

Conversations between individuals are essential for learning at Barton College. Advising, counseling, problem-solving, correction, and many other things take place best in one-on-one conversations.

The College's protocols during the pandemic influence how one-on-one conversations take place, but they should not limit or discontinue any such meetings. Decisions about how to hold such meetings should be taken by the people involved, based on their needs and the College's expectations.

When you have reason for a one-on-one meeting, then, follow these guidelines:

- If the meeting can be just as effective virtually as face-to-face, please hold it virtually. This guidance applies to faculty office hours as well as other one-on-one meetings.
- If the meeting can be held outside, consider doing so. A walking conversation or a discussion under the trees, with appropriate social distancing, are both healthy and productive ways to meet.
- If the meeting should be held face-to-face, make sure that it can be held in a room where social distancing is possible, masks/face shields can be worn, and/or plexiglass is in place between the parties. Such meetings may be held in offices. Remember, there are small conference rooms available across campus, which can accommodate these conversations if offices won't work.
- If the meeting requires the use of technology, both parties should bring their own devices.