

The Learning Tree's COVID Plan – Addendum to Member Handbook

1) Assessment of Symptoms

- Each family will take their temperature and assess symptoms before arriving at the Learning Tree.
- Each family will complete a health assessment checklist upon arrival at the Learning Tree.
- Anyone with a temperature of 100 ° F should stay home.
- Anyone with 2 or more of the following symptoms should stay home:
 - Cough or shortness of breath
 - Sore throat
 - Chills
 - Muscle pain
 - Headache
 - Recent loss of taste or smell
 - Nausea, vomiting or diarrhea
- Anyone exhibiting 2 of these symptoms while at Learning Tree will be asked to go home.
- Signs reminding members of these symptoms will be posted.

2) Washing and Sanitizing Hands

- All attendees should wash hands for at least 20 seconds with soap:
 - Before arrival
 - As needed when dirty
 - Before and after eating
 - After using the restroom
- Hand sanitizer will be available in the Gathering Room while supplies last
- Signs reminding members of the importance of clean hands will be posted.

3) Sanitizing the Environment

- Handles and door knobs will be disinfected by designated personnel before 9:00 and after 12:00 and each hour.
- Either disinfecting spray and paper towels, or sanitizing wipes, will be available in each classroom.
- Teachers will sanitize shared supplies and materials.
- Parent volunteers will wipe down tables and handles of chairs and doors at the end of each class.

4) Social Distancing

- There will be no indoor gathering spaces during the this session.

- When not in class or volunteering, families are not to remain in the building. Please find a space outside, if weather permits, or wait in your car. If you have kids still in class, don't forget to sign the sign out sheet letting us know where you'll be.
- There will be hall monitors at each end of the long, narrow hallway on the main floor to assist in one direction traffic flow.
- Classes upstairs will be dismissed one class at a time in order to not flood the hallway.
- Students going upstairs will wait at the bottom (in the gathering room) until all students
- are downstairs before going up.

5) Face Coverings

- All attendees age 10 and up are required to wear a mask upon entering the building.
- All attendees age 10 and up are asked to wear masks to the best of their ability while in the building, especially in congested hallways.
- Please understand that face masks can be difficult to tolerate, so one person's "best of their ability" may be different than the next person's.
- Masks will not be provided.
- Individual teachers/classrooms might have their own masking requirements within a class; see the individual class descriptions.
- Exemption: anyone with a health condition where a face mask is not advisable. This might exclude your child from attending a class where the teacher has required masks; please reach out to individual teachers with questions.

6) Procedures for Covid-positive cases and exposures

- Members who test positive for Covid-19 must notify the board immediately.
- Members who test positive for Covid-19 can safely return to classes when the following standards are met:
 - At least 10 days have passed since symptoms began.
 - No fever for 24 hours with no fever-reducing medication.
 - Symptoms have improved.
 - Another option may be to have 2 negative test results at least 24 hours apart once fever is gone and respiratory symptoms have improved. (See link below.)
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
- In the case of an outbreak (2 or more families become infected), the Learning Tree board will partner with the Franklin County Health Department to determine the next steps.
- Members who have been exposed to Covid-19 (within 6 feet of an infected person for 15 minutes or longer) must stay home for at least 14 days.
- To aid in minimizing spread, students will choose the seat they prefer on the first day of class and continue to sit in that assigned seat for the duration of the semester.

7) Additional items

- Each member will be asked to sign a Covid waiver before registering for classes.
- As guidelines change, our policy could change.

- If you decide to remove your family during the semester, please understand that it will be handled as a usual withdrawal and no refund will be given.
- Teachers are free to implement precautionary requirements in their classrooms according to their needs. Please be sure you're comfortable with each teacher's requirements before registering for their class.
- Please use the following references as needed:
 - <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>
 - <https://coronavirus.ohio.gov/static/OPHASM/COVID-19-Risk-Level-Guidelines-GP.pdf>
 - <https://coronavirus.ohio.gov/static/responsible/schools/K-12-Schools-Guidance.pdf>