



Creative Learning Pod – Fall 2020

Information, Policies, & Procedures

LOCATION

Ronald United Methodist Church
17839 Aurora Ave N
Shoreline, Washington
98133
(map attached)

CONTACT INFORMATION

Jonathan Booker
Arts Education Coordinator
Shoreline-Lake Forest Park Arts Council
artsed@shorelinearts.net
OFFICE: (206) 417-4645 | MOBILE: (719) 231-9507

The pod meets in the **Fellowship Hall** in the basement of the church building. The entrance to the Fellowship Hall is behind the church as you are facing it from Aurora Avenue (across from Hopelink on the West side of the building). Please do not park or enter the building at any other location.

DROP-OFF

Drop-offs occur between **8:25 AM and 8:55 AM** daily. In order to avoid crowding at the entrance, your student will be assigned to one of the three DROP-OFF TIME SLOTS listed below. In order to avoid bottlenecks and delays, please be sure to arrive on time to drop off your student.

DROP-OFF TIME SLOTS:

- Time Slot 1: 8:25 AM
- Time Slot 2: 8:35 AM
- Time Slot 3: 8:45 AM

When you arrive to drop off your student:

1. Drive around to the parking lot behind Ronald UMC and park.
2. Walk with your student to the Health Screening Desk just outside of the Fellowship Hall entrance. Only one student and one adult are allowed at the drop-off area at a time. If another family is dropping off their student(s), please wait in your vehicle until the Health Screening Desk and walkway are free.
3. The pod teacher will administer a brief health screening and check your child in.

IMPORTANT: Masks are required *without exception* for everyone dropping off their student.

DAILY HEALTH SCREENINGS

A Daily Health Screening is required at drop-off for every student entering the pod. The Health Screening consists of a body temperature check administered by the teacher using a no-contact forehead thermometer, as well as a Daily Health Questionnaire to be filled out by the student's parent/guardian. For your safety and the safety of others, students will not be allowed to enter the pod if:

- They or anyone in your household have experienced symptoms of COVID-19 in the 72 hours prior to entering the pod.
- They have taken medication to reduce fever in the past 24 hours.
- They or anyone in your household have been in known contact with anyone who has a suspected or confirmed case of COVID-19.



PICK-UP

Pick-ups occur between **4:25 PM and 4:45 PM** daily at the Fellowship Hall entrance (where you drop your student off). It is vital that you do not pick up your student late. You will be charged \$1 per minute past 4:45 PM that you are late to pick up your student.

When you arrive to pick up your student:

1. Park and come just outside of the doorway to the Fellowship Hall. Again, only one student and one adult are allowed at the drop-off area at a time. If another family is picking up their student, please wait in your car until the entrance and walkway are free.
2. Let the teacher know that you have arrived to pick up your student and wait outside of the doorway while your student is gathering their belongings. **For safety reasons, parents/guardians are not allowed inside of the Fellowship Hall.**
3. Students will only be released to their Parents or one of the Authorized Persons listed below (see Pick-Up Authorizations on Page 4 of this document). The teacher reserves the right to ask for photo identification for anyone picking up a student from the pod.

IMPORTANT: Masks are required *without exception* for everyone picking up their student.

WHAT YOUR STUDENT SHOULD BRING TO THE POD

Students are required to bring all of the materials necessary to complete their remote learning, including:

- iPad, Chromebook, or laptop computer
- WiFi Hotspot (if they have been given one from their school)
- Headphones
- Any applicable textbooks or printed materials
- School supplies (pens/pencils, notebooks, binder/folders, backpack, etc.)

Students are also required to bring their own lunch, snacks, and beverages. As a safety precaution, the Arts Council will not provide food to students at the pod. A minifridge is available at the pod. Please label all of your student's food/beverage items with their name. Students must bring their own:

- Lunch
- Snacks
- Beverages (including water)

Students are required to bring their own mask. Masks must be clean and properly fitted to securely cover the mouth and nose. Students should also be dressed and prepared for cold, wet, or otherwise inclement weather.

COVID-19 SAFETY INFORMATION & ILLNESS POLICY

The safety of students, families, staff, and the community as a whole is top priority. Please read the information below and initial in the designated areas to certify your acknowledgement.

Known **symptoms** OF COVID-19 include:

- | | |
|--|--|
| • Fever of 100.4° F or above | • Muscle aches / pains |
| • Cough | • Shortness of breath / difficulty breathing |
| • Sore throat | • Diarrhea |
| • Chills or repeated shaking with chills | • Nausea/vomiting |
| • Headache | • Runny nose / congestion |
| • Loss of taste/smell | • Unusual fatigue |



The virus that causes COVID-19 is often spread by people without symptoms. This is known as **asymptomatic transmission** and is especially common among children. Because of this, contact with anyone who has a suspected or confirmed case of COVID-19 should be avoided, even if you or your child do not show symptoms.

Since the coronavirus is transmitted from person to person through aerosols and airborne droplets of mucus or saliva, **physical distancing** and **masks** covering the mouth and nose are vital to preventing its spread. Please see the attached information brochures about physical distancing and masks.

If your child stays home sick with symptoms of COVID-19, **testing** is strongly recommended. Your child may return to the Creative Learning Pod when...

COVID-19 test is NEGATIVE	COVID-19 test is POSTIVE , or child is not tested
<ul style="list-style-type: none">SYMPTOM-FREE FOR THREE FULL DAYS (72 HOURS) WITHOUT THE USE OF MEDICATION TO REDUCE FEVER<u>AND</u>NO OTHER PERSON IN YOUR HOUSEHOLD EXHIBITS SYMPTOMS OF COVID-19.	<ul style="list-style-type: none">AT LEAST TWO FULL WEEKS (14 DAYS) SINCE SYMPTOMS FIRST APPEARED<u>AND</u>YOUR CHILD IS SYMPTOM-FREE FOR THREE FULL DAYS (72 HOURS) WITHOUT THE USE OF MEDICATION TO REDUCE FEVER<u>AND</u>NO OTHER PERSON IN YOUR HOUSEHOLD EXHIBITS SYMPTOMS OF COVID-19.

A body **temperature check** is required for every student prior to entry into the pod. No student with a fever of 100.4° F or above will be admitted. The teacher will use a no-contact forehead thermometer to check for fever.

Routine cleaning and disinfecting will occur throughout the pod space.

By signing below, you certify that you have read and understand the information above about **symptoms** of COVID-19, **asymptomatic transmission**, **physical distancing** and **masks**, COVID-19 **testing**, and **temperature checks** prior to entry to the pod.

Also by signing below, you:

- Consent to your child's temperature being taken daily.
- Agree that if your child or anyone in your household becomes sick with symptoms of COVID-19, tests positive for COVID-19, or has been in known contact with anyone who has a suspected or confirmed case of COVID-19, you will promptly keep your child at home and contact the Arts Council (see HOW TO CONTACT THE ARTS COUNCIL below).

Parent/Guardian 1		
PRINT NAME	SIGNATURE	DATE
Parent/Guardian 2		
PRINT NAME	SIGNATURE	DATE



STUDENT INFORMATION

Fill out and detach Pages 4-5 and return them to the Shoreline-Lake Forest Park Arts Council.

Student		
FIRST NAME	LAST NAME	DATE OF BIRTH
ALLERGIES, MEDICATIONS, AND MEDICAL ALERTS		
Does student have any of the UNDERLYING MEDICAL CONDITIONS listed below? YES <input type="checkbox"/> NO <input type="checkbox"/>		
According to the Centers for Disease Control and Prevention (CDC), people with the following UNDERLYING MEDICAL CONDITIONS may be at increased risk for severe illness from COVID-19:		
Asthma (moderate-to-severe); Cancer; Cerebrovascular disease; Chronic kidney disease; COPD (chronic obstructive pulmonary disease); Cystic fibrosis; Hypertension or high blood pressure; Immunocompromised state (weakened immune system); Liver disease; Neurologic conditions, such as dementia; Obesity (body mass index [BMI] of 30 or higher); Pregnancy; Pulmonary fibrosis (having damaged or scarred lung tissues); Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies; Sickle cell disease; Smoking; Thalassemia (a type of blood disorder); Type 1 or Type 2 diabetes mellitus		

PICK-UP AUTHORIZATIONS

Please list any trusted individuals other than the student's parent(s)/guardian(s) who you authorize to sign the student out of the Creative Learning Pod. Students will only be released to authorized individuals who identify themselves WITH A PHOTO ID.

AUTHORIZED PERSON 1		
FIRST NAME	LAST NAME	PHONE
AUTHORIZED PERSON 2		
FIRST NAME	LAST NAME	PHONE

By signing below, you acknowledge that you have read and understand the information on Pages 1-3 of this Information, Procedures, and Liability Waiver packet, that you will follow the procedures, and that failure to follow the procedures may result in your student's dismissal from the pod.

Parent/Guardian 1		
PRINT NAME	SIGNATURE	DATE
Parent/Guardian 2		
PRINT NAME	SIGNATURE	DATE



ASSUMPTION OF RISK & LIABILITY WAIVER

GENERAL WAIVER:

I am 18 years of age or older, fully competent, and am the parent or legal guardian of the student participant(s) on this Liability Waiver & Information Form. I desire for my child(ren) or ward(s) to participate in the Creative Learning Pod program offered by the Shoreline-Lake Forest Park Arts Council. I understand that this program may include activities such as dance, fitness, and other special interests, and I understand that there are special dangers and risks inherent in these activities including, but not limited to, the risk of serious physical injury, death, or other harmful consequences which may arise directly or indirectly from my child's/children's or ward's participation in these activities. HAVING READ THIS WAIVER AND BEING FULLY INFORMED OF THESE RISKS and in consideration of my child(ren) or my ward(s) being allowed to participate in the Creative Learning Pod program, I assume all risk of injury, damage, and harm to my child(ren) or ward(s) which may arise from my child's/children's or ward's participation in the program. I further agree to release and hold harmless the Shoreline-Lake Forest Park Arts Council, its officials, employees, and agents, and agree to waive any right of recovery that I or my heirs and successors may personally have in the future to bring a claim or lawsuit for damages against the Shoreline-Lake Forest Park Arts Council, its officials, employees, and agents for any personal injury, death, or harmful consequences occurring to me or my child(ren) or ward(s) arising out of my child's/children's or my ward's participation in the program.

COVID-19 WAIVER:

I acknowledge that infections of the novel coronavirus SARS-CoV-2, which causes the disease COVID-19, have been confirmed throughout the United States and Washington State, including cases in the City of Shoreline and the City of Lake Forest Park. I understand that in accordance with the most recent guidance and protocols issued by the World Health Organization, the Centers for Disease Control and Prevention (CDC), the Washington State Department of Health, and the Seattle/King County Department of Health for slowing the transmission of COVID-19, the Shoreline-Lake Forest Park Arts Council has established procedures to implement the guidance and protocols and, at any time, may revise its procedures based on updated guidance and protocols and I agree to comply with, and instruct my child(ren) or ward(s) to comply with, the Shoreline-Lake Forest Park Arts Council's procedures and any revisions to the procedures.

I understand that the Shoreline-Lake Forest Park Arts Council cannot guarantee that anyone participating in its programs will not be exposed to or infected by COVID-19; that due to the nature of the Shoreline-Lake Forest Park Arts Council's programs, social distancing of six (6) feet per person among children and Shoreline-Lake Forest Park Arts Council staff is not always possible; and that the risks of being exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including Shoreline-Lake Forest Park Arts Council officials, employees, or agents. Therefore, I understand the known and unknown dangers of participating in the Shoreline-Lake Forest Park Arts Council's programs due to COVID-19 and acknowledge that any participation of my child(ren) or my ward(s) may, despite the Shoreline-Lake Forest Park Arts Council's reasonable efforts to mitigate such dangers, result in exposure to or infection by COVID-19, which could result in quarantine requirements, serious illness, disability, and/or death.

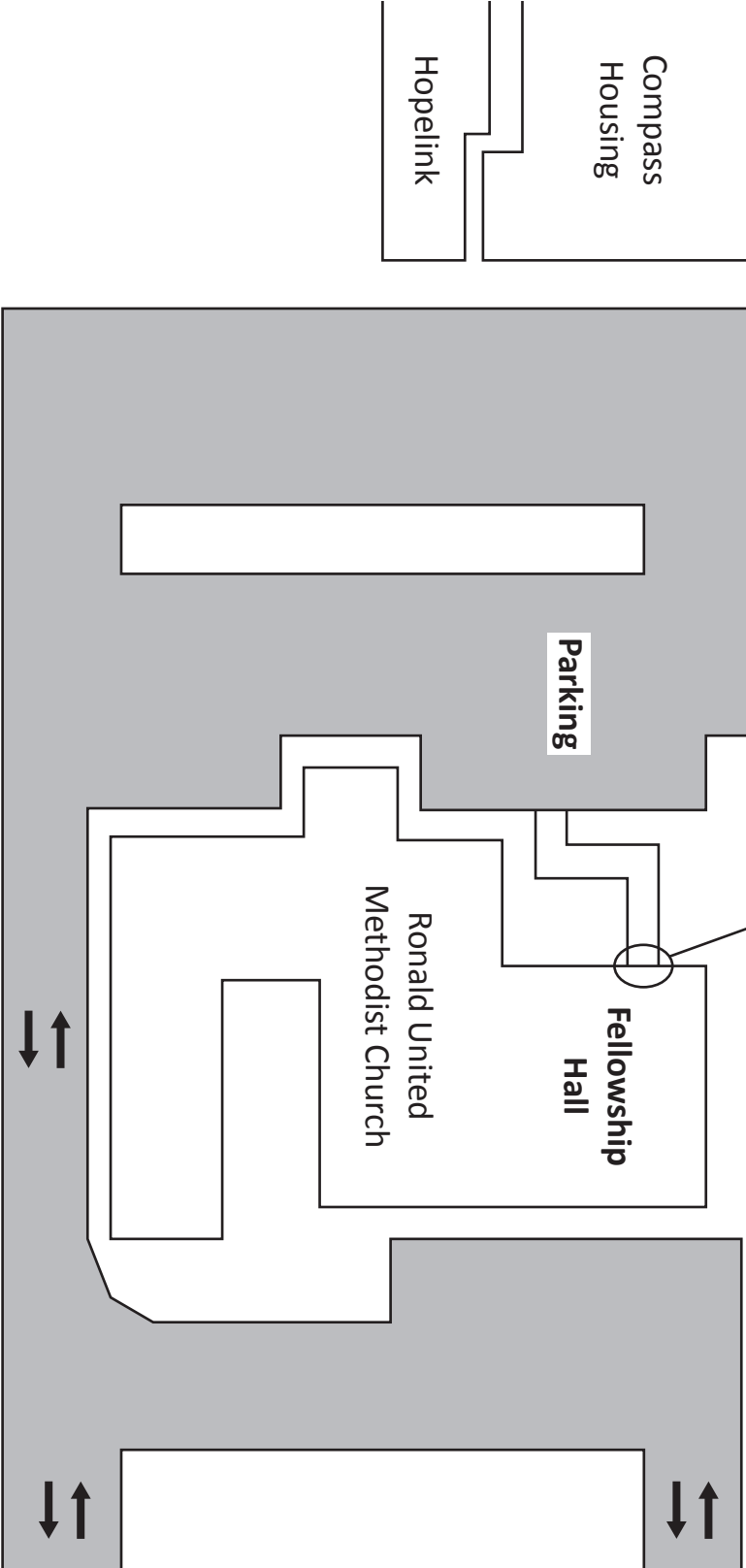
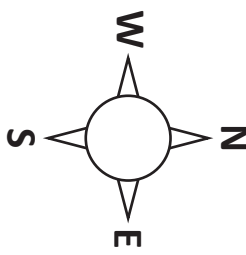
I hereby agree, represent, and warrant that neither myself nor any participating child(ren) or ward(s) shall visit or participate in the Shoreline-Lake Forest Park Arts Council's programs if they: (1) are experiencing symptoms of COVID-19, including but not limited to, fever, cough, shortness of breath, muscle aches, or sore throat; (2) has a suspected or diagnosed/confirmed case of COVID-19; or (3) has knowingly been in close proximity and/or physical contact with anyone who has a suspected or diagnosed/confirmed case of COVID-19.

HAVING READ THIS DOCUMENT AND BEING FULLY INFORMED OF THE CONTAGIOUS NATURE OF COVID-19 AND THE RISKS, KNOWN AND UNKNOWN, OF BEING EXPOSED TO OR INFECTED BY COVID-19, I ASSUME ALL RISK AND SOLE RESPONSIBILITY of injury, damage, and harm to myself or my child(ren) or ward(s) which may arise from my child's/children's or my ward's participation in the Shoreline-Lake Forest Park Arts Council's programs. I FURTHER AGREE TO RELEASE AND HOLD HARMLESS THE SHORELINE-LAKE FOREST PARK ARTS COUNCIL, its officials, employees, and agents, and agree to waive any right of recovery that I or my heirs and successors may personally have in the future to bring a claim or lawsuit for damages against the Shoreline-Lake Forest Park Arts Council, its officials, employees, and agents for any personal injury, death, or harmful consequences occurring to me or my child(ren) or ward(s) arising, directly or indirectly, out of my child's/children's or my ward's participation in the Shoreline-Lake Forest Park Arts Council's programs.

Parent/Guardian 1		
PRINT NAME	SIGNATURE	DATE

Parent/Guardian 2		
PRINT NAME	SIGNATURE	DATE

Ronald United Methodist Church
17839 Aurora Ave N
Shoreline, Washington
98133



Aurora Ave N
(southbound)

Aurora Ave N
(northbound)

The pod meets in the **Fellowship Hall** in the basement of the church building. The entrance to the Fellowship Hall is behind the church as you are facing it from Aurora Avenue (across from Hopelink on the West side of the building). Please do not park or enter the building at any other location.

Novel Coronavirus Disease COVID-19



What is COVID-19?

COVID-19 is a respiratory illness caused by a new, or “novel” coronavirus. Coronaviruses cause respiratory illnesses, such as the common cold.

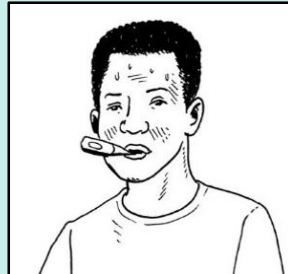


How does it spread?

COVID-19 spreads through droplets from sneezes and coughs. It also spreads through close contact with others, including handshakes and sharing food or drinks.

What are the symptoms?

The main symptoms of COVID-19 are fever, coughing, and shortness of breath. Some people also experience body aches and a sore throat.



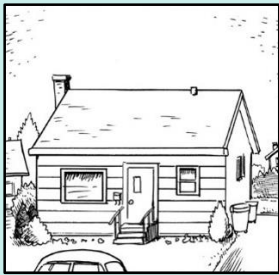
Who is most at risk?

Older adults, people of any age who have other medical conditions, and pregnant women may be at higher risk for severe illness from COVID-19.

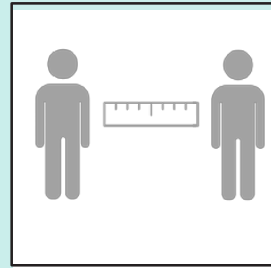


Protect yourself and your community.

Stay home as much as possible. **Especially if you are sick.**



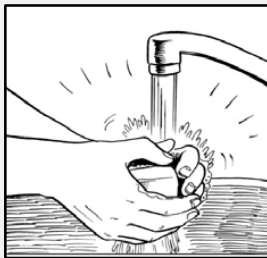
Going to **work** or the **grocery store**?



Stay 6 feet from others.



Wear a facemask.



Wash your hands.



Use hand sanitizer.



Cover your coughs and sneezes.



Clean surfaces in your home.



Call before you go to the doctor.



Don't touch your mouth, nose, or eyes.

Call 9-1-1 if you experience the emergency warning signs of COVID-19

- Trouble breathing
- Ongoing pain or pressure in the chest
- Sudden confusion
- Being unable to respond to others
- Blue lips or face

For other COVID-19 concerns, call your healthcare provider.

Visit DOH.WA.GOV/Coronavirus or Coronavirus.wa.gov, call 1-800-525-0127 and **press #** for interpreter services, or **text the word "Coronavirus" to 211211** for more information.

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a mask when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The mask is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

PLEASE PROTECT ONE ANOTHER FROM COVID-19



**Wear a face covering and keep 6 feet apart
from people who don't live with you.**

Wash hands before and after you put on, take off, or adjust masks.



Face coverings should
cover your nose and
mouth at all times.



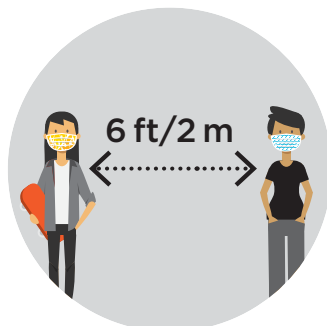
Fit coverings snugly
against the side of your
face and under the chin.



Use the ties or
ear loops to put on,
take off, or adjust masks.



Face coverings should
have multiple layers.



Encourage friends
to wear masks too
and stay 6 feet apart.



Wash and dry
cloth masks daily.

For more information
kingcounty.gov/masks

Public Health
Seattle & King County

