

The Aspen Grove Learning Pod has put the following policies and procedures in place to ensure the safety of our children and the success of the program for all participants. By reading and signing this document, you agree to adhere to the following guidelines and procedures.

**Arrival/Dismissal:**

Parents are asked to drop off and pick up their children from the classroom each day. We ask that you drop off your child(ren) at 8:40am and pick up your child(ren) at 3:45pm, as there will be no supervision before and after these school hours.

**Masks:**

Children will not be required to wear makes once inside the classroom.

**Communication between school and Learning Pod**

Sometimes plans change, teachers have different links, or a proctor needs to sit in on a class. Whatever communication from the child's school that is sent to the parent and is pertinent to the education of their child needs to be conveyed to the proctor via email. If this is not done, Aspen Grove Learning pod is not liable for a child missing class or a declining grade.

**Payment:**

By signing this document, parents agree to pay in full for the day or week, per the agreed-upon method and amount. The semester begins on Monday, January 18<sup>th</sup>, and concludes on Friday, May 21<sup>st</sup>.

- \$100 per week per child
- \$30 per day per child

All parents will signup on the link and pay for the coming week. For a day, parents can signup and pay the morning of when they drop off their child.

**Covid-19 Exposure Protocol:**

By signing this document, parents agree to the following protocol.

1. Perform the following self-screen with family members prior to arriving at school each day.
  1. Have you been in close contact with a confirmed case of COVID-19 within the past 14 days?
  2. Are you experiencing a cough, shortness of breath, sore throat, or stomach symptoms?
  3. Have you had a fever in the last 48 hours?
  4. Have you had new loss of taste or smell?
  5. Have you had vomiting or diarrhea in the last 24 hours?
  6. Temperature should be taken. Normal temperature should not exceed 100.4 degrees Fahrenheit
  7. If the answer to any of these questions is yes, then child should remain home
2. Practice social distancing (6ft) and wear mask over nose and mouth when in public space.

Below is the action plan if an individual in the school is showing signs/symptoms or has been diagnosed with COVID-19. ***This applies to an instructor or student, or student's daily contacts.***

1. Immediately place a cloth face covering or a surgical mask on the ill individual and move them to the classroom break-out space.
2. Anyone assisting the individual should put on a cloth face covering or a surgical mask and eye protection if available. Limit the number of people who are in direct contact with the ill individual.

3. Ensure the individual is safe and does not need emergent medical attention. If the individual appears to be seriously ill, call 911 and inform them that you are calling about a possible/confirmed case of COVID-19.
4. Notify the emergency contact of the ill individual. If the individual is deemed stable, ask that they be picked up from school. If the individual requires emergency medical attention, call 911 and inform them of the situation.
5. Contact your county health department to notify them of a suspected or confirmed case of COVID-19.
6. Identify those who have been within six feet of the individual for 10 minutes or more at any time within 48 hours before the individual's onset of symptoms until the individual has left school property. Those individuals will be required to self-quarantine for 14 days from their last exposure to that individual. ***For our learning pod, this is likely every student and instructor.***
7. Should a student's family member have symptoms or a confirmed COVID-19 case, refer to Step #4-6 above as it applies to the student and others in the school setting. ***Contacts are to self-quarantine for 14 days from their last contact with the infected individual.***

Students and staff may return to school if the answer to ANY of the following questions is YES:

- Did a health care provider confirm that the individual's illness is not due to COVID-19 because another explanation was identified. e.g., fever due to urinary tract infection, strep throat confirmed by a positive strep test, rash from poison ivy, etc? (Diagnoses of upper respiratory tract infection (URI), pneumonia, viral illness, etc DO NOT exclude the diagnosis of COVID-19 and should not be considered adequate to authorize return to school.)
- Did the individual have a positive COVID-19 molecular/PCR test and complete isolation for a minimum of 10 days AND had resolution of symptoms for at least 72 hours? (Results of antibody tests are not reliable and should not be considered proof of immunity or lack of infection.)
- Has the individual been well for at least 72 hours and have documentation of TWO negative COVID-19 molecular/PCR tests at least 24 hours apart during the most recent absence due to symptoms consistent with COVID-19? (Results of tests that precede the dates of the most recent absence are not acceptable, nor are results of antibody testing.)
- In the case of an individual with symptoms that did not obtain testing, did the individual complete isolation for a minimum of 10 days AND have resolution of symptoms for at least 72 hours?

#### **Emergency Protocol:**

1. In the event of an emergency, instructor will notify the student(s) emergency contact(s).
2. If it is a medical emergency, call 911 and inform them of the situation.
3. In the event of an inclement weather dismissal, emergency contact(s) will be notified and be asked to pick up the student as safely but quickly as possible.
4. Notify the emergency contact of the ill individual. If the individual is deemed stable, ask that they be picked up from school. If the individual requires emergency medical attention, call 911 and inform them of the situation.

#### **Child Information**

Please fill out and return child information sheet to Adam Kaufhold, who will keep these documents on file for reference.

#### **Lunch and Snacks:**

Each student will bring lunch, snack, and water bottle; each student will be responsible for wiping down their own desk after lunchtime.

**Sickness or Injury:**

If a child becomes sick or is injured throughout the day, the teacher will have emergency contact information along with a first aid kid in the classroom. Parents will be contacted and a medical incident report will be written if needed. For the protection of your child and his/her classmates, please keep them home when they are ill. If your child has a fever, diarrhea, or vomiting, they must be symptom free for at least 24 hours before returning back to school.

Child name:

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Parent name:

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Parent Signature:

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Date: \_\_\_\_\_