

June 30, 2020

Dear Key School Families,

As we begin the second half of summer vacation with back-to-school activities on all our minds, I truly understand your desire for a clearer picture of the learning environment for your child. My hope is that you will find comfort in knowing that many hours have been put into a comprehensive plan that will allow our students and employees to return safely in August.

The Key Pandemic Planning & Re-Entry Task Force met weekly throughout the month of June and will reconvene in July to review and revise any policy changes needed due to updates from the Texas Education Agency (TEA), Texas Private Schools Association (TPSA), executive orders from Governor Abbott, Centers for Disease Control and Prevention (CDC) and the Tarrant County Health Department.

As previously communicated, a fully detailed Re-Entry Plan will be distributed by the Task Force to all parents in mid-July. While the task force will continue monitoring the ever-changing health guidelines, I would like to share the following safety measures that will be implemented at Key School:

#### **Daily Campus Entry**

- Upon entry, students, parents, employees and visitors will receive a temperature check screening.
- Middle and high school students will arrive via the main foyer entrance; elementary students will arrive via the north entrance.
- Employees will complete a daily health screening prior to entering campus.
- Students will complete a health screening questionnaire at the beginning of each week and upon return from extended school breaks.

#### **Student & Employee Training**

- Employees administering temperature screenings will receive training on the proper use of Personal Protective Equipment (PPE) and the use of the contactless digital thermometers.
- Students and employees will receive training on proper handwashing techniques and other healthy hygiene practices.
- Students and employees will be monitored to ensure adherence to all health and safety practices.
- All trainings will be updated as new data and information is shared via TEA, TPSA, CDC, and the health department.

#### **Social Distancing**

- Floor signage will indicate social distancing guidelines for all employees, students, and visitors. Adherence to distance guidelines will be monitored by all employees.

- Classes will be scheduled to adhere to social distancing recommendations. To limit exposure, students will be assigned to a designated class for all core subjects and the teachers will rotate.
- Upon employee and student arrival and dismissal, entrance doors will be propped open to allow for safe social distancing practices.

### **Masks**

- Face coverings will be required and provided in all public spaces (main hallway, entrances, etc.) for students, employees, parents, and visitors.
- Teachers will wear face shields to better connect with their students.

### **Dining on Campus**

- Students will dine in their designated classrooms.
- Classroom dining areas will be sanitized before and after lunch.
- Food4Life Catering will not be available in the 2020 – 2021 school year. Students will need to bring their lunch to school each day.

### **Maintaining Healthy Operations**

- Numerous hand sanitizer stations will be labeled and accessible throughout campus.
- Enhanced nightly cleaning will include wiping down high traffic areas, door handles, bookshelves, etc.
- Teachers will sanitize door handles after each class period.
- Middle/High School Students will sanitize their work area after each class period.
- Students will have their own supply box/bag to use each day. Sharing of school supplies will not be permitted.
- Student backpacks and lunches will be stored in individually assigned lockers or classrooms.

### **Student Experience**

- All students will have the opportunity to participate in our new Pizza Lunch Club and have delicious pizza for lunch on the last day of each nine-week period.
- A new interactive playscape will be ready for outdoor play in August.
- The Classic Literature theme for the year is Medieval Times.
- Elementary students will experience added fine arts enrichment classes throughout their daily schedule.

Beyond these safety measures, I guarantee fully transparent and consistent communication from the Key Pandemic Planning & Re-Entry Task Force and the Key School leadership team.

I look forward to seeing you face-to-face soon, but in the meantime, please know I will continue to work hard to ensure the highest of standards for our students, families, and employees.

Sincerely,  
 Kerri Benson, M.Ed.  
 Executive Director