Phased School Reopening
Health and Safety Plan
for
Valley Forge Military Academy¹

Version 20200614c-FINAL
20020615_Signed and Approved

¹ N.B.- This document is a working document modified from the PA Dept of Education Template and may be updated due to evolving guidance from federal, state and local authorities in response to the COVID-19 pandemic.
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2 The original PA Dept of Education template, and therefore this document, draws, in part, on a resource created by
the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to
include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics,
Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health
Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or
offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.
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Health and Safety Plan: Valley Forge Military Academy (VFMA)

Background: All readers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. Our goal, however, is to keep transmission as low as possible to safely continue school activities and to minimize risk to our cadets, staff, faculty and their parents/guardians, children and/or significant others. Although all school activities must be minimally informed by Governor Wolf’s Process to Reopen Pennsylvania (https://www.governor.pa.gov/process-to-reopen-pennsylvania/), additional authorities and/or guidelines will also dictate VFMA’s final directions. For example, depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) that will dictate a modified response. It is important to note, however, that any such modifications will always take into account the health and well-being of our cadets, staff, faculty and their parents/guardians, children and/or significant others. Therefore, VFMA will consider this Health and Safety Plan a living document (under strict version control), in part, to ensure a fluid transition from more restrictive conditions to less restrictive conditions in each of the phase requirements categorized by the Governor’s administration.

The PA Governor’s administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- **The Red Phase:** Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.

- **The Yellow Phase and Green Phase:** Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity’s publicly available website.

Type of Reopening

Based on Delaware County’s current designation, our local community and the needs of our school, VFMA will open for the 2020-2021 school year with the designation of “Blended Reopening” with an anticipated launch date for in-person on-campus learning starting 09/10/2020 (start of the academic school year):

-☐ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).

-☐ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).

-☒ Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).

-☐ Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).
Key Questions

How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

VFMAC historically uses a phased approach to bring students and staff back to the campus for the school year. This includes both 12 month and 10 month faculty as well as all students who are usually divided up into various groups. We will continue to use our phased reentry with a few modifications. Figure 1A and B shows the timeline for how we plan to re-populate our campus for the 2020-2021 school year. For the cadet numbers (1A), it is important to note that the total of all bodies is NOT reflective of the total population numbers. The numbers represent the number of bodies of the total that would report that day (subtracting out those that already reported at an earlier day. For example, returning cadets that report for leadership detail are already accounted for and should be subtracted from the number of returners posted here). For the faculty numbers (1B) the space is left intentionally blank as we have not yet sent out 2020-2021 reporting letters to the faculty and therefore do not know exactly which faculty and staff plan on returning.

VFMAC is an international private boarding school. To address the risks of bringing cadets back to campus we will use the phased approach identified in Figure 1A, but will also include isolation into single rooms for five days at which time each and every cadet will be given a swab test to determine if they are negative for the virus. The five-day period came at the advice of VFMAC’s Director of the Health Center, Ms. Deb Hammer, RN and is supported by our physician on call, Dr. Walker who is also member of this team. Post swab, we will have the results within 24 hours at which time we will begin moving all cadets that are negative into their permanent locations on campus. From this point forward, it will be assumed (low risk) that the cadets that are negative will be ok to move together, similar to a normal family situation. From this point forward all students will be monitored on a daily basis by their adult TAC officer and/or the health center or the guidance department. Cadets will be maintained in small groups (4 to 15 members) to minimize contact. **Intergroup (college and academy) separation:** With our college isolated to one side of campus and the academy to another, including living and academic space, we can minimize contact between the two groups. In the mess hall (dining facility) there is enough square footage, tables and chairs to practice social distancing. If necessary, we will coordinate a rotating schedule for our population to eat in the mess hall. At the lines, markers can be laid to indicate the 6 ft. separation. **Intragroup (academy) separation:** Social distancing and physical barriers (egs. plastic shields or dividers) will be used in classrooms, bathrooms and other group gathering spaces. NO PARENTS OR ALUMNI WILL BE ALLOWED ON THE MAIN CAMPUS GROUNDS WITHOUT CLEARANCE BY OUR HEALTH CENTER. IF CLEARED, VISITORS MUST WEAR A FACEMASK AT ALL TIMES AND WILL BE ESCORTED TO AVOID CONTAMINATION ON THE MAIN CAMPUS. All faculty and staff will be checked at access points on the periphery of the campus and will be told to NOT report to campus if exposed or if symptomatic.
ALL ECP CADETS ON SITE
ACD / COL LEADER DETAIL ARRIVE
ACD / COL PLEBES AND ALL INTERNATIONAL CADETS ARRIVE
ACD COLLEGE CLASS TAKERS AND COLLEGE RETURNERS ARRIVE
ACD RETURNERS ARRIVE
1st Rolling Admission Date

A. Cadets

Figure 1. VFMAC 2020-2021 School Year Re-population Diagram. VFMAC is a unique independent school with regards to how it normally schedules the return of its school population back to the campus for the school year. Figure 1A and B shows the timeline for how we plan to re-populate our campus for the 2020-2021 school year. For the cadet numbers (1A, it is important to note that the total of all bodies is NOT reflective of the total population numbers. The numbers represent the number of bodies of the total that would report that day (subtracting out those that already reported at an earlier day. For example, returning cadets that report for leadership detail are already accounted for and should be subtracted from the number of returners posted here). For the faculty numbers (1B) the space is left intentionally blank as we have not yet sent out 2020-2021 reporting letters to the faculty and therefore do not know exactly which faculty will be returning.
How did you engage stakeholders in the type of re-opening your school entity selected?

**Internal/External Stakeholders:** On March 7, 2020, VFMAC established a COVID-19 Task Force with a representative from all departments. Weekly inter- and intra-departmental communications continue to date to ensure all departments are informed. Since March 7th, weekly communications were sent to parents and shared with our Board of Trustees. On May 15, 2020 a communication was sent to all current parents, all employees and our Board of Trustees which informed them that “We are determined for our students, faculty, and staff to be back on campus and for in-person instruction to resume in time for a traditional start to the academic year.” On June 12, 2020, a communication was sent to all employees regarding the area entering the Yellow Phase and specific guidelines for staff who plan to return to campus (remote work still highly encouraged). All stakeholders were informed that we would provide more detail on June 30, 2020. This Health and Safety Plan helped inform this “Campus Reopening FAQs” communication. We will continue to convey the high-level points of our return to campus to our stakeholders through email messages and post the information on our website.

How will you communicate your plan to your local community?

If declared necessary, VFMA will engage our partners, VISTA Today to offer a high-level overview of our return to campus through their networks in Montgomery, Delaware, and Chester counties. Date TBD.

Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Reopening, closure or significant modifications will be informed by state, CDC and DOH Guidelines. While in Yellow and Green phases, we will utilize the “CDC School Decision Tree” and “Decision Tree for COVID-19 Cases” tools (Figures 2 and 3) to help inform our decisions. Significant

![Figure 2. The CDC School Decision Tree](cdc.gov/coronavirus)

We will use the CDC published decision process tool during both Yellow and Green phases to inform reopening and COVID-19 infection responses.
modification will depend on severity of an on-campus outbreak should the situation exceed our Health Center’s patient and staffing capacity. ³

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**Figure 3. The CDC Decision Tree for COVID-19 Cases**³. We will use a modified version of the above decision process tools during both Yellow and Green phases to inform COVID-19 infection responses. Specifically, we will shut down an individual classroom and deep clean and treat that room using all tools available to our staff (see Facilities Cleaning, Sanitizing, Disinfecting and Ventilation).

VFMAC is well adept on the process of closing our school and continuing the education process. We were able to successfully do so during Q4 of the 2020 school year starting on March 13, 2020. We were able to move towards a 100% distance learning environment by March 17th, 2020 using Google Classroom. Our Continuity of Education Plan submitted to the PA Dept of Ed can be found in Appendix 1. We will utilize a similar process should the area move back to a RED phase.

Pandemic Coordinator/Team

As previously established in March 2020, VFMAC’s pandemic coordinator will remain as Col. Stu Helgeson, President of VFMAC. Existing and additional members of the pandemic team are also identified (Table 1). The pandemic coordinator and team will remain responsible for facilitating local planning processes, monitoring implementation of our local Health and Safety Plan and continuous monitoring of our local health data to assess implications for school operations and potential adjustments to our Health and Safety Plan. Table 1, identifies the team member’s specific stakeholder group they represent, and their role and responsibility as listed in the column labelled “Pandemic Team Roles and Responsibilities”. All members other than the pandemic coordinator, are identified with one of the following “Pandemic Team Roles and Responsibilities”:

1. **Health and Safety Plan Development**: Individual will play a role in drafting the enclosed Health and Safety Plan;

2. **Pandemic Crisis Response Team**: Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or

3. **Both (Plan Development and Response Team)**: Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

It is important to note that additions and/or deletions of the personnel listed in Table 1 will be under the sole discretion of the Pandemic Coordinator. This team will remain in place until such time as the country identifies COVID-19 to no longer be a threat.
Table 1: Pandemic Coordinator/Team

<table>
<thead>
<tr>
<th>Individual(s)</th>
<th>Stakeholder Group Represented</th>
<th>Pandemic Team Roles and Responsibilities (Options Above)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. John English</td>
<td>Board of Trustees</td>
<td>Both</td>
</tr>
<tr>
<td>Dr. Christine Royce</td>
<td>Academy Oversight Committee</td>
<td>Both</td>
</tr>
<tr>
<td>Col. (Ret.) Stu Helgeson</td>
<td>VFMAC Administration</td>
<td>Pandemic Coordinator</td>
</tr>
<tr>
<td>Dr. Paul M. Lea IV</td>
<td>Academy Faculty/Staff/Students</td>
<td>Both</td>
</tr>
<tr>
<td>Col. J.J. Rivera</td>
<td>Commandant’s Department</td>
<td>Both</td>
</tr>
<tr>
<td>Mrs. Mary Heller</td>
<td>Marketing &amp; Communications</td>
<td>Both</td>
</tr>
<tr>
<td>Mr. George Else</td>
<td>Facilities</td>
<td>Both</td>
</tr>
<tr>
<td>Ms. Deborah Hammer</td>
<td>Health Center</td>
<td>Both</td>
</tr>
<tr>
<td>Mrs. Lauren Guardino</td>
<td>Human Resources</td>
<td>Both</td>
</tr>
<tr>
<td>Mr. Michael Muscella</td>
<td>Athletics</td>
<td>Both</td>
</tr>
<tr>
<td>Ms. Leslie Welsh, R.N.</td>
<td>Health Center</td>
<td>Both</td>
</tr>
<tr>
<td>Dr. Rocklan Walker D.O.</td>
<td>Health Center</td>
<td>Both</td>
</tr>
<tr>
<td>COL Kenneth Seitz, VFMAC</td>
<td>VFMAC Administration</td>
<td>Both</td>
</tr>
<tr>
<td>Tamara Christensen</td>
<td>Parent’s Association</td>
<td>Response</td>
</tr>
</tbody>
</table>

Key Strategies, Policies, and Procedures

VFMA will open for the 2020-2021 school year with the designation of “Blended Reopening” with an anticipated launch date for in-person on-campus learning starting 09/10/2020 (start of the academic school year). Our decision tree for re-opening is based upon the CDC published consideration factors listed in Figure 2. The pandemic coordinator and pandemic team identified in Table 1 will be responsible for outlining all strategies, policies and procedures to our stakeholders.

Key Strategies

Four Pillars: Everyone on campus will be expected to adhere to four important pillars of public health: use of face coverings, frequent hand washing, physical distancing, and personal health monitoring.

1. **Face coverings:** Everyone must wear a face covering in buildings, where physical
distancing cannot be guaranteed, and in public settings. Masks will be issued to each cadet upon arrival.

2. **Frequent hand washing and etiquette:** In addition to encouraging our community members to wash their hands frequently, hand sanitizer stations are located throughout campus, along with reminders of good hygiene practices and social distancing. Simple hygiene techniques make a big difference. Sneeze in the elbow; DO NOT touch the face, eyes or nose.

3. **Social distancing:** Reminders will be affixed on floors and walls of campus buildings to ensure that everyone remains at a safe distance from others when on-campus operations resume. Classrooms and other common spaces will have similar distancing requirements. We are taking appropriate steps now to rearrange spaces to create appropriate distance between cadets and staff.

4. **Personal health monitoring:** Cadets and employees will have daily checks (am and pm) for fever as well as other COVID-19 symptoms, and, if warranted, seek medical care through their primary care physician or the Health Center.

**Phased Reentry**—There will be several arrival dates for cadets and staff throughout the summer with the first day of student attendance no earlier than 1 August (Figure 1). This will allow individuals to arrive to campus in a regulated fashion. The following re-entry procedure is currently under consideration:

1) 14-day self-quarantine at home prior to reporting to campus.
2) Drop off of all cadets will take place at the General Parking Lot near the Upper Field House. At no time will any cadets, parents/guardians, etc. enter the main campus as the main campus.
   a. Signage will be posted to help minimize contamination of the main campus.
3) All in-processing is expected to occur at the Upper Field House. All paperwork is to be submitted ahead of time through Docusign (link and instructions will be sent out to parents).
4) Coordinated movement of cadets into holding (quarantine) locations (barracks; one cadet per room) for five days. During this five day period, VFMAC will follow strict enforcement of all mask wearing, temperature taking, hygiene, cleaning and social distancing procedures around the campus and by all personnel.
5) On day five, ALL cadets will be tested with a nasal swab test.
6) Upon receiving test results all students designated as negative will then be moved to their permanent residence locations on campus.
7) Steps 1 through 4 will continue for each reporting date listed in Figure 1.
8) Any cadets designated as positive will result in VFMAC’s implementation of Figure 3, including execution of the “VFMAC Pandemic Plan” and “The CDC Decision Tree for COVID-19 Cases”.

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Day to Day Operations-The completed action plan tables on the following pages detail the VFMA plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools and also takes into account guidance for independent schools as well as continuing educational institutes as VFMA is a combined international, independent and boarding school. Each domain of the Health and Safety Plan, provides a detailed summary describing the key strategies, policies, and procedures VFMA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts VFMA will take to ensure the health and safety of every stakeholder in our local education community. Therefore, the summary focuses on the key information that staff, students, and families will require to clearly understand our local plan for the phased reopening of VFMA.

Within each of the remaining pages, we utilize the key questions provided by the state and our answers help to guide our domain summaries. For each requirement within each domain, we document the following:

- **Action Steps under Yellow Phase**: Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.

- **Action Steps under Green Phase**: Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.

- **Lead Individual and Position**: List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.

- **Materials, Resources, and/or Supports Needed**: List any materials, resources, or support required to implement the requirement.

- **Professional Development (PD) Required**: In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

*N.B.-In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements were highly encouraged to the extent possible.*
Cleaning, Sanitizing, Disinfecting and Ventilation

Key Questions

How will you ensure the building is cleaned and ready to safely welcome staff and students?
Buildings will be cleaned and sanitized before student arrival with CDC approved products.

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?
Supplies have been obtained and are in stock for disinfecting and hand cleaning. Supplier is well stocked for purchasing more stock when needed. Additional supplies specific for the school house were requested for purchase through our intermediate unit and a granting process.

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
Cleaning and sanitation will be completed daily after the academic day. Sanitation of high touch services will take place after each class period has ended.

What protocols will you put in place to clean and disinfect throughout an individual school day?
Students and staff will have access to disinfectant and sanitizer throughout the academic day. Hand sanitizer dispensers are available in key areas around the building and also within each classroom.

Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols?
Main Line Janitorial, VFMA Faculty/Staff/Students

When and how will the training be provided?

**Vendor:** Staff of contracted vendor will be trained in cleaning, sanitizing, and disinfecting protocols by their own staff PRIOR to starting at VFMA. Training records will be kept on file in the maintenance office.

**Faculty and Staff:** All training is provided during our annual employee orientation period or during professional development times.

**Cadets:** All necessary training will be provided during leadership detail, plebe training and returning cadet orientation.

How will preparedness to implement as a result of the training be measured?
Training assessments will be performed at the end of the training sessions to determine level of understanding.
In the event of compromised space the course of action will be as follows:

1. Compromised area will be sanitized with CDC approved chemicals by facilities, school house staff and/or our cleaning company.
2. Area will be closed for 24 to 48 hours and Ozone air cleaning and/or steam spraying will be implemented and/or coordinated by the head of the department (e.g. in the schoolhouse by the Dean).
**Table 2: Summary of Responses to Key Questions from “Cleaning, Sanitizing, Disinfecting and Ventilation”**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Action Steps under Yellow Phase</th>
<th>Action Steps under Green Phase</th>
<th>Lead Individual and Position</th>
<th>Materials, Resources, and or Supports Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</td>
<td><strong>Initial:</strong> Buildings will be cleaned and sanitized before student arrival with CDC approved products.</td>
<td><strong>Classrooms and Office Space:</strong> During the school day teachers will be responsible for spraying down desks with a 70% alcohol solution or an antiviral agent (e.g., Lysol spray). Each room is equipped with its own permanent air unit that will be used for proper ventilation.</td>
<td>Mr. George Else Director of Facilities</td>
<td>Hospital grade disinfectant, 70% alcohol hand sanitizer approved by the CDC. Coordination with HR and Commandant to cover any training to faculty and staff and students. All Material Safety Data Sheets for any chemicals used must be kept on file in central locations in notebooks clearly identified with MSDS on the stem and front of the folder.</td>
</tr>
<tr>
<td></td>
<td><strong>Classrooms and Office Space:</strong> During the school day teachers will be responsible for spraying down desks with a 70% alcohol solution or an antiviral agent (e.g., Lysol spray). Each room is equipped with its own permanent air unit that will be used for proper ventilation.</td>
<td><strong>Common Use Areas (Guidance, Water Fountain, Bathroom):</strong> Faculty and staff will be assigned areas of responsibility. Cleaning steps will be provided for each of these areas. Cleaning will be spot checked by building administrators throughout the day and each check recorded on a sheet of paper.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Ongoing:</strong> Buildings will be cleaned and sanitized nightly after each academic day.</td>
<td><strong>Ongoing:</strong> Buildings will be cleaned and sanitized before student arrival with CDC approved products.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other cleaning, sanitizing, disinfecting, and ventilation practices</td>
<td>High touch surfaces will be disinfected after each class time is completed.</td>
<td>High touch surfaces will be disinfected after each class time is completed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water fountains will be labelled as refilling stations only. No direct drinking from fountain.</td>
<td>(Water fountain: same as in Yellow phase.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ventilation: Each room is equipped with its own air unit and will be used for proper ventilation.</td>
<td>Ventilation: same as in Yellow phase.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Social Distancing and Other Safety Protocols

Key Questions

How will classrooms/learning spaces be organized to mitigate spread?
The school house will evaluate this on a day to day basis. The rationale for bringing students back in a phased approach is to have them on campus many days BEFORE we start classes. As stated previously, once the students are tested after 5 days of a quarantine period on the campus (they should already self-quarantined 14-days at home before returning to campus) we will treat the students similar to a home situation. What does this mean? Although the need to keep desks 6 foot apart is definitely prudent for non-boarding schools where students come in and out of the school and you want to keep contact risk to a minimum, VFMA has already quarantined and tested its students. They are restricted to the campus until it is determined that risk is negligible if they depart the campus. Therefore, students will be placed with as much space between them as allowable in the classrooms. That said, should the situation change and risk levels to exposure rise (e.g., students are allowed to leave and return to campus because parents want to take them home), we will have no alternative than to change to placing desks at a minimum of 6 foot apart; all facing forward. Additionally, we are planning as a backup the need to split classes so that half of the students are in the room with the teacher while the other half is at a remote classroom site watching the classroom through Google meet. A third option to add will be to identify students that can take 100% online classes. These students would be assigned to an adult supervised room during the block of time they need to be logged into the class.

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
The risk factor will be reduced with the students as they will have already been isolated, tested and cleared. Nevertheless, we will keep gathering sizes down to phase mandated levels. Classroom sizes are predicted to be below 16 students. The higher risk factor is the interaction between the cadets and the faculty and staff who routinely leave the school grounds and return the next day. Therefore, we are looking into physical separation (e.g., L-shaped plastic dividers on the teacher’s desks and face shields and/or masks for the teachers and a six-foot distance between staff/faculty and students. The schoolhouse will be following a modified block schedule which will extend period times and reduce the number of classroom transitions.

What policies and procedures will govern use of other communal spaces within the school building?
CDC mandates in “yellow” phase require no more than 25 in congregated area and maintain distance of 6 ft apart. (Face masks are required if distancing cannot be maintained). Bathrooms: We will work out a rotational use of the bathrooms for personal hygiene and use alternating sinks to create social distancing. Bathrooms will be cleaned by designated cadets and/or staff, using PPE and cleaning agents under the supervision of the adults monitoring the barracks. The number of cadets in the bathroom will be
monitored by cadet leadership and adults on-duty in the barracks.

*Mess Hall:* In the Mess Hall, there is enough square footage, tables and chairs to practice social distancing. If necessary, we will coordinate a rotating schedule for our population to eat in the Mess Hall.

*How will you utilize outdoor space to help meet social distancing needs?*
We will encourage outdoor classes/activities when feasible and weather permitting while maintaining social distancing requirements.

*What hygiene routines will be implemented throughout the school day?*
Signage will be posted to encourage handwashing and social distancing; not touching face (See Appendix 3). Hand sanitization stations are distributed throughout the campus in the buildings and will be encouraged upon entry into class/buildings and upon exit of class/buildings using dispensers provided.

*How will you adjust student transportation to meet social distancing requirements?*
*Health Center will transport “single” cadets at a time to maintain social distancing to various off campus medical appointments.*
*Driver and cadet required to wear mask.*

*What visitor and volunteer policies will you implement to mitigate spread?*
Main campus will continue to remain locked until further notice.

Visitors **must call in** to gain entry (general parking; CSO Office) and will be assessed/triaged prior to entry.

*Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?*
No.

*Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided?*
**Vendor:** Staff of contracted vendor will be trained in cleaning, sanitizing, and disinfecting protocols by their own staff PRIOR to starting at VFMA. Training records will be kept on file in the maintenance office.

**Faculty and Staff:** All training is provided during our annual employees orientation period or during professional development times.

**Cadets:** All necessary training will be provided during leadership detail, plebe training and returning cadet orientation.
**How will preparedness to implement as a result of the training be measured?**

All employees on campus should be trained prior to start of school. Observation of protocols in practice; documentation of attendance of training.

**Table 3: Summary of Responses to Key Questions from “Social Distancing and Other Safety Protocols”:**

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Action Steps under Yellow Phase</th>
<th>Action Steps under Green Phase</th>
<th>Lead Individual and Position</th>
<th>Materials, Resources, and or Supports Needed</th>
<th>PD Required (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</td>
<td>Comply with CDC/PA DOE guidelines.</td>
<td>Same</td>
<td>Dr. Paul Lea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</td>
<td>(See appendix)</td>
<td>(See appendix)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</td>
<td>OSHA guidance posted in all buildings with staff</td>
<td>Same</td>
<td>HR/Lauren Guardino</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Identifying and restricting non-essential visitors and volunteers</td>
<td>Signage to check in at OIC office</td>
<td>Same</td>
<td></td>
<td>Signs posted at OIC office</td>
<td></td>
</tr>
<tr>
<td>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</td>
<td>Practice social distancing and guidelines from local sports</td>
<td>Same</td>
<td>Mr. Mike Muscella; Col. Rivera</td>
<td>None</td>
<td>Y</td>
</tr>
<tr>
<td>Limiting the sharing of materials among students</td>
<td>Students will have an individual supply list kept in the schoolhouse.</td>
<td>Same</td>
<td>Dr. Paul Lea</td>
<td>Chromebooks assigned to students individually, no sharing., no sharing.</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>------</td>
<td>-------------</td>
<td>-------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Staggering the use of communal spaces and hallways</td>
<td>Block scheduling will reduce time in the halls; social distancing will be maintained, masks worn.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjusting transportation schedules and practices to create social distance between students</td>
<td>H.C. to transport one at time to appt.</td>
<td>Same</td>
<td>H.C.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</td>
<td>Comply with CDC/PA DOE guidelines.</td>
<td>Same</td>
<td>Dr. Paul Lea</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Other social distancing and safety practices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Monitoring Student and Staff Health

Key Questions

How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
Temp checks and symptom review twice daily (morning formation and study hall) within barracks for cadets and staff temp before morning entry to work site, temperature and symptoms review at Gate E5 or OIC location.

Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
Cadets: with designated TAC in the morning and evening in the barracks at formation. Day students check in at Gate E5 upon entry into campus; Staff Gate E5/CSO office in the morning prior to start of workday.

What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
Ill staff to go home immediately; Ill Cadets to be masked and sent to Health Center for assessment. If anyone is exposed to Positive Covid must follow CDC guidelines to quarantine for home 14 day self monitors. If Cadet unable to go home to will isolate on campus. (Not in own barracks.) All positive cases of COVID are to return home for isolation within 250+ miles (non plane or train). Anyone positive will need to go home to recuperate. Medical clearance for return to campus. This will be tracked by Health Center for Cadets. Staff will be tracked by HR.

Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
Health Center Director and Dr. Walker (Medical Director).

What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school?
Letter from their primary care physician that they may safely return. International students will be retained on campus in the Health Center until safe to return to school. Lessons will be provided online.

How will you accommodate staff who are unable to uncomfortable to return?
According to the CDC all Confirmed Covid Cases require 3 days without fever and decrease of symptoms plus 7 days of “home” monitoring (min. 10 days at home). Will require doctor’s clearance note to return campus. Refer to H.R. and Deans for those unwilling or unable to return to determine if work may be completed at home.

How will you determine which students are willing/able to return?
See above; must meet CDC criteria

How will you accommodate students who are unable or uncomfortable to return?
If unable to return consider distance learning.
When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
VFMA will communicate with families and staff via email correspondence of any confirmed cases, exposure or resulting changes.

Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided?
Vendor: Staff of contracted vendor will be trained in cleaning, sanitizing, and disinfecting protocols by their own staff PRIOR to starting at VFMA. Training records will be kept on file in the maintenance office.

Faculty and Staff: All training is provided during our annual employees orientation period or during professional development times.

Cadets: All necessary training will be provided during leadership detail, plebe training and returning cadet orientation.

How will preparedness to implement as a result of the training be measured?
All employees on campus to be trained prior to start of school. Document attendance of training. TBD: Zoom versus In-Person
Table 4: Summary of Responses to Key Questions from “Monitoring Student and Staff Health”:

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Action Steps under Yellow Phase</th>
<th>Action Steps under Green Phase</th>
<th>Lead Individual and Position</th>
<th>Materials, Resources, and or Supports Needed</th>
<th>PD Required (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Monitoring students and staff for symptoms and history of exposure</td>
<td>Daily temperature and symptom monitoring; twice a day for Cadet; staff upon entry onto campus.; screening questionnaire for staff and cadets; COVID testing prior and on arrival onto campus.</td>
<td>Same as in yellow</td>
<td>H.C. for Cadets H.R.: for Employees with H.C. support</td>
<td>Thermometers Needed. Will need CSO support at office and Gate E5. Will need tactical support for Cadet monitoring. Guidance support</td>
<td></td>
</tr>
<tr>
<td>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</td>
<td>Staff and student go home immediately; Isolate cadet in H.C. if unable to go home</td>
<td>Same</td>
<td>H.C.: Cadets H.R.: Employees with H.C. support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Returning isolated or quarantined staff, students, or visitors to school</td>
<td>Employee and cadet out 3 days will require note; on campus require Dr. Clearance; follow CDC guidelines</td>
<td>Same</td>
<td>H.C.; H.R.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</td>
<td>Send an email to current parents, employees and BOT.</td>
<td>Send an email to current parents, employees and BOT.</td>
<td>Director of Marketing and Communications</td>
<td>N/A</td>
<td>N</td>
</tr>
<tr>
<td>Other monitoring and screening practices</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Other Considerations for Students and Staff

Key Questions

What is the local policy/procedure regarding face coverings for staff?

Yellow and Green Designation:

1. Faculty and staff members that report to campus on a daily basis will be required to wear facemasks outside of their individual offices or when a person is in their office.
2. Faculty and staff members that live on campus, can walk to school and who leave the confines of the campus (e.g., shopping, visiting, etc.) will be required to wear facemasks outside of their individual offices or when a person is in their office.
3. In both situations above, if the office is a classroom, so long as there is a barrier between the faculty member and a student the facemask may be removed. If, however, there is no physical barrier (e.g., face shield or plexiglass) then a mask must be worn by the faculty/staff member.

What is the policy/procedure regarding face coverings for students?

Yellow and Green Designation:

1. Upon first arrival to campus, all cadets will be required to wear facemasks for at least 14 days. At times where masks cannot be worn (shower, eating, drinking, brushing teeth, etc...) the number of cadets within a given location will be kept to 6 foot distancing and an occupancy limit per location will be established.
2. After a quarantine period, cadets that will be isolated in a barracks and confined to campus with no outside travel or exposure to an uncontrolled environment (e.g., travel to home/mall/store, etc.) may function as a “family unit” where facemasks will not be required while in their rooms, barracks and classrooms.
3. Medical Director providing order for all Cadets to be tested for COVID-19 within 4 days of arrival on campus; results to Director of Health Center. (Positive: to go home per CDC for isolation). Will require Dr. Note to return to campus. (See Appendix 2)
4. Cadets who are ill will be required to mask up “at location” i.e. in barracks or in school prior to arrival at health center for assessment. (Call placed prior to arrival as well.)

What special protocols will you implement to protect students and staff at higher risk for severe illness?

Yellow and Green Designation:

1. Waiver: A waiver will be required for students at VFMAC similar to other local schools (e.g.,...). Staff Waiver can create potential legal issues/OSHA violation, would recommend policy creation/distribution to staff and have them sign acknowledgement instead. (Lauren)
2. Individual Plan of Care may be developed with parental input. (I.e. continue masking) for those students with increased risk.
How will you ensure enough substitute teachers are prepared in the event of staff illness? Unlike public schools that have availability of substitute teachers, VFMA is dependent upon its current staff. Currently our mitigation plan will consist of short-term and long-term results.

How will VFMA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?
Table 5: Summary of Responses to Key Questions from “Other Considerations for Students and Staff”:

<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Protecting students and staff at higher risk for severe illness</strong></td>
</tr>
<tr>
<td><strong>Use of face coverings (masks or face shields) by all staff</strong></td>
</tr>
<tr>
<td><strong>Use of face coverings (masks or face shields) by students (as appropriate)</strong></td>
</tr>
<tr>
<td><strong>Unique safety protocols for students with complex needs or other vulnerable individuals</strong></td>
</tr>
<tr>
<td><strong>Strategic deployment of staff</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Action Steps under Yellow Phase</th>
<th>Action Steps under Green Phase</th>
<th>Lead Individual and Position</th>
<th>Materials, Resources, and or Supports Needed</th>
<th>PD Required (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protecting students and staff at higher risk for severe illness</td>
<td>Staff: continue to encourage remote work per CDC guidance; develop individual plan</td>
<td>same</td>
<td>H.R. Deans H.C.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of face coverings (masks or face shields) by all staff</td>
<td>Teachers and staff (since coming from outside point) required to mask; may remove to eat and times of social distancing and physical barriers</td>
<td>Same (at this time)</td>
<td>HR Department supervisors to ensure compliance</td>
<td>Available masks (offered at morning check points); will be in key locations in buildings</td>
<td></td>
</tr>
<tr>
<td>Use of face coverings (masks or face shields) by students (as appropriate)</td>
<td>Students to wear during 14 day self quarantine upon arrival to campus. Must wear when ill prior to transport to H.C; Off campus appt require mask; masking for those who need to be “monitored” I.e. left campus for extended period; reevaluate for reports of community/global outbreak.</td>
<td>Same</td>
<td>Tactical team Guidance/Teachers Health Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unique safety protocols for students with complex needs or other vulnerable individuals</td>
<td>Individual plans to include child may need to wear mask at all times.</td>
<td>same</td>
<td>Guidance H.C. Tactical team (All involved with direct care.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic deployment of staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Health and Safety Plan Professional Development

The success of our plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, Table 6 documents the topic, audience, lead person and position, session format, materials, resources, and/or supports needed, start date and completion date of our professional learning plan.

Table 6: Health and Safety Plan Professional Development:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Audience</th>
<th>Lead Person and Position</th>
<th>Session Format</th>
<th>Materials, Resources, and or Supports Needed</th>
<th>Start Date</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>List the content on which the professional development will focus</td>
<td>List the stakeholder group(s) who will participate in the professional learning activity.</td>
<td>Instructor</td>
<td>List the strategy/format that will be utilized to facilitate participant learning.</td>
<td>List any materials, resources, or support required to implement the requirement.</td>
<td>Enter the date on which the first professional learning activity for the topic will be offered.</td>
<td>Enter the date on which the last professional learning activity for the topic will be offered.</td>
</tr>
<tr>
<td>Daily entry of staff to worksite</td>
<td>Commandant OIC Dept Head</td>
<td>H.R. H.C.</td>
<td>Audio, Video</td>
<td>Zoom; Video; Call, etc.</td>
<td>ASAP once plan agreed</td>
<td>ASAP once plan agreed</td>
</tr>
<tr>
<td>Screening of Cadets- Daily (twice daily)</td>
<td>Commandant Tactical Team; Lead tac to confirm completed</td>
<td>Commandant; H.C.</td>
<td>Audio, Video</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screening of Cadets- during 14 day return to campus</td>
<td>Health Center Commandant Tactical Team</td>
<td>Commandant; H.C.</td>
<td>Audio, Video</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential Infection - Staff</td>
<td>H.R.; Individual to report to Dept head</td>
<td>H.R. Dept head (Deans)</td>
<td>same</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential Infection - Student</td>
<td>All (Tac, Teacher, Guidance, parent). H.C.</td>
<td>H.C.</td>
<td>Same</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Positive Cases Confirmed. (staff and student)</td>
<td>H.R.- staff; H.C./ parent- student; tac team and Deans and educational team</td>
<td>H.C.; HC. Deans or contacts to assist with instruction</td>
<td>Same</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules are critical. VFMA will be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, VFMA will establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

Table 7: Health and Safety Plan Professional Development:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Audience</th>
<th>Lead Person and Position</th>
<th>Mode of Communications</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications from the Office of the President</td>
<td>Parents/Guardians; Faculty/Staff; Alumni</td>
<td>President</td>
<td>Facebook Page; You Tube Video; Email</td>
<td>6/30</td>
<td>TBD</td>
</tr>
<tr>
<td>Re-Opening H&amp;S Plan</td>
<td>Parents/Guardians; Faculty/Staff</td>
<td>Director of Marketing &amp; Communications</td>
<td>Website (Required) Email</td>
<td>6/30</td>
<td>TBD</td>
</tr>
<tr>
<td>Bi-Weekly Updates</td>
<td>Parents/Guardians</td>
<td>Director of Marketing &amp; Communications</td>
<td>Email</td>
<td>9/25</td>
<td>TBD</td>
</tr>
<tr>
<td>COVID-19 Updates</td>
<td>Parents/Guardians</td>
<td>Health Center Director</td>
<td>Phone and e-mail</td>
<td>07/20</td>
<td>TBD</td>
</tr>
<tr>
<td>COVID-19 Updates</td>
<td>Parents/Guardians</td>
<td>Health Center Physician</td>
<td>E-mail via H.C. Director; Phone with H.C. Director and staff</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>COVID-19 Updates</td>
<td>Faculty/Staff</td>
<td>Human Resources</td>
<td>Email</td>
<td>06/30</td>
<td>TBD</td>
</tr>
<tr>
<td>Academy Updates</td>
<td>Parents/Guardians</td>
<td>Dean/Assoc. Dean/Asst. Dean</td>
<td>You Tube Video Email</td>
<td>08/15</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Health and Safety Plan Summary: Valley Forge Military Academy
Anticipated Launch Date: August 1, 2020

The following summary tables provide a detailed overview of Valley Forge Military Academy’s Health and Safety Plan. This summary is also posted on our website.

To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

<table>
<thead>
<tr>
<th>Requirement(s)</th>
<th>Strategies, Policies and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</td>
<td>Buildings will be cleaned and sanitized before student arrival with CDC approved products. High touch surfaces will be disinfected after each class time is completed with hospital grade disinfectant. 70% alcohol hand sanitizer approved by the CDC will be available for use.</td>
</tr>
</tbody>
</table>

### Social Distancing and Other Safety Protocols

<table>
<thead>
<tr>
<th>Requirement(s)</th>
<th>Strategies, Policies and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible.</td>
<td>The school house will evaluate this on a day to day basis. The rationale for bringing students back in a phased approach is to have them on campus many days BEFORE we start classes. As stated previously, once the students are tested after 5 days of a quarantine period on the campus (they should already self-quarantined 14-days at home before returning to campus) we will treat the students similar to a home situation. What does this mean? Although the need to keep desks 6 ft apart is definitely prudent for non-boarding schools where students come in and out of the school and you want to keep contact risk to a minimum, VFMA has already quarantined and tested its students. They are restricted to the campus until it is determined that risk is negligible if they depart the campus. Therefore, students will be placed with as much space between them as allowable in the classrooms. That said, should the situation change and risk levels to exposure rise (e.g. students are allowed to leave and return to campus because parents want to take them home), we will have no alternative</td>
</tr>
</tbody>
</table>
than to change to placing desks at a minimum of 6ft apart; all facing forward. Additionally, we are planning as a backup the need to split classes so that half of the students are in the room with the teacher while the other half is at a remote classroom site watching the classroom through Google meet. A third option to add will be to ID students that can take 100% online classes. These students would be assigned to an adult supervised room during the block of time they need to be logged into the class.

| Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms | Barracks: During the initial five days on campus, cadets will be required to minimize contact outside of rooms without masks and practice the four pillars for public health, noted above. Once the cadets are tested and cleared, we will begin to migrate the cadets into their designated long-term living arrangements which may include a roommate. Once that is complete, we will run the barracks life, in part, similar to normal “home” operations. In other words, follow the same precautions your family would follow while in the house.

Bathrooms: We will work out a rotational use of the bathrooms for personal hygiene and use alternating sinks to create social distancing. Bathrooms will be cleaned by designated cadets and/or staff, using PPE and cleaning agents under the supervision of the adults monitoring the barracks. The number of cadets in the bathroom will be monitored by cadet leadership and adults on-duty in the barracks.

Mess Hall: In the Mess Hall, there is enough square footage, tables and chairs to practice social distancing. If necessary, we will coordinate a rotating schedule for our population to eat in the Mess Hall. |

| Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices | In addition to following Federal and Local authorities on running youth sports, many of our local teams Athletic Directors meet regularly to discuss options. This is an ever changing topic. At all times VFMA will ensure that it’s athletes will be health and safe. |

| Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs* | See Appendix 3 |

| Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes. | Students will have their own supplies kept in the school house. |
| Staggering the use of communal spaces and hallways | Modified block scheduling to reduce contact time in hallways. |
| Adjusting transportation schedules and practices to create social distance between students | Because we are boarding and not public there is less of a risk as only our students would be transported. Nevertheless, should this be needed, all precautions will be taken according to best practices by the CDC and Dept of Health. |
| Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | Because we are boarding and not public the interactions of our students is a bit different. We will separate the desks as much as possible (e.g. 3 FT). For additional details, please see the FAQ answers provided earlier in the document. Right now the plan is for 13 students max per classroom and we will adjust based on our risk assessment and needs. |
| Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars | |
| Other social distancing and safety practices | |

### Monitoring Student and Staff Health

<table>
<thead>
<tr>
<th>Requirement(s)</th>
<th>Strategies, Policies and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitoring students and staff for symptoms and history of exposure</td>
<td>• (Highly Recommend) Student and staff begin period of self-quarantine at home (with little travel) 14 days prior to return to campus.</td>
</tr>
<tr>
<td>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</td>
<td>• Education to parent and cadet prior to return to campus; waiver to be signed and consent to perform COVID testing</td>
</tr>
<tr>
<td>Returning isolated or quarantined staff, students, or visitors to school</td>
<td>• Medical Director provide order for all staff to be tested for COVID-19 prior to 4 days of returning to work; results to Human Resources. (Positive: not to return to campus. Follow CDC protocol for isolation.) Will require Dr. Note to return to campus.</td>
</tr>
<tr>
<td>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</td>
<td>• Cadets to be tested within 4 days of arrival to school campus by Health Center.</td>
</tr>
<tr>
<td></td>
<td>• Students upon arrival begin self-isolation for 14 days to include temperature and symptom checks twice a day.</td>
</tr>
<tr>
<td></td>
<td>• First group of cadets to remain separated from next group in; cannot share same building or space. As first group is completing testing and quarantining while second group is starting.</td>
</tr>
<tr>
<td></td>
<td>• Upon start of school: Staff to be screened daily upon arrival to campus before entering</td>
</tr>
</tbody>
</table>
building (temperature and symptoms). Send home if necessary. Contact H.R. for further direction; employee responsibility to notify dept head;

- Staggered weeks of entry of students onto campus to provide time for isolation, testing and training to reinforce COVID safety protocols.
- Teachers, employees and staff to be provided training prior to start of classes (in person; Zoom, Video or on-line). Work with Department Heads to identify and break into small groups. All employees will be required to attend training/review.; H.R. support.
- Information presented to staff regarding COVID testing (will offer on-site/outdoor testing location if necessary)--to be performed 4 days prior to formal campus arrival.
- See Appendix 2
- Director of Marketing & Communications will work with the necessary staff to communicate any changes in protocol of school closures to the staff, families and the public.
- Appendix 4

### Other Considerations for Students and Staff

<table>
<thead>
<tr>
<th>Requirement(s)</th>
<th>Strategies, Policies and Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protecting students and staff at higher risk for severe illness</td>
<td>Individual Care plans.</td>
</tr>
<tr>
<td>Use of face coverings (masks or face shields) by all staff</td>
<td>Responsibility of all staff and employees for self-protection. VFMAC is currently submitting a state grant to help purchase face shields for the teachers.</td>
</tr>
<tr>
<td>Use of purchased/school provided masks by students (as appropriate).</td>
<td>Each student will be required to purchase at least three hand-washable masks of the same design. First 5 day quarantine period, masks to be worn at all times (mandatory) when out of individual rooms. This will remain in place so long as we are in yellow/green phase and cadets are exposed to personnel that come and go from campus (e.g.s. faculty/staff, cleared visitors). Allow all cadets the option to wear masks.</td>
</tr>
<tr>
<td>Unique safety protocols for students with complex needs or other vulnerable individuals</td>
<td>Individual Care Plans in coordination with primary doctor, parents, H.C. and Guidance.</td>
</tr>
<tr>
<td>Strategic deployment of staff</td>
<td>School House: During the school day, the Dean of the Academy will be responsible for the strategic deployment of the staff in areas such as the main entrance, the drinking fountain area and the bathroom.</td>
</tr>
<tr>
<td></td>
<td>Mess Hall: During lunch, the Commandant of Cadets along with the Mess Hall manager will be</td>
</tr>
</tbody>
</table>
responsible for the strategic deployment of staff to facilitate the health and safety of all parties present.

**Barracks**: The strategic deployment of staff in the living quarters of the cadets (barracks) will be under the control Commandant of Cadets and facilitated by his Lead T.A.C. (Teach, Advise, Counsel).

**Other**: In cases where students will be located to areas other than those listed above, the Commandant and Dean of the Academy will determine the strategic deployment of staff to facilitate the health and safety of all parties present.
Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Valley Forge Military Academy reviewed and approved the Phased School Reopening Health and Safety Plan on June 18, 2020.

The plan was approved by a vote of:

☑ Yes
☐ No

Affirmed on: June 18, 2020

By:

John English (original signature page on file)
(Signature)

Mr. John English
Board Chairman
Appendix 1: Continuity of Education Plan

Valley Forge Military Academy
Continuity of Education Plan

School District: Independent

Superintendent: Dr. Paul Lea IV, Dean of the Academy (a.k.a. Head of School)

Address: 1001 Eagle Road Wayne PA 19087

Email/Phone: plea@vfmac.edu / (610) 989-1360

Website: www.vfmac.edu

Goal of Plan: The goal of the VFMA Continuity of Education Plan is to continue to utilize distance learning with Google Classroom to provide our students with the appropriate level of academic content and rigor to: a) complete the requirements for promotion to the next grade and b) to allow our students currently in 12th grade to complete the requirements for graduation.

Overview of Plan: On Tuesday March 17th, following approval from Middle States for VFMA to offer distance learning given the circumstances, we began using Google Classroom to teach our students following Governor Wolf's announcement and the closure of the school in response to COVID-19. Our plan was divided into multiple phases:

Prior to implementation the following steps were taken:

1. On March 6th, ADVIS held a teleconference to discuss the possible impact of COVID-19 on the independent schools and urged preparation.
2. The week of March 9th, VFMA, in expectation of possibly moving to temporary distance learning, discussed methodology to best present the contents of their classes to our cadets using Google Classroom.
3. On Friday March 13th, students were guided on how to register for their classes using the codes for each class.
4. On Monday March 16th the guidance department began identifying students not yet logged into their classes. E-mails and phone calls to parents and/or students helped to get all students registered.

During implementation the following steps were/are being taken:

5. On Tuesday March 17th students began accessing their class materials through Google Classroom. The administration continued identifying students with challenges getting to their class material and/or turning it in.
6. On Monday March 23rd teachers began using Google Meet to hold classes and office hours.
7. Through Google Meet or phone calls, the Guidance Counselors continually rotate through their assigned students for support.
8. The counselors and senior administration split challenges and issues with individual students in order to handle them in a timely fashion.
9. On-going training for teachers and staff, parents and students, will continue through the duration of the distance education experience with videos and help from the VFMA IT staff to continually improve the quality of the on-line instruction.
10. Parent, student and teacher feedback is also used to continually improve the quality of the on-line instruction.

Request: Similar to many colleges and high-schools (public and private) around the US, VFMA is requesting to continue this distance learning for the remainder of the year, in part, for the following reasons: 1) VFMA has both an international component—including students from the middle East, China, Spain—and a broad US student population from many of our high-risk states; requiring students from each of the areas to return would create a risk for our entire boarding student population as well as the faculty and staff. 2) Bringing students back for a short window of time (our graduation date is May 21st) and running both a “distance learning” (for those in the categories mentioned in one above) and “brick and mortar” program using the same instructors would be detrimental to the consistency that we have created by moving to our existing distance learning model and to the health and well being of our faculty.

Expectations for Teaching and Learning:

1. Daily
   1. Teachers post content /assessments relevant to the course content to Google Classroom, this is including elective classes.
   2. Teachers communicate with the Administrative team to ensure opening communications and best practices as we continue to offer distance learning.

2. Weekly
   1. Teachers hold a virtual class lesson with each class via Google Meet (i.e.. Mondays all sciences, Tuesdays all math, Wednesday all history, Thursday all English, Friday all languages).
      1. Schedules are provided to each student and guardian
   b. Electives are held on times outside of these core classes.
      1. N.B. These classes are necessarily recorded so that international students can review them when appropriate.
   c. Teachers hold multiple office hours via Google Meet so that faculty members and students can connect. These too are held the same day and time for each instructor.
d. Grades are updated in PowerSchool to reflect the work that has been completed each week. This allows us to pull an academic restriction list at the end of the week and ID students in need of additional support.

**Communication Tools and Strategies:** In addition to those tools and strategies outlined above, the VFMA Administration and Marketing Department issue periodic correspondence to parents and students keeping them updated on all relevant academic and non-academic issues. VFMA Counselors are available for virtual meetings and email correspondence as mentioned above.

VFMA is trying to maintain a level of continuity with the students and parents by using online e-gaming competitions, Spirit Week challenges, International Day recipe sharing and cooking videos, etc. that we continually post to Facebook and other communication modalities.

VFMA also utilizes it’s Parent’s Association to get stress-point feedback and to help continually engage parents with positive imaging.

**Access (Devices, Platforms, Handouts):** VFMA Faculty and Students utilize Google classroom, which is connected to their VFMA email account. Faculty post lessons, assignments on Google Classroom and conduct virtual instruction through the Google Hangouts Meet application. Students complete assignments, which are posted to their respective Google Classroom. Students who do not have access to computer and/or wifi were provided Google Chromebooks to use during the distance learning process. Students in China work with our Chinese teacher to get access to their materials while they wait for approval to use Google classroom. We had one reported student without internet access and through a donation we were able to get him a hotspot which he is currently using to access his classes through a Chromebook also delivered to his home.

**Staff General Expectations:**
- Faculty expected to post relevant course content on a daily basis.
- Faculty expected to facilitate a virtual classroom lesson for each class on a weekly basis.
- Faculty expected to conduct virtual office hours at least one hour per week (many hold multiple).
- Faculty expected to post updated grades for all classes on a weekly basis in the VFMA parent portal, PowerSchool
- Faculty are available to parents to address individual questions and concerns.

**Student Expectations:** Our administrative team created overall expectations for both google classroom and virtual instructions.

1. **Expectations for Google Classroom (distributed to cadet/families)**
• Cadets are logged in and use their VF gmail account at all times when entering classrooms and emailing teachers.
• Cadets log-in on each school day between 8-10am EST to access all assignments for the day that are posted by teachers.
• Cadets attend all virtual classes as outlined by the daily schedule.
• Use office hours of each teacher to ask questions for specific classes.
• Arrive 5 minutes prior to the start of class.
• Submit all work via google classroom and not emails to your teachers, whenever possible.
• Be prepared for class with any required materials, paper, and pen/pencil so you are ready for learning.
• Set up an appropriate work space to complete your work
• Please makes sure you are dress appropriately for class

2. **Google Classroom Rules - Virtual Lessons**
• Treat your classmates and teacher with respect at all times.
• Ensure your microphone is muted unless you are speaking directly about course content or called on by the teacher.
• Use chat boards appropriately, refrain from any bad language, insults, or rude comments in this form.
• Avoid use of slang in chats, boards or any class documents.
• Avoid using all capital letters, it can be seen as YELLING at others.
• No outside videos and/or music should be shared with others in the classroom.
• Have fun and use this as a learning experience since it is new to many of us.

At any time, if you are in violation of these rules, the teachers will notify the administration and your parents/guardians will be contacted.

**Attendance/Accountability:** All students are expected to participate in scheduled virtual instruction for their respective classes. Teachers and our IT Department are sending weekly updates so our guidance team can track down students who are not engaging in distance learning. To better support attendance and accountability, each parent has a specific contact for their respective grade to work through some of the daily challenges.

**Equity for All Students:** Our administration has ensured that all students have the devices and materials needed for distance learning. Conferences with families struggling to connect with on-line educational platforms have been held and will continue for the duration of the distance learning. Specific considerations and exceptions to curriculum and/or grading would be requested on a case by case basis from the Dean of the Academy, Dr. Paul Lea.

**Special Ed Good Faith Efforts for Access and Education Supports:**
Our teachers are able to offer a variety of virtual accommodations for our students with LSP’s (Learning Support Plans)
• Extended Time for Assignments
• Extended Time for Testing
• Chunking of Assignments as needed
- Graphic Organizers and other organizational tools to enhance the curriculum
- Ability to schedule 1-1 meetings with teachers
- Access to counselors for weekly meetings to ensure students are staying on track
- Resource guides to google classroom/google meet to allow for students to view tutorials to help them navigate through distance learning
- Math tutoring through our Delaware County Intermediate Unit will begin after April 14th to give our students who need math support extra resources

**EL Supports:**
Our EL Support Students are all maintaining their support classes via Google Classroom. The instructor offers support during weekly virtual class meetings and office hours to help support these students. Our EL support contact is also working with families who are not currently with their students to help support travel and communication as we face multi-layers of campus closures. Many of our EL students remain on campus and are receiving services from our staff on campus UNTIL such time as it is safe to send them home and/or VFMA is given clearance by the PA Dept. of Education to finish the year with distance learning.

**Building/Grade Level Contacts:** Grades 7-9: Mrs. Lauren Wochok, Director of Lower School - 610-989-1401- Lwochok@vfmac.edu; Grades 10-12: Mr. Aaron Barkley, Associate Dean of the Academy 610-989-1382 abarkley@vfmac.edu

**Resource Links:** [www.vfmac.edu](http://www.vfmac.edu)
Appendix 2: Quest Diagnostics Testing

6.8.2020

COVID-19 Back to School program

Quest Diagnostics understands that the COVID-19 pandemic has had a significant impact on higher education, and the return to campus is essential for helping our students, faculty, and staff understand and manage the crisis. To meet the challenges of the pandemic, we have created the Back to School program to enable you to help your students, faculty, and staff understand and manage the crisis.

The Back to School program:
- Helps faculty, staff, and students better manage their risk.
- Helps to build confidence that a university's plan for opening campus is comprehensive.
- Provides the opportunity for ongoing and/or scheduled future testing.

Proposal prepared by: Lera Hopkins

Please note that this proposal is confidential in nature and has been provided only to the prospective client. Details may vary in response to specific questions. Your contact person may change from time to time, the proposal is subject to change.

COVID-19 Back to School program from Quest Diagnostics

Quest Diagnostics offers the following solutions for your Back to School program. Please note, depending on the PCR requirements requested by your Quest Diagnostics program, not all solutions may be applicable.

Program: Pre-Campus

Billing: PCR Testing – Client will be billed $26.00 per test and $6.00 for testing will be billed to applicable third-party payers, priority testing $75.00 will be billed to third-party payers.

<table>
<thead>
<tr>
<th>COVID-19 PCR Testing Only</th>
<th>$26.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19 Reverse Transcription Test</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Program: On-campus Support

Billing: Third party billing or cash on site

<table>
<thead>
<tr>
<th>COVID-19 PCR Testing Only</th>
<th>$100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID-19 Reverse Transcription Test</td>
<td>$26.00</td>
</tr>
</tbody>
</table>

If the proposal is acceptable, an agreement will be executed containing mutually acceptable terms and conditions including fee structure. We welcome the opportunity to work with you and make these testing services available to your faculty, staff and students.
Appendix 3: Assumption of Risk and Waiver of Liability...COVID-19

Assumption of the Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus/COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

Valley Forge Military Academy has put in place preventative measures to reduce the spread of COVID-19; however, Valley Forge Military Academy cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending Valley Forge Military Academy could increase your risk and your child(ren)’s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Valley Forge Military Academy and that such exposure or infection may result in personal injury, illness, permanent disability and death. I understand that the risk of becoming exposed or infected by COVID-19 at Valley Forge Military Academy may result from the actions, omissions or negligence of myself and others, including, but not limited to, Valley Forge Military Academy employees and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at Valley Forge Military Academy or participation in Valley Forge Military Academy programming (“Claims”). On my behalf and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless Valley Forge Military Academy, its employees, agents and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Valley Forge Military Academy, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after my child(ren)’s attendance at Valley Forge Military Academy.

Signature of Parent/Guardian

Date

Printed Name of Parent/Guardian

Name of VFMA Student
Appendix 4: Sample Signage

Stop Germs! Wash Your Hands.

**When?**
- After using the bathroom
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

**How?**
- Wet your hands with soap, turn on the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Be sure to wet the backs of your hands, between your fingers, and under your nails.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.

When in public, wear a cloth face covering over your nose and mouth.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

CDC.gov/coronavirus

GERMS are all around you

Stay healthy
Wash your hands.
Appendix 4 Guidance for Duration of Isolation for COVID-19

Appendix 5 Reference Documents

**Link to Pandemic Preparedness Plan working doc**

1. Crisis and Emergency Risk Communication (CERC) training: [https://emergency.cdc.gov/cerc/training/archives.asp](https://emergency.cdc.gov/cerc/training/archives.asp)


5. Guidance for Child Care Programs that Remain Open | CDC

6. Considerations for Youth Sports | CDC

7. Suggestions for Youth and Summer Camps | CDC

8. Keep Children Healthy during the COVID-19 Outbreak | CDC

9. Considerations for Travelers—Coronavirus in the US | CDC

10. Administrators of Childcare and K-12 Schools | Nonpharmaceutical Interventions | CDC
https://www.cdc.gov/nonpharmaceutical-interventions/school/administrators-childcare-k-12-schools.html

11. Administrators of Institutions of Higher Education | Nonpharmaceutical Interventions | CDC
https://www.cdc.gov/nonpharmaceutical-interventions/school/administrators-institutions-higher-education.html