To ensure the health and safety of clients, participants, and staff members, 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 in the session.** Online consultations and workshops are available for those who are unable to follow these guidelines.

In addition to following the guidelines below, University Writing staff members will sanitize all tables and chairs prior to the start of each session. Masks and hand sanitizer will also 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 consultant before the session begins.
- **Attach any documents that you plan to use to the appointment form in WCONLINE or bring paper copies to the appointment.** This could include drafts of the writing project, outlines, assignment sheets, rubrics, etc. Printers are available in the RBD Library. Emailing documents directly to the consultant is not an option.

During the appointment:

- **Wear a mask at all times.** Masks should completely cover your nose and mouth.
- **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 using the MWC Zoom Helpline.

### 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 consultant before entering the room.

During the session:

- **Wear a mask at all times.** Masks should completely cover your nose and mouth.
- **Stay at least six feet apart from other participants.** When you arrive, look for approved seating areas, which will be marked on all tables.

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.