UNIVERSITY WRITING HEALTH AND SAFETY GUIDELINES

To ensure the health and safety of clients, participants, and staff, University Writing has created the following health and safety guidelines for all face-to-face consultations and workshops. Clients and participants are required to follow these guidelines, or they will not be able to participate. Online sessions are available for those who are unable to follow these guidelines. In addition to following the guidelines, University Writing staff will sanitize all tables and chairs prior to the start of each session. Masks and hand sanitizer will be available for clients and participants to use.

MILLER WRITING CENTER APPOINTMENT GUIDELINES

Prior to the appointment:
- Complete the GuideSafe Healthcheck daily screening. You will need to show your green screen/passport to the front desk representative before the session begins.
- Attach documents that you plan to use to the appointment form in WCONLINE or bring paper copies. This could include drafts of the project, outlines, assignment sheets, rubrics, etc. Printers are available in the RBD Library. You cannot email documents directly to the consultant.

During the appointment:
- At the start of your appointment, your consultant will ask if you would prefer for them to be masked during the session. Please share your preference for the appointment. We ask that you consider wear a mask during your appointment if you are not fully vaccinated.
- Stay on the opposite side of the sneeze guard at all times. The sneeze guard is a plastic divider that separates you from the consultant.

If you are exhibiting symptoms of COVID-19, please reschedule your appointment or move your session online by logging into AU Access or contacting the front desk at (334) 844-7482

UNIVERSITY WRITING WORKSHOP GUIDELINES

Prior to the session:
- Complete the GuideSafe Healthcheck daily screening. You will need to show your green screen/passport to the staff member before entering the room.

During the session:
- Wear a mask at all times. Masks should completely cover your nose and mouth.
- Sit apart from other participants. When you arrive, look for approved seating areas, which will be marked on all tables. While there will be some distance between participants, we cannot guarantee that you will be sitting at least six feet apart from others.

If you are exhibiting symptoms of COVID-19, please cancel your face-to-face registration and register for the online version of the workshop. If you have any questions about this process, please contact University Writing at (334) 844-7475 or universitywriting@auburn.edu.