



Healthy Fall Task Force Planning Update

(As of 5/28/20)

Teaching and Learning	
<p>Teaching Format/ Student Engagement</p>	<ul style="list-style-type: none"> • 290 Model: All students in-person and on campus with social distancing protocols in place. Assuming improving conditions and declining rate of infections. • Hybrid Model: Combination of students on campus to allow for social distancing and students online participating in Virtual Village. This model depends upon parent choice as well as capacity feasibility. • Virtual Village 2.0 Model: 100% Distance Learning if dictated by state health mandate. <p>Most Likely Scenario: The Hybrid model where some enrolled students will attend school in-person and some will learn online via both live and recorded lessons supported by faculty. Smaller cohorts of students attend school supporting adequate social distancing needs, schedule reduces the number of transitions experienced and number of spaces used.</p> <p>This model will allow for families who choose to attend Virtual Village to do so full-time if desired.</p>
<p>Daily Academic Schedule</p>	<p>The school day runs from 8:00-3:00 either online or on campus. Schedule will reduce the number of transitions experienced each day reducing the number of spaces used by each cohort.</p>
<p>Athletics & Enrichment Classes</p>	<ul style="list-style-type: none"> • Sports with peer schools will likely be suspended. • Enrichment classes with outside vendors will likely be suspended. • The possibility of extended care on campus until 5:30 is under consideration.
<p>School-Wide Events</p>	<p>School assemblies, family circles, faculty meetings and other large attendance events will likely take place virtually.</p>
<p>Technology</p>	<p>The school currently has a 1-to-1 computer program for students from 3rd grade and above and iPads for TK-2.</p>
<p>Parent Conferences</p>	<p>Planned to be held online only via Zoom conferencing.</p>
<p>Field Trips</p>	<p>Suspended until further notice.</p>



Healthy Fall Task Force Planning Update

(As of 5/28/20)

Safety and Well-Being For 290 & Hybrid Model

Masks	<ul style="list-style-type: none"> • Students and parents will be expected to bring their own masks to school. • Village will have a supply of masks available as needed to provide any students or parents without them. • Students will be required to wear masks at all times, except during lunch. • Teachers may remove their masks and utilize a face shield when teaching lessons to connect with students. • Visitors will be required to wear masks, including maintenance technicians.
Thermometers	<ul style="list-style-type: none"> • Village has purchased thermometers to take student and staff temperature. • School nurses will take daily temperature checks upon students' arrival at two entrances. • Students, faculty and staff with a temperature of 100 degrees or higher, will be sent home. • Village may purchase the FLIR Thermal Camera featured here: https://www.youtube.com/watch?v=NH6mA2_Yujs
Virus Testing	<ul style="list-style-type: none"> • Our medical professionals tell us that unless the testing happens widely and daily, it is not effective. • Current testing turnaround capacity is not at levels that are acceptable for effective results. • Spread is possible in between tests, but if saliva tests become available in August, the school may adopt them. • Highly intrusive nasal swab testing is not realistic. • HFTF is looking into Pooled Testing.
Nurses	<p>For the 2020/21 school year, Village will employ two nurses for the first few months of the school year.</p>
Cleaning & Disinfecting	<ul style="list-style-type: none"> • Village will purchase a disinfecting fogger machine to emit negatively-charged particles that cause disinfecting solution to attach to surfaces, like desks, floors and lockers. • Village will install Plexiglass screen barriers in areas such as the Swarthmore reception desk and lunch tables. • A full-time cleaner to disinfect door handles, keypads, copy machines, keyboards, faucets, sinks, light switches, handrails, lunch tables, common use refrigerators and microwaves. • Bathroom faucets are touch-free automatic. • Wall-mounted sanitizers are installed in every room and common areas. • Purell brand will be provided with at least 60% alcohol content.



Healthy Fall Task Force Planning Update

(As of 5/28/20)

Safety and Well-Being For 290 & Hybrid Model (cont.)

<p style="color: #A52A2A; font-weight: bold;">Air Flow Systems</p>	<ul style="list-style-type: none"> • Stagnant air can increase likelihood of spreading virus, so improvements to the AC flow and filtration system are in progress. • School will increase the humidity levels in the classrooms and offices. • The school will install 11 new air conditioning units in the Swarthmore campus, and replace our MERV-12 air filter every 6 weeks instead of the regular 3-month intervals. • HFTF is considering Ultraviolet Germicidal Irradiation (UVGI). • The new A/C unit ducts incorporate a UV bulb that does the UV rays inside the A/C duct system. MERV-12 filters are one of the highest rated filters which collect allergens, pollens, and smoke particles.
<p style="color: #A52A2A; font-weight: bold;">Space Adjustment & Density Reduction</p>	<ul style="list-style-type: none"> • Village School's total square footage is about 1 acre, which puts a limit on how many temporary classrooms or trailers we can install on our campus. • Installing temporary trailers would also eliminate the limited recreation space we can offer to our students. • School will provide a circulation map so students and employees can walk the campus in a clockwise direction, taking up and down staircases only in one direction to avoid face to face encounters. • The school will separate the desks in all classrooms and will be installing 6-foot markings on hallways. • Doors propped and open windows as much as possible to increase air circulation. • Students will not share supplies. • One person at a time allowed to use elevators. • Specialist teachers will travel to students.
<p style="color: #A52A2A; font-weight: bold;">School's Closing</p>	<p>If infections are widespread, the school will transition to Virtual Village.</p>
<p style="color: #A52A2A; font-weight: bold;">If known infection is detected</p>	<ul style="list-style-type: none"> • The school will attempt to isolate symptomatic students or faculty and facilitate transport home. • The school will require affected persons to quarantine according to CDC guidelines. • The school will notify local health officials and family members of known infections while maintaining privacy. • Affected areas closed and sanitized. • The school will defer to local health officials.



Healthy Fall Task Force Planning Update

(As of 5/28/20)

Finance, Operations and Budget	
<p style="color: #A52A2A; font-weight: bold;">Impact to School's Revenues</p>	<p>Tuition accounts for approximately 90% of total revenue for the school (with the rest being fundraising). Given potential increased expenses for 2020/21, the school is not in a position to reduce tuition and fees.</p>
<p style="color: #A52A2A; font-weight: bold;">Impact to School's Expenses</p>	<ul style="list-style-type: none"> • Labor costs are approximately 75% of total school expenses. • These costs have already been contractually committed for the 2020/21 School Year in order to retain faculty and staff and provide the quality education for your children. • Financial Aid Scholarships account for 9% of expenses. • Additional expenses include teaching materials, technology tools, utilities, insurance and security.
<p style="color: #A52A2A; font-weight: bold;">Tuition Payment Plans</p>	<p>The school offers two payment plans for tuition. Most families opt for the full payment of tuition by June 1st. If families prefer to change their payment plan to the 10-month plan, which starts July 5th, the school can accommodate the change while still charging the \$1,500 New Student Fee and \$821 Tuition Refund Plan premium.</p>
<p style="color: #A52A2A; font-weight: bold;">Bus Transportation</p>	<p>The school plans to offer bus but could be different than in past years given the stringent distancing guidelines and capacities required within each bus size. The school could run more hub stops for routes and/or may operate bigger buses on some routes to allow for student distancing.</p>
<p style="color: #A52A2A; font-weight: bold;">Pick Up & Drop Off</p>	<p>The pickup and drop off procedures should stay the same; at the same times during the day. If we run the Hybrid Model school traffic should be lighter, but the carpool and bus procedures stay the same.</p>
<p style="color: #A52A2A; font-weight: bold;">Lunch Program</p>	<ul style="list-style-type: none"> • Students will have two flights of lunch service so no more than 2 students are seated per table. • No sharing of food or drinks among students will be allowed. • Employees will eat at their desks or classrooms to minimize traffic and density in faculty lounge. • Additional expenses include teaching materials, technology tools, utilities, insurance and security.



Healthy Fall Task Force Planning Update

(As of 5/28/20)

Finance, Operations and Budget (cont.)

Human Resources & Staffing

- The school is in process of hiring a part-time psychologist to assist students, parents and faculty.
- The Board of Trustees will evaluate this proposal in June or July.
- The school will provide faculty and staff inservice training on COVID-19 symptoms upon returning to campus.
- The school shall accommodate certain medically high-risk employees with telecommuting options, depending on the employee's function at the school and space sharing conditions.
- The school currently employs 70 faculty and staff. If some of these employees are unable to work starting August, the school will hire back up teachers/staff.
- Professional development will be online learning until restrictions are lifted.

Temporary Additional Classrooms

The school has looked into renting temporary classrooms or trailers, by either installing them on campus at the Swarthmore yard or at the La Cruz campus. Given our limited outdoor space and inability to expand our campus, we believe that these options are not practical to improve our operations significantly. These temporary rooms also require electrical power, air conditioning, internet access, handicap ramps and teaching materials that would cause a disproportional financial cost (and deprivation of recreation space) for the marginal benefit.



Healthy Fall Task Force Planning Update

(As of 5/28/20)

Healthy Fall Task Force

- Caroline Byfield (incoming Assistant Head of School), Co-Leader (Academics, Curriculum, General Operations)
- Manuel Pardo, CFO/COO, Co-Leader (Finance, Operations, Legal, Logistics)
- Kenzo Bergeron, Math Coordinator (incoming Teaching and Learning Coordinator) (Academics, Faculty Development, Scheduling)
- Gricelda Gamboa, Director of Auxiliary Programs and Human Resources Director (Human Resources, Legal, Auxiliary Activities)
- Kathy Silberman, School Nurse (Medical and Safety)
- Sara Singsank, Director of Development and Parent Engagement (Parent Expectations, Public Relations, Communications)
- Eric Wlasak, Diversity and Equity Coordinator (Faculty, Inclusion, Communications)

Resources Consulted by the Task Force

- Michael Nohaile, Ph.D., pharmaceutical executive and Village School Board member.
- Dr. Roger Wallace, emergency room doctor and current Village parent.
- Cameron Broumand, Village School Board member and specialist in real estate.
- Dr. David Bronstein, pediatric infectious disease doctor, Kaiser Permanente.
- Law firm of Liebert, Cassidy, Whitmore with legal specialty in private schools.
- Bolton and Company Insurance Brokers, with liability insurance specialty in private schools.
- NAIS – National Association of Independent Schools.
- CAIS – California Association of Independent Schools.
- NBOA – National Business Officer Association.
- Reopening plans published by other private schools and public school districts.
- Centers for Disease Control and Prevention (CDC).
- Los Angeles County Joint Information Center – COVID-19.
- Town Halls with Village School parents.
- Joffe Emergency Services consultants.
- Johns Hopkins School of Public Health.
- Online Village School Parent Survey.
- Online Village School Faculty Survey.
- Faculty and staff input.
- VS parent input.
- USC Schaeffer Center for Health Policy white paper.
- U.S. Department of Labor, Occupational Safety and Health Administration (OSHA)