



2021-2022

RETURN TO SCHOOL PLAN

COVID-19 Safety Plan

www.keystoneprep.org

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We strive to balance the community's need for information with the uncertainty of the evolving COVID-19 pandemic. This plan is based on the most recent information available as of July 20, 2020.



PRIMARY GOALS

- Care for and protect every student and their physical safety as if they were our own child.
- Develop the best safety plans from medical research following the CDC guidelines.
- Do things unique to our school that can add to safety for our students and staff.
- Facilitate ongoing reviews with our KPHS Coronavirus Task Force Team and their subcommittees to gather more safety analysis, and ensure plans change with the virus.
- Increase communication to our school families so they know our directions via 1) Letter's Home Series, 2) making personal phone calls to every family, 3) send varying size Coronavirus Reports to meet the communication needs of different people, whether they like short and sweet or longer with more detailed information, 4) include the virus information in the Summer Packet mail out, 5) send a full Coronavirus Digital Mailing, to all our board members, parents, and staff, and 6) utilize some Social Media postings.
- Post on-site signage in every area of student life, such as classroom hand sanitizing stations, hand washing in restrooms, lunch safety, mask wearing, social distancing, and temperature checks.
- Put in place emotional and social supports for families, staff, and students, to utilize as needed.
- Quickly adapt and adjust efficiently, as we did when moving to online education and still maintaining a maximum educational delivery system, instead of a reduced educational offering. Good education is key.
- Respond to program wide changes if the virus changes in all areas of our school as needed.
- TOGETHER - we fight this invisible virus, doing all we can to work together. Those who might become infected may have no idea where their initial infection contact occurred - whether from the bank, a gas station, the grocery store, a family gathering, friends, fellow workers, students, or others. Empathy and understanding, care and concern, support - are the hallmarks of this institution. Yet we hold each individual responsible for where they go, what they do, and the precautions they adhere to in this plan, in order to keep every student and staff member safe. This must be a united effort, not just a school effort.

YOUR CONCERNS, OUR SOLUTIONS



We will take great care of our students and our staff alike, always erring on the side of the most conservative safety advisements. Masks are controversial but also one of those safety protocols. This year, we will not be requiring face coverings but simply leaving that decision to parents and guardians. Masks (or face shields) may be worn at all times by any students and staff that feels more comfortable doing so. Should any of you have any concerns, please bring those concerns immediately to the administration. We desire to PARTNER with our parents at every turn. Together we will handle these challenges. You are all stakeholders in the Keystone Prep High School safety plan!

Over the past year, we have developed several methods of education to provide for the total needs of our families, based on their individual students and their unique circumstances. Each method offered follows the CDC guidelines and was established after advisement from the State of Florida. Some students may have unique needs. Some families may be exposed at some point and need to quarantine for 14 days to be sure they do not take a chance contracting or spreading the virus. It is our goal to provide you with the information that so many of you have asked for.

"Being at school delivers far more intentional academic education, provides emotional growth by interaction with their peers, and teaches students the constructs of appropriate and successful social learning in safe situations."

- PJ Petrillo, Head of School



RETURN TO SCHOOL PLAN

WHAT TO EXPECT IN THE FALL
(AN OVERVIEW)

PRIMARY EDUCATION METHOD

ON-SITE- FALL 2021

It is our goal to begin the 2021-2022 school year by keeping things as consistent as possible. It is our plan to continue offering on-site instruction as our primary method of instruction. It has and always is our desire to ensure that our students have the best chance at academic, emotional, and social success, and on-site instruction affords us the best chances at success.

SECONDARY EDUCATION METHOD

ON-LINE (IF MANDATED SCHOOL CLOSURES OCCUR)

In the event that a decision is handed down to close schools, Keystone Prep will resume our online learning that we concluded the 2019-2020 school year with. Given the great successes our students experienced here, we are confident that if required to do so, we will be able to continue right where we left off without missing a step.

BLENDED EDUCATION METHOD

BLENDED (INDIVIDUAL STUDENT NEED)

If a student is unable to attend on-site due to diagnostic concerns they may request a meeting with school administration to determine if distance learning or blended learning is right for them. Doing so will require written permission from a specialist qualified to make that decision. Please be advised, online learning will only be available to families and students with Covid-related concerns.



GOING LIVE, ON-CAMPUS

Keystone Prep High School will continue with in-person, on-campus learning and teaching for the 2021-2022 school year. As stated on our Master Calendar, classes will resume on August 16th.



SCHOOL SCHEDULE

1st Period: 8:30 am - 9:25 am

2nd Period: 9:30 am - 10:25 am

3rd Period: 10:30 am - 11:25 am

4th Period: 11:30 am - 12:25 pm

5th Period: 12:30 pm - 1:25 pm

6th Period: 1:30 pm - 2:25 pm

7th Period: 2:30 pm - 3:25 pm



The safety and health of our faculty, staff, students, and families is always our top priority at Keystone Prep High School (KPHS). We understand that we are in an unprecedented time with the potential spread of the coronavirus (COVID-19) and to that end, KPHS has reviewed our health-related plans and procedures and adapted them to ensure the health and safety of everyone.

PROTECT. DISTANCE. DISINFECT.

The leadership team at Keystone Prep High School is closely following the most current recommendations from local, state, and federal agencies to refine our learning plans for the opening of school in August 2021. These are robust, tiered plans that will provide for on campus classes for students in all grades paired with distance learning, if needed and approved. The plans also include accommodating students who may need to attend remotely due to an extended illness or family quarantine due to COVID.



SCHOOL PLAN CON'T...

STUDENT LIFE

SCHOOL ENTRY

Students should not arrive prior to 7:30 and are required to enter at the student entry door by the picnic tables. Doors open for gym entry at 8:15 through the metal detector, as well as bag checks occur, and then they get time at lockers before the first bell at 8:25, alerting them they have 5 minutes to get to their first class.

ASSEMBLIES

Assemblies are held from time to time in the gym and when held, teachers will take their classes to their designated area and ensure they maintain the student seating. Chairs in the gym will also be turned to accommodate appropriate social distancing and zip-tied to ensure it occurs.

BACKPACKS

Prevention is far better than apprehension. Staff will be checking student backpacks daily upon entry to our high school, for optimum student and staff safety. A student's backpack must be able to fit in their assigned locker. Backpacks are not allowed to be left on top of lockers, carried to classrooms, or sitting out any place in the building for the same safety reasons. Backpacks also touch many public surfaces without being sanitized daily and could potentially spread a lot of bacteria and/or the Coronavirus due to unknown surface contamination when backpacks are carried throughout the school.



SCHOOL PLAN CON'T...

STUDENT LIFE

BREAKS

Students receive a 5 minute refresh break to return to their lockers every hour or 7 times a day. They use this time to change their books, pick up the next class needed notebooks, enjoy a drink or snack, go to the restroom, use their phone, and visit with their friends. This is a great time for socialization without pressure. It is recommended that each student have hand sanitizer in their locker for frequent use and to reduce the spread of the Coronavirus, by frequent hand sanitizing. Consider purchasing hand sanitizers that do not dry out the skin, due to frequent use.

CLASSROOMS

Several classrooms had many changes that occurred over the summer. Additions and deletions of furniture occurred in classrooms, to ensure best sanitizing results and to provide as much individual space as possible for our students and staff. Hand sanitizing stations are also required in every classroom and students are encouraged to take advantage of these stations. The teaching staff will be ensuring their individual rooms continue to meet all safety requirements.

CLASS SIZES

Student class sizes were examined in depth during the scheduling re-assignments and considering the Coronavirus. Classes were determined to best be 8 - 10 students or less, for additional safety. The maximum class size allowed is 15 or half the number of students in most schools. In some instances class sizes larger than 10 were unavoidable. Larger class sizes may also use our outdoor settings and the gym when requested of administration. Every class has been reviewed and great care was taken to keep our classes occurring with optimal social distancing.



SCHOOL PLAN CON'T...

STUDENT LIFE

CLASS CHANGES

Be patient if requesting a student schedule change. Many factors must now be considered for maximum student safety, not just a student's class preference. We may not be able to meet all scheduling needs due to spatial limitations but every effort will be taken to ensure that students are in the correct classes. Everything will be done possible to accommodate each request, but safety trumps preference during a worldwide pandemic.

CLUBS

Clubs are controlled and supervised by varying club sponsors. However, all clubs will be required to abide by and follow the school safety rules already established by the KPHS. Some clubs may require additional safety protocols as identified by the club sponsor. Any club violating the rules should be reported to the administration and they risk being disbanded.

FOOD, DRINKS, AND SNACKS

Students may bring a lunch and drink from home or purchase the school lunch and drink, using the menu provided. Snacks and drinks may be kept in lockers so they can refresh between classes. Students are not allowed to share food and drinks due to potential contamination and the spread of illness. Parents and school staff both need to stress this issue with students. The administration will cover it extensively on the first day at the school Back-to-School Bash.

HAND SANITIZING STATIONS

Throughout the school and in every classroom Hand Sanitizing Stations will be set up. Students will be reminded frequently by teachers to use those stations to sanitize their hands. Every student should also bring a large hand sanitizer for their locker, to use on breaks or after snacks. This may be the single greatest thing every student can do to keep themselves safe from contracting the Coronavirus, along with proper social distancing. The school will provide multiple opportunities to sanitize.

LOCKER SPACING

Student lockers will be assigned in such a way to better enable social distancing. Students should be mindful of their surroundings before proceeding directly to their locker. Students should report any difficulty to Mr. Callen or any administrator or staff member.



SCHOOL PLAN CON'T...

STUDENT LIFE

LUNCH TIME

This is a great time for our students to relax in the fresh air and eat outdoors. In inclement weather, they will eat in the gym. They also have time to do some exercise, listen to music, play group games, meditate, take a walk in designated areas, and/or toss a football or frisbee for relaxation. Lunchtime is monitored. Students are encouraged to make friends and socialize but to remember to ensure their safety always. It is also important to understand, all students are different. Some students may need time for calm or quiet reflection. At the same time, students choosing isolation must also realize that to have friends they cannot isolate from all the time, and they must show themselves friendly. If there is a concern, the staff will help them.

MASKS

Masks will remain a parental or student choice until such a time that we receive word from local, state, or federal authorities that they will be required. Please understand that this is a choice that will be respected by all and that no student or staff member should ever be made to feel negatively due to their decision regarding masks.

PASSING IN OPEN SPACES

Floor markings will be evident, and students will continue to be encouraged to use good judgment when moving around the school. They will be shown and practice how to get to their classes and lockers, how to pass each other, and how to make office contacts for individual needs, while abiding by appropriate special distances as recommended.



SCHOOL PLAN CON'T...

STUDENT LIFE

RESTROOM USE

Students have 7 restroom breaks a day, on the hour. They should not ask to use the restroom during their classes, due to the frequency of restroom breaks provided. Student emergencies may occur and those will be accommodated by the teachers, by giving a student a pass to use the restroom one at a time. Students with medical specialists they see for disorders will receive exceptions with the Specialist letter on file. See the Head of School to discuss any exceptions. It is also important to note during the virus we do not want students congregating in restrooms or trying to get out of class to meet each other, so this will be followed more closely for their safety. Restrooms all have signs posted about the appropriate way to wash hands for 20 seconds or more.

SICKNESS

Report any sickness to Mrs. Pazamickas who is our Clinic Manager. She, in turn, will pass it on to other key staff. Students that become sick during the school day will immediately have a temperature taken. If a fever exists the parents need to pick them up immediately and within a minimum of 30 - 45 minutes. Students will not be allowed to return to class. The clinic is kept exceptionally clean on a consistent basis and that is the place the student will wait in isolation until a parent or guardian arrives. There is a window between the reception area and the clinic so the student can be monitored at all times by Mrs. Pazamickas when resting in the clinic until arrival.

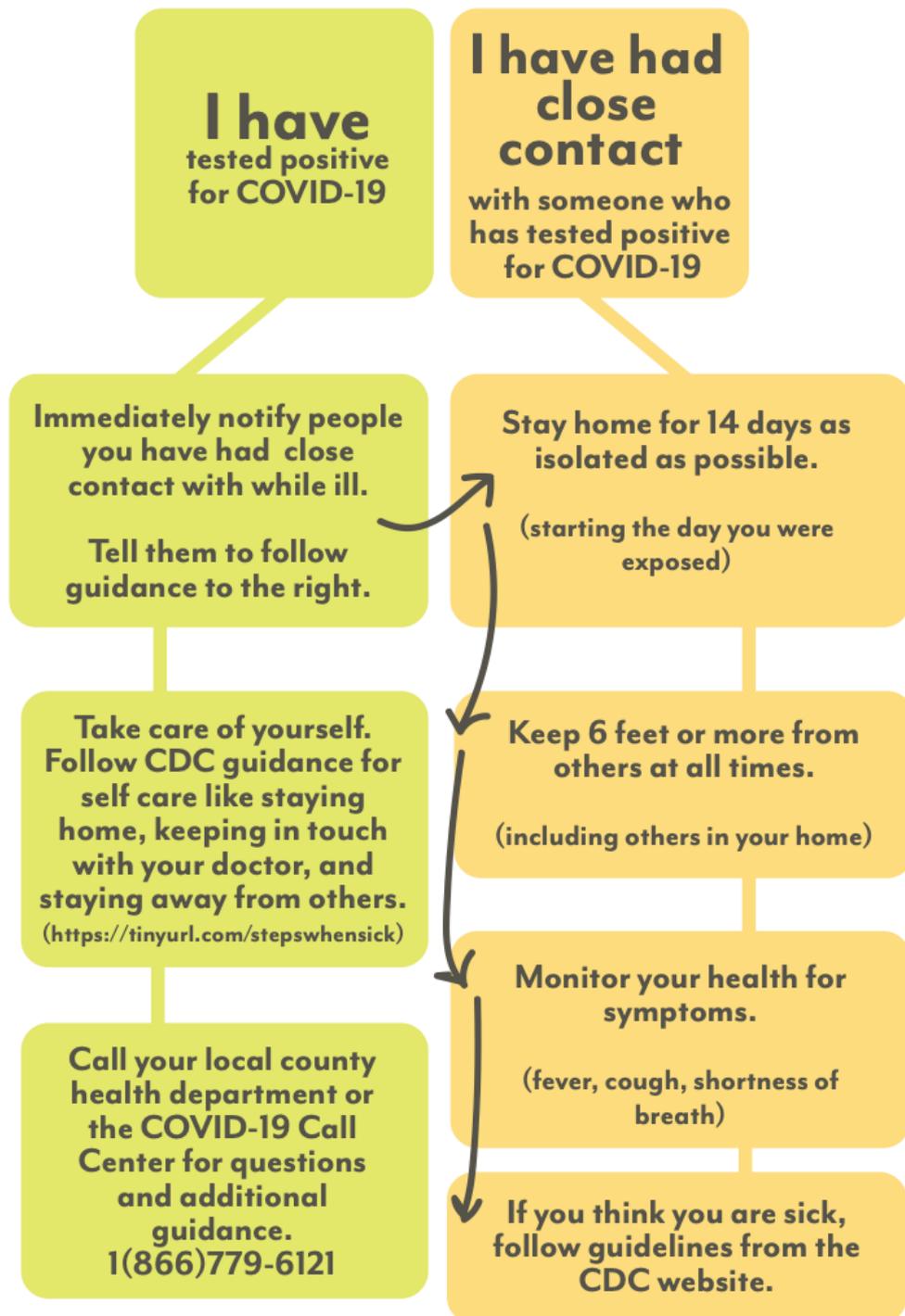


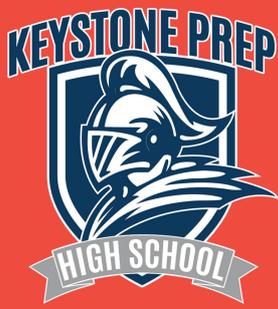
SCHOOL PLAN CON'T...

COVID-19 TESTING



If you or someone you have been in contact with
Has Tested Positive for COVID-19





SCHOOL PLAN CON'T...

QUARANTINE REQUIREMENTS

Any students found to be exhibiting any COVID-19 related symptoms will be required to self-quarantine.

This will be utilized during any necessary 14-day quarantine recommendations.

Typically, students with a fever require a 3-day quarantine after their fever breaks. Due to the spread of COVID 19, additional quarantine measures and testing may become necessary at the student's doctor's recommendation, for the safety of the patient and the safety of those the student comes in contact with at any time.

Students or staff facing this challenge must provide medical recommendations from their doctor for the safety of others. Families, staff, and students are still protected by HIPPA Laws and privacy - however for the protection of others, and due to this worldwide pandemic, those doctor recommendations often come with recommendations now for the safety of others.

These cases will be dealt with on an individual basis directly with administrator/s and in a private setting. At no time, should anyone having knowledge of Coronavirus (COVID-19) exposure fail to report it to the administration for the safety of all in our school family.

Never let exposure to this virus beyond your control make you afraid or be silent and thus, endanger another human being, their family, and their children to be at risk without knowing it. "Empathy" comes before "silence" in the dictionary.

The safety of all of our families, students and staff is our highest priority! Help us do our best to keep everyone safe and, of course, we want each person's dignity and privacy honored by HIPPA.

SHORT-TERM ABSENCES VS. COVID-RELATED ABSENCES



SHORT-TERM ABSENCES

- **Examples:** Students remain home from school for a day or more due to mild, common childhood illnesses, Student is away to travel, extracurricular activities, etc.
- **Timeline:** Case by Case
- **How to Notify the School:** Call/email Mr. Callen (acallen@keystoneprep.org)
- **Content Delivery:** Students will receive class content and assignments from teachers. Any missed assessments must be made up upon the student's return.

COVID-RELATED ABSENCES

- **Examples:** Student is observing a 14-day quarantine per CDC guidelines due to a household member's travel to a COVID hotspot, student is observing strict social distancing due to their or a household member being immunocompromised.
- **Timeline:** 14 days or more
- **How to Notify the School:** Call/email Mr. Pomales (bpomales@keystoneprep.org) or Mrs. Petrillo (pjpetrillo@keystoneprep.org)
- **Content Delivery:** If materials are not with the student, the family may arrange for contact-free pick up at the school.

Please contact the school with any attendance-specific questions or concerns.

SCHOOL-WIDE RESPONSE

No single event has taken more preparation and time than planning for this pandemic. The necessity of faculty and staff to attend trainings, meetings, participate in webinars and continual online learning has continued to not only be time consuming but vitally important. Our school is as prepared and ready as we can possibly be. This is a massive effort to keep every student and staff member safe during the pandemic while attempting to offer a normal school setting. Each school facing this must utilize their best skills for this unique and unprecedented situation. The demands it has put on administration and the staff planning for it have been tremendous and way above and beyond the positions they originally signed up for. We most want our school families and our staff to have an open door for more and better solutions, as yet unknown to us. It will take all of us working together, parents included, to continue to handle this in the best way for everyone. Please make your voice known in a caring and concerned way. We cannot fix what we do not know is a concern.

TOGETHER we will survive and thrive in the middle of this Coronavirus pandemic. Let's work together to enjoy life every single day. It is truly a gift. We cannot wait to see you, our families and our precious young adults again, as we all live through this pandemic. Be safe out there!

-Mr. Pomales - Head of School

Special thanks to specific staff who have or will have major roles in pandemic preparations in building and grounds preparation, clinic updates, furniture acquisition, sanitizing, and sub-committee work, for the response to this pandemic, in an effort to keep every student, parent, and staff member safe. And in advance, expressed appreciation for our staff and teachers who on their return will have the task of being the daily enforcers - with our student body. I am grateful for each of you and your contribution.

Andrew Callen
Ben Pomales
Gabrielle Pomales
Nicole Pazamickas
Charity Thompson

