

## KEYS 2020-21 Health and Safety Protocols Policy Addendum

### Health Screening and Illness

**No one may be on campus that has had any of the following symptoms which are new or not normal/chronic within 24 hours.** Symptoms include fever 100°F or above, headache, loss of smell or taste, cough, sore throat, shortness of breath, fatigue, diarrhea or vomiting, runny nose, or body/muscle aches. For all health-related inquiries, Julia Moore is the point of contact (757-354-7773, or [keysstudentlife@gmail.com](mailto:keysstudentlife@gmail.com)). *Do not call the KEYS office.*

### **At home:**

Every KEYS morning, we will send an Attendance and Health Verification Memo at 6:00 AM. Employees, teachers, students, and parent volunteers as applicable to their day on campus, MUST send in this form by 9:30 AM (or 8:30 if they have a class block 1). *Students that will be absent also need to submit the form on time as appropriately.* KEYS staff will review the form daily. Parents will be called if a form has not been received to check on the status of the student. If the parent brought the student to KEYS, the parent will be instructed to immediately pick-up the student. The student will be located, asked the questions on the symptom checklist, and have their temperature taken. If the student passes the symptom checklist, the student may attend classes, but must leave campus as soon as the parent arrives. The parent should call the KEYS office when they are in the parking lot. If a student does not pass the symptom checklist, they will be quarantined in a private room until the parent arrives. If a family continues to not comply with the health verification process, they will be asked to leave KEYS. *(If you know you will be out of town, please let the office know ahead of time.)*

### **Reporting of COVID-19:**

If any student, teacher, employee, or family member has tested positive for, or has been exposed to an individual with confirmed or suspected COVID-19, they should report their exposure using the COVID-19 Reporting link that will be sent out every morning in the Attendance and Health Verification memo. KEYS will then implement the following steps:

1. Julia Moore will contact the family and review where the exposure may have occurred and a brief health history.
2. She will ask them if they have a positive test result, and what was the guidance from the Virginia Department of Health so she may start the process of contact tracing while at KEYS.
3. She will also be required to inform the Office Administrator at Centerpoint Community Church and KEYS Executive Director, Cindy Bryan.
4. She will then contact any one at KEYS who may have been exposed, at all times protecting confidentiality, and will follow all guidance given by the Virginia Department of Health and/or CDC.

### **At KEYS:**

- Students' temperatures will be checked randomly throughout the day upon entrance to the building.
- A student who becomes ill while at KEYS, has a persistent cough, frequent sneezing, or other infectious disease-type symptoms will be taken to a private room and the family will be called to immediately pick up their student. A contactless body temperature will be taken, and the student will be closely and caringly monitored. ***It is essential that the response of the family is immediate as the health of your student and others is imperative.***

### Social Distancing

- No handshaking, hugging, or close personal contact while on campus. It is recommended to keep six feet from others not in your family unit as much as possible.
- Students will sit 6' apart in classes and will be *assigned* seats and groups for labs/projects.
- Only 3 girls and 2 boys are allowed in their respected restroom at the same time.
- Students will only enter the building through the main HUB doors. The church office entrance will not be used by KEYS. Students will only exit through designated "emergency exit" doors throughout the building as applicable.

- Students will be encouraged to “keep right” in hallways or entering/exiting the worship center.
- Students will be encouraged to spend free time outside. Masks are *not* required outside the of the building, however, students are expected to maintain at least a *fully extended arm-length* from others while outside.
  - The gaga ball pit will be closed. A parent may plan a supervised game with permission from KEYS Leadership.
  - The playground will also be closed unless a parent is willing to supervise with permission from KEYS Leadership.
  - Picnic tables: A maximum of 2 students may sit on opposite ends if they are unrelated.
- Camping chairs: Students may bring camping chairs to sit in outside (or in the HUB). These chairs may only be shared with family members. They will need to be labeled and stored outside. Please remember to take them home each day. *We will not be able to store chairs left behind.*

### **Personal Hygiene**

- **Face Coverings:** Everyone on KEYS campus, age 10 and older (children over the age of two are strongly encouraged to wear a face covering to the extent possible) will wear a facial covering as described and recommended by the CDC (Center for Disease Control), while inside the building and not keeping a constant social distance of more than 6 feet, with exceptions as per Governor R. Northam Executive Order Sixty-Three starting May 29, 2020.

The requirement to wear a face covering does not apply to following:

1. While eating or drinking;
2. Individuals exercising or using exercise equipment;
3. Any person who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the face covering without assistance;
4. Any person seeking to communicate with the hearing impaired and for which the mouth needs to be visible;
5. When temporary removal of the face covering is necessary to secure government or medical services; and
6. Persons with health conditions that prohibit wearing a face covering. Nothing in this Order shall require the use of a face covering by any person for whom doing so would be contrary to his or her health or safety because of a medical condition.
7. Any person who declines to wear a face covering because of a medical condition shall not be required to produce or carry medical documentation verifying the stated condition nor shall the person be required to identify the precise underlying medical condition.

If able to maintain social distancing in classrooms, teachers may allow students to take off their masks.

*Students will not remove masks in classes until instructed to do so by a teacher.*

If a student loses a mask, we will have a grace period of one month in which the office will provide a mask free of charge. Beginning in October, accounts will be invoiced \$1 for each mask issued to your student.

- **Hand Washing:** Regular hand washing and use of hand sanitizer is the best way to prevent the transmission of illnesses. We expect students to wash their hands as much as possible and use hand sanitizer whenever they have been in contact with surfaces in common areas.

### **Lunchtime**

- Microwaves will not be available.
- We will still sell prepackaged snacks and have pizza day once a month.

- In addition to the Fellowship Hall, downstairs classrooms will be open for the lunch hour. Students will be required to clean their table and chair if used at lunch.
- Students must put their masks back on as soon as they have finished eating and/or drinking.

#### **Personal Belongings**

- Students will be assigned specific areas to store their personal belongings. If a student or family has a vehicle on campus, we ask that they use that as their “locker room.”
- Cell phones: Students may use their personal cell phones to call home with the following conditions. They must come into the office to turn the phone on to call or check messages, and must turn it back off again before leaving the office. If students do not have a phone, they may use the KEYS phone and it will be cleaned after each use.
- Lost and Found: All masks, food storage containers, flatware, or writing utensils left at KEYS will be discarded daily. All other items must be labeled so that we can try to find their owners quickly. KEYS will maintain lost items for only 1 KEYS day, then will be donated to a local charity.

#### **Facility Cleaning**

- Students will be expected to clean their chairs and desks before leaving each class.
- All classrooms and common areas will have cleaning disinfectant and paper towels readily available so that common areas can and will be wiped down often.
- Bathrooms will be cleaned often, with attention to countertops and doors.
- The building will be thoroughly cleaned at the end of each KEYS day.

#### **Closure Policy**

KEYS will operate independently from the public schools in regard to closing due to COVID-19. A decision to meet online will be made by the **KEYS Board of Directors**, and communicated via KEYS Memo as well as an SMS alert. If there is inclement weather, KEYS will also notify families if there is a need to close campus.

#### **Educational Recording of KEYS Classrooms and Students for Lectures and Evaluation**

Classrooms and lectures may be recorded, or students may be asked to send in recordings (primarily in the Foreign Languages and Fine Arts department) as an effective educational tool for instruction, correction, and evaluation. Videos will only be used for educational purposes and will be deleted after the completion of the academic year.

#### **Waiver of Liability and Assumption of Risk Related to Coronavirus/COVID-19**

By attending Kingdom Education for Young Scholars, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that you and your family may be exposed to or infected by COVID-19. You also acknowledge that the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of yourself and/or others, including, but not limited to, KEYS employees, contractors, volunteers, and their families. You agree to assume all the foregoing risks, waive liability against KEYS and Centerpoint Community Church, and accept sole responsibility for any illness, injury, disability, or death to you or your family, including all claims that may arise resulting from any of these.

*These policies and safety protocols are subject to change throughout the year due to these unprecedented circumstances. **The KEYS Memo will be our lifeline of communication if we need to implement changes. Families must read it each week and pass critical information along to their students so that they may be informed of any changes.** You must understand that your student(s) will not be able to successfully self-govern if they have not been informed of changes to current expectations and policy. Thank you for partnering with us!*