

**Castilleja Community Agreement**  
**COVID-19: Castilleja School Policies & Partnership Plan**

*An agreement between Castilleja School and Parents/Guardians and Students to keep our community members safe.*

After being apart since last spring, we are eager to return to campus when it is safe to do so with careful guidelines in place. We are more aware than ever that our capacity to remain healthy will be a collective effort; each and every one of us will play a critical role. In this pandemic, because our individual actions can put others at great risk, everyone must commit to strictly comply with state and county public health guidelines. This agreement outlines the steps we all must take as a community to protect each other and represents a commitment to take responsibility for our collective wellbeing.

As we work together to remain safe physically, we will also need to be aware of the emotional toll COVID-19 has taken. In the months to come, current events or rising infection rates may heighten our anxiety at different points, which makes it all the more important that we minimize stress within our own community by adhering to these practices and making choices to support each other and create trust on every level.

**CASTILLEJA'S COMMITMENTS and SAFETY MEASURES**

- Castilleja will abide by and enforce county and state health guidelines—among them maintaining physical distance, frequently disinfecting surfaces, conducting daily health screenings, maximizing indoor ventilation, increasing use of outdoor spaces, revising food service practices, and requiring face masks at all times except lunchtime and outdoor fitness (both which will be physically distanced).
- When the Santa Clara County Public Health Department calls for school closure for any circumstances, Castilleja will follow those guidelines.
- Whenever campus is closed, Castilleja will provide distance learning on school days. Castilleja will also provide distance learning for any students who are unable to attend when classes are being held on campus. Faculty, students, and families will treat distance learning as regular school days with required attendance, participation, and timely assessments.
- Castilleja will assess the most current information from Santa Clara and San Mateo Counties, our expert advisors, and other credible sources to make ongoing decisions about events, athletics, performances, and outreach opportunities, making every effort to support our students and enrich our program with creative solutions, while protecting our collective health.

- Prior to entry each morning, Castilleja will require all employees and students to complete a health survey, conduct a temperature check, and wash hands/apply hand sanitizer. If the screening indicates illness or the temperature reads 100 degrees F or higher, the individual and any associated household members will not be allowed to enter campus.
- Castilleja will offer onsite testing. Employees and students will be required to test at a frequency prescribed by the School.
- Castilleja will protect the privacy of our community members' health status and will not tolerate bias or discrimination under any circumstances, including with regard to health status.
- Campus will be open only for students, employees, and service personnel who support our facilities. Family members, outside speakers, and prospective applicants will not be permitted on campus with very few exceptions.
- Please refer to [Castilleja's 2020-21 Reopening Campus Guidelines](#) for all campus-specific modifications to protect the health and wellbeing of our learning community.

## **COMMUNITY MEMBERS' COMMITMENTS and SAFETY MEASURES**

All Castilleja students, parents and guardians, and employees must work together to protect the wellbeing of our community by agreeing to and initialing the following statements to confirm agreement with this Social Contract.

\_\_\_ I understand that I play a crucial role in keeping the Castilleja community healthy, and I accept that responsibility.

\_\_\_ I understand that I and all members of my household must abide by state and county public health guidelines, both on and off campus. This includes:

- maintaining at least six-foot distance from individuals not part of my household, unless my work requires me to do so
- wearing a face covering when outside my home among people outside my household or when indoors with someone who does not reside in my home
- not participating in any indoor or outdoor gatherings where physical distancing is not enforced
- not attending gatherings that exceed County guidelines for the number of allowable participants.

\_\_\_ I understand that my household is defined as those living in my home, my immediate companion, and my immediate family. I further understand that my household should be as small as possible to contain the spread of COVID.

\_\_\_ I understand that all students and employees must wear face masks on campus at all times (with the exception of while eating and during high-intensity athletics held outdoors, both which will be physically distanced). I further understand that students who have medical conditions or disabilities that prevent them from wearing face coverings will be provided with reasonable accommodations on a case-by-case basis consistent with school policy.

\_\_\_ I understand that before entering campus each morning, all employees and students must complete a health survey, conduct a temperature check, and wash hands/apply hand sanitizer.

\_\_\_ I understand that if a student or employee's survey indicates illness or temperature of 100 degrees F or higher, that individual and any associated household members will not be allowed to enter campus.

\_\_\_ I understand that students/employees who do not feel well should not come to campus. Castilleja's hybrid learning infrastructure allows students and employees with minor illnesses to practice caution by learning, teaching, or working from home.

\_\_\_ I understand that if I do not feel well while on campus, I will immediately inform [Jessie Surface](#).

\_\_\_ As a parent, I understand that if my child does not feel well at school and exhibits any COVID symptoms, they will be isolated in an infirmary until they can be picked up with the understanding that I will make arrangements quickly.

\_\_\_ I understand that if I see anyone on campus who does not feel well, I must encourage them to report to [Jessie Surface](#).

\_\_\_ I understand that students and employees with COVID symptoms, exposures to confirmed cases, or positive COVID test results will be expected to follow the guidelines established in [this flowchart](#) before they can be cleared to return to campus.

\_\_\_ I understand that as a parent, I will email [Jessie Surface](#) and [attendance](#) to report if I or anyone in my household is ill, has been exposed to a confirmed case, or has tested positive for COVID. Ms. Surface or the School's nurse will follow up to discuss criteria for returning.

\_\_\_ I invite others to remind me of this Community Agreement if they see me not abiding by these policies.

\_\_\_ I agree to seek support from a trusted adult, faculty member, or administrator if I become aware of violations to this agreement that give me cause to be concerned for community safety.

\_\_\_ I understand that school administrators will enforce the following consequences for students who do not follow these guidelines:

1. Initial minor violations, such as failing to put a face mask back on after lunch, students will receive a warning. For subsequent similar violations,

the individual will be sent home to learn remotely for at least two days. Additional violations will result in additional consequences.

2. For significant violations that involve planning and active choices, such as participating in a gathering that is not socially distanced, the individual will be required to quarantine and learn remotely for 7 days. For a subsequent violation, the individual will be suspended for at least two days and simultaneously quarantined for 7 days.

\_\_\_ I understand that honest and transparent communication with the School will protect our community's health and wellbeing.

\_\_\_ I understand that students and employees must be tested for COVID-19 at the frequency indicated by the School.

\_\_\_ I understand that if a student or employee travels by airplane , before returning to campus they will either a) remain home for 7 days, take a COVID test at the end of the 7 days, and receive a negative result or b) quarantine for 14 days.

\_\_\_ I will follow all signs and pedestrian traffic flow on campus.

\_\_\_ I will respond cooperatively and respectfully to reminders to follow these protocols.

\_\_\_ I will participate in any mandated contact tracing program, including sharing information with contact tracers about others who may have been exposed.

### **Agreement**

The success of our efforts to reopen campus and construct a new normal while protecting our physical and mental health all depend on honest and transparent communication between the School and our families. Thank you for your cooperation and support.

My signature below affirms that I have read and will adhere to the terms of Castilleja School's COVID-19 Social Contract as outlined above, and all other pledges contained within this document.

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Signature

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Name (please print)

Student, Class of \_\_\_\_\_

Parent/Guardian, Class of \_\_\_\_\_