# TABLE of CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guiding Principles</td>
<td>3</td>
</tr>
<tr>
<td>Our Plan Focus</td>
<td>4</td>
</tr>
<tr>
<td>Task Force Development</td>
<td>5</td>
</tr>
<tr>
<td>Culture of Care</td>
<td>6</td>
</tr>
<tr>
<td>Phases of Opening</td>
<td>7</td>
</tr>
<tr>
<td>Health Expectations</td>
<td>12</td>
</tr>
<tr>
<td>Safety Updates</td>
<td>13</td>
</tr>
<tr>
<td>Professional Development</td>
<td>16</td>
</tr>
<tr>
<td>School Guidelines</td>
<td>17</td>
</tr>
<tr>
<td>Academic Information</td>
<td>20</td>
</tr>
<tr>
<td>Technology</td>
<td>23</td>
</tr>
<tr>
<td>Athletics</td>
<td>24</td>
</tr>
<tr>
<td>Contacts</td>
<td>28</td>
</tr>
</tbody>
</table>
GUIDING PRINCIPLES

Villa Maria Academy HS plans and protocols for responding to the COVID-19 pandemic are based on the following guiding principles:

- **Safety**—The foremost goal of the plan is to ensure the safety of all staff, faculty students and campus visitors to the maximum extent possible.

- **Mission**—All aspects of the plan are centrally focused on the mission of the school and IHM Charism to provide the highest level education for our students within a community of care.

- **Continuity**—A central focus of the plan is to ensure continuity of operations so that the activities of the school and student academics can continue with minimal disruption.

- **Flexibility**—Given the fluid nature of the COVID-19 pandemic, the plan is designed to be flexible and responsive to change.
OUR PLAN FOCUS

Our responsibility to our students and our families during this uniquely challenging time means our format will be shifting. **School will continue.** If we employ a remote learning program, it isn’t designed to replicate the on-campus experience exactly, but we maintain our commitment to nurturing and challenging our students and provide a comprehensive and appropriate education for our girls.

The focus of this plan is to achieve the following:

- Keep Villa students and staff safe from the virus during the 2020-21 academic year
- Ensure a culture of care of our students both in and out of the classroom
- Maintain fiscal solvency, including keeping enrollments at desired levels and a plan for growing those future enrollment models, especially with the Class of 2025.
- Plan and provide educational value to current students under a likely scenario that they may spend a significant amount of time learning from home during the 2020-21 academic year
Villa created a reopening task force to address the concerns and questions central to opening school in the fall. Teams of faculty and administration formulated a plan that addresses the following:

- Teaching and Learning
- Health and Safety
- Technology
- Overall financial plans for reopening for 2020-2021

It was decided to take measures to open campus safely with modifications to both academics and campus life.
CULTURE of CARE

The COVID-19 pandemic requires the entire school community to work together to ensure the safety of every person in this community. All members of the VMA Community who return to campus in the fall are asked to take a pledge to keep themselves and others safe, thus ensuring the safety of all.

**PROTECTING YOURSELF:** I will comply with daily health monitoring and will follow up with the appropriate health personnel if I have a positive test result. I will stay home from school if I am exhibiting symptoms related but not confirmed by testing until a determination can be made and will contact the school to communicate about my coursework and health status.

**PROTECTING OTHERS:** I will comply when asked to wear a face mask in a classroom when not state or county mandated, and promise to wear one when traveling to, from and while on campus. I will practice physical distancing and hygiene protocols daily. I will appropriately self isolate/quarantine if I exhibit symptoms of Covid-19, have a confirmed case or have been in contact with someone with a confirmed case.

**PROTECTING THE COMMUNITY:** I will participate in contact tracing and/or case management if I am suspected or have a confirmed case or if someone I know has a similar exposure.

Through these actions I pledge to keep the community a safe and healthy environment for all consistent with the mission and care of the Villa community.
PHASES of OPENING

Governor Wolf’s Phase designation of Chester County will identify what phase we will be able to open.

**RED PHASE**
- All Students online

**YELLOW PHASE**
- Masks required, In Person
- Hybrid for some

**GREEN PHASE**
- Masks requested
- Face to Face
Unless State or Federal mandates occur, Villa Maria Academy High School has selected the following status for the start of school on August 24, 2020:

**Total reopen for all students and staff (Yellow Phase)**

This means that all students and staff will come to school daily, five days a week, in face to face mode and masks will be worn.

FACE MASKS will be required when seated in a classroom. When moving around campus, in hallways and group spaces, masks will be mandated as per Governor Wolf’s face mask order.

The school will open in the **Yellow phase until 14 days after Labor Day to ensure that all are symptom free after summer vacations**. The school will continue to monitor the county and state cases and will comply with state directives and we may need to adjust this as we approach the opening day of school.

Updated: 7.24.20
GREEN PHASE REQUIREMENTS

FACE MASKS
Face coverings under green are optional only when seated in the classroom. Any person moving in halls, classrooms etc. on campus will be required to wear a face mask. A teacher has the right to request face mask use in his/her classroom and students will be required to comply.

SOCIAL DISTANCING
We have made all classroom set ups to be socially distanced to provide for regulations required by the CDC guidelines. Some classes may be moved to larger spaces this fall to accommodate the enrollment. We ask all to maintain a six foot distance when possible.

ACADEMICS
Our school schedule will stay the same in green and all activities and sports that can safely be held, will be held. Classes will be face to face and those requiring remote learning will have that opportunity to connect to school daily.
YELLOW PHASE REQUIREMENTS

FACE MASKS
Face coverings under yellow are **REQUIRED** at all times on campus.

ACADEMICS
Our school schedule will stay the same in yellow and some activities and sports may be suspended due to mandate or safety concerns. We also have a secondary schedule that would eliminate advisory (B Bell) that would provide for more travel time and staggered dismissals between classes if needed.

TECHNOLOGY
Some students/staff may be remote while others will be in class. Technology to provide community connection with remote learners and classroom participants is being secured. Classes will be recorded when needed.

The goal of the **YELLOW** phase is to safely facilitate as much face-to-face instruction as possible, while working within recommended health and safety guidelines. The health, safety, and well-being of staff and students is paramount to our planning efforts. All rooms have been set up for Yellow social distancing, with masks required in this phase.
ACADEMICS
All learning will be remote. We will use Zoom, Schoology, video applications and software to provide a synchronous learning environment for all.

* Teachers are available to meet with students by appointment from 3:10 p.m. to 4:00 p.m.
Study Halls will not meet during Virtual Villa. All Physical Education and Fine Arts classes will meet (including music lessons). Junior and Senior College Guidance classes also will meet.

Each block remains 80 minutes in length. Teachers will be encouraged to have asynchronous days as they best fit into their curriculum. The purpose of such days would be to move the class forward, NOT simply be a "day off". This schedule will be conducive to flexibility being in-school versus remote on very short notice.

VIRTUAL VILLA

Virtual Villa Schedule in RED PHASE
The daily schedule will be as follows:

**Block 1 = 8:30 a.m. to 9:50 a.m.**
Period 1 ... 8:30 a.m. to 9:10 a.m.
Period 2 ... 9:10 a.m. to 9:50 a.m.

**Block 2 = 10:10 a.m. to 11:30 a.m.**
Period 3 ... 10:10 a.m. to 10:50 a.m.
Period 4 ... 10:50 a.m. to 11:30 a.m.

**LUNCH = 40 minutes**

**Block 3 = 12:10 p.m. to 1:30 p.m.**
Period 5 ... 12:10 p.m. to 12:50 p.m.
Period 6 ... 12:50 p.m. to 1:30 p.m.

**Block 4 = 1:50 p.m. to 3:10 p.m.**
Period 7 ... 1:50 p.m. to 2:30 p.m.
Period 8 ... 2:30 p.m. to 3:10 p.m.
HEALTH EXPECTATIONS

**PLEASE stay home if you are sick.**

- Parents please take your daughter’s temperature daily, watch for other symptoms and do not send her to school with a temperature over 100.4 F.

- Frequent hand washing. We will have sanitizer stations throughout our campus.

- Maintaining a safe space between your and others (six feet).

- Must have a face mask.

These procedures are subject to change as campus reopening approaches according to the Office of the Governor of Pennsylvania.

If you are experiencing Covid symptoms you will need to get tested and see your Medical provider. If you are positive for Covid, you will be required to secure a Doctor’s note indicating your clearance upon return to the school. If you are negative, you must bring a doctor’s note indicating the negative result. The school nurse must be notified of your diagnosis. Contact tracing will occur and areas sanitized. We have an isolation room for students waiting to go home.
INTERNATIONAL STUDENT GUIDELINES

International Students Re-Entry to US and Villa Maria Academy High School
Any international student who is attending VMAHS will need to self quarantine 14 days prior to coming to campus for the start of school. It is requested that all students/staff who have traveled to a high case state or territory have self quarantined for 14 days prior to August 24, 2020.

- **Yellow** and **Green** Phase:

  If a student has traveled internationally in the past 14 days, stay home and monitor your health.
  - Take her temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.
  - Stay home and avoid contact with others. Do not go to school.
  - School classes will be offered remotely.
  - Do not take public transportation, taxis, or ride shares.
  - Keep your distance from others (6 feet).

  If you get sick with fever or cough in the 14 days after return from travel:
  - Stay home. Avoid contact with others.
  - If a student is having trouble breathing or is worried about symptoms, call a healthcare provider.
  - If confirmed with COVID-19 a note from a healthcare provider is required to re-enter school.
SAFETY UPDATES

Villa Maria Academy facilities team has been working to upgrade and install many safety features for the fall including:

• **Touchless** water faucets and paper towel dispensers in all school building restrooms. Bathrooms limited to five individuals at a time; **all must wear a mask and handwashing is essential**

• **Water Bottle filling stations** across campus, removal of water fountain use.

• Wall-mounted hand sanitizer units are available all over campus and classrooms will also have additional sanitizer bottles on the teacher desk.

• **Plexiglass installations in high traffic areas.** We are installing acrylic dividers in the main office, cafeteria, counseling and other meeting areas. We will provide dividing stations on cafeteria tables to provide a safe space for food.

• Outsourced daily cleaning of high traffic and all rooms with ability to do specialized cleaning for suspected case contact. Deep cleaning of all rooms prior to start of school. Removal of all non-essential furniture to facilitate desks and movement. Additional 2 day-shift cleaners will clean throughout the day and 3 night cleaners. Classrooms will be equipped with extra masks, face shields, hand sanitizers, paper towels and spray bottle cleaners and wipes. Emergency kits will also be updated for all rooms.

• Air filtration/ionizers and HVAC systems are upgraded to provide a safe circulation of air in all areas. Including Senior Lounge.
SAFETY UPDATES

Food Service

• Cafeteria cleaning done multiple times, after each use.
• Plexiglass dividers ordered to allow for safe food consumption in our café while maintaining a safe, community atmosphere.
• Grab and Go options for all lunch purchases with individually wrapped utensils and clear packaging.
• Outside eating areas and picnic tables added on campus for lunch in good weather.
• Staff, faculty and students wash hands before and after lunch/snacks, and after use of restroom.

Signs and Policies

• Signs posted in all restrooms and throughout the school to remind of handwashing and social distancing. One way hall traffic and entry/exit travel between buildings.
• We encourage all students to bring a FACE MASK and small hand sanitizer to school daily.
• The school store will also have Villa face masks/gaiters for sale.
• Students are expected to have in their backpacks, a personal packet of dry erase markers and a microfiber towel cloth for use at whiteboards in classrooms.
PROFESSIONAL DEVELOPMENT

Our faculty is supported by the whole community and professional development is being planned or is occurring this summer in preparation for possible remote or hybrid learning situations.

Many teachers took advantage of summer classes and workshops both remote or on campus to expand their curriculum for all phased scenarios.

Training on Pedagogy and hybrid teaching as well as new technologies that strengthen our academic delivery are underway.

Schoology resources and video/zoom workshops are also being offered. In August, our staff will have more opportunities to orient to the new normal of instruction in a Covid world.
SCHOOL GUIDELINES

Visitors will be limited and when on campus will have a brief health screening and Covid check before leaving the main office.

**Dropping Off Items for Students**

There will be a table outside the Main Office Doors (by the blue mailbox) for Parents/Guardians to leave items for students during the school day. All items should be clearly marked with the student’s name. The Main Office Staff or the student will retrieve the item.

**Visitors/Volunteer Policy on Campus**

- Non-essential visitors and volunteers will be restricted. Necessary visitors will be by appointment only. All visitors will report to the Main Office in the Regina Mundi Building.

- Visitors must present a valid driver's license for identification purposes. **All visitors will be asked to wear a face covering**, have their temperature screened and answer a health survey. Visitors will then be directed to a waiting area. Masks will be required.

- Faculty/Staff Member will meet their visitor in the waiting area. Visitors should leave campus directly after their appointment.
SC HO O L G UIDELINES

Moving around campus

All persons will wear a face mask when moving around campus. This includes bathrooms, change of class, traveling on school vans/buses, and wherever social distancing of 6’ cannot be maintained.

EARLY ARRIVAL

Students arriving before morning HR bell should report directly to homeroom and not congregate in the hallways. Doors to the homerooms will be unlocked at 7:30 a.m. Prior to 7:30, students will remain in cafeteria. Students should be conscious of space when using the bathrooms and be considerate of others who may be waiting outside.

VAN and BUSING

Students who travel on the school van or who take public school buses will be required to wear a face mask when traveling. Siblings may sit together but seat limits may be imposed differently by different districts. On the school van, all riders and drivers will wear a mask.
Mass and Other Events

- All events will be live streamed when possible, utilizing social media outlets from the school.

- Mass – student body and moderators – **must wear a mask**; overflow adults in lobbies or Marian Center and streamed. Hold outdoor based prayer services when available.

- Other Non-Religious or Villa culture events – limit indoor seating to allow six feet; some classes observe by streaming
In anticipation of a year of interruptions as COVID-19 flares throughout the academic year, Villa Maria will be moving to a traditional 4x4 block schedule.

This will decrease a teacher’s course load from five credits in any given Quarter to a maximum of three; it will decrease a student’s course load from six to eight courses to a maximum of five in any given Quarter. Should it come to pass that we need to turn to a remote delivery of our courses, the traditional block schedule will make the workload, for both students and teachers, much more manageable.

The daily in-school bell schedule will remain as it has been since moving to a modified block schedule.

The traditional block schedule also will serve to decrease the number of people with whom each of us are in contact.
Remote learning plan for those homebound (both teachers and students)

• As COVID-19 spikes at points during the year, some of our students might need to be quarantined at home while classes are still in session at Villa. In that event, our teachers will have the capability to “broadcast” out their classes to any student who might be homebound due to COVID-19 quarantine. This will be facilitated by use of the 25 Swivl C3 iPad robots being purchased by Villa’s Technology Department. **A parent of a quarantined student will need to notify the Main Office as well as email the teacher.** The Office of Curriculum & Instruction will then work with the student and her teachers to facilitate remote connection to the student’s classes.

• Should a teacher be quarantined at home due to COVID-19, he/she is asked to inform the Director of Curriculum & Instruction immediately. Arrangements will be made for substitute coverage of his/her classes. We will ask that if at all possible, the teacher will conduct class from his/her home. The appointed substitute teacher will be able to facilitate connection to the classroom and can moderate the class.
Our campus academic day is between 7:45 am-3:15 pm and will follow any resources to teachers, clubs, sports, etc. as the situation permits.

In the event we go remote, our day will be held from 8:30 am-3:10 pm with four times of face-to-face instruction or check in for each of the four blocks.

Attendance will be taken when we are both on and off campus. In a remote setting, attendance is taken at the time of synchronous instruction with the teacher. Students who are ill or have technical connection issues are still required to send word of their absence to the office via an email: office@ymahs.org and contact their teacher. Notes will be required from parents for missed class time whether remote or in class.

Phone and email will continue to all Villa employees and students who need to contact their teacher may do so using the same Villa communication channels. Teachers and students will still check email daily, and the business operations of the school will continue.
All users will be given access to the following resources:

- **Office 365 suite of applications and TEAMS**: Word, Outlook, OneNote, Excel, Access, PPT, etc.

- **Villa Email through Gmail, Google Suite for Education**: Docs, Sheets, Drive, etc.

- **Adobe Creative Cloud**: All users receive a full 20 app option for using Adobe Creative Cloud suite of applications. This includes Acrobat, Photoshop, Illustrator, Lightroom, Premiere and more. These can be accessed on Mac or PC and both on and off campus.

- **Schoology and PowerSchool Portals**

- **Classlink Portal**: Application Portal and Single Sign On for all users (Students, Staff, Parents, Admins)

For help, contact it@vmahs.org for the fastest response. Students can also use the ticket system in place. [https://vmahswfh.on.spiceworks.com](https://vmahswfh.on.spiceworks.com)

Michael Connelly- Director of Technology
mconnelly@vmahs.org

Linda Schweitzer, Academic Technology Specialist/Schoology Director
lschweitzer@vmahs.org

Maria Faragalli- PowerSchool
mfaragalli@vmahs.org
ATHLETIC GUIDELINES

SUMMER 2020 PLAN, awaiting Fall Guidelines.

- All off-season workouts are open and voluntary
- While there is still an inherent risk of infection for those participating, everyone in attendance should be actively working towards decreasing the risk of transmission to others.
- Everyone should arrive and leave at the scheduled time to avoid overlap in groups.
- All athletes should clean individual equipment and clothing after every use.
- Coaches will clean all team/shared equipment after every use.
- Coaches should work with the AD and/or an Athletic Trainer for guidance on adhering to each stage’s recommendations
- Break time may need to be increased and/or staggered to accommodate social distancing, hand washing, and avoiding shared hydration sources
COACHING GUIDELINES

• All athletes and coaches must complete health screening prior to practice.

• Anyone with positive findings on screening should not attend (even as a spectator). Coaches will not allow athletes to return until they are given the ok by an athletic trainer or administrator.

• An administrator will continually monitor screenings and reach out to anyone with positive findings with further instructions.

• Coaches must review the screening report at the start of each workout and confirm that everyone in attendance has completed a screening survey that day.

• Coaches must maintain accurate attendance of each workout and submit to the athletics department immediately after practice.

• Athletes and coaches should use hand sanitizer and/or wash hands prior to the start of workout and if needed throughout practice and/or at breaks.

• Each athlete must have their own personal water bottle and a facial covering to participate. No coolers or hydration stations should be utilized at this time.
ATHLETIC PLAN

Yellow Phase

• Conditioning and individual non-contact drills only.

• Stretching. Groups of 25 or less (including coaches). Consider scheduling multiple sessions if more than 25 want to attend.

• No group huddles.

• Instruction warmups, and cooldowns can be done in a socially distant manner.

• Restrooms should be used one at a time if needed.

• Indoor sports should consider doing conditioning and individual drills outside.

• Facial coverings **required** for all coaches. Facial coverings **required** when students arrive/leave and during down time when they are not doing exertional activity (i.e. during instruction). Facial coverings are not recommended during activity.

• Parents should remain in their vehicles.

• No shared objects (including bottles, towels, sports equipment, pinnies, etc.).

• No handshakes, fist-bumps, high-fives, etc.

• Team meetings should take place on a virtual platform.
ATHLETIC PLAN

Green Phase

- Groups of 250 (the max will likely be closer to 50)
- Workouts should be contained in pods of 10 or less. These pods remain together for all activity and intermingle with other pods as little as possible.
- No group huddles.
- Instruction can be given in a socially distant manner.
- Stretching, warmups, and cooldowns can be done in a socially distant manner.
- No locker room use. Restrooms should be used one at a time if needed.
- Athletes should take frequent breaks for hand-washing or hand sanitizer use.

- Facial coverings **required** for all coaches.
  Facial coverings **required** when students arrive/leave and during down time when they are not doing exertional activity (i.e. during instruction). Facial coverings are not recommended during activity.
- Parents should remain in their vehicles.
- Limit shared objects to those required for sport only (i.e. volleyballs, etc.).
- Athletes should still bring their own water supply and avoid sharing towels or pinnies.
- Team equipment should be cleaned at the conclusion of each session by coaching staff and individual clothing or equipment should be cleaned at the conclusion of each session by the participant.
- No handshakes, fist-bumps, high-fives, etc.
- Team meetings should allow for social distancing or take place on a virtual platform.
# Contacts and Information

## Technology Help

For help, contact [it@vmahs.org](mailto:it@vmahs.org) for the fastest response. Students can also use the ticket system in place. [https://vmahswfh.on.spiceworks.com](https://vmahswfh.on.spiceworks.com)

Michael Connelly - Director of Technology  
[mconnelly@vmahs.org](mailto:mconnelly@vmahs.org)

Linda Schweitzer, Academic Technology Specialist/Schoology Director  
[lschweitzer@vmahs.org](mailto:lschweitzer@vmahs.org)

Maria Faragalli - PowerSchool  
[mfaragalli@vmahs.org](mailto:mfaragalli@vmahs.org)

## Counseling/Spiritual Help

Elizabeth Hashagen - Director of Counseling  
[EHashagen@vmahs.org](mailto:EHashagen@vmahs.org)

College Counseling  
[KCortese@vmahs.org](mailto:KCortese@vmahs.org) - Kristin Cortese  
[mduckhorn@vmahs.org](mailto:mduckhorn@vmahs.org) - Maddie Duckhorn  
[GOpdyke@vmahs.org](mailto:GOpdyke@vmahs.org) - Grace Opdyke

Sr. Marie Claire - Ministry Director  
[SMClaire@vmahs.org](mailto:SMClaire@vmahs.org)

Student Assigned Counselors

## Where to Find Information

### School Website
Daily updates and videos

### SchoolMessenger
Email communications with links to videos by school personnel or updates from our Principal.

### Schoology
Assignment, school related information

### PowerSchool
Grade posting, attendance tracking

### Classlink
SSO.vmahs.org Portal with all resources.

## Other Assistance

### Student Learning Support: Jennifer Pixley  
(JPixley@vmahs.org)

### School Nurse: Pierina Antonello  
Pantonello@vmahs.org

### Main Office: Mrs. Castelluccio and Mrs. Griffith  
[Office@vmahs.org](mailto:Office@vmahs.org)

For Attendance notification and all general school information.