

Visiting LU office and resource centre

To ensure everybody's safety as the pandemic continues, we have set up some protocols to reduce the risk of Covid-19 transmission for all those working in or visiting LU.

For additional information or any other questions, please contact the Executive Director, Program Director or LU administrative staff.

Making an Appointment

Visiting LU offices and resource centre at Horizon High School is by appointment only.

You can visit to:

- Meet with one of the LU staff
- Make photocopies
- Pick up or drop off books or games from the resource centre
- Borrow a device or use the WiFi for a remote tutoring session

If you want to meet a member of LU staff, please note that LU staff hours will change from week to week. While LU staff will be working from home more than usual during the pandemic, we will also be covering the office as much as possible during the regular opening hours (9am – 4pm, Mon – Thur). We can not guarantee someone will be in the office at all times.

To avoid the disappointment of a wasted visit, please email or call before a visit to check that the office is open and make sure the person you want to see is on site. If possible, call/email a few days before to book an appointment. We will do our best to schedule our office times to meet the needs of tutors and learners.

Visiting the Office

The LU offices and resource centre are part of Horizon High School. We must follow the guidelines from the Ministry of Education as well as the school for all visitors.

Make sure you have notified us before your visit.

When you arrive at the school, enter the building using the front entrance. Before entering, please make sure you are wearing a mask that covers your nose and mouth. Masks must be worn at all times when you are in the school.

When you enter, use the hand sanitizer, and sign in at the desk in the entrance hall. If you haven't visited us before, someone from the LU office will meet you at the desk and walk you down to our offices.

Policies and Procedures: Visiting the LU office and resource centre

Please note that the LU kitchen is closed to visitors. You must bring your own water or refreshments if you need them.

You may use the school washrooms.

Borrowing from the Library, Using Devices/WiFi or Making Photocopies

Library

If you would like to borrow a resource from the library, please check the [online library catalogue](#) beforehand. Make a note of the item you want borrow (name, author, location, number of copies). Email the details to library.literacyunlimited@gmail.com. You will be notified when the item is ready for pick-up at the front desk.

If you want to drop off books, call to make sure someone is at the office.

Using devices/Wifi

You can also use a LU device (laptop or tablet) or access the WiFi at LU.

If you or your learner want to use our devices onsite or access our WiFi, you must make an appointment. There are limited spaces available. You will be able to sit at these stations to use the device, participate in your tutoring session, or find resources online. Call LU to book a space. You will need to set a date and time. If your plans change, please let us know as soon as possible.

Making photocopies

If you want photocopies, you must also make an appointment.

Bring or email the items you want copying and a member of the LU staff will do that for you.