

The following is a list of protocols that all ELTOs who have completed and signed the ELTO COVID-19 Compliance Checklist agree to follow for the provision of online classes. Classes are provided online in the event of:

- a regional or national lockdown and subsequent government directive that language school classes need to move online;
- a class/classes having to restrict movements due to a student or teacher testing positive for COVID-19.

In the event that classes need to move online, the online classes:

- will be conducted via an appropriate voice and video conferencing and meeting software (e.g. Zoom) that allows:
 - teacher to student and student to student communication;
 - file-sharing;
 - screen sharing (interactive whiteboard).
- will follow a similar format as the face-to-face classes;
- will be live classes;
- will be of same total duration and lesson length;
- will be divided by level (students will continue studying in their level);
- will have a maximum of 15 students per class;
- will be live interactive classes, taught by the same experienced and fully qualified teachers;
- will be supplemented by a Learning Management System (LMS) (e.g. Google Classroom);
- will comply with relevant ILEP conditions.

I agree that _____ ELTO NAME _____ will abide by the above protocols and take responsibility for the quality provision of online classes should classes need to be moved online. _____ ELTO NAME _____ will ensure that students and teachers are clearly informed of the expectations under these protocols.

Signed: _____

Date: _____

Position: _____