



Pandemic Response Plan 2021-22

This guide is to inform you of the protocols and procedures (based on guidelines established by the CDC (Centers for Disease Control and Prevention) and county/state health authorities) that Keys School will take to maintain health and safety, with the understanding that we cannot guarantee that your child will be free from the risk of contracting the novel coronavirus, COVID-19 or its variants while on campus.

We ask that you partner with us in understanding how you and your child can help reduce the risk of transmission by staying current on information about the virus provided by public health officials and experts, and acknowledging that by sending your child to our campus, there is a risk that you and/or your child may become infected with COVID-19 or its variants. We will continue to update you with guidance that we receive from our public health experts and authorities.

Information contained in this document will be updated periodically as new information becomes available.

Pandemic Response Plan

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Part I - Leadership During COVID-19

- Introduction
 - Purpose
 - Identification and Evaluation of COVID-19 Hazards
 - Strategies for Prevention
 - Response Teams/Leadership
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Introduction

Keys School recognizes that we are a critical community institution serving teachers, staff, students, and families. The threat of a highly infectious outbreak in our school could be detrimental to the community. By following this infectious disease preparedness plan, we are dedicated to reducing possible miscommunications, mitigating risk, and establishing guidelines in advance for potential challenges.

This plan outlines Keys School's strategy in preparing for, responding to, and recovering from a highly infectious disease outbreak such as COVID-19 (Coronavirus) and its variants, Pandemic Flu, etc., with a collective, community approach.

Purpose

The purpose of this plan is to establish norms for responding to a disease outbreak, understand our roles and capacities for keeping our students, faculty and staff safe, and streamline the communication to our community in the event of an outbreak. Highly infectious illnesses can spread quickly and have widespread impact on communities, such as schools, with regular close physical interactions. As such, this plan serves as a resource guide for planning and responding to a sudden pandemic within our school.

The purpose of this plan is to achieve the following goals:

- Maximize the protection of lives by identifying and reducing health risks on our campuses while minimizing disruption to education and social interaction.
- Enable Keys School to continue to operate and provide education as effectively as possible in the event of a highly infectious disease outbreak with minimal losses to academic achievement, enrolled students, talent, and finances.
- Keys School's response will be directed by the Santa Clara County Public Health Department's direction and guidance. This plan also corresponds with federal, state, and local agencies' guidelines, referenced in:
 - COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year (CDPH)
 - Guidance for COVID-19 Prevention in K-12 Schools (CDC)
 - California Department of Education - Coronavirus Response and School Reopening Guidance - (Health Services & School Nursing)
 - Santa Clara County Public Health - Novel Coronavirus (COVID 19)

- Develop a communications plan to ensure that students, parents, and staff receive timely and accurate information regarding disease prevention efforts and infection control strategies

Schools tend to be affected by infectious disease outbreaks more than other settings. Children easily transmit illnesses to one another as a result of their close proximity, their inefficiency at containing respiratory droplets, and their ineffective hand washing. As a school, we play an important role in protecting the health of our students and staff from contagious diseases. This pandemic flu/infectious disease plan provides guidance for reducing illness at school on a regular basis as well as procedures during infectious disease outbreaks and pandemic periods. It includes:

1. Strategies to prevent and reduce the spread of infectious diseases at our schools, including layering of mitigation strategies.
2. Procedures for canceling school due to an infectious disease outbreak.
3. Plans for opening and maintaining on-campus, in-person instruction.

Layers of Safety: Mitigation Strategies to Prevent Infection:

We will employ layers of safety to help mitigate the spread of infection, including:

- Identification and evaluation of Covid-19 risks and hazards
- Face coverings/Masking
- Physical distancing when possible (The CDC no longer requires physical distancing.)
- Adequate ventilation
- Hand hygiene
- Symptom and close contact exposure screening, with exclusion from school for staff or students with symptoms or with confirmed close contact, following established guidelines and protocols
- Surveillance/screening testing

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct joint workplace-specific evaluations with supervisor and Division Teams.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Develop COVID-19 prevention controls in our workplace to mitigate or eliminate potential workplace exposures.
- Have supervisor and Division Teams conduct periodic inspections to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures. Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.

Correction of Identified COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned.

- The department supervisor and employees will develop policies and procedures for correcting the hazard.
- Recommended corrections will be evaluated by the Head of School and members of the Leadership Team.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

Strategies for Prevention

How Germs Spread: Illnesses such as the flu (influenza) and colds are caused by viruses that infect the nose, throat, and lungs and gastrointestinal tract. The flu and colds usually spread from person to person when an infected person coughs or sneezes and the virus is inhaled by another person. Other viruses are spread by infected persons passing germs through food or ineffective hand washing. Germs are also spread by droplets when a person touches something that is contaminated with a virus and then touches their eyes, nose, or mouth. The length of time germs can live on certain surfaces depends on the actual virus.

Disease Prevention & Education

To help prevent the spread of any infectious disease, schools have an opportunity to educate students, faculty, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. Keys School will provide hand washing, coughing, and sneezing education at any time there is a suspected outbreak and during the school year as requested by staff.

Our basic educational message is:

1. Cover Your Cough/Sneeze
2. Wash Your Hands Often
3. Stay Home If You're Sick
4. Wear Appropriate PPE (Personal Protective Equipment)
5. Maintain Physical Distancing

Cover Your Cough/Sneeze: Teach students coughing and sneezing etiquette using the instructional videos included here and/or demonstrations. Have an ample supply of tissues available in each classroom and school area. Give students multiple opportunities to wash their hands throughout the school day.

Wash Your Hands Often: Handwashing with soap and water is the best option. Hand sanitizers can be effective when there is no access to water. Unscented hand sanitizer with at least 60% ethyl alcohol is provided in each classroom. Students under age 9 will use hand sanitizer with adult supervision. Staff will provide instructions to students about healthy handwashing (washing their hands with soap and water for at least 20 seconds; washing hands that are visibly soiled, before eating, after going to the bathroom or after wiping their nose, coughing, or sneezing). Students will wash their hands at regular and scheduled intervals that are incorporated in the daily schedule.

Stay Home if You're Sick: A primary strategy against the spread of illness is for sick people to stay home from school. This includes students, faculty and staff. In times of suspected or identified infectious disease outbreaks, sick leave policies for staff and students suspected to be ill or who become ill at school will be identified and modified, clearly communicated and consistently enforced.

Wear Appropriate PPE (Personal Protective Equipment): Face masks will be required to be worn on campus by everyone at all times--in classrooms, on the grounds, and in common areas, but may be removed for the purpose of eating or drinking, or when alone in a closed office. We will re-evaluate our procedures for wearing masks, especially outdoors, as new data and guidelines become available. Gloves should be worn if there is a specific need for extra caution.

Maintain Physical Distancing - We will follow physical distancing guidelines as established by CDPH and CDC for students, faculty and staff in all campus spaces. As we re-open school this fall, even though social distancing is not required, whenever possible, faculty and staff will encourage 3 feet social distancing. We will ensure limits on group sizes, location, distribution, and duration through modification of programs and events. Classroom contents have been redesigned to allow greater physical distancing; non-essential furniture and classroom items have been removed to enhance physical distancing. All 'whole community' in-person events have been canceled until further notice to ensure that only small groups of students, faculty, and staff are on campus at any given time. We will revisit opportunities for parents to be on campus once vaccines are more widely available.

Measures to facilitate physical distancing:

- Instruction will utilize all areas, indoors and outdoors, of both campuses.
- We will capitalize on the open-air layout of our campuses and adjacent community spaces.
- Weather permitting, students may spend more time outside than inside to facilitate physical distancing and fresh air circulation.
- A "Limited Visitors" policy on campus will ensure that only students, faculty, staff and essential visitors are on campus at any given time.

Protocols for handwashing, hand sanitizing, sneezing/coughing, toilet use, and the proper use of masks and gloves are detailed below in the section entitled "Health and Safety".

Below are several online resources for detailed and current information on COVID-19:

Santa Clara County Health Online Resources for COVID information:

[Santa Clara County Public Health - Novel Coronavirus \(COVID 19\)](#)

CDC (Center for Disease Control) online resources for COVID information:

[How to Protect Yourself and Others \(COVID-19\)](#)

[What to do if you are sick with coronavirus disease 2019 \(COVID-19\)](#)

[Stop the spread of germs – help prevent the spread of respiratory viruses like COVID-19
COVID-19 and children](#)

WHO (World Health Organization) online resources for COVID information:

<https://www.who.int › Emergencies › Diseases>

Response Teams/Leadership

Keys COVID Crisis Response Team

Reviews directives from local, state, and national governments and public health organizations to assess and recommend courses of action in response to the pandemic.

Name	Title
Heather Rogers	Head of School
Cathie Whalen	Director of Finance and Operations
Betsy Doss	Head of Lower School
Larry Purcell	Head of Middle School
Kate Atmore	Director of Advancement
Ryan Matyjasik	Director of Technology
Kristin Neirinckx	Interim Director of Communication
Sara Poplack	Interim Director of Admission
Sharon Williams	Trustee, Keys Alum Parent
Dave Hong	Physician, Keys Parent
Christy Dosiou	Physician, Trustee, Keys Alum Parent

Keys Leadership Team

Adapting to an ever-changing learning environment, this team is passionate about our school's mission and committed to the growth and development of happy healthy individuals. This team works to translate strategic vision into actual practice while ensuring the health and safety of students, faculty, and staff.

Name	Title
Heather Rogers	Head of School
Betsy Doss	Head of Lower School
Larry Purcell	Head of Middle School
Cathie Whalen	Director of Finance and Operations
Ryan Matyjasik	Director of Technology
Kristin Neirinckx	Interim Director of Communication
Sara Poplack	Interim Director of Admission
Kate Atmore	Director of Advancement

Care Response Team

Various members of the team will support the following functions:

- Directly assists/assesses patient with COVID symptoms
- Contact parent/guardian and communicates testing protocol
- Follow up with families to check on patient wellbeing
- Support students/adults in their social-emotional wellness
- Check-in with cohort counterpart; offer additional support needed

Name	Title
Sharon Diamond	Lower School Counselor and Self Science Teacher
Patricia Chang	Coordinator of Student Support and Lower School Learning Specialist
Cathy Hsu	Middle School Counselor and Self Science Teacher
Betsy Doss	Head of Lower School
Larry Purcell	Head of Middle School
Michelle Mathers	Senior Office Administrator of Lower School
Susanna Bonetti	Office Administrator of Middle School

Lower School COVID Response Team

Responsible for contact tracing and response, communications and support in response to the pandemic.

Name	Title
Michelle Mathers	Senior Office Administrator, Lower School
Betsy Doss	Head of Lower School
Heather Rogers	Head of School
Kipp Trieu	Assistant Head of Middle School/Curriculum Coordinator

Middle School COVID Response Team

Responsible for contact tracing and response, communications and support in response to the pandemic.

Name	Title
Susanna Bonetti	Middle School Office Administrator
Larry Purcell	Head of Middle School
Cathie Whalen	Director of Finance and Operations
Katie Dlesk	Assistant Head of Middle School/Curriculum Coordinator

Part II - Overview of Policies, Protocols and Resources for Employees, Students, and Families

- Employees: Overview of Expectations
 - Resources for Employees
 - Students and Families: Overview
 - Resources for Families
-

Employees: Overview of Expectations

Expectations of employees around COVID-19 education including protocols/procedures:

- All employees are required to be thoroughly familiar with the contents of the Keys School COVID-19 Safety Plan (Pandemic Response Plan) before returning to campus.
- All employees are required to attend any Pandemic Response Trainings provided by the school for the purpose of:
 - Gaining a clear understanding of rationale and basis for the school's decisions about health and safety.
 - Keeping themselves, students, and other staff safe.
 - Explaining the rationale and basis for decisions to students and families.

Health Screening/Reporting

- All employees must receive a COVID-19 test before returning to school and as close to the start date as possible, taking into account time to receive results.
- Zero Illness Policy: Keys School has instituted a 'zero illness' policy for the foreseeable future in order to mitigate the possibility of transmission of COVID-19. Employees may not be at school if they have any illness whether it is believed to be COVID-related or not

Requirements for Home Symptom and Exposure Screening

- Self-screening at home each day before arriving at campus using the Health Screening app (a reminder will be sent daily).
- Staff who are sick or who have recently had close contact with a person with COVID-19 are actively encouraged to stay home.
- Employees will only be permitted on campus if they pass the health screening prior to entering campus.
 - Should an employee NOT receive health clearance, an administrator will follow up with next steps and health check requirements in order to return to campus safely.

Requirements for Reporting Illness

- Self-report in case of any illness and do not come to campus
- Employees can be assured that all illness reports will be treated confidentially and without fear of reprisal or repercussion.
- Please contact Cathie Whalen, Director of Finance and Operations.

- Continue self-screening at home to provide a description of your signs/symptoms. (*COVID-19 symptoms may include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, nausea, vomiting, or diarrhea*)

Testing Positive for COVID-19 (Please see more detailed information in Part III Health & Safety: In Case of Illness / Contact Tracing)

If you test positive for COVID, you are required to notify Cathie Whalen, Director of Finance and Operations immediately.

Travel and Quarantine Guidelines/Regulations

- Per California and Santa Clara County's Departments of Public Health instruction, Keys' complies with [CDPH](#) and [CDC travel and quarantine guidelines](#)

General Expectations of Employees

- All employees will be responsible for their own health self-screening prior to entering campus each day.
- All employees are required to wear a face mask while on campus. Please see [CDPH Guidance for the Use of Face Coverings](#) for more information.
- Light but frequent disinfection of high touch surfaces may be required during the day (door knobs, light switches, table tops, common use items).
- Support established protocols/expectations in classrooms.
- Following procedures if a child becomes ill during the day (Please see Part III, 'Policies and Procedures in case of Illness')
- Recording daily attendance, monitoring assigned seating, monitoring student movements (to assist in contact tracing if necessary)
- Monitoring students during recess/lunch periods for adherence to health protocols as needed (face masks, handwashing and physical distancing, etc)
- Substitute Teachers will be used as needed.
- Substitutes will be trained in health and safety protocols.

Emergency Drills

Standard fire drills, earthquake drills, and emergency preparedness practices are still required by law on a monthly basis, but changes will be made as needed in order to adhere to ongoing health protocols.

Resources for Employees

Emotional/Counseling Support

- On-campus: Sharon Diamond (Lower School Counselor) and Catherine Hsu (Middle School Counselor)

Administrative Support

- General: Heather Rogers (Head of School)
- Divisional by Campus: Betsy Doss (Head of Lower School) and Larry Purcell (Head of Middle School)
- Finance/Human Resources: Cathie Walen (Director of Finance and Operations)
- Pandemic Education and Protocol Support: Cathie Whalen and Kate Atmore
- Communication: Kristin Neirinckx (Interim Director of Communication)

- Technology Support: Ryan Matyjasik (Director of Technology)
- Admission and Onboarding of New Families: Sara Poplack (Interim Director of Admission)

Students and Families: Overview of Expectations

Expectations of Families about COVID-19 education including protocols/procedures

- All families are required to be thoroughly familiar with the contents of the Keys School COVID-19 Safety Plan (Pandemic Response Plan) before coming to school in order to clearly understand the rationale and basis for the school’s decisions about health and safety and be able to easily explain this to their children.

Behavioral Expectations of Students

- To ensure the health and safety of our community, students will be expected to comply with all health and safety procedures and protocols.
- Students who behave in ways that break or have difficulty maintaining our health and safety procedures and protocols will be carefully reminded of our safety priorities and redirected.

Health Screening/Reporting

- Immunizations and TB tests, and Tdap immunizations for 7th grade and older students, are still required by the beginning of the school year.
- Zero Illness Policy: Keys School has instituted a ‘zero illness’ policy for the foreseeable future in order to mitigate the possibility of transmission of COVID-19. Neither students nor staff may be at school if they have any illness whether it is believed to be COVID-related or not.

Requirements for Home Symptom and Exposure Screening

- Families are required to do at-home screening of symptoms and exposures for all students each day before leaving for school via the Health Screening app (a reminder will be sent daily via the app and via email), keeping sick children home who are ill in any way. A paper copy of the home symptom and exposure screening will be made available for any families who request it, to ensure equitable access.
- Health screening results will be logged in the electronic health screening app prior to entering campus. The “green badge” - safe to enter campus screen must be shown for each student before they will be admitted to campus each day. A “red badge” will indicate a student is advised to stay home and be in touch with the school for further instructions.

Quarantine After Travel

- We are asking all students and families to comply with the CDC and California Department of Public Health travel and quarantine guidelines as applicable, [including the most recent](#).

Transportation

- Keys will be providing van or shuttle service between Keys School and the Palo Alto University Avenue Caltrain station.
- We will have one student per bench whenever possible. Windows will be open and students must be masked.

Drop Off and Pick Up Procedures (see 'Health and Safety: dropoff/pickup procedures')

- Parents may not leave their vehicle when dropping off/picking up students.
- Students will walk directly to their own classroom.
- When picking up, parents may not leave their vehicle but rather must allow their child to come to them; staff will be assisting in this process.
- Parents should also wear face coverings at all times during drop off and pick up.

Requirements for Reporting Illness

- Self-report in case of any illness and do not come to school.
- Continue self-screening at home to provide a description of your signs/symptoms. (*COVID-19 symptoms may include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, nausea, vomiting, or diarrhea*)
- If a student or family member of a student has COVID symptoms, they will get tested immediately.
- For Lower School, contact Michelle Mathers (Senior Administrative Assistant)
- For Middle School, contact Susanna Bonetti (Administrative Assistant)

Testing Positive for COVID-19 (Please see more detailed information in Part III Health & Safety: In Case of Illness / Contact Tracing)

If a student tests positive for COVID, you are required to notify either Heather Rogers, Head of School, or Cathie Whalen, Director of Finance and Operations immediately, and to follow guidance on next steps and actions to be taken.

Visitor Policy

- Only school employees, students and approved visitors may step onto a Keys School campus.
- Parents are asked not to be on either campus without prior approval at any time except in the case of an emergency. If you must come to the campus for an emergency pickup (doctor appointments or a serious family obligation) please:
 1. Notify Michelle Mathers (Lower School) or Susanna Bonetti (Middle School) via email or phone if you need to pick up your child early.
 2. When you arrive at campus, please call the office from your vehicle to let us know you have arrived.
 3. While your student is being collected from the classroom an administrator will update their attendance.
 4. Lower School students will be walked out safely to your vehicle. Middle School students will be permitted to walk themselves to the pick-up area.
- We ask that there be no adult gatherings or 'parking lot' conversations on campus until further notice.
- Substitute teachers who are properly trained in COVID health protocols and wearing a mask may enter campus only when requested for an assignment.
- No parent volunteers may physically be on either Keys School campus until further notice or unless expressly asked by members of the Leadership Team. You will be asked to provide proof of a negative COVID test and vaccinations/boosters.

- If a contractor/worker is needed on campus, pertinent information (name, contact, destination) should be given to the office. Identification and face mask required. Our campus-wide social distancing requirements apply to contractors/workers on our campus.
- Driving services (Zum, Lyft, Uber) for students - Drivers should temporarily park in the designated dismissal area, walk to the front gate, and notify the main office to say they have arrived and who they are picking up. School personnel will monitor the dismissal area, bringing the student to the gate where the driver will show their ID and the student's destination before releasing the student.

Family Resources

Emotional Support for Students

- On-campus: Sharon Diamond (Lower School) and Catherine Hsu (Middle School)

Organizational Support for Families

KSA (Keys Parent Association)

- KSA President: Lynda Brouchoud (flores_lynda@yahoo.com)
- KSA Vice President of Lower School: Boyuan Sun (winy1004@gmail.com)
- KSA Vice President of Middle School: Alex Ho (alex.ho@cl.cam.ac.uk)

Communication Director: TBD

Parent Event, KSA Parent Association Volunteer and Room Parent Coordinator: Kate Atmore (katmore@keysschool.org)

Administrative Support (see "*Keys Leadership Team*" in Response Teams above)

Part III - Health and Safety

- Health and Wellness Planning Considerations
 - Daily Life at Keys School - Health Protocols
 - Arrival and Dismissal Procedures
 - COVID-19 Surveillance Testing
 - In case of Illness/Contact Tracing
 - Duration of Isolation
 - Duration of Quarantine
 - Response to Cluster or Outbreak
-

Health and Wellness Planning Considerations

Keys School will follow the recommended guidance outlined in the [Santa Clara County Office of Education Health and Wellness Planning Considerations](#). (7-Steps)

1. Screen all students, employees, and pre-approved visitors for illness related symptoms
2. Face coverings must be worn by all students and staff at all times in campus, both indoors and outdoors, until further notice to slow the potential spread of transmission
3. Evaluate and monitor locations to create healthy environments
4. Implement hygiene strategies to prevent transmission of viruses and maintain sanitized environments
5. Create a plan for daily routine cleaning that ensures disinfecting of high touch areas
6. Develop a plan to support the social, emotional, and mental health of students, family and staff
7. Develop a plan to support students and staff in the event of a positive COVID-19 case

Daily Life at Keys School - Health Protocols

Health and Hygiene

Handwashing is an important safety protocol and must be vigorous (at least 20 seconds with soap and running water) and frequent. Additional handwashing stations have been installed throughout campus to facilitate handwashing.

Key times to wash hands: after using the toilet; after blowing your nose, coughing, or sneezing; before, during, and after preparing food; before eating food; after touching garbage or animal waste; after touching objects touched by others; before and after caring for someone who is sick or after treating a cut or wound.

Handwashing Resources

- [Handwashing - Clean Hands Save Lives](#)
- [CDC What You Need to Know About Handwashing](#) (2:00 video)

Hand Sanitizer

Washing hands with soap and water is the best method for destroying germs, but if these are not readily available, use a fragrance-free alcohol-based hand sanitizer containing at least 60% ethyl alcohol, and rubbing until the hands are completely dry. Children under age 9 should only use hand sanitizer under adult supervision. Sanitizers can quickly reduce the number of germs on hands in many situations.

Restroom Procedures

- Bathrooms will be assigned to specific grade levels.
- Masks should remain on while using the restroom.
- Avoid restroom gathering.

Coughing/Sneezing Etiquette

- COVID-19's main transmission is through droplets of saliva traveling through the air (aerosolizing) which is why it is important to use proper procedures when coughing or sneezing.
- Follow these 3 steps to mitigate transmission of germs:
 1. Cover your mouth and nose with a tissue when you cough or sneeze -OR-
 2. Cough or sneeze into your upper sleeve, not your hands.
 3. Clean your hands after you cough or sneeze.

Coughing/Sneezing Etiquette Resources:

[Coughing and Sneezing | Etiquette & Practice | Hygiene | Healthy Water](#)

Multi-person Use Items

- *Student Equipment/Items:* Keys will work to limit any shared equipment.
- *Faculty and Staff Equipment/Items:* Keys will work to minimize the need to share equipment/supplies on campus.

Water Usage on Campus

- No-touch sinks or regular sinks may be used in restrooms and handwashing stations
- Drinking fountains and hoses on campus should not be used for drinking water
- Personal water bottles may be refilled using touchless water dispensers on each campus

Food Safety

- Students must bring their own food and snacks, or order lunch from Choice Lunch, our hot lunch vendor; nothing family style and no sharing food with others.
- Students are encouraged to provide their own personal utensils to be washed and brought back each day. Disposable utensils will be provided to those without personal utensils.
- Use of all-staff common kitchen areas, breakrooms, cookware/supplies and appliances (including refrigerator, coffee pot/tea kettle, and microwave) is permitted, but faculty/staff should not congregate in kitchens or other indoor break areas.
- Food delivery services such as DoorDash and Instacart will be temporarily suspended on campus.
- Staff and students will eat outside whenever practicable.

- Protocols for hand hygiene both before and after eating, as well as physical distancing during lunch and snack time will be observed.

Face Masks and Face Shields

- Masks/face coverings must be worn by staff and students (unless a person is exempt as explained in the [CDPH guidelines](#)) at all times inside and outside classrooms.
- Specific and changing guidance about face coverings will be shared as health situations evolve.
- Face masks are to cover the mouth and nose at all times.
- Face masks or other PPE may not be shared.
- Face coverings may be removed for the purpose of eating or drinking.
 - Masks should be placed in a clean, safe area (like the mask bag referenced below) marked with their name when temporarily removed.
- If a student, faculty or staff member is unable to wear a face mask, a humanity face shield (face shield with an attached cloth portion extending below) may be worn instead only if in accordance with CDPH and County guidance.
 - CDPH and County guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.
 - Persons exempted from wearing a face covering due to a medical condition, as confirmed by a medical healthcare provider, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Face shields may be used by individuals as desired, but must be worn in addition to a face mask/covering (never alone).
- Face masks will be available upon request.
- Students are responsible for bringing their own clean masks/face covering to school each day, labeled with their name. Used cloth masks should be washed in hot water at the end of each day, per CDC guidelines.
- Students are required to bring an extra face mask plus a “used mask” bag to school each day, labeled with their name.
- Keys School will have back-up face masks available in the case of masks that are forgotten, misplaced or broken.
- It is recognized that face coverings are not respiratory protective equipment; face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- Plexiglass shields are large dividers that may be used as an additional protection to separate individuals (e.g., in the main office or around a teacher’s desk), but do not take the place of face coverings.

Face Masks and Face Shields Resources

- [CDPH Guidance for the Use of Face Coverings](#)
- CDC guidelines: [Cloth face covering](#)

- [Watch our video with tips on how to wear your mask](#) (from Kaiser)

Physical Distancing

- We will be following current published CDPH/CDC guidance regarding distancing in classrooms, on the grounds, and in any common areas including the classroom, the playground and extended outdoor learning spaces. 3' physical distancing will be maintained indoors whenever possible.
- Allows for easier contact tracing

Gatherings

- Classrooms are not considered to be gatherings.
- Faculty/Staff meetings are gatherings and will take place either in person or via Zoom.
- Parent/Community in-person gatherings will not be allowed until further notice.
- School Tours for Admission purposes will not be allowed until further notice.

Arrival and Dismissal Procedures

In order to reduce the number of individuals on campus, and to minimize contact at school between students and staff at the beginning and end of the school day, we have developed the following drop-off and pick-up procedures. Please read them carefully before arriving on campus.

Entrances and Exits for Arrival and Dismissal

Lower School

Grades K-1 at Wooden Gate
Grades 2-4 at Black Gate

Middle School

Grades 5-6 at Office Gate
Grades 7-8 at Gym Gate

Drop Off Procedures

- Parents may not leave their vehicle at any time; the child(ren) will be directed to Before Care or their classroom.
- Parents must wear face coverings at all times during pick up and drop off.
- Parents must also have their child(ren)'s daily Health Clearance on the Visitu app complete, and ready to show Keys staff members upon arrival. Students without a green badge will not be able to enter campus.
- If families arrive late, they need to call the main office to alert the school of their arrival, but not leave their vehicle. Parents will be given instructions about how to proceed.

Lower School

- Families are able to drop off their child(ren) any time between 7:30 - 8:30 am.
- Students arriving between 7:30 - 8:15am will be directed to Before Care.
- Students arriving between 8:15 - 8:30am will be directed to their classroom.

Middle School

- Families are able to drop off their child(ren) any time between 7:30 - 8:35 am.

- Students arriving between 7:30 and 8:30am will be allowed to gather outdoors with classmates in supervised areas.
- Students arriving between 8:30 and 8:40am will be directed to classrooms along with all other students on campus.

Pick Up Procedures

- Parents may not leave their vehicles but rather must allow their child to come to them; staff will be assisting.
- Parents must wear face coverings at all times during pick up and drop off.
- Pick up times will be based on the grade level of the student.

Lower School

PICK UP: K- Gr 1 - 3:00-3:20pm

PICK UP: Gr 2-4 - 3:10-3:30pm

Middle School

- Families with last names beginning with A - M should pick up their child between 3:20 and 3:30pm
- Families with N - Z last names should pick up their children between 3:30 and 3:40pm.
- If you have a unique request for pick up that falls outside of the above descriptions, please be in touch with our Middle School Office.

COVID-19 Surveillance Testing

Keys is committed to identifying and controlling the spread of COVID-19 within our community and the region. To support this process we have contracted with Labs of America (LSA) for weekly, onsite surveillance testing of all members of our on-campus community. This testing program entails the following:

- PCR noninvasive nasal swab test administered by certified clinicians
- No cost to families, employees, or school
- Test scheduling and results management via Global Virus Pass
- All students and on-campus employees will be tested before returning to campus
- All students and on-campus employees will be tested weekly, regardless of vaccination status
- Testing will take place before school and throughout the school day

In Case of Illness / Contact Tracing

Zero Illness Policy

- As stated above, neither students nor staff may come to school if they have any illness, whether it is believed to be COVID-related or not.
- COVID-19 symptoms may include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, nausea, vomiting, or diarrhea.

- Students or staff with any identified COVID-19 symptoms and/or a temperature of 100.0 F or higher must be sent home immediately until testing and/or medical evaluation has been conducted.
- All student illnesses should be reported to Michelle Mathers (Lower School) or Susanna Bonetti (Middle School); all staff illnesses should be reported to their direct supervisor.

Suspected COVID-19 /Case(s) Response / If staff or students become ill while at school:

- Staff must leave as soon as possible *after* speaking with Betsy Doss (Head of Lower School) or Larry Purcell (Head of Middle School) to describe their symptoms for documentation.
- Any student who exhibits COVID symptoms will immediately be required to wait in the designated isolation area until they can be transported home or to a healthcare facility, as soon as practicable. They are required to continue wearing their face coverings.
- For serious illness, 911 will be called without delay.
- A member of the COVID Care Support Team will be responsible for:
 - Notifying the family immediately so the student may be picked up as quickly as possible
 - Providing a comforting and supportive atmosphere for the student while waiting
 - Begin documenting the student’s signs/symptoms (administering a temperature check, for instance)

COVID-19 Testing and Reporting

Indications for testing:

- Require students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms

Positive test results:

- Parents/guardians and staff are required to notify Heather Rogers (Head of School) or Cathie Whalen (Director of Finance and Operations) immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, school administration will be in contact with the Santa Clara County Public Health Department within 24 hours to report the positive case, and to coordinate the action plan for next steps, per current guidance.
- For students/staff who test positive and have completed isolation requirements as outlined below, a medical note or a negative test is not required prior to returning to school/work.

Negative test results:

- Symptomatic students or staff who are not close contacts and who test negative for COVID-19 can return to in-person school/work after at least 24 hours from fever resolution (if any) and improvement in other symptoms. Documentation of negative test results must be provided to school administration. In lieu of a negative test result, allow students and staff to return to school/work with a medical note by a physician that provides an alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Close contact to a COVID-19 case who tests negative can return to in-person school/work only upon completion of the appropriate quarantine period (please see below). Students/staff who test negative

and have completed quarantine requirements as outlined below do not require a medical note or a negative test prior to returning to school/work.

Confirmed COVID-19 Case Response

- Keys must notify the County of Santa Clara Public Health Department within 24 hours of learning of any positive COVID-19 case (student or staff) via the Education Reporting Portal (SPOT).
- Keys will notify all staff and families in the school community of positive COVID-19 cases while maintaining confidentiality as required by state and federal laws.
- Families will be urged to notify any individual or organizations with which their student has close contact outside the school setting.
- More details can be found in the Santa Clara County Public Health - School Reopening Guide.

Return to Campus after Testing

Employees should refer to the Keys School Employee Handbook Addendum for more details about specific procedures.

Duration of Quarantine and Isolation / Post-Testing Guidance

We will follow Santa Clara County DPH and CDPH Quarantine guidance. Please see the following COVID-19 TK - 12 Decision Tree to Determine Isolation or Quarantine for more information.

Response to Possible Cluster or Outbreak:

- The school will work with local public health officials to determine when an outbreak may be underway, and to develop the appropriate response (including potential school closures), proper notifications, and all needed mitigation measures.
- The CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically-linked in the school, are from different households and are not contacts of each other in any other investigation cases.
- The objectives of a school outbreak investigation are to identify and isolate all cases, and to identify, quarantine, and test contacts to prevent further transmission of COVID-19 at the school.
 - Outbreak investigation will attempt to ascertain whether the cases had a common exposure at school, or possibly outside of school.
 - Outbreak investigation is also an opportunity to understand, and mitigate as appropriate, circumstances that may have allowed for transmission in the school setting.

COVID-19 Vaccine:

- The CDPH and CDC strongly recommend that all persons eligible to receive COVID-19 vaccines and boosters receive them at the first opportunity.
- In addition to vaccines required for school entry, CDPH and CDC strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
 - Protect the school community.
 - Reduce demands on health care facilities.
 - Decrease illnesses that cannot be readily distinguished from COVID- 19 and would therefore trigger extensive measures from the school and public health authorities.
- Evidence of vaccination status is requested and maintained for all Keys employees.

Part IV - Facilities

- Cleaning/Disinfecting Protocols
 - Cleaning After Possible Infection
 - Ventilation
 - Reallocation of Spaces
 - Signage and Wayfinding
-

Cleaning and Disinfecting

Routine cleaning and disinfecting are key components of maintaining a safe environment for faculty, students, and staff.

- Cleaning removes dirt, impurities, and most germs and is usually done with soap and water. This does not necessarily kill germs but their removal from surfaces, reduces their numbers and lessens the risk of spreading infection.
- Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

Routine cleaning and disinfecting of the entire school will be done nightly by the school's contracted cleaning vendor. This will include all classrooms, bathrooms, common areas, offices and other daily used areas of the school. Cleaning and disinfecting will follow the guidelines contained in the CDC's "[Cleaning and Disinfecting your Facility.](#)" The school is also increasing the use of the school's contracted cleaning vendor by adding additional cleaning staff during the school day.

Regularly touched surfaces and high traffic areas will be cleaned and disinfected during the day by the School's custodial staff, cleaning vendor and other staff with the frequency of attention depending on use patterns. These include but are not limited to:

- Bathrooms and sinks (after all breaks)
- Door knobs and handles
- Stair rails
- Classroom desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Handles on equipment (e.g., athletic equipment)

Disinfectants kill germs on surfaces. Killing germs on surfaces after cleaning further lowers the risk of spreading infection. Disinfecting will be done using products from EPA-approved list of disinfectants while

following the manufacturer's instruction. Face shields and gloves should be worn while disinfecting. Cleaning personnel need to take appropriate steps to ensure the area is properly ventilated during and after the disinfecting procedure. The Facilities Manager will monitor cleaning and disinfectant supplies weekly to ensure adequate supplies are always available to cleaning staff.

It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.

Cleaning After Possible Infection

If an individual becomes ill after being in a classroom, that individual must immediately be isolated; in that event, a staff member must go home and a student must go to the Isolation Room.

- Staff should immediately close off affected areas used by a sick person and open all doors and windows.
- Do not use these areas again until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).

Ventilation

- Recognizing the importance of clean air, we will be taking a multi-step approach to optimize air quality in our different spaces. This includes open doors and windows, use of fans, or higher air flow rates through existing air movement systems.
- Additionally we are upgrading our HVAC air filters to increase the efficiency of the removal of airborne virus particles (MERV 13 or higher).
- We are adding free-standing/portable Air Purification devices to each indoor space that trap 99.99 percent of airborne particles up to 0.01 microns in size for the removal of airborne virus or smoke particles.

Reallocation of Spaces

- Facilities personnel are responsible for allocating, redesigning and repurposing space in classrooms and common areas in order to be in compliance with physical distancing requirements.
 - We will follow current published guidance regarding distance between desks, and seating will be maximized to be at least 3' apart when possible.

Signage and Wayfinding

Clearly posted signs and wayfinding markers throughout campus will help to ensure health and safety of the community by reminding students, faculty and staff about required protocols and procedures:

- Signs posted at the front and back gates will clearly indicate:

- COVID guidelines (masks at all times, physical distancing requirements if any, visitor policy)
- Everyone stepping foot on campus must complete a health screening prior to entering campus. If no one is at the front gates to read the result of the health screening, instructions will indicate the main office number to call for further instructions.
- Students, staff, and approved visitors may not enter campus if they have any COVID-19 symptoms (COVID-19 symptoms include fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, recent loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea).
- Directional signs and markers (such as arrows) at entrances, exits, common passageways and stairways will help control traffic flow in one direction with the goal of limiting direct contact between people as much as is practicable.
- Near each classroom and in all common areas to remind students and staff that:
 - Masks are required at all times.
 - We will be following current published guidance regarding distancing.
 - Frequent handwashing must be observed.
 - Description of proper handwashing techniques
 - Covering of coughs and sneezes must be observed.
 - Description of proper cough and sneeze covering techniques
- In every bathroom with instructions for proper handwashing
- Above all sinks and handwashing stations, instructions for proper handwashing protocol will be posted.

Part V - Communications

- Communications Commitments
 - Internal Communications for Staff
 - External Communications for Students and Families
 - School Closure Determinations / Triggers to Revert to Distance Learning
-

Communications Commitments (to staff and families)

Keys is committed to providing our community with timely and practical communications to help keep our community healthy and safe. Our goal is to keep our community well-informed about our school's response to COVID-19 and to provide information to families so they may make informed decisions that align with each family's unique circumstances.

- Methods of communication:
 - Wednesday Letter email to entire community
 - As needed: broadcasts from Head of School, Board of Trustees, or Keys Leadership Team
 - Town Hall Meetings
 - Grade Level or Divisional Q&A Sessions
 - Keys website postings
 - KeysNet Resource Board

Confidentiality

In order to protect the health and safety of the school community and pursuant to guidance from the CDC, CDPH, and local public health and educational officials, the School is collecting certain health related information on its students and employees. With respect to all confidential medical information that the School acquires through symptom screening, testing or by other means, the school shall safeguard this information in a manner compliant with all federal and state regulations including the Confidentiality of Medical Information Act, Families Educational Rights and Privacy Act, and Health Information Portability and Accountability Act.

Internal Communications for Staff

To help ensure student and staff health and safety, staff will be routinely updated on evolving health procedures and protocols via Town Hall meetings and email communications, and through information posted on the Keys website and KeysNet Resource Board, including:

- Regular updates regarding COVID and relevant health regulations
- Procedures/documentation of health and safety protocols and compliance, and arrival/dismissal procedures
- Procedures to follow in the case of COVID-19 infection in the community:
 - Notification of a positive test and/or what to do if a student or staff member develops symptoms while at school
 - Isolation and quarantine procedures

- Procedures for the Isolation Room on campus
- Contact tracing and follow-up procedures
- Regular updates regarding cleaning procedures for classrooms, bathrooms, and common spaces
- Regular calendar updates reflecting on-campus/distance learning
- Distance learning tools training

External Communications for Students and Families

To help ensure student and families health and safety, families will be routinely updated on evolving health procedures and protocols, via Town Hall meetings (if necessary) and email communications, and through information posted on the Keys website and KeysNet Resource Board, including:

- Regular updates regarding COVID-19 and relevant health regulations
 - Procedures/documentation of health and safety protocols and compliance, including arrival and dismissal procedures, health screening processes, mask procedures, etc.
- Procedures to follow in the case of COVID-19 infection in the community
 - Notification of a positive test and/or what to do if a student or staff member develops symptoms while at school
 - Isolation and quarantine procedures
 - Procedures for Health Room / Isolation Room on campus
 - Contact tracing and follow-up procedures
- Community Updates with Santa Clara County COVID status

School Closure Determinations / Triggers to Revert to Distance Learning

- School closure will be done in consultation with the Santa Clara County Public Health Department. Situations that may indicate the need for school closure:
 - Within a 14 day period, an outbreak has occurred in 25% or more students in the school.
 - Within a 14 day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
 - Santa Clara Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.
- We closely monitor transmission rates in our immediate Keys community and the Bay Area. Rising transmission rates could trigger school closure.
- Keys reserves the right to close one or both campuses at the discretion of the Head of School

For more information, please visit [Keys School COVID 19 Updates and Resources Page](#).

*** Thank you to the community of Independent schools who have been sharing information so collegially during this time of rapid change. We are proud to partner with you as we work together to help our school communities thrive. ***