

*Being
Together is* **KEY**

July 2020



OUR RETURN TO CAMPUS PLAN

2020 - 2021



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Guiding Principles

In looking toward this fall, we are all facing uncharted territory with a landscape that changes daily. As educators, it is our belief that being together safely on campus for as many hours each day as possible is in the best emotional and educational interest of our students, faculty and staff. As we plan for the start of the academic year, we are taking the long-term effects of extended isolation and limited social interactions that the COVID-19 pandemic is causing children into consideration, along with our capacity to safely educate them while minimizing transmission of the virus, as we understand it today.

Key will make decisions about school operations with regard to COVID-19 independent of Anne Arundel County Public Schools. Key School is considered by law, a non-essential business. Currently, our business (independent school) is not specifically listed in any state guidelines or executive orders. The plans detailed in this document are informed by guidance and advice from local, state and federal agencies including the [CDC Interim Guidelines for Schools](#), resources procured through the National Association of Independent Schools, and input from consulting physicians and healthcare providers.

The approach for our ultimate return to campus, put forth at this time, is predicated on current public health conditions and may be adjusted based on changes in state and county guidelines. As we prepare for the start of the 2020-2021 school year and plan for on-campus instruction, it is essential that all members of our community embrace and adhere to Key's health and safety protocols detailed within this plan. While life at School will look different, our underlying tenets and community values remain constant. We must each commit to do our part to ensure the health and safety of our students, faculty and staff.

Being Together is KEY - Our Return to Campus Plan is also available at keyschool.org/Fall2020.

Return to School

Important Upcoming Dates

Tuesday, August 4	Faculty/Staff Webinar with Dr. Thomas Sheesley from AAMC
Monday, August 10, 17 & 24	August Monday Email Updates
Tuesday, August 18	Parent Webinar with Dr. Thomas Sheesley from AAMC (Time to be announced)
Wednesday, August 19	Parent Town Hall Sessions by Division
	First School 8:30 - 10:30 a.m.
	Lower School 10:30 a.m. - 12:00 p.m.
	Middle School 12:30 - 2:00 p.m.
	Upper School 2:30 - 4:00 p.m.
No later than Friday, August 21	Start-of-School Phase Announcement
August 26, 27 & 28	Opening Faculty & Staff Meetings
Friday, August 28	New Student Orientation
Monday, August 31	First Day of School

Phases of Return to Campus

Since the spring, Key's leadership team has been preparing several contingency plans for Fall 2020. Three phases of return have emerged and will be implemented based on threshold data points from the State of Maryland relating to the transmission rate of the virus and positivity percentages, guidance from the *Maryland Strong - Road to Recovery Risk Stages*, and gateway criteria established by Key's COVID-19 Response Team relating to the School's readiness to safely progress to subsequent stages.

Phase A — Full Distance Learning for All Grades

Threshold Criteria

- State and Local Health Officials place restrictions on functioning abilities for businesses based on the impact and presence of COVID-19 in the Community.
- Stay-at-Home/Shelter-in-Place order instituted.
- [Maryland Strong - Road to Recovery](#) transitions to Low Risk Activity Stage in Anne Arundel County.
- Gating criteria established by Key School's COVID-19 Response Team assessing Key's readiness to safely progress to Phase B is not met.

Programmatic Overview

Informed by lessons learned last spring and work undertaken throughout this summer, Key's faculty are developing robust distance learning programs. A focal point of the development over the summer has been to increase synchronous teaching and opportunities for additional small group and individual work, in addition to engaging asynchronous learning and project-based activities. Virtual co-curricular activities may be introduced.

More information about Distance Learning plans will be shared on August 5.

Phase B — 50% Capacity Hybrid On-Campus/Distance Learning Instruction

Threshold Criteria

- Testing Positivity is below 5% for 14 days in Anne Arundel County based on CDC guidelines (assuming then that the 14-day average will stay below 5%)
- Transmission Rate is below 1.10 for 14 days in Anne Arundel County (assuming then that the 14-day average will be at 1.10 or lower)
- [Maryland Strong - Road to Recovery](#) transitions to Medium Risk Activity Stage in Anne Arundel County
- Gating criteria established by Key School's COVID-19 Response Team assessing Key's readiness to safely progress to Phase C is not met.

Programmatic Overview

<p>Students divided into two groups, each comprising approximately 50% of overall student population:</p> <p>Group 1: Key-Wee - Grade 6</p> <p>Group 2: Grades 7 - 12</p>	<p>Students attend on-campus instruction on a rotating week basis and engage in distance learning during off-campus days:</p> <p>Week A: Monday/Wednesday/Friday On-Campus Instruction</p> <p>Week B: Tuesday/Thursday On-Campus Instruction</p> <p>Students are on campus for 5 days in each 10-day cycle.</p>
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- Drop-Off occurs between 8:00 - 9:00 a.m.
- Academic Day is 9:00 - 2:30 p.m.
- Dismissal is 2:45 p.m.; First School students in Key-Wee through Pre-Kindergarten will dismiss at 12 noon with Kindergarten dismissal at 2:45 p.m.
- First School Families who have registered for Extended Day in Key-Wee through Pre-Kindergarten can remain at Key until 2:45 p.m.
- No Before School or After School Care available
- Students are divided into small classroom pods numbering 8-13 students
- All classrooms are arranged to meet CDC distancing requirements
- All students in Pre-School through Grade 12, faculty and staff are required to wear face coverings when inside, and also when outside if 6' of social distance cannot be maintained
- Routine mask breaks will be provided, in keeping with CDC guidelines.
- Interaction with other students, faculty and staff will be kept as limited as possible.
- Students will remain in pods throughout the day.
- Plexiglass partitions will be leveraged when possible for faculty who need to engage with multiple pods.
- Recess and classroom breaks will take place outside, where social distancing is required, as age appropriate.
- Lunch will take place with podded groups and outdoors, when possible.
- Virtual and socially distanced co-curricular activities may be introduced

More information about 50% Capacity Hybrid On-Campus/Distance Learning Instruction plans will be shared on August 5.

Phase C — 5 Days a Week On Campus with Staggered Schedules

Threshold Criteria

- Threshold data points show evidence that the virus is contained and manageable.
- [Maryland Strong - Road to Recovery](#) transitions to High Risk Activity Stage in Anne Arundel County
- Gating criteria established by Key School's COVID-19 Response Team assessing Key's readiness to safely progress to Phase D is not met.

Programmatic Overview

All students on campus 5 days a week with staggered schedules.

- All students attend classes on campus 5 days a week with staggered schedules
- Academic Day for First School and Lower School is 9:00 a.m. - 2:30 p.m.
- Academic Day for Middle School and Upper School is 9:30 a.m. - 3:30 p.m.
- Assumption is that all Health and Safety Protocols from Phase B remain in place including classroom podding.
- Co-curricular activities may be expanded
- After School Care may resume

Given that we are awaiting clearer guidance from federal, state and local agencies that would enable larger groups to come together for an extended period of time, details about entering Phase C will be shared at a later date.

Phase D — Resumption of Normal Operations

Threshold Criteria

- Threshold data points indicate virus is no longer a pandemic and deemed public health crisis
- [Maryland Strong - Road to Recovery](#) benchmarks have been met

Lest we forget, one day this will again be our model; for now our focus remains on Phases A-C.

On campus instruction models incorporate strict classroom and campus cleaning and safety guidelines and stringent health protocols that include small classroom cohorts or pods to limit exposure, limiting on campus access to students, faculty and staff, maintaining social distancing inside and outside, and requiring the use of face coverings, as developmentally appropriate.

Key is fortunate to have a 15-acre campus, with 10 separate buildings dedicated to teaching and learning, and ample outdoor space we can leverage, unlike other schools in our region. This, coupled with Key's low student-teacher ratio, has provided the leadership team more flexibility in planning.

We are keenly aware that the evolving nature of COVID-19 may require us to switch between on-campus/in-person instruction and virtual distance learning, and our faculty and staff have been preparing for both learning and teaching scenarios throughout the summer. The School is poised to adapt as needed to ensure the safety, health and well-being of our community, and continuity in the delivery of our distinctly KEY educational experience.

Division-level parent information sessions are scheduled for August 19, details will be forthcoming.

Gateway Option

Determining whether to send your child to school for on-campus instruction is a personal decision. In support of families who would prefer to keep their children at home, Key is offering a Gateway Option that will enable access to the on-campus instruction, as it is occurring.

The Gateway Option is not a separate distance learning program but rather remote access to on-campus classroom instruction. Faculty focus will prioritize on-site instruction but Gateway students may Zoom into the classroom experience, track assignments and complete assessments remotely. Gateway students will have access to teachers for individual interaction and/or small group meetings. Additional details about the Gateway Option will be provided August 5.

The earliest a student partaking in the Gateway Option will be able to transition to on-campus learning is November 2, 2020. Students will be able to continue in Gateway through Winter Holiday Break. Students may not participate in Key athletics, should they resume, while in the Gateway Option.

Families who wish to elect the Gateway Option must register by completing [this form](#) by Monday, August 10.

Health Accommodations and Support

If you or your child has an underlying health condition that may pose an increased risk of severe illness from COVID-19 that could affect their ability to return for on-campus instruction, please reach out to School Nurse Katie Anderson. Ensuring the care and well-being of the medically vulnerable members of our community is a priority for the School. [View CDC information regarding at-risk conditions.](#)

Additional Program Updates

Counseling Support - Supporting the social emotional needs of our students, faculty and staff is a high priority for the School. Key's Counselors are compiling resources for families that will be readily available through School communications and via the website. Key is exploring multiple options for increased counseling support for our students, parents, faculty, and staff. More details will be provided later in August.

Athletics - While the IAAM and MIAA have postponed the Upper School sports season until Tuesday, September 1, we believe families need to be fully prepared for an extended postponement or cancellation of fall sports.

In the event that sports can occur, being able to start quickly will be critical to participating in competition. To that end, Upper School and Middle School (grades 6-8) students who wish to play sports if the fall season moves forward, and our winter and spring seasons occur, should go to the [Forms for Our Athletes](#) web page for information on completing physicals and online concussion testing. More details about fall athletics will be shared later in August.

Before School Care and After School Program - Before School Care and the After School Program will not be offered for the foreseeable future. More information will be provided as we progress through this fall.

Transportation - Bus and van service will be available this fall.

- **Annapolis Bus** - Bowie Gateway Route is operating and has sent registration information to families.
- **LightHouse Limousines** - South County Route is operating as normal.
- **JAQCC Shuttle** - Upper Marlboro Route - We are awaiting details from this provider and will share additional information as it becomes available.

Food Service - The Osprey's Nest, which serves students in grades 5-12, will be closed through December 2020. A potential reopening in January 2021 will be considered later in the fall, predicated on health trends. All students should bring their lunch and morning snack. Students will eat with their pods, seated 6' apart. Outdoor spaces will be utilized during lunch, when possible.

Group Gatherings and Off-Campus Trips - All gatherings and off-campus trips have been cancelled for the remainder of the 2020 calendar year.

What Phase Will Key Be In On August 31?

The COVID-19 Response team will be closely monitoring the threshold data points to determine which Phase Key School will enter on August 31. A determination will be communicated no later than Friday, August 21; however, the impact and spread of COVID-19 could result in a need to change plans on relatively short notice. It is our hope that re-established restrictions and the individual choices of Marylanders will curtail the spread and enable us to open with on-site programming.

Families should also note that should we be able to open for on-campus instruction, Key may implement a phased opening during the first week of school. Bringing smaller subsets of students to campus will allow parents and students to acclimate to completely different traffic patterns, new rules for campus access, and changes to the academic day. A phased approach also will enable Key to implement and assess the daily safety procedures and adjust them accordingly, based on real-time experience.

Health and Safety

Community Expectations

The necessity of a strong home/school partnership has perhaps never been as critical as it is today, as we work together to protect one another during this pandemic. In preparing for our return to campus, the following expectations pertain to all members of the Key School community:

- **Adhere to Federal, State and Local Guidelines.** It is incumbent on each of us to follow directives designed to mitigate the spread of COVID-19 including active social distancing in public, use of face coverings, and regular hand washing and sanitizing.
- **Practice Social Distancing.** Strongly consider limiting your exposure to individuals outside of your immediate family, particularly during the last two weeks of August.
- **Stay Home When Sick.** Adults and students experiencing a cough, fever, sniffles, or any other cold-like illness ([view CDC list of symptoms](#)) **must** stay at home and seek guidance from their physician.
- **Stay Home If Exposed.** Adults and students who are aware a member of their household may have been exposed to COVID-19 **must** contact Key's Health Office before coming to campus. You may be required to stay home based on the circumstances.
- **Notify School If Testing For COVID-19.** You **must** contact Key's Health Office as soon as possible if you, your child or a member of your household is being tested or tests positive for COVID-19.
- **Avoid Unnecessary Travel.** All members of our community are asked to avoid unnecessary travel and to be aware of Maryland and [CDC travel restrictions](#) and [CDC considerations for travel](#). Adults and children who have traveled by air within the US or internationally are required to notify Key's Health Office and may be required to stay home for 14 days post return. If another member of your household has traveled by air within the US or internationally, you also must notify Key's Health Office.
- **Assess Health Daily.** Prior to arriving on campus all faculty, staff and students must complete a pre-screening checklist, including a temperature check. Per Maryland State Department of Education Office of Child Care regulations Key-Wee, Pre-School and Pre-Kindergarten children must undergo an on-site temperature check upon arrival each day. Health assessment details are provided below.
- **Wear Face Coverings.** All faculty, staff and students (except Key-Wee and younger, per CDC guidelines) are required to wear face coverings when coming onto campus and entering buildings and classrooms See below for further clarification about face covering protocols by grade level.
- **Practice Healthy Hygiene.** Everyone should actively practice healthy hygiene with particular focus on covering coughs and sneezes, regular hand washing with soap and water for at least 20 seconds, and use of hand sanitizer with at least 60% alcohol.
- **Limit Personal Items Brought to Campus and Sharing.** It is important to limit the personal items your child brings to campus each day and reinforce the importance of not sharing personal items, food/drink and supplies with other students.
- **Review and Reinforce Health & Safety Measures.** Everyone must review, embrace, adhere to, and reinforce Key's COVID-19 school-wide protocols.
- **Ensure Medical Forms & Emergency Contacts are Updated.** Parents must complete and submit all required student medical forms prior to the first day of school. Parents must provide at least 2 emergency (non-parent) contacts who are able to **pick up your child from the School within one (1) hour** of receiving a call from the School if your child presents with a temperature or becomes ill during the school day.

New Campus-wide Protocols

When we return to campus, the following health and safety measures will be instituted:

Daily Health Assessment - Prior to arriving on campus all faculty, staff and students must complete a daily pre-screening, including a temperature check.

- Adults and students exhibiting COVID-19-like symptoms or registering a temperature of 100.0 F or higher will not be allowed to come to school.
- Individuals who arrive at School without completing the screening will not be allowed to remain on campus.
- In August we will provide access to the online assessment tool.
- Current [CDC guidelines](#) do not recommend on-campus screening of students; however, per Maryland State Department of Education Office of Child Care regulations, Key-Wee, Pre-School and Pre-Kindergarten children must undergo an on-site temperature check upon arrival each day.
- Key will closely monitor CDC and MSDE recommendations, and is fully prepared to adjust its assessment protocols per federal, state or local regulatory agency mandates.

Limiting Access to Campus - Only students, faculty and staff are permitted on Key's campus. Visitors and family members will be allowed on campus in case of emergency or by advance appointment only at the school's discretion and must follow established health assessment and campus safety protocols.

Face Coverings - All faculty, staff and students (except Key-Wee and younger, per [CDC guidelines](#)) are required to wear face coverings when coming onto campus and entering buildings and classrooms.

- Faculty, staff and students in grades Pre-School - 12 are required to wear face coverings when indoors
- Faculty, staff and students in grades Pre-School - 12 are required to wear face coverings when outdoors if social distancing of 6' is not possible.
- According to [CDC Guidelines](#) Key-Wees will not be required to wear masks.
- Routine mask breaks, adhering to CDC guidelines, will occur throughout each day.

Adjusted Building/Classroom Protocols

- Each building will have flow management markers and hygiene posters to encourage 6' social distancing and remind students and adults alike about healthy hygiene.
- Students will not be able to share materials.
- Students will not be able to bring personal effects from home.
- Access to lockers and cubbies will be limited.
- Additional details coming in August.

Podding of Classroom Cohorts

- Students will be divided into small cohort pods of approximately 8-13.
- Pods will remain together throughout each day.
- Faculty and staff interactions with the pods will be as limited as possible.
- Plexiglass partitions will be leveraged when possible for faculty who need to engage with multiple pods.

Hygiene Measures - Maintaining personal hygiene is critical in combating the spread of the virus. Increased signage across campus will help remind everyone of enhanced health procedures like hand washing, covering coughs and sneezes, and sanitization. The School has procured ample supplies of masks and hand sanitizer, which will be readily available to faculty, staff and students, as is age appropriate. Classroom teachers will also regularly remind students to wash their hands. Parents are asked to provide face coverings for their children, however the school will supply masks to children should theirs become damaged or otherwise unusable.

New Health Office Protocols

Key's Health Office will continue to serve as the primary point of contact with families regarding students who are ill, have medical issues, or get injured while at School. In response to COVID-19, the Health Office is taking on additional responsibilities and has adjusted protocols per guidance from the Maryland Department of Health, the Anne Arundel County Health Department and the CDC.

In preparation for the return to School, additional nursing staff will be added to the Health Office this year. Adjusted protocols include the creation of separate treatment areas ensuring that students, faculty and staff who require treatment for an injury or other non-contagious need are not in contact with those who may exhibit cold/flu/COVID-19-like symptoms. Isolation areas have also been designated so the Health Office can quickly and effectively isolate students and adults with COVID-19-like symptoms until they are able to leave campus. Access to the Health Office will only be granted from the exterior doorway, and no longer through the First School Office, with the exception of First School students.

Another important change to highlight is that parents/guardians are now required to pick up students who are ill within one hour of notification. Please also have a contingency plan in place to ensure pick occurs within the hour.

Monitoring for COVID-19 on Campus

Key's Health Office is tasked with tracking student and employee absences and following up with families and employees to gather information about illness, travel, etc. The Health Office will assess trends and collaborate with the Head of School Matthew Nespole, who oversees the School's COVID-19 Response Team. Additionally, the Health Office will work with local and state public health officials as directed to report illness and absentee trends.

Health Office Communication Regarding COVID-19 / COVID-19-like Illness

Transparency is important and we are committed to keep all members of the Key community informed of any health concerns at school. Should a member of the Key community exhibit COVID-19-like illness or symptoms, test positive for COVID-19, etc., we will follow the direction of the Anne Arundel County Health Department and immediately notify those members of the Key Community who may have potentially been exposed. Maintaining confidentiality is important per HIPAA Requirements, but the School does intend to share as much information as possible, in as timely a manner as possible.

What To Do If You Are Sick

In the interest of safety, it is imperative that both children and adults do not come to school when exhibiting symptoms of any illness, especially of COVID-19. Pre-pandemic choices of attending school with sniffles, congestion and sore throats made in these circumstances could result in community spread on campus and the need to unnecessarily quarantine segments of the school community.

Parents, faculty and staff are expected to notify Key's Health Office regarding any onset of illness, COVID-like or not. The Health Office will gather necessary information about the symptoms and/or illness and advise you accordingly.

Upon return after exclusion from School, all students and adults must obtain clearance from a check in with the Health Office when they arrive on campus and before they enter any academic building.

Notify your Division Office of any absence:

First School - Email fsattendance@keyschool.org

Lower School - Email lsattendance@keyschool.org

Middle School - Call the Middle School Office; email hnye@keyschool.org or kdunbar@keyschool.org

Upper School - Email Usattendance@keyschool.org or call 443-321-2579

If Your Child Gets Sick at School

The Health Office will contact you if your child becomes ill while at school. **Parents/Guardians are required to have an emergency contact available that can pick the child up in less than 1 hour.** When picking up a sick child, parents/guardians/emergency contacts must wear a face covering and proceed directly to the Health Room, pick up the sick child, and depart campus immediately.

Key School Decision Aid

The following COVID-19 health measures are applicable to all students and adults and are required responses per the CDC. Helpful Resource [CDC: What to do if you are sick.](#)

Exclusion and Return to School for Laboratory Confirmed COVID-19 Cases and Persons with COVID-19-like Illness Per CDC Guidelines

For the purposes of this decision aid, COVID-19-like illness is defined as: New onset cough or shortness of breath **OR** At least **2** of the following: fever of 100.0° or higher, chills, shivering, muscle pain, sore throat, headache, new onset loss of sense of taste or smell, and gastrointestinal symptoms (nausea, vomiting or diarrhea).

Person (student, faculty, staff) with **ONE NEW** cold-like illness symptom and/or fever **not** meeting the definition of COVID-19-like illness.

Exclude person from campus and allow return when clearance from a medical provider is received and symptoms have improved. If individual develops symptoms of COVID-19-like illness, follow processes below for person with COVID-like illness.

An **asymptomatic person** (student, faculty, staff) tests positive for COVID-19.

Person (student, faculty, staff) **with COVID-19-like illness.**

- Exclude person from school and request that they consult with their health care provider about testing for COVID-19 or whether there is another specific diagnosis.
- **The person must isolate pending test results or evaluation by their health care provider.**
- **Pending test results close contacts of the ill person and members of their “pod” should quarantine per [CDC guidelines](#).**

Person has positive test for COVID-19.

Person has negative test for COVID-19.

Health care provider documents that the person has a specific alternative diagnosis (e.g. influenza, strep throat, otitis) or health care provider documents that symptoms are related to a pre-existing condition.

The ill person should stay home at least 10 days since symptoms first appeared **AND** until no fever for at least **48 hours** without fever-reducing medication **AND** improvement of other symptoms.

The asymptomatic person must stay home for 10 days from positive test.

The person should stay home until symptoms have improved.

Person should consider being tested/retested for COVID-19 if symptoms do not improve.

Close contacts and members of their “pod” should stay home for 14 days* from the date of last exposure **even if they have no symptoms or they have a negative COVID-19 test done during quarantine.**

Close contacts and members of their “pod” **DO NOT need to remain at home as long as they remain asymptomatic.**

If a member of your student, faculty, staff household exhibits COVID-like symptoms or has tested positive or is awaiting test results for COVID-19;

- the ill person should stay home at least 10 days since symptoms first appeared **AND** until no fever for at least **48 hours** without fever-reducing medication **AND** improvement of symptoms and
- **all members of that household (including student, faculty, staff) and close contacts of the ill person should stay home for 14 days* from the date of last exposure **even if they have no symptoms or they have a negative COVID-19 test done during quarantine.****

If the household member tests negative for COVID-19 then the student, staff, or faculty member may return to campus as long as they remain asymptomatic.

*Individuals potentially exposed to COVID-19 need to quarantine for 14 days, per CDC Guidelines, as symptoms may develop 2-14 days after exposure.

[View PDF of Decision Aid.](#)

Facilities Enhancements

In preparation for the return to campus ultraviolet and ionization filtration systems have been added to all HVAC units. These systems remove 90% of airborne viruses, bacteria, mold, volatile organic compounds (VOC), and odors, and improve overall air quality.

All classrooms have been transitioned into socially distanced teaching and learning environments, ensuring adequate spacing between desks and workstations. Plexiglass partitions around teaching stations will be added where possible. Office spaces also will be arranged to ensure adequate social distancing.

Personal items and fabric/cloth furniture have been removed, to the greatest extent possible, from all classroom, gathering and office spaces to facilitate effective nightly cleaning and disinfecting.

Six tents have been added to campus to provide an additional 5,334 square feet of space for teaching and learning, outdoor play and mask breaks.

All buildings and outdoor spaces have flow management markers prominently displayed to encourage 6' social distancing.

Technology Enhancements

We have made a substantial investment in new technology to ensure that students will not share devices and will maintain continuity of devices during any distance learning scenario. Campus broadband capacity has been doubled and Key's IT Department is extending the WiFi network to incorporate new outdoor instructional areas in anticipation of increased need to support both on-campus and distance teaching and learning. The network has also been optimized to enable timely bandwidth upgrades should we demonstrate additional need.

Enhanced Cleaning Protocols

Nine housekeeping staff members, an increase from the previous staff of two, will oversee typical school-day cleaning. Their responsibilities will be strictly focused on constant and repeated cleaning, sanitizing and disinfecting of high touch spots, high traffic areas and bathrooms throughout campus during the school day. Two housekeeping staff members will be assigned specifically to the First School.

Throughout the school day, as class schedules allow, classrooms will be sanitized and disinfected when students are out of the classroom for breaks, lunch or recess. This work and all housekeeping processes will utilize EPA approved disinfectants for the control of the COVID-19 virus.

Night crew housekeeping will perform typical cleaning of buildings as well as sanitizing and disinfecting high touch spots, high traffic areas and bathrooms. Additionally, at a minimum, all buildings will be sanitized and disinfected utilizing an electrostatic sprayer.

Communication

Communication With Our Community

While Key is always committed to timely and transparent communication, it is crucially important as we navigate these coming months. In support of this, each Monday in August, parents can expect an update from the School as we assess the current health conditions and their impact on school operations. Watch for emails on August 10, 17 and 24.

Upcoming Parent Sessions:

We will hold a Zoom meeting for parents on Tuesday, August 18 with Dr. Thomas Sheesley from Anne Arundel Medical Center, who will speak about the impact of COVID-19 in our region. Time to be announced.

We will hold division-level parent Zoom sessions on Wednesday, August 19 to provide an opportunity for discussion about new protocols and the structure of this coming fall.

First School 8:30 - 10:00 a.m.

Lower School 10:30 a.m. - 12:00 p.m.

Middle School 12:30 - 2:00 p.m.

Upper School 2:30 - 4:00 p.m.

What We Currently Know About Covid-19

COVID-19 is a virus that is known to be spread most commonly from person-to-person, between people who are in close contact with one another and through respiratory droplets produced when an infected person coughs, sneezes, or talks. The virus may be transmitted when individuals come into contact with an infected surface and touch their nose, mouth or eyes, although this is not thought to be the main way the virus spreads. While quarantining those infected and contact tracing has proved effective in mitigating transmission, healthy individuals are advised to practice social distancing of 6', wear face coverings when social distancing is not possible, and maintain healthy hygiene practices of frequent hand washing with soap and water (20 seconds) and use of hand sanitizer containing more than 60% alcohol. More information about managing the spread of COVID-19 can be found through the CDC (Helpful Resource: www.cdc.gov).

Resources and Planning

COVID-19 Response Team

Head of School	Matthew Nespole
School Nurse	Katie Anderson
Director of Facilities	Noel Gasparin
Director of Finance and Operations	Caroline Ewing
First School Division Head	Becky Feters
Lower School Division Head	Kristen Addison
Middle School Division Head	Dave Magnus
Upper School Division Head	Brian Michaels
Director of Academic Technology	Nina Austin
Director of IT and Innovation	Tom Adams
Director of Diversity, Equity and Inclusion	Jenifer Moore
Director of Enrollment and Outreach	Tom Rossini
Director of Advancement	Steve Ginter
Director of Communication	Irfan Latimer

Resources

Consulting Physician Dr. Katie Edwards, Annapolis Pediatrics
 Dr. Thomas Sheesley, Anne Arundel Medical Center
[Centers for Disease Control \(CDC\)](#)
[Maryland Department of Health](#)
[Maryland State Department of Education](#)
[Covid Act Now](#)
[Anne Arundel County Department of Health](#)
[Anne Arundel County Department of Health Reopening Dashboard](#)
[Johns Hopkins Coronavirus Resource Center](#)
[World Health Organization \(WHO\)](#)
[Annapolis Pediatrics](#)
[Maryland Strong - Road to Recovery](#)