



KEHILLAH JEWISH HIGH SCHOOL

Bringing Students Back To Campus
FEBRUARY 2020



A Letter from Our Head of School

Dear Kehillah,

We are excited to get back to campus as soon as possible while keeping the health of the community our top priority. We will continue to do our part in preparing and maintaining the campus for COVID-19 safety. We appreciate your support, flexibility, and the understanding that you will need to do your part as well. Returning to campus and remaining open for in-person learning will require a commitment and discipline from each one of us.

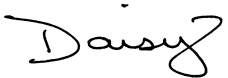
We know that the pillars of mitigation will significantly reduce our risk of a COVID-19 transmission at school. Proper masking, distancing, screening, ventilation, and hygiene are vital at all times on campus. Reducing conditions for off-campus exposure such as travel or gatherings with friends or family will contribute to safety for all of us. Timely communication about possible exposure outside of school will help us respond in the safest way possible.

This safety handbook further lays out guidelines and expectations for a safe 2021.

Again, I ask that you continue to cultivate compassion for yourself and others. While we are in this pandemic together, we each experience it in our own way. We cannot fully know the struggles of others but we can assume that we are each coping to the best of our ability in any given moment.

Please do not hesitate to reach out with questions, concerns, or just to keep the lines of communication open.

Warm regards,

A handwritten signature in cursive script that reads "Daisy".

We are deeply grateful that you continue to entrust us with shaping the lives of those who will shape the future. We promise that we take this responsibility seriously each and every day.

Pandemic Planning

This plan for a safe return to campuses is a living document and evolves with the guidance of local and national agencies and others, with the scientific input of epidemiologists, infectious disease experts, medical professionals, and lawyers on the Head's Pandemic Advisory Team and with the support and decision-making of the Kehillah Board of Trustees.

Our Guiding Principles:

- Prioritize the physical health, safety, and social-emotional wellbeing of our students, staff, and faculty.
- Maintain Kehillah's exceptional academic program and supportive environment.
- Remain committed to an education rooted in Jewish values and providing for our pluralistic community.
- Prepare for multiple responsive shifts to 100% online learning with fidelity.
- Make data-informed and evidence-based decisions.

5 Pillars of Prevention

Hygiene: The building is regularly deep cleaned. Hand washing and hand sanitizing stations have been placed in building entrances and high utilization areas, as well as classrooms and offices. Signage reminding, students, faculty, and staff of the importance of proper hand washing are spread throughout the building.

Screening: Students, faculty, and staff must be screened daily upon entrance into the building. Those with COVID related symptoms must stay home.

Distancing: Classrooms are set up for students to be 7.5 feet apart. Dots and traffic flow arrows are in the halls as a visual reminder to keep social distancing.

Masks: Everyone in the building must wear a mask at all times. Masks must be form fitting and cover the nose and chin.

Ventilation: HVAC has been updated with MERV 18 filtration as well as UV lights. Additionally, classrooms have been outfitted with portable HEPA Filters.

There will be training for employees, parents, and students about policies and how to maintain a safe and healthy learning environment in accordance with Federal, State, and local guidelines.

Beginning in March of 2020 multiple advisory teams have worked together to develop a plan to ensure the readiness for students, faculty, and staff to open our virtual and physical doors to our students that continues to provide the same world-class academics and supportive learning environment Kehillah Jewish High School is known to provide. The plan is flexible and iterative in order to minimize risk and maximize student learning in this emergent public health climate. It includes three modes of program operation.

Mode 3: 100% Home-Based Learning and In-Person Community Building

100% offsite: all learning is home-based. We will utilize a combination of synchronous (live faculty instruction) and asynchronous (instruction content accessible anytime) instruction and course materials, grounded in close teacher relationships, rigorous academics, regular assessment, ongoing adjustments, and differentiation. This will ensure that students are developing academic skills and life skills in a connected learning community that supports their health and well-being.

Kehillah [B'Yachad](#) is a time for our students to gather, safely, outdoors in a low-tech environment. Kehillah B'Yachad is in response to the social-emotional needs of teenagers. It is also an opportunity for students to come for in-person academic support.






Mode 2: Hybrid In-Person/Remote

This is our Flexible response to students' and teachers' varying comfort level with In-Person academics. 100% of students are invited to participate in in-person learning, everyday day. Students who chose to do so, may continue with home based learning. Expansion of the campus to include outdoor spaces and modifications to indoor spaces to exceed State and County guidelines and ensure COVID-19 risk mitigation.

Mode 1: On-Campus Instruction

On-campus instruction with no need for COVID-19 modifications.

Movement between the three modes is based on where Santa Clara County falls on the tier system as set forth in the [Blueprint for a Safer Economy](#).

What Tier is Santa Clara In?	What Does Kehillah Look Like?
PURPLE TIER 	Remote Academics + Limited Kehillah B'Yachad - capped at 35 (25 for KBY and 10 for Study Haven) <ul style="list-style-type: none"> - If any COVID positive on campus, cancel KBY for 10-14 days.
RED TIER 	Remote Academics + Kehillah B'Yachad w/grade-levels on campus, no cap. <ul style="list-style-type: none"> - 72 hr shut down for any on-campus positive case - Follow 5% CDC/County threshold for positive COVID cases resulting in 10-14-day shut-down of KBY.
ORANGE TIER WEEKS 1-3 	Remote Academics + Kehillah B'Yachad w/grade-levels <ul style="list-style-type: none"> - 72 hr shut down for any on-campus positive case - Follow 5% CDC/County threshold for positive COVID cases requiring 10-14-day shut-down of KBY
ORANGE TIER WEEKS 4+ 	Indoor+Outdoor All Students On-Campus <ul style="list-style-type: none"> - 72 hr shut down for any on-campus positive case - Follow 5% CDC/County threshold for positive COVID cases requiring 10-14 day shut-down of all on-campus presence
YELLOW TIER 	Indoor+Outdoor All Students On-Campus <ul style="list-style-type: none"> - 72 hr shut down for any on-campus positive case - Follow 5% CDC/County threshold for positive COVID cases requiring 10-14 day shut-down of all on-campus presence
POST-COVID	Fully indoor program "back to normal"

Preparing for Transitions

The 2020-2021 schedule includes 10 academic blocks with classes meeting twice per week. The schedule will remain the same whether Kehillah is running an in-person, hybrid, or a home based learning model. The schedule was designed specifically to allow smooth transitions between the three modes of instruction.

Wednesday Flex Day offers a lot of flexibility. When we are in a home-based setting, they allow us to gather, in-person for grade-level community building during Kehillah B'Yachad. They are also a nice time for grade-levels to come together digitally for seminar and Beit Midrash. Wednesdays are also used for office hours and extra academic time for AP Courses. When we move to in-person learning, Wednesdays offer us an opportunity to do a deep clean and sanitation of the building. The virtual programming will also be available.

Our schedule:



KEHILLAH JEWISH HIGH SCHOOL 2020-2021 BLOCK SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Check-in	Check-in	Wednesdays will remain remote Flex-Days to allow us extra deep cleaning on campus and to allow larger remote gatherings.	Check-in	Check-in
8:00-8:30	8:00-8:30		8:00-8:30	8:00-8:30
Block 1	Block 6		Block 1	Block 6
8:30-9:40 (70)	8:30-9:40 (70)		8:30-9:30 (60)	8:30-9:30 (60)
Passing 10 min	Passing 10 min		Passing 10 min	Passing 10 min
Block 2	Block 7		RP	KabShab
9:50-11:00 (70)	9:50-11:00 (70)		9:40-10:25 (45)	9:40-10:25 (45)
Passing 10 min	Passing 10 min		Passing 10 min	Passing 10 min
Block 3	Block 8		Block 2	Block 7
11:10-12:20 (70)	11:10-12:20 (70)		10:35-11:35 (60)	10:35-11:35 (60)
Passing 10 min	Passing 10 min		Passing 10 min	Passing 10 min
Block 4	Block 9		Block 3	Block 8
12:30-1:40 (70)	12:30-1:40 (70)		11:45-12:45 (60)	11:45-12:45 (60)
Passing 10 min	Passing 10 min		Passing 10 min	Passing 10 min
Advisory	RP		Block 4	Block 9
1:50-2:10 (20)	1:50-2:10 (20)		12:55-1:55 (60)	12:55-1:55 (60)
Passing 10 min	Passing 10 min		Passing 10 min	Passing 10 min
Block 5	Block 10		Block 5	Block 10
2:20-3:30 (70)	2:20-3:30 (70)		2:05-3:05 (60)	2:05-3:05 (60)
Office Hours	Office Hours		Office Hours	
3:30-4:00 (30)	3:30-4:00 (30)	3:05-4:00		

Health Protocols

Campus Safety Updates:

More frequent cleaning and sanitizing of rooms used on campus, including bathrooms.
Improvement of HVAC system: upgraded to HEPA filter, added blacklight filtration, and bringing in 100% outside air with an air exchange minimum of 4x per hour.
Removed and stored, to the extent practicable, soft and porous materials (e.g., fabric couches, chairs, area rugs, etc.).
Health screening for everyone coming onto Kehillah campus.
Limited visitors to the campus.
Masks required while on campus.
COVID-19 symptoms screening.
Physical distancing markings.
Required student/staff training.
Installation of plexiglass
Added restrooms and handwashing stations
Creation of outdoor learning and activity spaces
Proper use of PPE, including activities that require PPE in addition to masks.
Access to disinfecting and hygiene products.
More frequent communications on our business, projections, new policies, and requirements.
New limits on the number of people allowed to gather in classrooms, conference rooms, and communal areas at one time.
Maintaining an inclusive culture through our behaviors and actions.
Proper signage throughout learning spaces to remind all persons on campus to use safe practices.

Personal Responsibility

We need to work differently and we must work together. We ask you to make a commitment to these safe practices:

Read and understand all communications.
Self-certify your health daily using the Fever Free app.
Go/stay home if you feel sick and contact your healthcare provider and the School for further guidance.
Please wash your hands when you get to school and wash your hands often for the recommended 20 seconds.
Wash your hands continually throughout the day.
Avoid touching your eyes, nose, or mouth, especially with unwashed hands.
Stay at least 6 feet apart when moving through the school.
If you cough or sneeze and don't have a tissue, keep your facemask on and cover your mouth with the inside of your elbow.
Be considerate of your classmates and teachers (remember, we're all in this together).
Ride alone in a private vehicle. If this is not possible, please wear a mask.
Participate in cleaning and disinfecting your learning areas, including your cell phone.
Please stay focused on your safety and our community's safety. If you see unsafe behaviors, please report it to Talia Anders or Patricia Carbery.

What can you do outside of school?

Wash your hands thoroughly or use hand sanitizer as soon as you get home.
Remove your shoes, leave them outside, and wear indoor shoes.
Remove your books/stuff from your backpack and leave your backpack outside.
After washing your hands, clean your phone, keys, and other loose items with disinfectant wipes.
Wear your mask around others.
Avoid sharing items like writing utensils, whiteboard markers or erasers, drinking glasses, eating utensils, etc.
Frequently clean high-touch surfaces including phones, keyboards, countertops, toilets, faucets, light switches, and doorknobs.
Follow [county guidelines](#) around non-essential travel and gathering in groups and with people from outside your home.

Physical Distancing and School Safety Responsibilities

DO's and DON'Ts of Compliance

DO wave and say hello. DON'T shake hands or hug.

DO wear a face covering while in communal areas of Kehillah, including in classrooms, and in shared outdoor areas.

DON'T wear a face covering that is no longer in good repair.

DO stay 6 feet away from others at all times to the extent practical and consistent with the health and safety needs of students. DON'T think that's all you have to do to comply.

DO comply with all signs about one-way hallways, entrances, exits, and limits on elevators. DON'T go your habitual route or squeeze in one more.

DO wipe down anything you touch with the disinfectant products provided. DON'T rely on others to do it for you.

DO wash your hands for at least 20 seconds with soap and water if you use the restroom, sneeze, touch your face, blow your nose, clean, disinfect, sweep or mop, eat, drink, enter the facility or leave the facility – wash immediately after.

DO use hand sanitizer when soap and water are not available. DON'T make this substitution a habit.

DO have an individual set of supplies for in classroom projects and assignments. DON'T share your set of individual supplies.

DO consider ways to promote healthy hygiene practices and build routines to enforce physical distancing measures.

DON'T plan, schedule, or implement activities where physical distancing cannot be adhered to.

DO stay connected with friends and family during this challenging time. DON'T have them visit you at school.

DO set a good example by consistently following School policies and protocols on frequent handwashing, physical distancing guidelines, wearing face coverings, and other COVID-19 precautions. DON'T think that it is okay not to follow a policy “just this once.”

School Safety and Prevention Policies

About COVID-19

Coronavirus is an illness that is caused by person-to-person transmission. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes. Everyone is at risk for getting COVID-19 although symptoms vary from mild to severe.

People with these symptoms may have COVID-19*

Coughing Shortness of Breath Fever 100 and over Loss of Taste and/or Smell Chills Muscle or body aches	Sore throat Headache Diarrhea Nausea or vomiting Fatigue
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*This list does not include all possible symptoms. We will continue to update this list as the CDC learns more about COVID-19.

Health Screening Process for Students

Santa Clara County requires all persons to be free of symptoms related to COVID-19 to be on campus. As such, every person coming to Kehillah, including students, will be screened prior to gaining access to campus. Kehillah has partnered with Fever Free to help monitor the health of our students as it relates to COVID-19. Fever Free is a daily health screening application that uses AI to verify that temperature checks happen daily.

Once you have taken your temperature and answered the screening questions, the system will either give you a clearance badge to show at security, or will tell you that you have not been cleared to enter the campus. All medical information is maintained by Fever Free and follows HIPAA, FERPA, and OSHA guidelines. Additional information about Fever Free and how to download the app will be sent by email.

To ensure the safety and well-being of our employees and students, students will be required to follow these health screening steps before entering the campus:

Students must participate in daily health screenings. Students are required to use the Fever Free App to manage the health screening process from home, or, when this is not possible, they will be required to have their temperature taken at school and fill out a paper questionnaire before being allowed to enter the campus. Kehillah will be providing bi-monthly, free, COVID-19 testing, staff are strongly encouraged to receive regular testing.

Below are the steps each student will need to follow before entering the campus:

Use the FeverFree App at home	Onsite health screening at Kehillah
<ol style="list-style-type: none"> 1. Film yourself with the use of a smartphone taking your temperature with a digital thermometer* 2. Answer a questionnaire to determine if you have any COVID-19 related symptoms or participated in any high-risk activities 3. Students using the Fever Free App will receive a “badge” on their phone screen indicating whether or not they are cleared to enter the premises 4. Students who receive a symptom free badge will present the badge to the attendant at the check-in desk* 5. Complete instructions for using Fever Free are available from the Director of Health and Safety 6. Students will be issued a sticker that needs to be visible and worn at all times 	<ol style="list-style-type: none"> 1. Go to the Check-In desk where you will be asked a series of questions and have your temperature taken 2. Students who are symptom free will be issued a sticker that needs to be visible and worn at all times <p>**This is a longer process and has the potential to hold up visitors trying to access campus</p>
<p>* Attendants may ask for an additional screening including taking your temperature.</p>	

If a student refuses to have their temperature taken, or to use Fever Free, or any other approved method of screening, they will not be allowed to remain on campus and will only be able to participate in remote learning and team building activities. .

On-Campus COVID-19 Testing

Kehillah is providing on-campus, COVID-19 testing, free of charge to all Kehillah Community members. The agency we use provides both antibody and PCR testing. As we continue to bring more students to campus, we hope to provide more frequent testing.

General Policies and Procedures

Masks

Santa Clara County and the City of Palo Alto require all students to wear masks. The mask must cover your nose and mouth and be worn whenever inside the building or when outdoors with other people. The Center for Disease Control “CDC” has advised that wearing a mask helps to slow the spread of the virus by helping people who have the virus from transmitting it to others.

Masks should either be a (K)N95 or double mask.

Students should bring masks from home

Masks must be worn at all times in the building and whenever with other people outside of the building.

Masks must be made out of breathable material, cover the entire nose and mouth area, and be secured to the head with elastic ties or straps without any visible gaps around the sides or bridge of the nose.

Masks may not have vents, rips, or tears.

Non-disposable masks should be washed daily per CDC guidance or cannot be worn on consecutive days.

Masks must follow dress code policies as defined in the Student/Parent Handbook.

All students who chose to bring/wear face shields must clean and disinfect them after each school day. Face shields need to be worn in conjunction with a mask. Face shields cannot be worn in lieu of a mask.

Please contact Talia Anders or Patricia Carbery if you are concerned about your ability to wear the required mask for medical or other reasons.

Of course, you can remove your mask when you are eating or drinking. Be sensitive to other people around you and please wear your mask otherwise. We ask that all eating happen outdoors and that mask removal is quick when drinking indoors.

Desks and Work Spaces

Self-cleaning of the work space is required whenever leaving the current workspace. Disinfectant cleansers will be provided throughout the campus. Students are required to sanitize shared spaces before they leave that area.

Bringing Items to School

To minimize the exposure of COVID-19, students are asked to minimize the number of personal items brought to campus.

Food on Campus

Students should plan to bring their own lunches, snacks, refillable water bottles, utensils, plates, snacks, etc, needed for eating and drinking while on campus.

Meals must be eaten outside and socially distanced

Keep physical distancing (at least six feet of open air separation or divided by a barrier such as a wall or plexiglass shield)

No sharing of food or communal dining

After eating, disinfect the table and chair used for lunch

Wash hands, per CDC guidelines

Medical Response and Campus Closure

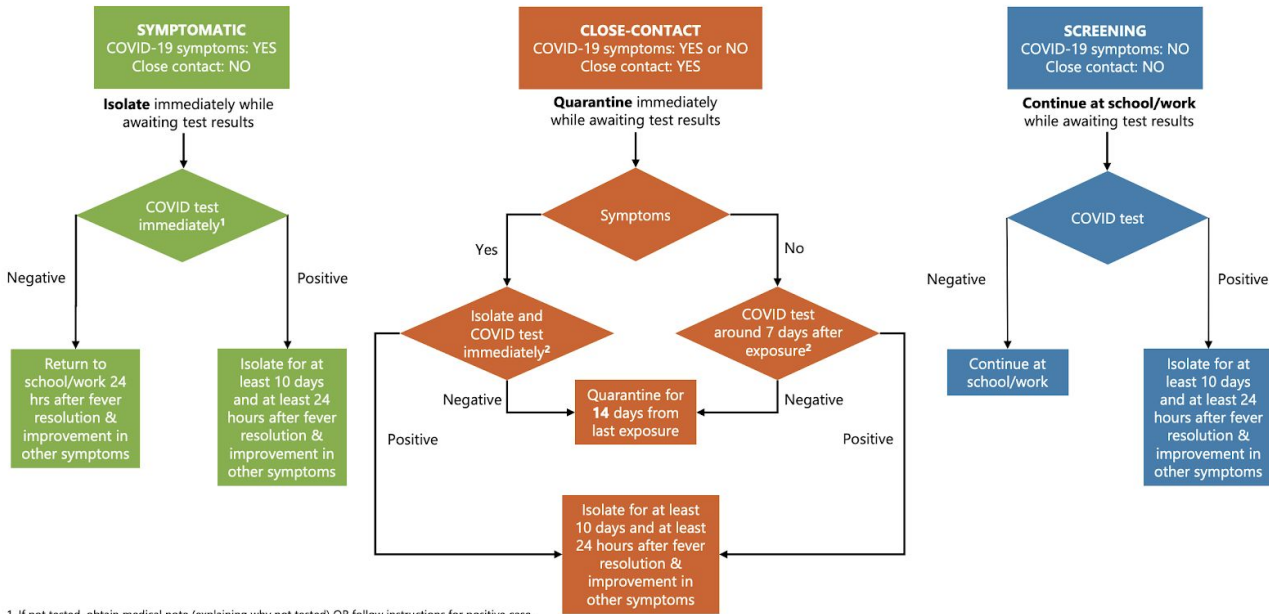
In the event of a confirmed or suspected case of COVID-19 in our community we will abide by the guidelines set forth by the county with regards to campus closure, quarantine, and contact tracing.

Kehillah Jewish High School will pivot to 100% Home Based Learning, without Kehillah B'Yachad in the event of a confirmed case of COVID-19 for 48 hours. If there is evidence of community spread, and 5% or more of our teachers or students have confirmed, or strongly suspected, cases of COVID-19, per county guidelines, Kehillah must move to 100% Home-based learning for a minimum of 14 days.

The following diagrams, depict our decision process for suspected and confirmed cases of COVID-19.

TEST RESULT DECISION TREE

Isolation and Quarantine Recommendations While Awaiting and After Receiving COVID-19 Test Results



1. If not tested, obtain medical note (explaining why not tested) OR follow instructions for positive case.
 2. If test done earlier than 7 days after last exposure to case, repeat testing towards the end of the quarantine period. If not tested, quarantine for 14 days.

