

Welcome Back to Warren Ave.



A Guide for Parents & Students

UPDATED 1/7/2021



AN INDEPENDENT AUGUSTINIAN SCHOOL FOR YOUNG MEN IN GRADES SIX THROUGH TWELVE

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Letter from Head of School

Dear Malvern Families,

The hallmark of an Augustinian School is the belief that the relationships among people are the occasion for an experience of God. St. Augustine's life and teachings affirm this foundational human gift – given and received – in authentic friendship. Malvern lives this Augustinian core value of its patron every day by elevating *Truth, Unity, and Love* as the “flag” under which we search, share, and love one another. No other “flag” flies higher at Malvern.



Our love for one another and the manner in which we live our way of life permeate every page in this work we are calling, *The Guide for Parents and Students*. This document is meant to meet the needs of the individual and the common good as we plan the opening of school. This is an organic document. It will evolve and grow in order to meet the challenges of this unprecedented disruption in our lives. It will serve as a resource and reference for the policies and procedures designed to guide us as we begin classes and make our way through the academic year.

I want to thank the fifty-six members of the Malvern Community who spent the past three months on six teams researching, attending workshops, webinars, and conferences in order to create scenarios from which came the material to design the plan you will read in this Guide. These dedicated colleagues will continue to meet throughout the year as the **Caritas Committee** to monitor, evaluate, and respond to the needs of the community in order to maintain an environment conducive to teaching and learning.

Thank you for your cooperation, support, and encouragement as we strengthen our partnership in providing the best experience we can offer our young friars, faculty, and staff. Please feel free to contact me with any questions or concerns. I am happy to hear and respond to them. Be assured of my daily prayers for you and your family.

In Augustine,

A handwritten signature in black ink that reads "Rev. Donald F. Reilly, O.S.A., D.Min." The signature is written in a cursive, flowing style.

Rev. Donald F. Reilly, O.S.A., D.Min.
Head of School

2020-21 Academic Year Planning Process

Over the last several months, Malvern Preparatory School's Administrative Response Team has spent significant time gathering resources, researching, and consulting with a variety of partners in preparation for when our students return to campus. In accordance with the PA Department of Health, along with recommendations per the Center for Disease Control, Malvern Preparatory School aims to create guidelines to maintain the health and safety of students and all members of the community.

As part of our planning, several committees were formed and tasked with addressing specific areas of the school. These committees are made up of a mix of Malvern Prep faculty & staff as well as external partners with expertise in their area.

Fr. Donald Reilly and Mr. Paul Simpson '86

P'24 acted as ex-officio members, attending all committee meetings.



Below is a description of each committee and its charter.



Employee Relations

Chair: Mrs. Neha Morrison P'24

Committee Members: Ms. Bethany DeWitt, Mrs. Charlene Fulmer, Mr. Kevin Moore, Mrs. Kathy Oates P'18 T, Mr. Jason Sammartino '04, Mrs. Lorri Wallauer

This team is charged with assuring that the school and its employees are in full compliance with evolving health and safety requirements, and personnel policies are updated as appropriate to meet the changing situation and that all employees are receiving the appropriate support and encouragement.



External Communications & Relationships Team

Chair: Ms. Beth Alfonsi

Committee Members: Mrs. Kathy Duffy T, Mrs. Allison Hall, Mrs. Adrienne Niles, Mr. Brad Segall, Mr. Jamie Wasson '87

The External Communications and Relationships Team is charged with maintaining proactive, balanced, and reassuring communications to all constituency groups outside of faculty and staff.



Finance, Buildings & Grounds Team

Chair: Mr. Ted Caniglia P'03

Committee Members: Mr. Joe Davis '90 P'21 T, Mr. Tony DiGregorio P'20, Mrs. Diane Dougherty P'20'22, Mrs. Mary Fran Frankenheimer P'21, Mr. Jeff Kinney, Mr. Kevin Traynor '86 P'14'16'18'21'22 T

Finance, Buildings & Grounds is charged with ensuring the school is aware of the options and takes the necessary measures to maintain its good financial health. In addition, it will ensure the buildings and grounds are maintained and modified to meet health and safety requirements.



Teaching & Learning Team

Chair: Mr. Patrick Sillup

Committee Members: Mr. Ron Algeo '87 P'15, Mrs. Korin Folan, Mrs. Bev Gordon, Ms. Shay Quigley, Mr. Kevin Quinn

The Teaching & Learning Team is charged with ensuring that the approach and execution of teaching and learning fulfills the school's mission and meets reasonable parent and faculty expectations. Opportunities for long-range scenarios for teaching and learning should be considered. This committee's primary vehicle for teaching and learning evolution is the revamped Teaching Institute, Thagaste, for summer 2020. Four different classes are being offered, all of which seek to give Faculty a robust and supportive experience in distance learning so they can design and deliver exceptional experiences in 2020-21 and beyond.



Student Life & Augustinian Culture Team

Co-Chairs: Mr. Ron Algeo '87 P'15 &

Fr. Chris Drennen, O.S.A. '73

Committee Members: Brother Joe Barowski, Fr. Cassidy, Mrs. Mary Fran Frankenheimer P'21, Dr. Jim Fry, Dr. Rick Poce, Mr. Jim Stewart, Jr. '86

The Student Life & Augustinian Culture team is asked to ensure that the non-academic, yet equally important aspects of Malvern Prep, which substantially define the "Malvern Culture," thrives in and through our current challenges. Our philosophy of education is our spiritually as St. Augustine envisioned the development of the Mind, Body, and Spirit of the members of a community of learners. This Team considers the co-curricular, i.e. spiritual, emotional, athletic, activities, college guidance, Christian Service dimensions of student involvement both for on-campus and home engagement.



Wellness & Safety Team

Co-Chairs: Mrs. Korin Folan &

Dr. Dorothy Sayers P'18'20

Committee Members: Mr. Tim Dougherty, Mr. Tom Gray P'21, Mr. Jeff Kinney, Mr. Steve LeStrange '88 P'25, Mrs. Liz Malone, Chief Lou Marcelli, Mr. Bill Mills P'19, Dr. John Travaline '80

The Wellness & Safety Team will be responsible to design and continually update a decision matrix that informs how learning and operations should commence based on current wellness and safety guidelines: "IF conditions look like this..., THEN we learn/operate like this...." Wellness addresses both physical and emotional health.

Malvern Prep's Commitments to our Community

When planning began in the early summer months we made commitments to our community. These commitments helped to guide decision making and will continue to be a focus as we begin the 2020-21 academic year.

We committed to keep Wellness and Safety at the very top of our decision-making pyramid

We have engaged with experts to create health, wellness, and safety processes in a way that we have never experienced at Malvern Prep. This includes the formation of a Wellness & Safety Committee. We recognize that as parents and guardians, there is concern that surrounds COVID-19, and we have worked this summer to establish protocols that protect everyone on our campus.

We committed to a communication cadence throughout the summer that provided information about our 2020-21 plans

We promised a semi-monthly All Community Communication throughout the summer. These Malvern Messages reflected our latest thinking regarding the 2020-21 academic year, using reference points that span National, State, and Local Government regulations and recommendations to Independent School cohort groups. Our intention is to continue these communications. In all, we will seek to be informed by the best and most comprehensive thinking as we build our plan for the next academic year and throughout the academic year.

We pledged to continue delivering the highest quality learning experience for students, regardless of setting [in-person -or- virtual] and we will make investments where needed

Our community has had a long-standing commitment to professional development which has led to a variety of innovations. This summer was no different, with professional development opportunities extending into the summer and aimed at programmatic evolution consistent with overall school mission and vision. These efforts will ensure a seamless transition between in-person and virtual learning should the environment demand it in 2020-21.

We pledged to ensure that students feel connected to one another, our community, and our mission in a way that extends beyond the classroom. In short, 'community' at Malvern Prep will continue across all learning environments

Our professional development will extend beyond the classroom this summer to include opportunities for Faculty to design experiences that parlay our Augustinian Culture to any setting students may find themselves in this fall. This includes the very practical steps of enabling our extracurriculars to travel the same path as academic classes. We understand these experiences, ranging from Athletics to Christian Service to Clubs, often help define the educational experience for students and we are fully committed to making these run at a high-level in 2020-21.

Calendar

2020

January							February							March						
sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat
			1	2	3	4							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				

April							May							June						
sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat
			1	2	3	4					1	2		1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				

July							August							September						
sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat
			1	2	3	4							1	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			

October							November							December						
sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat
					1	2							1	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

2021

January							February							March						
sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat
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10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			

April							May							June						
sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat
					1	2							1	1	2	3	4	5	6	7
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			

July							August							September						
sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat
			1	2	3	4							1	1	2	3	4	5	6	7
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30			

October							November							December						
sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat
						1							1	1	2	3	4	5	6	7
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	

August 19-21

Faculty Return

August 19 - Retreat & Recognition

August 20 - Review new protocols and practices

August 21 - Review Student Orientation

August 24 - 28

Student Orientation Week - All Grades - both physical + virtual

On-campus Days:

August 24 - Middle School & 9th Grade

August 25 - 10th Grade

August 26 - 11th Grade

August 27 - 12th Grade

August 31

Term 1 Begins with Blocks 1-4

September 7

No Classes - Labor Day

October 30

Term 1 Ends

November 2-6

Interession/Full Student Programming

November 9

Term 2 Begins with Blocks 5-8

November 23 & 24

Online Classes ONLY

November 25-29

No Classes - Thanksgiving Break

December 21-January 3

No Classes - Christmas Break

January 4-8

Virtual Classes only

January 15

Term 2 Ends

January 18

No Classes - MLK Jr. Day

January 19-22

Interession/Full Student Programming

January 25

Term 3 Begins with Blocks 1-4

February 15

No Classes - President's Day

March 24

Term 3 Ends

March 25-30

Interession/Full Student Programming

March 31 - April 5

No Classes - Easter Break/Spring Break

April 6

Term 4 Begins with Blocks 4-8

May 31

No Classes - Memorial Day

June 4

Term 4 Ends/Last Day of School






June 9

8th Grade Advancement Ceremony

Safety & Wellness

Malvern Prep Reopening Plan

The information provided below includes the general guidelines in place for the reopening.

	Screening	<ul style="list-style-type: none">• Daily symptom screening will be required each day before all students, faculty, and staff arrive on campus. Students/Parents will complete via Magnus Health and Faculty/Staff will complete via Ruvna.• Please refer to the Quarantine & Exposure Plan.
	PPE/ Masking	<ul style="list-style-type: none">• Masks will be required of all students, faculty, and staff at all times except when eating and/or outside with appropriate social distancing in place.• Malvern will provide one mask for each student, any more than that will need to be provided by families.• All students must be masked when entering campus.• Please refer to Face Covering Policy.
	Social Distancing	<ul style="list-style-type: none">• Classrooms will be set-up to allow for 6 feet social distancing.• Common areas will be set-up to allow for social distancing.• Overflow spaces will be provided, via grade-level home bases.• Hallways will be marked one-way and doors will be marked as enter and exit only to allow for safer traffic flow.
	Hygiene	<ul style="list-style-type: none">• Touch-free sanitizing dispensers are available at the entry of each building. All will use as they enter each morning.• Sanitizing dispensers are available in each classroom, and around campus. Each time a student enters the classroom he will be required to use the sanitizer.• Desks and chairs will be cleaned in between all classes.• Water refilling stations are available around campus.• Students are expected to wear a mask in bathrooms and wash hands after each use. The number of students allowed in the bathroom will be limited.
	Food Service	<ul style="list-style-type: none">• A limited menu will be available for purchase.• Protective barriers have been added to the dining hall to protect students and staff.• Seating for lunch periods will be adjusted to allow for social distancing.

Protocol and Guidelines for Students, Parents/Guardians & Visitors

Protocols have been created and must be followed by students as they arrive on campus, interact on campus, and exit campus at the end of the day. We have also created protocols for Parents/Guardians and Visitors. During the COVID-19 pandemic we discourage parents/guardians and visitors from visiting campus unless absolutely necessary.

Student Protocols

Prior to arriving on campus

- Daily check-in via Magnus Health.
- Districts will communicate bussing information and protocol.
- Van riders will be required to wear face masks and no more than two students/row.

Arriving on campus: Parking/Drop-off

- All Student drivers will be asked to park in the lot next to O'Neill, what used to be considered the Junior Lot.
- Specific drop-off spots are necessary to ensure students aren't all entering campus in the same spots.
 - Middle School: Students will be dropped in the semi-circle by the Weight Room.
 - Upper School: Students will be dropped off at The Augustine Center bridge.
- All students must wear a mask while inside all buildings and walking through campus.
- Personal belongings stay with students at all times and no sharing of pencils/pens, etc. No leaving them outside buildings, or classrooms.
- No student should be dropped off before 7:45.
- Middle School Students need to check-in at Alumni gym before heading to their home base.

- Upper School Students need to check-in at their grade-level home-base upon arrival
 - 9th grade: Dougherty gym
 - 10th grade: O'Neill gym
 - 11th grade: CSI
 - 12th grade: Stewart Hall
- If a student arrives at school late, he must first report to the Nurse's office before checking in at the Dean of Students Office.

Entering buildings/common areas

- Students must adhere to hallway traffic flow which will be designated by signage around the school and on the floor.
- Students must wear masks when walking through hallways, bathrooms, and around campus.
- Students must maintain social distance whenever possible.
- Bathrooms: students must wear a mask, wash hands, and avoid overcrowding.

Entering/exiting the classroom

- Students must wear a mask at all times.
- Sanitize hands when entering a room.
- Remain in the assigned seat during the entire class.
 - Mask is worn if going to the bathroom.
 - Only one student per class to leave for the bathroom.

- Personal belongings will stay with the student at all times.
- Before leaving class, students will wipe down the desk and seat.
 - Spray and paper towels distributed by the teacher.
- Students will exit the classroom by row to minimize the number of students leaving class at the same time.
- Sanitize hands on the way out.

Cafeteria/designated lunch space

- All students will remain in their second period classroom for lunch. Any student purchasing lunch will be able to do so.
- Limited lunch and snack items will be for sale in Stewart Hall.
- A face mask should remain on until sitting down and eating.
- Seating for lunch periods will be adjusted to allow for social distancing.

Leaving campus

- Students must take all personal belongings with them.
- Face mask remains on until off-campus.
- All Middle and Upper School Students should be picked up at the CSI Bridge.

Parents/Guardians Protocols

Prior to leaving home in the morning

- Students must complete the health assessment by 7:30.

When your child is sick

- If your child has a temperature of 100.0 (orally) or 99.5 (temporal), they must remain home until the fever is gone for 24 hours.
- Call your son out on the attendance line.

If/When your child or a family member has possibly been exposed to someone with COVID-19

- Notify the school nurse immediately.

Parent/Guardian Visitation

Unfortunately, during the pandemic, Malvern Prep is limiting parent/guardian visitation and volunteer activities during the school day until further notice.

We understand that there may be times when parents/guardians may need to drop off an item for their child during the school day. If this situation arises, we will require parents/guardians to comply with the following protocol:

- Please contact the Receptionist (Michelle O'Donnell) either via phone or email (484-595-1100; modonnell@malvernprep.org) to let her know when the item(s) will be dropped off;
- A table will be placed outside the Visitor Center for items to be dropped off;
- Please place your child's name and grade on all items.

Students are discouraged from leaving campus for appointments during the school day:

- Doctor appointments and other off-campus appointments should be scheduled outside the school day when possible.
 - The Dean of Students Office should be notified 24 hours in advance of the scheduled appointment;
 - For last-minute appointments, please call the Dean of Students Office to notify them of the appointment. If you are unable to speak with someone directly, please call the Receptionist.
- Students needing to leave campus during the day for an appointment will need his parent/guardian to sign him out at the Visitor Center;
- All students must be picked up in the Visitor Center parking lot;
 - Parents/guardians must call the Receptionist (484-595-1100) upon arrival;
 - Parents/guardians are not permitted to come into the building to sign students out for appointments. The student will bring the sign-out sheet to the parent authorizing their dismissal from school.
- Any students who leave school during the school day will be required to finish their classes for that day on-line



Visitor Protocols

Under normal circumstances, Malvern Preparatory School welcomes visitors to campus. The COVID-19 pandemic is a difficult time for all of us. Times have changed quickly and dramatically due to the virus. Because the safety and wellness of our community is our number one priority, we must do everything we can to prevent the spread of this disease and protect our students, faculty, and staff. To minimize risk, our new Visitor Protocol puts strong limits on visitors entering our school during this pandemic.

Visitor Protocol

- All visitors must be pre-approved to visit our campus.
- All visitors will be expected to complete a health screening form upon arrival of check-in at the Visitor Center.
 - All visitors must wear a mask before entering the Visitor's Center.
 - A temperature check for all individuals will be taken.
 - All individuals will need to complete the online health screening.
 - If you have any questions, please contact the Receptionist at 484-595-1100.
- All visitors must arrive wearing a mask.
 - Guests who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition, or disability should communicate with the Director of Public Safety (484-595-1100) for further accommodations.
- Comply with social distancing norms.

Admission Visitors

Prospective families (both students and parents) must follow the Visitor Protocol.



Face Covering Policy

All students are required to wear a clean mask/cloth face-covering that covers his mouth and nose while on campus. Face masks are the preferred face coverings. Gaitors are only allowed when students are outside and participating in physical activity, they are not permitted inside buildings. Masks must be plain (unless Malvern issued), with no words, logos, pictorial or symbolic representations that may be considered controversial and/or would detract from the orderly environment or mission of our school.

The following are more detailed expectations regarding face-coverings (PA Department of Health):

- Masks should be worn outdoors if you are unable to consistently maintain a distance of six feet from individuals who are not members of your household;
- Masks are required in any indoor location where members of the public are generally permitted;
- Wear a mask while waiting for, or riding on, public transportation or while in a taxi, private car service or ride-sharing vehicle.

The following are exceptions to the policy:

- Students who wish to eat or drink may remove their mask to do so, provided they are situated six feet away from others, perform necessary hand hygiene, and replace the mask when they are finished.

- Students who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, mental health condition, or disability should consult with the School Nurse.
- If outdoors and more than six feet from another person.
- Disposable face masks are designed to be used for one day. Disposable face masks must be discarded at the end of each day.

The following notes are of high importance:

- We ask that you continue to practice social distancing even when wearing a mask.
- This policy is subject to change with the evolution of COVID-19. All amendments will be reviewed by the Leadership Team and Administrative Response Team prior to implementation.

The policy described is created with thoughtful consideration to ensure the health and safety of Malvern Preparatory School. Further, and when in doubt, use your best judgment and common sense when wearing face-coverings amid our community by keeping in mind the phrase, "my mask protects you, your mask protects me." The proper use of wearing and removing your mask will continue to support efforts towards a healthy community. For your review, please visit [CDC Guidelines](https://www.cdc.gov/covid19/tips.html).

Frequently Asked Questions:

Q. Will the school provide face masks?

A. *Yes, one face mask will be provided to students.*

Q. What if I forget my face mask?

A. *Disposable masks will be available at check-in if you forget one. There are also masks available in each classroom, should someone's mask break.*

Q. What if I have a medical condition that precludes me from wearing a face-covering?

A. *Please contact the School Nurse.*



Some tips when cleaning your face masks

- Remove detachable parts like interior filters or elastic ear bands from a folded scarf or bandana before washing.
- Use a mesh laundry bag to reduce entanglement with other clothes during machine washing.
- Set machine water temperature to high or use water that is 140° Fahrenheit or higher.
- Use your washer's "sanitize" cycle if it has one.
- Add a detergent that contains disinfectant or bleach to ensure you're killing as many germs as possible.
- If washing by hand, prepare a bleach solution of five tablespoons bleach per gallon of water, soak for at least five minutes, and rinse thoroughly.
- Dry masks on the highest dryer setting or use direct sunlight to dry masks.
- Because household dryer temperatures rarely reach the threshold temperature you need for disinfection, consider adding disinfectant dryer sheets or dryer sanitizers.
- Ultra-violet light from the sun can kill up to 99.99% of pathogens on the sun-facing surface of a mask if it is left in the bright sun during the middle of a day for at least one hour. It is best to allow masks to be exposed to the sun and heat for an entire day — flipping it over mid-day. Hang dry the masks or construct a dedicated portable box or surface for solar disinfection.

Face mask hygiene etiquette

- Always wash your hands or use hand sanitizer before you put on your mask.
- Make sure your mask is facing the right direction, so your face is not touching the mask exterior.
- Wear your mask snugly over both your nose and mouth.
- Try not to touch the mask while you're wearing it.

Quarantine and Exposure Plan for Students

The following section outlines specific guidelines, procedures, and protocols for quarantining should a student be exposed to a probable or confirmed case of COVID-19.

Please know, Malvern Prep will seek the guidance of the Center for Disease Control (CDC), Pennsylvania Department of Health (DOH), Chester County Health Department, and Pennsylvania Department of Education for all safety protocols. In the absence of guidance from these agencies, the Malvern Prep administration will make recommendations to implement a plan of action to ensure the health and safety of students, staff, and the community at large.

Quarantine Guidelines and Definitions:

Definitions

Close Contact: Close contacts are those who are within 6 feet distance for >15 minutes over the course of 24 hours with the COVID-19 individual.

Probable case: Showing symptoms of Covid-19 AND was exposed to a covid-19 confirmed case, but has not had a confirmed lab test.

Outbreak definition to be used in school settings: Identification of two or more COVID-19 probable or confirmed cases in a class or cohort with an onset within a 14-day period, who are epidemiologically linked and do not share a household or are not close contacts outside the school setting. Cases should not have obvious, more likely sources of exposure (i.e., a household contact who became ill prior to their onset date).



COVID-19 symptoms to be aware of, per CCHD:

One or more of the following symptoms:

- Oral temperature greater than 100.0, temporal temperature greater than 99.5.
- Cough.
- Shortness of breath/difficulty breathing.
- Lack of taste or smell without congestion.

Two or more of the following symptoms:

- Sore throat.
- Chills.
- Muscle Pain.
- Headache.
- Congestion/Runny nose.
- Nausea/Vomiting.
- Diarrhea.

Situation	Quarantine/Exposure Response	Malvern Prep's Response
A student has confirmed case of COVID-19	<ol style="list-style-type: none"> 1. Consult with doctor and/or Chester County Health Department. 2. Contact School Nurse. 3. <ul style="list-style-type: none"> • If one is asymptomatic and tests positive, quarantine is 10 days from test date. • If one is symptomatic and then tests positive, quarantine is 10 days from onset of symptoms. 4. Will require a doctor's note or confirmation from the Chester County Health Department to return to school. 	<ol style="list-style-type: none"> 1. Immediately close off areas visited by the person. 2. Open outside doors/windows where possible. 3. Clean and disinfect all shared areas such as classrooms, bathrooms, gyms, dining hall, sports, and electronic equipment, etc. 4. Follow health department guidance regarding contact tracing. 5. May require facility closure(s) based on the school/number of spaces impacted at once and resource availability.
A student has known close contact or probable case of COVID-19	<ol style="list-style-type: none"> 1. Consult with your doctor and/or Chester County Health Department (contact info below) to initiate contact tracing. 2. Contact School Nurse. 3. Student should be tested for COVID-19. <ul style="list-style-type: none"> • PCR tests are the gold standard. We will not accept results from a rapid test. • If positive, follow guidelines for a confirmed case. • If one is a close contact to someone, quarantine is 10 days from their last exposure, or 7 days with a negative test result. 4. Will require a doctor's note or confirmation from the Chester County Health Department to return to school. 	<ol style="list-style-type: none"> 1. Deep clean the affected area. 2. May require closure(s) based on number of schools/spaces impacted at once and resource availability.
A household member tests positive	<ol style="list-style-type: none"> 1. If they are able to isolate, the quarantine period for household members is that of a close contact: 10 days from their last contact with their family member, or 7 days if they get a negative test result. PCR tests are the gold standard. We will not accept results from a rapid test. 2. If a student tests positive for Covid-19, they should remain isolated at home, away from family members. 3. Consult with your doctor or the Chester County Health Department. 4. Contact School nurse. 	<ol style="list-style-type: none"> 1. Clean as per Chester County Health Department recommendation. 2. School/space likely open.
A student has traveled	<ul style="list-style-type: none"> • We are following the Pennsylvania travel restrictions. PCR tests are the gold standard. We will not accept results from a rapid test. 	

Contact Tracing:

- On-campus is done by school nurse, Liz Malone. If/when COVID-19 is detected on-campus, she will contact families to make them aware and determine next steps. The health department does contact tracing for cases of COVID-19 everywhere else.

Student Absences:

- If a student will need to quarantine and is unable to come to school he can participate in virtual learning if he is up to it or will work with his teacher and counselor to create a plan for making up work.

Teaching & Learning

After much research, discussion, and feedback from parents, faculty, and staff, Malvern's plan is to start the school year using a Hybrid Model, which allows all students access to campus throughout the week with the goal of slowly transitioning the entire

student body and faculty/staff back when deemed safe by the administration, state and local government and the medical professionals.





A Hybrid model will look like:

August 19: Faculty return.

The week of August 24: All grade levels will have a day(s) to come to campus for a full orientation that will include the protocols for classrooms, communal spaces, etc.

- 8/24: Grades 6 - 9
- 8/25: Grade 10
- 8/26: Grade 11
- 8/27: Grade 12

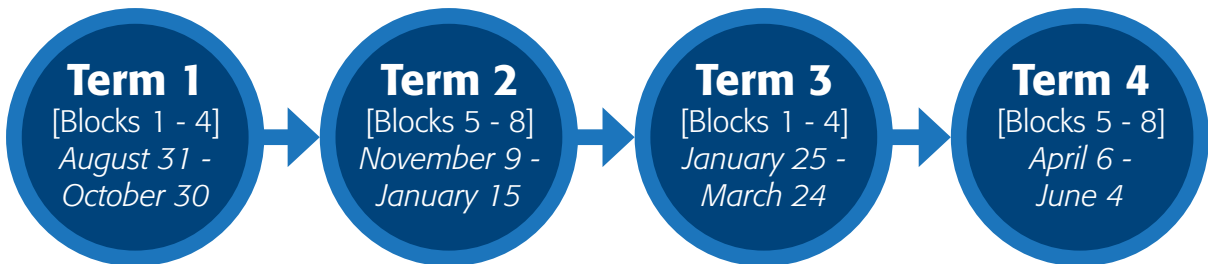
August 31: 30% of student body returns to campus.

September 21: Increase student body to 45% to include all Middle School Students every Monday, Tuesday, Thursday, Friday; and Seniors A-K on Monday & Tuesday and L-Z on Thursday & Friday.

September 28: Move to 60% of the student population.

October 12: 100% of the student population is back on campus.

Teachers may record class for students who continue to learn virtually. These videos will be posted within MyMalvern, which is an internal tool only available to members of our community with a username and password.



Monday	1	2	3	4
Tuesday	2	3	4	1
Wednesday	Brotherhood Day	Brotherhood Day	Brotherhood Day	Brotherhood Day
Thursday	3	4	1	2
Friday	4	1	2	3

Daily Schedule

The academic schedule is the tone-setter for any school. How we spend our day says everything about what we value. Based on the feedback collected from parents, students, and faculty, following the Spring, it became clear that Malvern needed to devise and subscribe to a schedule that allows for deeper learning, increases the pace and intensity of the feedback loop by limiting total student to teacher ratios, and remains consistent throughout the year.

We've done just that. By limiting the amount of Blocks that will run any given grading term, we ensure that Faculty

never have more than 40-50 students at one time, students never have more than 3-4 courses to focus on, and families can rest easy knowing that our daily schedule will look the same Day 1 as Day 161 - whether we are in-person or again need to move to virtual setting. It also ensures that safety measures can be met more easily and efficiently adopted by minimizing overall movement and class size while providing dedicated space for students by grade-level any given day.

Daily Schedule Breakdown

TIME	DESCRIPTION
7:45 - 8:40	Arrival / Ensemble Practice
8:45 - 8:55	Homeroom + Reflection
9:00 - 10:00	1st Period
10:10 - 11:10	2nd Period
11:10 - 11:35	LUNCH / Eat in Place
11:40 - 12:40	3rd Period
12:50 - 1:50	4th Period
1:50 - 2:20	<ul style="list-style-type: none"> • 1:50 pm Upper School Academic Day Ends / Activities + Clubs Begin • 1:50 - 2:00 pm Middle School Students Supervised & escorted to the St. Augustine Center for Pick-Up = Busing [Extra-Help, Ensemble.]



Student Life & Augustinian Culture

Brotherhood Days

Brotherhood Wednesdays have offered our students the opportunity for meaningful connection and mission related experiences. We will continue to rotate classes on campus Wednesdays. The schedule will continue to be shared through the Weekly. When students are on campus for their Brotherhood Wednesday, we will follow this schedule:

Middle School Brotherhood Schedule

8:00-8:45	Check-in with Health Waiver
8:45-9:00	HR
9:00-9:30	1st period
9:40-10:10	2nd period
10:20-10:50	3rd period
11:00-11:30	4th period
11:40-12:10	Check in w/ Teacher/Counselor
12:15-12:55	Counseling Class/Christian Service/Class Meeting/ Class Activity/Prep Block/Conferencing
1:05-1:35	Mass
1:45-2:25	Counseling Class/Christian Service/Class Meeting/ Class Activity/Prep Block/Conferencing



Upper School Brotherhood Day Schedule

8:00-8:45	Check-in with Health Waiver
8:45-9:00	HR
9:00-9:30	1st period
9:40-10:10	2nd period
10:20-10:50	3rd period
11:00-11:30	4th period
11:40-12:15	Class Mass {Upper School class on their assigned week}
12:20-12:55	Upper School Lunch {Upper School class on their assigned week}
12:55 - 1:50	Activities & Activating Resources/Christian Service/ Class Meetings/ Student led experiences (J-Term like classes)



Competition

We will provide athletic sports and activities that are safe under all current health and safety guidelines. Students will be assigned or “drafted” onto teams and compete in an Intra-school League for a championship.

Students will have options to compete in other areas like debate, esports, and mathletes.

Physical Wellness Training

We are committed to the education of all of our students around health and wellness. We would like our students to form healthy attitudes and habits around physical conditioning and wellness. This period of the day will host classes like yoga, dance, martial arts, and mindfulness that students will sign up for.

Christian Service

All Malvern students are involved in Christian Service. During the first few weeks of school we will be planning with the students and the Coordinators of Christian Service. Everyone will have a chance to investigate suggested projects and plan for what is best and possible during the pandemic, as well as planning for the Spring semester when more activities will hopefully take place.

Activities

Our Student Life Program is robust and diverse. Dr. Fry and his team have some outstanding choices for students to explore or pursue their passions with “like-minded” peers. Activities, like Friars Lantern (our newspaper), TV Studio, Yearbook, Student Council, Robotics, and Debate will be options to explore.

Student-Led Initiatives

Our experience with “J-Term” over the last three years has taught all of us valuable lessons. One is the passion, talent, and interest students have to lead experiences. We will have opportunities for students to lead experiences in areas like Christian Service Projects, entrepreneurship, beekeeping, comic book design, and sports management. Students will have the opportunity to gather peers who share a similar passion with a Faculty or Staff moderator and take advantage of this time to design, research, explore, and enjoy different passions.

Class Meetings

We have had grade level meetings for the last few years under the heading of “AGE Blocks.” These meetings are similar. These class meetings will also be used for orientation revisits and class projects (like the Senior ARCS Project). We will be able to hold Student led “Courageous Conversations” and some Diversity, Equity, and Inclusion work during these meetings times.

Students at home on Wednesdays

For students who will be virtual on those Wednesdays, they need to participate in their morning classes then take advantage of the available afternoon time to check in virtually with teachers for extra help, make up work, or assessments. They also have the opportunity to connect with their School and/or College Counselor virtually. The afternoons are also an excellent time to get work done for your classes.







Finance, Buildings & Grounds

Malvern has taken additional steps to ensure the safety and cleanliness of the campus:

- Plexiglass has been installed in the dining hall, school vans, and several other areas on campus to keep everyone safe.
- Additional porters/janitors have been hired to work during the school day to clean and disinfect all high touch areas on campus especially bathrooms, the dining hall, door handles, etc. This is in addition to our nightly cleaning by a janitorial company.
- Additional cleaning supplies have been purchased for each classroom and hands-free hand sanitizer dispensing stations will be located at all entrances and exits of buildings and within each classroom.
- The dining hall will be cleaned by our professional staff before, in between, and after the lunch periods.
- The Nurse's office was moved out of Carney Hall and relocated to St. Rita's, which allows for an expanded area, safer space, and quarantine rooms and it takes the office away from the flow of students, faculty, and staff.
- An additional part-time nurse has been hired to assist our School Nurse.
- The upstairs of St. Rita's has been designated for "medically vulnerable" students. We can accommodate up to 6 students in this area away from the general school population.
- Traffic flow on campus has been tweaked to allow for spread out pick up and drop off areas for students.

Employees

Roadmap to Return for Faculty and Staff 2020-21 School Year

The health, wellness, and safety of our community is our highest priority. This roadmap serves as a guide to our faculty and staff regarding the changes in our workplace, safety precautions, employee policies, and more. Please know, the prioritization of health and safety will require creativity in the workplace, and we ask that you understand there is not a 'one size fits all' solution—we must emphasize the need to be flexible.

Fall 2020

We are planning for a blended learning environment, (a combination of both on-site and on-line learning) in the Fall 2020. We must continue to provide services, instruction, and support because our students are depending on us for their education. We have made a commitment to our families to provide the best possible education during this challenging time.



Screening	<ul style="list-style-type: none"> • Daily symptom screening will be required each day before all students, and faculty and staff arrive on campus. • Students/Parents will complete via Magnus Health. • Faculty/Staff will complete via Ruvna.
Personal Protective Equipment/Masking	<ul style="list-style-type: none"> • Masks will be required of all faculty, staff, students except when eating. • Malvern will provide one mask for each faculty, staff, and student. • Masks must be plain- no messaging or distracting images. • All faculty, staff, and students must be masked when entering campus. • Please refer to Face Covering Policy.
Social Distancing	<ul style="list-style-type: none"> • Classrooms will be set-up to allow for 6 ft. social distancing. • Upon students entering classroom: <ul style="list-style-type: none"> - Be in the classroom (5-10 minutes) prior to students entering. - Prop open door to classroom for students to enter/prop open for exit. - Each student should sanitize his hands upon entering the classroom. - Mandatory assigned seats for each class to help with contact tracing. - Students will wipe down desk and seats at end of class. (paper towel and spray) • Common areas will be set-up to allow for social distancing. • Overflow spaces will be provided, via grade-level home bases. • Hallways will be marked one-way and doors will be marked as enter and exit only to allow for safer traffic flow.
Hygiene	<ul style="list-style-type: none"> • We will provide employees access to regular handwashing with soap, hand sanitizer, and disinfectant wipes. • Hand sanitizer will be available in common areas, hallways, or in classrooms, or in all three, where sinks for handwashing are not available. See CDC Hand Sanitizer Use. • Desks and chairs will be cleaned in between all classes. • Water refilling stations are available around campus. • Faculty, staff, and students are expected to wear a mask in bathrooms and wash hands after each use. Number of students allowed in the bathroom will be limited.
Professional Cleaning	<ul style="list-style-type: none"> • Prior to the opening of school, all buildings on campus will be deep cleaned and sanitized. • Every building and common space will be thoroughly cleaned in the evenings by our regular cleaners. • Three additional porters/janitors have been hired to clean high touch areas as well as bathrooms, common spaces, door handles, etc. throughout the day.
COVID-19 Exposure	<ul style="list-style-type: none"> • In the event that there is a COVID-19 exposure on campus, we will follow the Quarantine and Exposure Plan that has been created for Malvern Prep.
High Risk	<ul style="list-style-type: none"> • Faculty and staff in a high-risk group may request additional workplace modifications to be reviewed on a case-by-case basis. <ul style="list-style-type: none"> - If an individual feels that additional circumstances warrant consideration, he or she should discuss these arrangements with Human Resources and/or the Head of School.
Employee Wellness Resources	<ul style="list-style-type: none"> • Taking care of yourself is important, now more than ever. Access to multiple resources available to you as an employee to help you stay well and cope with the additional stress the pandemic may have brought on: <ul style="list-style-type: none"> - All full-time employees will have access to a confidential Employee Assistance Program. - PAISBOA Wellness Program. - Counseling through our on-campus Counseling Department. - Additional Resource: Supporting Your Well-Being During Times of Change and Uncertainty.
Dress Code	<ul style="list-style-type: none"> • Casual dress code (i.e., polo shirts with collars, khakis, skirts, dresses) will be in effect for the 2020-21 school year until informed otherwise.
Leaving Campus	<ul style="list-style-type: none"> • The health and safety of our employees and students is our highest priority. So, we are encouraging faculty and staff to stay on campus once you arrive. However, we understand that you may need to step away for personal reasons. If you plan to leave campus and return, we are asking that Faculty communicate with both Chrissy Leonard and Michele Lott, and Staff communicate with their department leaders. We appreciate your understanding.
Visitors	<ul style="list-style-type: none"> • To minimize risk, our new Visitor Protocol puts strong limits on visitors entering our school during this pandemic.
Parking	<ul style="list-style-type: none"> • Upon entering campus, park in designated area B-E. • No parking in visitor's lot.
Food Service	<ul style="list-style-type: none"> • Limited menu will be available for purchase. • Protective barriers have been added to the dining hall to protect faculty, staff, and students. • Seating for Lunch periods will be adjusted to allow for social distancing.
Travel	<ul style="list-style-type: none"> • We are following the Pennsylvania travel restrictions. PCR tests are the gold standard. We will not accept results from a rapid test.

** Information provided in the Roadmap may change or be updated as needed to respond to the evolving COVID-19 situation.*

Quarantine and Exposure Plan for Malvern Employees

The following section outlines specific guidelines, procedures, and protocols for quarantining faculty/staff and the plan should the School be exposed to a probable or confirmed case of COVID-19.

Please know, Malvern Prep will seek the guidance of the Center for Disease Control (CDC), Pennsylvania Department of Health (DOH), Chester County Department of Health and Pennsylvania Department of Education for all safety protocols. In the absence of guidance from these agencies, the Malvern Prep administration will make recommendations to implement a plan of action to ensure the health and safety of students, staff, and the community at large.

Quarantine Guidelines and Definitions:

Definitions

Close Contact: Close contacts are those who are within 6 feet distance for >15 minutes over the course of 24 hours with the COVID-19 individual.

Probable case: Showing symptoms of Covid-19 AND was exposed to a covid-19 confirmed case, but has not had a confirmed lab test.

Outbreak definition to be used in school settings: Identification of two or more COVID-19 probable or confirmed cases in a class or cohort with an onset within a 14-day period, who are epidemiologically linked and do not share a household or are not close contacts outside the school setting. Cases should not have obvious, more likely sources of exposure (i.e., a household contact who became ill prior to their onset date).

Situation	Quarantine/Exposure Response	Malvern Prep's Response
An Employee has confirmed case of COVID-19	<ol style="list-style-type: none"> 1. Consult with your doctor and/or Chester County Health Department. 2. Contact Human Resources and School Nurse. 3. • If one is asymptomatic and tests positive, quarantine is 10 days from test date. • If one is symptomatic and then tests positive, quarantine is 10 days from onset of symptoms. 4. If employee was being treated by a physician, a doctor's note will be required to return to work. 	<ol style="list-style-type: none"> 1. Immediately close off areas visited by the person. 2. Open outside doors/windows where possible. 3. Clean and disinfect all shared areas such as offices, bathrooms, breakrooms, electronic equipment, etc.. 4. Follow Health Department guidance regarding contact tracing. 5. May require facility closure(s) based on the school/ number of schools/spaces impacted at once and resource availability.
An employee has known direct contact or probable case of COVID-19	<ol style="list-style-type: none"> 1. Consult with your doctor and/or Chester County Health Department. 2. Contact Human Resources and School Nurse. 3. The employee should be tested for COVID-19. <ul style="list-style-type: none"> • PCR tests are the gold standard. We will not accept results from a rapid test. • If one is a close contact to someone, quarantine is 10 days from their last exposure, or 7 days with a negative test result. • If positive, follow guidelines for a confirmed case of COVID-19. 4. Anyone that has known direct contact with COVID-19, with or without symptoms, should stay home from work for 14 days since the last exposure to the person with COVID-19. 	<ol style="list-style-type: none"> 1. Deep clean affected area. 2. May require closure(s) based on number of schools/ spaces impacted at once and resource availability.
A household member tests positive	<ol style="list-style-type: none"> 1. If they are able to isolate, the quarantine period for household members is that of a close contact: 10 days from their last contact with their family member, or 7 days if they get a negative test result. PCR tests are the gold standard. We will not accept results from a rapid test. 2. If an employee tests positive for Covid-19, they should remain isolated at home, away from family members. 3. Consult with your doctor or the Chester County Health Department. 4. Contact Human Resources and School nurse. 	<ol style="list-style-type: none"> 1. Clean as per Chester County Health Department recommendation. 2. School/space likely open.



Protocol and Guidelines for Faculty/Staff

2 hours prior to coming to work

- Complete Ruvna Checklist.

Upon entering campus

- Park in designated area B-E, no parking in visitor lot.
- Wear face mask at all times, unless in an office space with social distancing in place.
- Sanitize hands when entering building/rooms.

Upon students entering classroom

- Be in the classroom (5-10 minutes) prior to students entering.
- Prop open door to classroom for students to enter/prop open for exit.

- Stand at door as students come in, make sure each student sanitizes hands at the door.
- Face shield is required when working with students in the classroom.
- Desks must remain 6 feet apart.
- Mandatory assigned seats for each class to help with contact tracing.
- Students will wipe down desk and seats at end of class (paper towel and spray).

Upon entering and exiting your workspace

- When social distancing is not possible, a mask must be worn.

Protocol and Guidelines for the School Administration

- Communicate with the school community on any and all changes to the guidelines.
- Continue to work with local and state officials to be sure we are following all recommendations and current restrictions.
- Work with the cleaning company to ensure deep cleaning each night and additional cleaning throughout the day of high traffic and high touch areas.

External Communications



Coronavirus Response

[Click here to view](#)

Malvern Message



Malvern Message - June 15, 2020

[Click here to view](#)



Malvern Message - July 1, 2020

[Click here to view](#)



Malvern Message - July 15, 2020

[Click here to view](#)



Malvern Message - July 31, 2020

[Click here to view](#)

Important Contacts

School Nurse

Mrs. Liz Malone • emalone@malvernprep.org
office 484-595-1160 • cell 610-505-3220

Chester County Department of Health

<https://www.chesco.org/224/Health>
610-344-6452

Dean of Students

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Head of School

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Safety & Security

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