign-in:

- All students must wash their hands before entering the classroom
- Temperature checks will be done prior to entering the room
- Sign in sheets will be available at the entrance of the classroom for contact tracing purposes. All students must sign in prior to entering the classroom. Sign in information will include:
 - Name
 - Temperature
 - Phone number
 - Time in and time out
 - COVID-19 symptom and exposure questionnaire