



Keystone Adventure School and Farm's COVID-19 Plan for 2020/2021

Keystone Adventure School and Farm, employing due diligence and professional advice from field experts, has developed a plan to navigate the COVID-19 pandemic as it relates to Keystone Adventure School and Farm, its students, families, and faculty. It is always our goal to provide a safe environment for our community while delivering meaningful, progressive, and developmentally appropriate education.

The Keystone COVID-19 Task Force was charged with the following dual purpose.

1. To research, examine, and vet options and reliable sources for safe delivery of education to the children enrolled at Keystone Adventure School and Farm during the pandemic of Covid-19 for school year 2020/2021; and
2. To outline a data metric that reliably drives the decisions as to whether and when the safe delivery of this education happens.
 - A. Onsite "in-person" learning on Keystone's campus
 - B. Conservative hybrid of "in-person" and "online" learning invoking adjusted schedule of attendance to accomplish physical distance between students
 - C. Online broadcast learning via virtual learning devices at home

These options are more thoroughly explained later in this Keystone COVID-19 Policy Plan.

This plan outlines the measures and metrics Keystone will take in order to accomplish this safety and was developed using guidelines from both the CDC and the Oklahoma State Department of Education. Please click the following links for more information from each resource.

[Considerations for Schools from the Centers for Disease Control](#)
[Oklahoma State Department of Education Framework for Reopening School](#)



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KEYSTONE SAFETY PROTOCOLS **FOR ON-CAMPUS LEARNING**

1. Cleaning Protocols for Building and Learning Materials:

- All learning materials will be cleaned daily. Keystone will limit daily use of manipulatives, books, and playground toys, by limiting use of individual manipulatives, etc. to a single child/per day to reduce transfer of germs, etc. These resources will be cleaned and sanitized at the end of each day, or between use for each student.
- The Keystone school building will be cleaned each evening by a commercial cleaning service utilizing antibacterial agents that are non-toxic and child/pet safe. All high contact surfaces will be cleaned and sanitized to ensure that each surface is sanitized for the start of each day. These surfaces include but are not limited to: doorknobs, desks/chairs, railings, any handle attached to something, door frames and doors, countertops and tables, and any surface with which little hands can come into contact.
- Cleaning by a professional company that will come in each weekend to fog the building and playground equipment with antibacterial, non-toxic, and child/pet safe cleaning agents.
- Installation of new HEPA filters in the HVAC system to increase air quality. These filters will be rated to remove viruses.

2. Handwashing Protocols:

- Students will be instructed as to how to wash their hands properly and will be required to do so frequently throughout the day, including first thing in the morning after arriving at school.
- Students will wash hands using social distancing, be assigned to specific classroom washing stations and use common area washing stations in small groups, mindful of social distancing.
- All sinks will have touchless faucets, touchless soap dispensers, touchless towel dispensers to prevent cross contamination between students.
- We will also build a large outdoor wash station for students to wash their hands after pasture and recess prior to re-entering the building.
- Touchless hand sanitizer dispensers will be found in each classroom and at key points throughout the building.



3. Social Distancing Protocols:

- In order to achieve social distancing in the classroom, Keystone has purchased a desk for each individual student in every classroom, including preschool. These desks will be placed with social distancing in mind and will provide a place for students to store their belongings and personal school supplies. These desks will hold their backpacks, school supplies, lunchboxes, and coats.
- Some classrooms will be relocated in order to accommodate social distancing guidelines.
- Although it has been common practice for students at Keystone to share their school supplies, we will not be doing that this year. Each student will have their own personal supplies.
- Outdoor classrooms will be utilized whenever possible, with students bringing their own camping chairs for sunshine learning.
- Keystone students will be asked to maintain social distancing throughout the day including in classrooms, moving through the halls and at recess. Although students will sometimes fail at this, they will be encouraged with love and compassion to remain socially distanced.



4. Masking/Face Covering Protocols:

At Keystone, we know children. Therefore, we understand the potential challenges of wearing a face covering as a child. We also understand that due to our diverse age groups and sensory ranges, a face covering can be uncomfortable and cumbersome for any child.

In some ways, this is similar to using a seat belt or a car seat. While children may initially resist, as loving parents, we still consistently enforce their use because we believe it to be a best safety practice. Or pasture boots—many children would rather attend pasture without boots, as the boots can cause blisters or are hot or uncomfortable. But, pasture boots are required and, with time, consistency, and practice, kids become accustomed to the fact that they must be worn.

And so, like seat belts in the car and pasture boots at pasture, masks and face shields will be necessary safety measures we take on campus for the





protection of our children and our faculty, many of whom are in a vulnerable category.

- Indoors: face shield bucket hat for kids from Preschool through First grade (please see picture.) Keystone will provide these for all preschool - 1st students.
- Indoors: masks for students from 2nd-5th (Keystone is considering providing face coverings for this age group also, although they are welcome to wear their own masks as well, as comfort will be top priority.)
- Students will not be required to wear a mask while outdoors, unless certain games or situations require closer proximity.
- All faculty and staff will be required to wear a mask while indoors and outdoors when working in close proximity to students. This includes one-on-one and small group activities.

To minimize mask discomfort or resistance:

- We will play games that reinforce mask use, making the experience less scary or intimidating for children.
- We will incorporate even more outdoor time for your children to be mask free. This will include more outdoor play time and class/learning time.
- We will create outdoor classrooms in shady spots throughout the campus where children can gather at safe distances and learn.
- Children will use dry erase boards and a sitting surface to keep them from getting itchy and uncomfortable. (We recommend some type of camping chair for their sitting comfort outside. Chairs must be marked with your child's name and will not be shared with other children.)
- In our outdoor classrooms, kids can work and learn independently without the bother of a mask.
- Children will not be reprimanded if they struggle to adapt. Instead, as you and they expect at Keystone, they will be approached and attended to with compassion and a listening ear, and we will find a solution together.
- Redirection and a positive attitude from staff and families will help us to reinforce the comfort of safe and simple face coverings!

5. Drop Off and Pick Up Carpool Protocols:

- All students will receive temperature and wellness checks from faculty prior to entering the building.
- Parents will be asked a set of health questions concerning their child each and every day.
- Parents and siblings remain in their vehicles during these times and do not enter the building.
- During morning dropoff, children should remain in their cars until a faculty member opens their car door.



- As your child will be entering the building at dropoff, they will be asked to have their mask or face shield on when exiting the vehicle.
- If you need to pick up your child early, please call the office upon arrival at school, and we will bring your child to your car.
- Parents, guests, and visitors will not be allowed in the building without first scheduling with the office and making an appointment.
- In order to maintain social distancing during end of the day pickup, Keystone will stage our pickup times throughout the afternoon to minimize the number of students congregating for pickup. **It is here where the older kids will gain more time for instruction. Keystone will begin pickup times for our youngest students at 3:45pm and our final pick up time will be at 4:15pm.** A schedule for pick up times will be provided in your back to school packets.

6. Sickness Protocols:

- As always, and with increased emphasis, we ask parents to keep their children at home if they are sick, notifying the school that they are sick.
- If your child has a fever unrelated to coronavirus, they absolutely must be fever-free without fever-reducing medications for 24 hours prior to entering the building. This is important for the safety of our faculty and children, and is not a change from our previous sickness protocols.
- If you believe the fever or any sickness might be related to COVID-19, please get a test as soon as possible and do not return to school.
- If you suspect your child has symptoms related to COVID-19, please consult with your doctor to help prevent the spread of virus in our community.
- **If you, your child, or your family member receives a positive diagnosis of COVID-19, you must notify the school immediately so that we can alert the school community and the Oklahoma State Department of Health. The limited sharing of this information is vital as a preventative measure to stop the spread.** This notification will include sharing with the school community that there is a positive case in our building, including the classroom. **Keystone will not share the name of the family diagnosed.**
- If COVID-19 is diagnosed in your family, your child will be required to stay home from school for a minimum of 2 weeks and produce a negative COVID-19 test in order to return. During the time your child is at home, they will be provided with live/recorded broadcasts of their class (if other students are on campus), along with access to online learning.
- In the event of a positive test for COVID-19 in our building or school community, Keystone's campus will close for two weeks. While campus is closed, Keystone will provide online education for all families. If you feel your child may have been



exposed to COVID-19, we recommend testing to ensure they do not have COVID-19.

- Keystone faculty will be tested for COVID-19 on a rotating basis to ensure a continued environment of health for all.

The following chart shows symptoms of COVID-19 for your reference:

Symptoms	Coronavirus* (COVID-19) <small>Symptoms range from mild to severe</small>	Cold <small>Gradual onset of symptoms</small>	Flu <small>Abrupt onset of symptoms</small>	Seasonal Allergies <small>Abrupt onset of symptoms</small>
Length of symptoms	7-25 days	Less than 14 days	7-14 days	Several weeks
Cough	Common (usually dry)	Common (mild)	Common (usually dry)	Rare (usually dry unless it triggers asthma)
Shortness of breath	Sometimes	No**	No**	No**
Sneezing	No	Common	No	Common
Runny or stuffy nose	Rare	Common	Sometimes	Common
Sore throat	Sometimes	Common	Sometimes	Sometimes (usually mild)
Fever	Common	Short fever period	Common	No
Feeling tired and weak	Sometimes	Sometimes	Common	Sometimes
Headaches	Sometimes	Rare	Common	Sometimes (related to sinus pain)
Body aches and pains	Sometimes	Common	Common	No
Diarrhea	Sometimes	No	Sometimes for children	No
Chills/repeated shaking	Sometimes	No	Sometimes	No
Loss of taste or smell	Sometimes	Rare	Rare	Rare

Your symptoms may vary. *Information is still evolving. **Allergies, colds and flus can all trigger asthma, which can lead to shortness of breath. COVID-19 is the only one associated with shortness of breath on its own.

Sources: Asthma and Allergy Foundation of America, World Health Organization, Centers for Disease Control and Prevention.
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LEARNING PLAN OPTIONS FOR 2020/2021

As part of our dedication to your family, our faculty, and our community, the Keystone COVID-19 Task Force has developed a three-stage approach to school opening and closing during the pandemic.

As mentioned earlier, Keystone's theme for the year will be **MISSION KASAF: Keystone Adventures in Space and Further!** Our language for the three learning scenarios follows this theme, with "Mission Control KASAF" being our school "home base," "Space Colony KASAF" as our hybrid model of going out to a colony to explore and coming back, and "Satellite KASAF" where space cadets have temporarily gone to a satellite location for their explorations, but will be back at home base soon!

The three options for Keystone this year are:

1. **Mission Control KASAF:** Learning will occur with all students on campus all day; school day extended to 4:15 (staggered pick-ups starting at 3:45). This option is our constant aim and goal.
2. **Space Colony KASAF:** Learning will occur in a hybrid combination of on-site/virtual learning to accomplish physical distance between students with each class divided into an "A" or "B" Group and alternating days on campus. Teachers will broadcast live from the classroom to provide students at home with full access to learning. These lessons will also be recorded.
3. **Satellite KASAF:** Learning will occur primarily online with focus on individualization; small groups may come onto campus for outdoor-only activities like pasture, art, PE, etc. Teachers will broadcast live, engaging students in learning. This will occur in several modes: full classroom, small groups, and one-on-one to provide each Keystone student at home with individualized attention and full access to meaningful learning. These lessons will also be recorded.



THE METRIC: How Will Keystone Make These Decisions?

We value your investment and dedication to our program and believe that making these opening and closing determinations should be specific to our demographics. Our decisions and policies will be based on **metrics of the spread of COVID-19 within the zip codes of our families and Oklahoma County** as well.

The task force is fully aware that the number of cases represented in the state reporting isn't an accurate representation of the areas in which our students live and could represent outbreaks in communities far from Oklahoma City. *(This was the case in early May when an outbreak occurred in a meat packing facility in the panhandle of Oklahoma. In this instance, Oklahoma's numbers went up drastically over a few days, even though OKC's numbers held steady).* To be able to achieve this kind of specificity, Keystone will be monitoring the daily infection rate and spread of COVID-19 for the 19 zip codes specific to our families' residences. We will also monitor Oklahoma County, as that is where most families spend their days for working and leisure activities.

Our metrics over time will produce for us the most accurate percentage of growth or decline in the spread of COVID-19. **All decisions to open or close will be determined by the 7-day rolling average for our specific community.** Our task force has looked at the metrics historically and determined that by watching the seven-day rolling average of cases diagnosed, we can make the best decision to be closed or open. This year, with the implementation of our protocols for social distancing, masking, and handwashing, we are better prepared to safely confront a mild spread of COVID-19 within our community, similar to the spread we experienced last spring. In fact, if we could retroactively apply these safety protocols and metrics to spring's number of positive cases, Keystone would have been able to be fully open to students. It is our hope that this year's community spread is similar so that Keystone students can gather at school to learn, laugh and play.

Because our plans are based on metrics specific to the Keystone community, **Keystone will operate independently of other private and public schools concerning closures.** This is similar to how Keystone does snow days. Sometimes Edmond will be out for snow because their buses can't get into neighborhoods, but Keystone still has school because the main roads are clear. It is possible that other schools may close and Keystone will remain open, or that Keystone will close and move to online learning while other schools are in session. **In the event that the state of Oklahoma mandates school closures, Keystone will also close.**



SCENARIO 1: MISSION CONTROL KASAF

- Learning will occur with all students on campus all day; school day extended to 4:15 (staggered pick-ups starting with preschool at 3:45).
- Requirements for scenario: Keystone's metrics show that the weekly rolling average for Oklahoma County and/or our family's zip codes is 25 or less diagnosed positive cases per day and showing a steady decline.
- Kid Care will still take place as usual, commencing at 3:45 or whenever your child's staggered release begins. Kid Care will end at 5:45 and will follow all Keystone protocols for both indoor and outdoor scenarios.

In this scenario, all students of Keystone will be able to be in school, following the COVID-19 guidelines from the aforementioned paragraphs, including but not limited to social distancing, masking indoors and in close proximity to teachers, and handwashing. **Our school day will be extended in the afternoon by 30 minutes to accommodate the most opportunities for individualized instruction for older grades while we are in school.**

If any students' families choose to keep their kids at home, Keystone teachers will do live/recorded broadcasts of portions of their day. While these broadcasts will not be all day long, they will encompass the lessons that make sense for your unique child and their learning level. If your child participates live, the teacher will look for opportunities for two-way communication so that your child can feel like they are part of the Keystone community.

SCENARIO 2: SPACE COLONY KASAF

- Learning will occur in a hybrid combination of on-site/virtual learning to accomplish physical distance between students with each class divided into an "A" or "B" Group and alternating days on campus.
- Requirements for this scenario: Keystone's metrics show that the weekly rolling average for Oklahoma County and/or our zip codes is between 25-50 diagnosed positive cases per day.

In this scenario, each classroom will be divided into two groups, an "A" group and a "B" group. Each group of kids will come every other day. Example: In the first week, group "A" will attend on Monday, Wednesday, and Friday; and group "B" will attend on Tuesday and Thursday. The following week will switch days for each group so that group "A" would attend school on Tuesday and Thursday, and group "B" would attend on Monday, Wednesday, and Friday. This way each group will get equal amounts of in class time over every two week period. At Keystone, we know your kids will have a need for an emotional connection with their friends;



therefore, we will be very purposeful in the placement of your child for their alternating days. Throughout the year and with ample notice, we will change the rotational groupings to intentionally create new student groupings. This will keep us from inadvertently creating a school environment with two distinct groups of children who no longer know the other half of their class. While your child is on their home day, they can join and participate with their class as we broadcast each day from our classrooms. As in the scenario of full opening, this broadcast will be limited to what is appropriate for your child and the times will be communicated with families on their off days, so that kids may attend.

SCENARIO 3: SATELLITE KASAF

- Learning will occur primarily online with focus on individualization; small groups of 3-4 may come onto campus for outdoor-only activities like pasture, art, PE, etc.
- Requirements for this scenario: Keystone's metrics show that the weekly rolling average for Oklahoma County and/or our zip codes is greater than 50 diagnosed positive cases per day and increasing. In this scenario, Keystone's campus will be closed and all students will receive online instruction.

Satellite KASAF online learning will be expanded this year from our spring model which focused on whole-group instruction to a combination of whole-group instruction as well as:

- individualized instruction
- small group instruction
- more virtual opportunities for small peer group socialization
- brief onsite visits to Keystone in small groups (3-4 children) for pasture, art, PE, or other outside only activities

The availability of these opportunities will depend on the degree to which there is an increase in positive testing within our metrics. Should this opportunity exist, more details will follow.

Our hope is that Oklahoma can slow the spread of COVID-19 so that school can take place as normal and we can all be together for the entire school year. However, even if we temporarily end up in a hybrid or a satellite learning scenario, we will still make every effort to create opportunities for children to be on campus, and to come back to campus when the metric supports it. We believe that this model and our in-school procedures will be a great step in the right direction to protect your family and ours from COVID-19.