

September 24, 2020

Dear Parents and Staff,

In a follow-up to yesterday's email and in keeping with Key School COVID-19 Policies & Procedures, we are notifying all student families and staff that a staff member who was lab-confirmed to have COVID-19 was present on campus on September 17. Due to privacy requirements, we will not be releasing the name of the individual.

Two additional staff members have also undergone testing with negative results. Key School is working with local health officials to address the situation and ensure that safety remains a top priority.

Therefore, **Key School will be closed tomorrow, Friday, September 25** for environmental deep cleaning and sanitizing. Additionally, students will move to **distance learning on Monday, September 28 through Friday, October 2**. Tomorrow, you will receive specific instructions for your child's distance learning. By mid-week, you will receive an update from Key School leadership regarding our reopening. Please see the attached Key School COVID-19 policy document for more details.

If your child has medication that will be needed the week of September 28th, please let me know and I will make arrangements for you to pick it up on Friday, September 25 from 8:00 a.m. -10:00 a.m. Please know that the health of our students and staff is paramount. Key School leadership has many plans in place to make this transition to distance learning seamless and we will continue to work hard for your student's educational well-being.

Sincerely,
Leslie Vasquez