

COMING HOME TO THE HILL



2020-2021
Academic Year

PLAN SECTIONS

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A MESSAGE FROM THE HEADMASTER



Dear Hill Families:

Since the earliest of days, the phrase “A City upon a Hill” has signified a place of strength and faith. Likewise, The Hill School has served as a beacon of hope and resilience over the last 170 years, enduring and overcoming challenges such as the Spanish Flu of 1918, the Alumni purchasing the School from the Meigs family in 1920 to stave off financial ruin, Headmaster James Wendell inventing financial aid to avoid closure during the Great Depression, devastating hurricanes in 1972 and 2012, the catastrophic Dining Hall fire of 1973, and the Great Recession in 2008. While the magnitude of those historical events may seem trivial compared to the all-encompassing and unrelenting impact of the COVID-19 global pandemic, *our* City upon a Hill remains ever steadfast.

To that end, I am proud to share with you our comprehensive plan to re-open and resume campus operations for the 2020-21 school year. As you will see, we are taking extensive measures to prioritize the health and safety of our students and employees including adjusting our yearly calendar and academic schedule, implementing state-of-the-art technology, modifying and expanding facilities and staffing, and incorporating the most current medical and scientific guidance. Most important, our plans balance the need to provide certainty and security to our community members, with the requisite flexibility and patience that these uncertain and insecure times demand.

I am especially grateful to all of my colleagues who have spent countless hours helping to develop this plan on behalf of our community. Since early March, our team has worked around the clock to develop this exceptionally detailed approach, all the while continuing to perform their ongoing duties as educators and administrators with the utmost professionalism and care. While we realize that aspects of this plan may not suit every community member’s individual priorities, the final words of our School song have inspired both our collaborative approach to, and ultimate goal for, the plan: *Back of each the strength of all.*

Best,

A handwritten signature in black ink, appearing to read 'Zachary G. Lehman'.

Zachary G. Lehman P'16 '18
Headmaster

PLANNING PROCESS

GUIDING PRINCIPLES

The following **five guiding principles** have shaped our plans to resume campus operations for the 2020-21 school year. As the year unfolds and our understanding of COVID-19 evolves, we will return to these principles when updating and communicating our operational plans.

1

Health and Safety

The health and safety of all members of our community remain Hill's top priorities. We especially are concerned about those students and employees who are most vulnerable to COVID-19.

2

Interpersonal Relationships

The Hill School student experience is based on strong interpersonal relationships, and thus ideally is delivered in-person, on-campus, and with as many of our community-based programs and traditions as possible.

3

Striking a Balance

We must balance the sensible expectations of our community for clear and timely information with a patient and flexible approach that allows for Hill to respond to the evolving trajectory of the pandemic, the developing scientific understanding of COVID-19, continuous medical and technological developments, expert guidance, and best practices among peer institutions.

4

Student Location

Hill's highly concentrated and regional domestic student population (68% live within Pennsylvania and neighboring states) is offset by a dispersed international student population (20% residing in 27 countries) and the remaining students living across 22 other states. As we prepare for all scenarios, including travel restrictions, remote participation, and potential COVID-19 illness and close contact on campus, we must carefully factor this unique geographical diversity in our overall planning.

5

'Built to Last'

Founded in 1851, The Hill School was 'built to last.' We will be responsible institutional stewards, prioritizing our long-term sustainability over short-term financial challenges, remaining optimistic that the COVID-19 pandemic will be controlled within 12 - 24 months.

CAMPUS WELLNESS LEVELS

Hill will implement a framework for campus operations with five Campus Wellness Levels (CWL), corresponding to the relative risk of infection transmission in the surrounding region. The determined Campus Wellness Level will dictate escalation or de-escalation of protocols, activities, and mitigation efforts in all areas of school life. All community members should familiarize themselves with the [CWL framework](#) and refer to it frequently.

Campus Wellness Levels

Alpha:	Normal Campus Operations	<i>Widespread immunity to COVID-19 or campus-wide vaccination</i>
Bravo:	Minimal Viral Risk to Campus	<i>Sporadic cases in general region</i>
Charlie:	Moderate Viral Risk to Campus	<i>Minimal community spread in vicinity of campus</i>
Delta:	Substantial Viral Risk to Campus	<i>Moderate community spread in close proximity to campus</i>
Echo:	Required Campus Closure	<i>Substantial community spread in Pottstown</i>

Hill's ongoing reassessment and determination of the current applicable CWL will be made by the headmaster, in consultation with the medical director and other members of the Senior Leadership Team, and driven by community-level public health data provided by the [Pennsylvania Department of Health \(PA DOH\)](#), the [Montgomery County Office of Public Health \(MCOPH\)](#), as well as other reliable tracking sources. The *Today on The Hill* newsletter will provide daily CWL updates to students, faculty, and staff, and the *Hill Days* newsletter will provide weekly updates to parents.



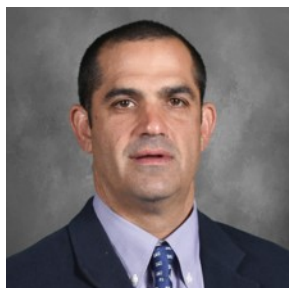
OPENING OF SCHOOL CAMPUS WELLNESS LEVEL



A high-level CWL grid, which illustrates variations in the most common aspects of school life, is provided. [here](#) We will begin the first few weeks of the school year in a special [“Opening Conditions” CWL](#). Please note the Opening Conditions CWL is highly subject to change in light of volatile public health conditions.

PLANNING COMMITTEES

Beginning in late April, Hill established five continuity planning committees. The committees are co-chaired by members of the Senior Leadership Team and composed of faculty, staff, and other community members with corresponding responsibilities, experience, and expertise. The co-chairs and the individual committees both meet weekly to research and develop aspects of the overall plan.

	<p>Academic Continuity</p> <p>Elizabeth Dollhopf Dean of Faculty</p> <p>Katy Hudak Academic Dean</p>	
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	<p>Community, Co-Curricular, and Events</p> <p>Seth Eilberg Director of Athletics and Co-Curricular Programs</p> <p>Lynda Hamilton-Kirk Chief Strategy Officer</p>	
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	<p>Finances, Operations, and Facilities</p> <p>Tom Eccleston Asst. Headmaster for Enrollment Management</p> <p>Rick Wood Chief Financial and Operating Officer</p>	
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	<p>Health, Wellness, and Safety</p> <p>Zack Lehman Headmaster</p> <p>Kristin Spencer Medical Director</p>	
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	<p>Residential and Student Life</p> <p>Ari Baum Dean of Students</p> <p>John Giannikas Dean of Community Life</p>	
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EXPERT GUIDANCE

Throughout the planning process, Hill has relied on expert guidance from, and regular consultation with, the [Pennsylvania Department of Health \(PA DOH\)](#), the [Montgomery County Office of Public Health \(MCOPH\)](#), and the [Pennsylvania Department of Education \(PDE\)](#). Furthermore, our plans closely adhere to the research and directives published by the [Centers for Disease Control and Prevention \(CDC\)](#), the [National Institute of Allergy and Infectious Disease \(NIAID\)](#), the [World Health Organization \(WHO\)](#), and [U.S. Immigration and Customs Enforcement \(ICE\)](#).

In addition to accessing these local, national, and international resources, Hill has engaged [Environmental Health & Engineering, Inc. \(EH&E\)](#) to conduct an operational assessment of our administrative controls, cleaning and disinfection policies and procedures, and mechanical systems. EH&E is also preparing a COVID-19 reentry plan and policy guide for Hill and 31 other leading boarding schools to establish best practices and industry standards.

Lastly, Hill has commissioned [Dr. Kim Weeden](#) and [Dr. Benjamin Cornwell](#) of Cornell University's Department of Sociology to analyze the potential viral network created at Hill through classrooms, dormitories, Dining Hall, co-curricular activities, and adviser groups contexts. Using actual data from Fall 2019, Dr. Weeden and Dr. Cornwell first developed a baseline network structure to assess the patterns of connections among students at Hill, under the assumption that tightly connected networks increase the risk that a student who is infected with COVID-19 can unwittingly cause an outbreak that spreads throughout the campus community. Subsequently, the analysis considered how Hill's viral network might change as we considered modifications to the structures and contexts of school life. The Weeden and Cornwell study suggests that by adopting a block-schedule, eliminating several large-scale classes and activity groups, having students assigned to dine with one

of their pre-existing assigned groups, and restricting interaction in the dormitories, we will *mathematically* reduce the percentage of students who are connected directly by approximately 50% (from 19.7% to 9.6%), and reduce the number of students connected indirectly within two steps or fewer by 6.5% (from 100% to 93.5%). We anticipate that other safeguarding and mitigation measures detailed within our plan will further reduce the viral network at Hill and potential transmission of COVID-19, e.g., masks, physical distancing, hand hygiene and cleaning, assigned seating, improved ventilation, etc.



Dr. Kim Weeden
Professor of Social Sciences
Cornell University



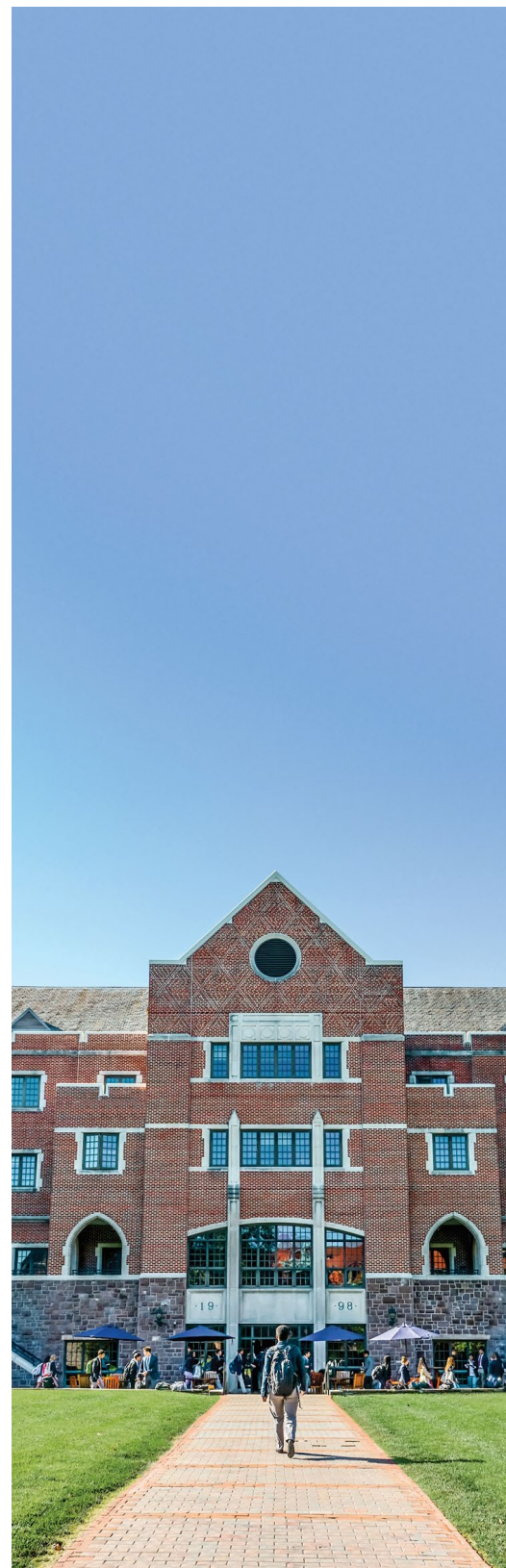
Dr. Benjamin Cornwell
Professor of Sociology
Cornell University

INHERENT RISK

Attending a boarding school during a global pandemic comes with an undeniable risk of becoming infected with SARS-CoV-2, the virus that causes COVID-19 infection. Boarding school is a setting in which students and faculty live in close proximity with many shared spaces, increasing the likelihood that an infected individual could spread infection to others. Despite very careful planning, it is impossible for any school to eliminate this risk completely. The Hill has undertaken an extensive number of reasonable precautionary measures to reduce that risk. Given the statistical data, it is inevitable that we will have COVID-19 cases on campus this year. We are prepared to react according to our plan to identify, isolate, contact trace, and quarantine according to public health guidelines. This will be a considerable disruption to the affected students and faculty, to ensure the health and safety of our entire community. Exposed individuals will be asked to isolate or quarantine off campus at home even at considerable inconvenience to the student, family, or guardian. Our ability to offer in-person education depends upon all of us doing our part to protect the health of ourselves and others in our community. The School will expect compliance with new health-related protocols to safeguard our community to the maximal extent possible. As described in the Health and Wellness section below, all students, parents, and employees will sign a **Hill School Health Compact** to acknowledge their commitment to community health and safety; repeated or intentional non-compliance will result in required remote participation and/or temporary or permanent separation from The Hill School community.

We will need to especially protect our vulnerable students, faculty, and staff who may be at higher risk of severe COVID-19 illness due to age (for some faculty and staff) or underlying chronic medical conditions. We request that any family or student who is concerned about being at higher risk contact the Wellness Center at WellnessCenterStaff@thehill.org to discuss specific accommodations which may be necessary to promote greater safety. Please click [here](#) to review our policies and procedures related to medically vulnerable students.

In acknowledgment of this inherent risk, all students and parents must review and sign a comprehensive waiver by August 1. Please check [MyBackpack](#) to access an electronic copy of the waiver which should be completed online.



SCHOOL YEAR CALENDAR

CALENDAR PRIORITIES

Our 2020-21 school year calendar is designed to support a healthy community while also delivering as many of our standard 30 weeks of annual academic instruction and co-curricular programs *on campus* as possible. Our priorities for designing the school year calendar were as follows:


- Reducing the number of mass student entries and exits, thereby limiting quarantine periods, testing/screening requirements, largescale exposure to outside communities, and travel during a highly restrictive period.
- Decreasing our on-campus population and minimizing risk of infection during the height of the typical flu season (December 1 – February 28). Public health experts are predicting a possible COVID-19 resurgence during this period which will be exacerbated by the challenges of treating all respiratory illnesses as presumptive cases of COVID-19.
- Providing the greatest value proposition for our students and families including academic and co-curricular continuity/excellence.
- Shifting a larger percentage of the academic year to the spring when experts predict improved public health due to more accessible testing/screening, better therapeutic treatment, and a potential COVID-19 vaccine.

With these priorities in mind, we have adopted a school year calendar that (1) provides 30 weeks of academic instruction (with more than 90% of that time planned to be on-campus); (2) reduces the number of mass entries and exits from 7 to 2; (3) decreases our on-campus student population by approximately 70% during flu season; (4) expands time on campus by 40% in the spring when conditions may improve; (5) gives students a new six-week experiential learning opportunity; and (6) maintains Hill's high standards of excellence in academic and co-curricular programs.

The 2020-21 school calendar, and all aspects of our plan, represent our best strategy as of today (July 20). The constantly changing nature of the pandemic, the corresponding governmental responses and orders, and our own real-time experiences on campus may require Hill to make substantial changes to the plan. These changes may include adjusting the calendar, shifting to remote learning for extended periods, modifying our method of instruction and structure of co-curricular programs, adapting our Wellness Center testing strategy and other protocols, requiring local boarders to move home and participate remotely, and limiting access to campus to different groups. We will timely communicate any major changes to parents and students.

School Year 2020-21 Calendar

August 5 - June 4

Arrival	Autumn Session I Fall and Winter Terms August 24 - December 18		Hibernation December 19 - February 28	Spring Term March 1 - June 4
		Remote Learning		

QUARANTINE, ARRIVAL, AND ORIENTATION

Early Residential Employee Quarantine Period

Residential employees and their families will complete a 14-day quarantine period before the student phased arrival. Designated residential employees will be available to support on-campus quarantine for international students and boarding students from distant and [restricted states](#).

Student Pre-Arrival Quarantine Period

All students also will complete a 14-day quarantine in advance of commencing school activities. Although international students and some boarders from distant or [restricted states](#) are permitted to quarantine on campus starting on August 5, most day students and domestic boarders will complete their 14-day quarantine at home before their designated arrival date. Please click [here](#) for detailed information on pre-arrival quarantine and testing procedures.

Boarding Room Set-Up

In late July and early August, prior to the phased student arrival period, boarding students and two parents may schedule a two-hour visit to campus to set-up their rooms. The Office of Community Life will share further scheduling information and procedures for this process by email.

Phased Student Arrival

Students will be invited to arrive on campus in phases between August 19 - 23. Click [here](#) to see the arrival schedule and related procedures.

Student Orientation

Although students who have arrived on campus between August 19 - 22 will engage in some orientation activities, all students will participate in formal orientation on Sunday, August 23. Orientation will include training on COVID-19 campus procedures and Convocation.

Arrival and Quarantine Period

July 29 - August 23

July 29 - August 11

Administrative Faculty Quarantine

August 3 - 16

Non-Administrative Faculty Quarantine

August 5 - 18

International and Restricted States Students
On-Campus Quarantine

August 6/9 - 21

Domestic Students
Home Quarantine

August 19 - 22

Phased
Student Arrival

August 23

Student
Orientation

AUTUMN SESSION

The Autumn Session will run from Monday, August 24 through Friday, December 18, consisting of two eight-week terms (August 24 - October 16 and October 19 - December 18), a brief on-campus recess between terms (October 16 - 18), and Thanksgiving Recess (November 25 - 30). All students will participate in the final 14 academic days (December 1 - 18) of the Autumn Session remotely.



Autumn Session | Fall and Winter Terms Overview

August 24 - December 18

August 24 - September 15	September 16 - October 15	October 19 - November 10	November 11 - 24	December 1 - 18
				Remote Learning
Fall Term Part 1 Three-Block 18-Day Rotation 1 Saturday (9/5)	Fall Term Part 2 Four-Block 24-Day Rotation 2 Saturdays (9/19 & 10/3)	Winter Term Part 1 Three-Block 18-Day Rotation 1 Saturday (10/24)	Winter Term Part 2 Four-Block 24-Day Rotation Thanksgiving Recess (11/25-30)	

HIBERNATION

Once students depart for Thanksgiving Recess on November 24, campus will largely close for “Hibernation” until the Spring Term begins on February 28.

Thanksgiving, Remote Learning Period, and Winter Holiday Recess

As referenced above, after Thanksgiving Recess (Nov. 25 - 30), there will be 14-day remote learning period (Dec. 1 - 18) to complete the Winter Term. This will be followed by a Winter Holiday Recess from December 19 through January 3.

H-Term

As part of its most recent strategic design process, The Hill committed itself to “infuse highly impactful authentic learning experiences into an expansive liberal arts curriculum that together enable our students to orchestrate positive change throughout their lives.” In keeping with that objective, we will operate H-Term, a six-week remote learning program (January 4 to February 12) that allows students to explore selected topics and themes by form through instruction, group discussion, guest speakers (e.g. alumni, parents, faculty *emeriti*, etc.), and culminating with independent and group projects. Alternatively, or in addition to, students may apply to the H-Term Committee for completion of a self-designed, independent experience (e.g., internship, community service, research, or job) that aligns with their form’s theme. We strongly encourage participation in H-Term; students will receive a written review describing their H-Term participation, project, and performance which can complement their college applications. Students may petition to opt out of H-Term due to extenuating circumstances. During H-Term, all students additionally must complete weekly academic maintenance and review assignments for their year-long courses; third and fourth form students who take seven classes during the Autumn Session also must remotely complete their Eudemonia requirement during H-Term. Hill will provide options for personal fitness, Spiritual Life, counseling, and community activities during H-Term.

H-Term

Six Weeks (January 4 - February 12)

- Low-Residency in Consolidated Team and International Dorms
- Form Themes and Expectations
- Corresponding Course Catalogue
- Self-Designed Experience Option
- Ongoing Academic Assignments
- All Faculty Remain on Campus to Provide Support

HTERM
2021

Low-Residency Program for Winter Varsity Athletes

During Hibernation, *if athletics training and interscholastic competition can proceed safely*, those boarding and day students who are members of winter varsity athletics teams which can only find competition during this time will remain on campus in consolidated team dorms, ideally with single room occupancy; this does not apply to team managers. All winter athletes who remain on campus during Hibernation may not opt out of H-Term. At this juncture, we do not yet know the dates of this low-residence program or whether it will begin after the Thanksgiving Recess or not until after the Winter Holiday Recess. Those students who are absolutely unable to return home or to their guardian/host family during any or all of the three recesses can stay on campus at a cost of \$300 per week to cover meals, Wellness Center support, and dormitory supervision; the cost will be discounted proportionally by a student's percentage of financial aid, if applicable.

In-Residence Program for International Students Unable to Leave Campus During Hibernation, international students who are not members of competing winter varsity athletics teams are expected to return home or to their guardian/host family if at all possible. Those international students **who have no other option** may remain on campus and will be assigned to support varsity teams as managers and/or live in consolidated international student dorms, ideally with single room occupancy. The cost of this in-residence program is \$300 per week to cover meals, Wellness Center support, H-Term academic oversight, and dormitory supervision, and will be discounted proportionally by a student's percentage of financial aid, if applicable. All international students who remain on campus during Hibernation may not opt out of H-Term.

Early Spring Recess

There will be an Early Spring Recess from February 13 - 28. We may utilize portions of this recess for extended winter athletics, early spring athletics, and/or another quarantine and phased arrival period.

SPRING TERM

The 2020-21 school year will conclude with a 14-week, on-campus spring term from March 1 - June 4. Commencement activities will occur on May 28 - 29 and underformers will complete classes on June 4 as originally planned. *If conditions permit*, we will host Parents' Weekend on April 1 - 2 followed by an off-campus Easter Recess from April 2 - 6.

Spring Term

March 1 - June 4

March 1 - June 4

Spring Term - 14 Weeks - Return to Regular Schedule TBD

April 2 - 6

Parents Weekend
Easter Recess (Tentative)

May 28 - 29

Commencement
Activities

DAILY SCHEDULE AND ACADEMICS

ACADEMIC TECHNOLOGY AND RESOURCES

Classroom Technology

Hill has installed state-of-the-art voice-activated classroom [Owl Pro webcams](#) in every classroom on campus to facilitate and simplify remote teaching and learning. We will additionally use Zoom to enable remote participation as needed for college counseling, leadership coaching, counseling, clubs and associations, and academic support.

Online Teaching and Learning

Over the summer, all of The Hill's teaching faculty completed an extensive online teaching certification and course design program that was custom-built for Hill and based upon [Quality Matters](#), a leading global organization that provides quality assurance in online and innovative digital teaching and learning environments. As such, our faculty are even better prepared for the various scenarios they may face during the upcoming year.

Academic Staffing

In addition to our experienced, talented, and devoted [faculty and staff](#), we have added several positions in support of our academic program including our new [Dean of the Shirley Quadrivium Center](#), a full-time [learning specialist](#) and several trainees to support academics, residential life, and co-curricular programs.

Academic Procedures

Hill will implement a number of procedures and protocols in academic settings in support of a healthy and safe community, including:

- Maximum of 12 students in most sections with mandatory six-foot separation of students and forward-facing positioning in classrooms;
- Mask and eyewear use as directed by the CWL;
- Shepherding system for breakout and lab groups as direct by the CWL; masks and eyewear required;
- Designated one-way hallways and up/down stairwells in most buildings;
- Slightly staggered start and ending times (by 0 - 5 minutes);
- Limited ability to add, drop, or change courses;
- Increased physical distancing and hygiene aids in hallways, offices, and some classrooms such as plexiglass barriers, signage, and hand-sanitizing stations;
- Online access to evening extra help from teachers and trained peers;
- Increased inventory of study aids and classroom equipment such as whiteboard markers, science goggles, headsets, and engineering kits with clear labeling for strict individual use;
- Additional outdoor furniture and tents for open-air classroom use;
- Extensive classroom cleaning protocols.

DAILY SCHEDULE GOALS

Similar to the aforementioned school-year calendar design, we have formed an innovative approach to our daily schedule and academic program that is flexible, prioritizes safety, and keeps the following goals in mind:



Maximize Synchronous Class Time and Academic Breadth

Our experience with *Virtual Hill* during the spring revealed that our students, families, and teachers strongly preferred live classes. While students benefitted from the independent and self-paced aspect of asynchronous lessons, we found overall that our students engaged, learned, and performed at a higher level in synchronous settings. Furthermore, we remain committed to supporting the unmatched breadth of Hill's academic program, permitting students to take up to seven classes each term, across 10 departments which offer both honors and 28 AP options.



Facilitate Seamless Transitioning Between In-Person and Remote Learning

We have tried to make transitioning from in-person to remote learning as seamless as possible since we anticipate that a meaningful number of students may be learning remotely at different times of the year due to travel and immigration issues, illness or close contact quarantine, or serious underlying medical conditions. Even in our best-case scenario, we know that all students will complete the final 14 days of the winter term remotely. We also must be prepared for the possibility that the state will order Hill and other schools to close for an extended period.



Consider Time Zones

Given our focus on prioritizing live classes and flexible learning modalities, our schedule is considerate of those international students with the greatest likelihood of participating remotely for extended periods. As such, two-thirds of our classes occur during typical adolescent waking hours in Europe, Africa, the Middle East, and Asia.



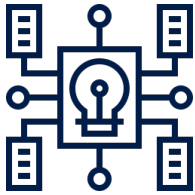
Maintain Community and Co-Curricular Programming

Although some traditions may look different this year, our schedule preserves those customs that most engender our compassionate, warm, and tight-knit community and unique family environment: Chapel, Adviser Groups, and Family Night. Likewise, we have built considerable flexibility into our schedule to support a robust co-curricular program, regardless of potential restrictions on travel, interscholastic competition, and audience and spectator access.



Minimize Unstructured Time, Student Workload, and Stress

Given the risk of exposure from close contact and corresponding restraints on student interaction, our plan seeks to reduce the amount of time students are in unstructured and unsupervised settings. We also have lessened the number of courses and workload that a student is balancing at once in an effort to ease stress during an already anxious time for many, while allowing focused effort to maintain our rigorous learning environment.



Leverage State-of-the-Art Technology and Professional Development

Our schedule and academic program incorporate the most current classroom technology to support in-person, remote, and hybrid learning. Additionally, all of our teaching faculty have completed extensive training to become certified online educators.



Reduce Close Contact

Even with physical distancing and our universal mask policy, we seek to make reasonable efforts to reduce close contact in all settings through our modified block schedule, de-densified classrooms, assigned seating, added/staggered passing time, one-way corridors and stairwells, and expanded time for meals. We also will utilize a “**shepherding**” system in various campus contexts to limit group size and interaction; we are, after all, The Hill School Rams!

Shepherding at The Hill

Autumn Session 2020

In an effort to minimize close contact, students will be assigned to the same small groupings in different settings depending on the Campus Wellness Level.

DROVE

Two Hill Rams that stick together.

Roommates and Lab Partners



FLOCK

A **small** group of Hill Rams that stick together.

Two dorm rooms, academic break-out group, carpool group, or athletics workout group



HERD

A **large** group of Hill Rams that stick together.

A dorm floor/house, an academic section, or a co-curricular group



DAILY SCHEDULE

With the aforementioned goals in mind, we have adopted a modified block schedule for the Autumn Session with the following key features:

- Both the Fall and Winter Terms include two successive block rotations: first, an 18-class day rotation, cycling every three class days, with students carrying up to three courses; then, a 24-class day rotation, cycling every four days, with students carrying up to four courses.
- Both rotations utilize the same daily timetable, with each day including only three 80-minute classes plus 15 minutes of passing time.
- Four Saturdays will be utilized during the Autumn Session, three in the Fall Term (**September 5 & 19 and October 3**) and one in the Winter Term (**October 24**).
- All classes will be streamed live on Zoom and recorded. Recordings will be posted to Canvas within several hours of the conclusion of each class.
- First and second year Classics and World Languages instructors may assign brief periodic maintenance or review exercises throughout their off rotations.
- Some optional academic enrichment, review, and programming may be offered on Saturdays.
- Teachers will provide corresponding grades and comments in the weeks following each block rotation. To compensate for the varying term lengths under this plan, term grades will represent a student's overall progress rather than representing solely the student's accomplishments in that term.
- Students who are off campus will not be materially penalized or disadvantaged for participating remotely, are not required to synchronously attend classes that begin after 10 PM in their local time, and due dates/times may be adjusted accordingly. Teachers and academic support staff will be available online during study hall for extra help and follow-up questions. Many assessments will take the form of projects, papers, and other work that will rely on collaboration or research, allowing access to a wide range of resources whether a student is on or off campus. More traditional assessments likely will occur in the synchronous morning periods and will be carefully monitored to minimize student distraction and aid them in upholding the Honor Code.
- Notably, the schedule carefully retains our ability to either continue with this modified block approach or return to our normal weekly schedule of three 45-minute periods and one long-block period in the spring depending on prevailing public health conditions in March.

Three Block 18-Day Rotations

August 24 - September 15 and October 19 - November 10

20

Time		Day 1	Day 2	Day 3
7:25 - 7:55	30 minutes	Breakfast 1	Breakfast 1	Breakfast 1
8:00 - 8:30	30 minutes	Breakfast 2	Breakfast 2	Breakfast 2
8:35 - 9:55	80 minutes	A	B	C
10:10 - 11:30	80 minutes	B	C	A
11:35 - 12:25	50 minutes	Lunch 1/Advisory/Chapel	Lunch 1/Advisory/Chapel	Lunch 1/Advisory/Chapel
12:35 - 1:25	50 minutes	Lunch 2/Advisory/Chapel	Lunch 2/Advisory/Chapel	Lunch 2/Advisory/Chapel
1:40 - 3:00	80 minutes	C	A	B
3:00 - 3:45	45 minutes	Snack/Transition	Snack/Transition	Snack/Transition
3:45 - 5:15	90 minutes	Afternoon Activity	Afternoon Activity	Afternoon Activity
5:45 - 7:30	105 minutes	Staggered Dinner/Continued Activity	Staggered Dinner/Continued Activity	Staggered Dinner/Continued Activity
7:35 - 9:45	140 minutes	Dorm/Quiet Hours/Study Hall	Dorm/Quiet Hours/Study Hall	Dorm/Quiet Hours/Study Hall



Four Block 24-Day Rotations

September 16 - October 15 and November 11 - December 16

Time		Day 1	Day 2	Day 3	Day 4
7:25 - 7:55	30 minutes	Breakfast 1	Breakfast 1	Breakfast 1	Breakfast 1
8:00 - 8:30	30 minutes	Breakfast 2	Breakfast 2	Breakfast 2	Breakfast 2
8:35 - 9:50	75 minutes	D	G	F	E
10:10 - 11:30	80 minutes	E	D	G	F
11:35 - 12:25	50 minutes	Lunch 1/Advisory/Chapel	Lunch 1/Advisory/Chapel	Lunch 1/Advisory/Chapel	Lunch 1/Advisory/Chapel
12:35 - 1:25	50 minutes	Lunch 2/Advisory/Chapel	Lunch 2/Advisory/Chapel	Lunch 2/Advisory/Chapel	Lunch 2/Advisory/Chapel
1:40 - 3:00	80 minutes	F	E	D	G
3:00 - 3:45	45 minutes	Snack/Transition	Snack/Transition	Snack/Transition	Snack/Transition
3:45 - 5:15	90 minutes	Afternoon Activity	Afternoon Activity	Afternoon Activity	Afternoon Activity
5:45 - 7:30	105 minutes	Staggered Dinner/Continued Activity	Staggered Dinner/Continued Activity	Staggered Dinner/Continued Activity	Staggered Dinner/Continued Activity
7:35 - 9:45	140 minutes	Dorm/Quiet Hours/Study Hall	Dorm/Quiet Hours/Study Hall	Dorm/Quiet Hours/Study Hall	Dorm/Quiet Hours/Study Hall

STUDENT AND COMMUNITY LIFE

STUDENT AND COMMUNITY LIFE

To varying degrees, The Hill School campus is “home” to approximately 395 boarding students, 130 day students, 110 residential faculty and their families, and 125 non-residential employees. Our plan addresses a wide range of activities across this large, complex, and highly interconnected community.

Residential Life

Boarding students residing in Hill’s 14 dormitories will be informed of detailed policies during orientation and should be prepared for the following general expectations:

- Dormitory access is restricted to residents only. Boarding students must follow directional stairwell and hallway signage and may not enter floors on which they do not reside. Day students, parents, and non-residential or unassigned employees may not enter the dormitory at any time.
- Students will be primarily assigned to double rooms for the Autumn Session. Our limited single rooms are reserved for students with serious underlying medical conditions. There will be no triple rooms in 2020-21. We ask students to arrive with limited furnishings (please review [packing list](#)) to improve cleanliness and hygiene and to streamline packing and moving before Thanksgiving Recess and, if necessitated, for other reasons. Students will be expected to keep their rooms tidy at all times; informal room inspections will occur daily with two formal inspections per week. Students should do their laundry on a weekly basis (including masks) and laundry machines are available at no cost in the dormitories.
- Interacting and visiting students in other dorm rooms will follow our new “shepherding” system. Depending on the current CWL, students may only remove their masks and/or enter other rooms when the CWL allows for interaction among herds (entire floor or house), flocks (three to four students living in paired/neighboring rooms), or droves (roommates only). Otherwise, boarding students must abide by six-foot physical distancing and mask requirements at all times, including in common rooms.
- Family Night, use of dormitory common rooms, and kitchen access will be determined by the CWL and corresponding shepherding group.
- Bathroom and shower usage will be scheduled and assigned by dorm parents. Students will be asked to wipe down high-touch bathroom surfaces (shower knob, faucet handles, etc.) before and after use and should arrive with an ample supply of disinfectant wipes and hand sanitizer.
- Between afternoon commitments and their assigned dinner time, and between dinner and study hours, boarding students will return to their dormitory room or assigned outdoor public spaces where they can congregate, physically distanced and wearing masks.
- During study hours, boarding students will work from their dormitory rooms, as usual. They also may participate in online extra help sessions, and, subject to the current CWL, there may be periodic access to academic spaces like the Ryan Library and Shirley Quadrivium Center for physically distanced group study.
- A fourth meal/snack will be provided in the dorms between 9 – 10 p.m. At the conclusion of study hours (9:30 p.m.), students must be on their dormitory hall or in their rooms depending on the CWL and corresponding shepherding group. Lights out will occur at regular times, specific to form and dorm.

STUDENT ACTIVITIES

The Office of Community Life will continue to provide an extensive student activity program including clubs, organizations, and weekend events. The size, frequency, nature, and location of student activities (indoor vs. outdoor) will vary by the CWL. Weekend options and sign-ups will be posted by Tuesday of each week with sign-ups due by Friday at 4 p.m.



VISITS AND LEAVE REQUESTS

Parent Visits

Beginning September 26 - 27, unless the CWL is Delta, parents of boarding students may schedule periodic three-hour appointments to visit their children on non-consecutive Saturdays or Sundays. Parents must wear masks for the duration of their visits to campus, may not enter any indoor facilities, and should maintain physical distance from other members of The Hill community. We have not yet determined a policy for attending on-campus athletics events and other co-curricular performances. Parents must schedule campus visits through the Deans' Office using Hill's new visitor management system.

Weekend Leaves at Home

Starting the weekend of October 3-4, boarding students may schedule **one weekend leave** at home or at a hotel with their parents during the Autumn Session. During this weekend leave, students must commit to: (1) diligently limiting exposure to/from those outside of their immediate household; (2) not taking public transportation (including flights/trains) or attending gatherings/events; and (3) wearing a mask at all times when not inside their home. Upon returning to Hill, the student may be required to undergo a rapid COVID-19 test and self-quarantine alone in their dorm room or other designated location until receiving test results; they may also be required to undergo a second COVID-19 test four days later. The cost for these tests (approximately \$30/each) will be charged to the student's account. Students who become ill or symptomatic while at home will not be allowed to return to campus until cleared by the Wellness Center.

Leave Procedures and Restrictions

Boarders may not go home during the on-campus long weekend October 16 - 18. In early September, Hill will provide students and parents with more detailed information about scheduling weekend departures and related protocols. We will be reviewing and updating this policy throughout the year. Please note that procedures may be subject to change depending on the designated CWL at the time of the scheduled weekend at home. Depending upon the health of our community and surrounding areas, we may allow students to schedule a second weekend at home during the first half of the year.

Leaves for Family Event/Emergency:

Student leave requests for a family event or family emergency will be reviewed by the Deans' Office and Wellness Center and may be subject to a 14-day quarantine requirement before returning to campus.

Day Leaves

Day leaves will not be permitted for boarding students during the Autumn Session unless for an approved, supervised medical appointment or an emergency.



DAY STUDENTS

Day students are integral members of The Hill community. In light of their potential exposure to COVID-19 at home, during their daily commute to/from campus, and within their community, our plan places heightened expectations and restrictions on day students as follows:

Dormitories: Day students are not permitted in dormitories at any time. There will be areas reserved for day students to congregate and study during their unscheduled time.

Daily Screening: All day students will be required to take their temperature and complete a short series of screening questions (using our designated app) each morning before leaving home. If students have a fever or are symptomatic, parents should follow the School's health procedures (stay home, call the Wellness Center to report the absence, call your primary care physician for guidance and clearance to return to campus). Day students will complete a second screening at the tented area in the CFTA parking lot when they arrive on campus in the morning.

Health Compact: Day students are expected to comply strictly with the **Health Compact** to mitigate community exposure. Repeated or intentional non-compliance will result in required remote participation and/or temporary or permanent separation from The Hill School community.

Meals, Free Periods, and Evening Extra Help: Day students are valued members of The Hill School community and, in normal circumstances, are welcome to attend School activities outside of the academic day hours. During the upcoming year, however, we need to make some changes that we feel will minimize the size and frequency of mass gatherings and best enable physical distancing with student safety being our paramount goal. While we will not hold seated meals during the fall term, day students must attend lunch on campus; each student will be assigned to one of two designated lunch blocks, with their adviser groups. At this time, though, we cannot accommodate day students during breakfast or dinner until further notice. During the academic day, day students will be assigned to specified locations and seating during free periods; for physical distancing purposes, day students will not be assigned as an affiliate to a dormitory this year, and day students may not enter dormitories until further notice. We request that day students depart campus immediately following the conclusion of their co-curricular activity, but if that is not possible, students should report to Ryan Library, where they will have an assigned seat. Evening extra help may be arranged with faculty and peer tutors through online appointments. We appreciate your flexibility and understanding and will review these policies throughout the year, as campus wellness levels change.

Remote Learning: If the CWL rises to Delta, day students will be required to attend classes and activities remotely.

District Bussing and Carpooling: Day students may not utilize district bussing during the Autumn Session. Day students may carpool if needed. We will provide assistance arranging carpools; a list of day students and the school districts in which they reside was included in the July 14 newsletter. Please note that all individuals in the vehicle should wear masks while carpooling together.

Day Student Questions: Please contact Day Student Dean Donna Eilberg with questions at deilberg@thehill.org.

INTERNATIONAL STUDENTS

Guardian/Host Family Requirement: All international students must identify a guardian or host family in the United States, preferably within ~200 miles of campus, who can drive to campus to pick up a student in the event of a required off-campus COVID-19 quarantine or isolation. If you have not done so already, please complete the [guardian/host family form](#).

Quarantine: International students are expected to arrive in the United States on August 5 to begin their 14-day quarantine. Several options for completing the quarantine, both on and off campus, can be reviewed and selected [here](#).

Delayed Arrival: In the event that an international student is delayed in arriving at The Hill due to travel complications or visa restrictions, students may begin their studies remotely without any risk to their enrollment at Hill or visa status. Delayed international students must still complete their quarantine and continue remote learning until permitted to arrive on campus.

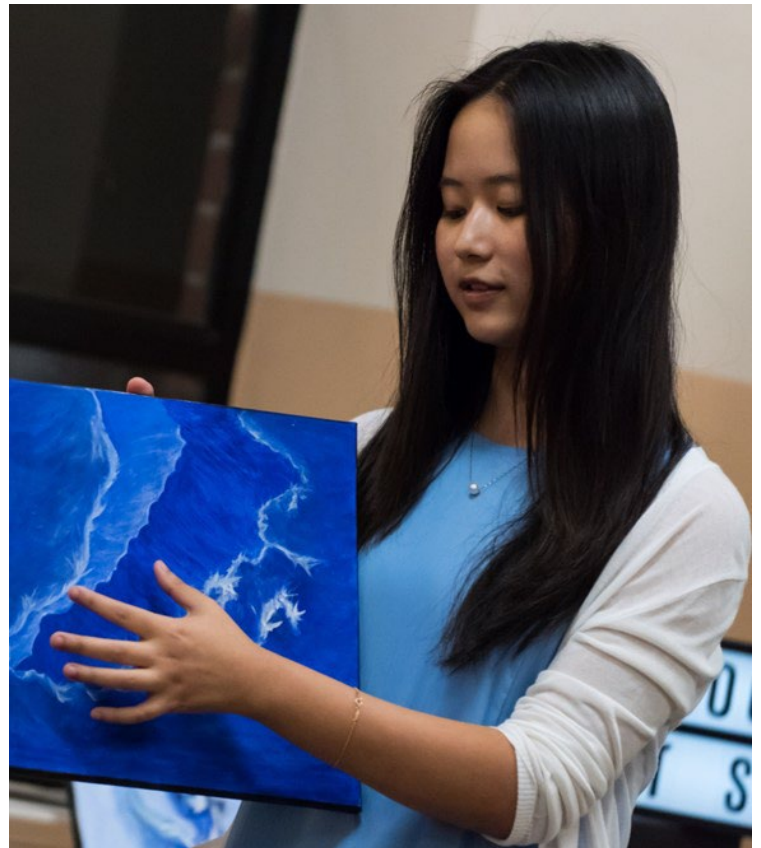
Unexpected/Required Campus Closure: In the event that the Commonwealth of Pennsylvania closes all schools in our area, international students will be allowed to remain on campus at no charge and will continue to take their classes in-person under Hill supervision. Depending on the length of the closure, students may prefer to return to their home country and study remotely, which Hill will actively support to the best of its abilities.

On-Campus COVID-19 Isolation or Quarantine:

If an international student requires COVID-19 isolation or quarantine and cannot go to the home of his or her guardian or host family, we have arranged for appropriate space on campus (approximately 20 - 25 beds). If a student has severe symptoms, he or she will be evaluated at a local hospital and treated as directed. Treatment for COVID-19 illness is covered under the terms of your international student health insurance policy.

F-1 Visa Information: Extensive information regarding F-1 Visa issues was provided in Headmaster Lehman's [July 10 communication](#) to international students.

International Student Questions: In addition to the [FAQs for international students](#) on our website, please contact International Family Liaison Helen Qiu with questions at hqiu@thehill.org.



DIVERSITY, EQUITY AND INCLUSION

The Hill School fosters an open, diverse, and inclusive community. We stand together, committed to helping our students, faculty, and staff members feel respected and valued for who they are regardless of race, ethnicity, national origin, gender, religion, age, marital status, sexual orientation, gender identity, or ability. We believe inclusion encourages an informed, global perspective, an essential trait we seek to cultivate in every student, faculty member, and staff member. It is our mission to ensure every member of our Hill family feels welcomed, included, and safe.

During the upcoming school year, Hill will expand its diversity, equity, and inclusion programs, staffing and curriculum. Please visit our [website](#) for a list of planned initiatives.

OTHER STUDENT LIFE TOPICS

Transportation

Hill maintains a fleet of vans, golf carts, and other vehicles for individual and group student transport. During the Autumn Session, any on- or off-campus transportation will follow physical distancing and mask requirements. Transportation to local airports, 30th Street Station in Philadelphia, and Port Authority in New York City can be arranged with Mr. William Conrad at wconrad@thehill.org.

Adviser Groups

Advisers and adviser groups remain a fundamental part of The Hill School student experience. Students will meet with their advisers weekly and sit by adviser groups at lunch. Advisers will provide regular updates to parents, and parents should continue to reach out to advisers as needed.

Events

During the Autumn Session, all campus events involving outside guests have been canceled or rescheduled.

Chapel and School Meetings

Hill will continue its special and historic Chapel tradition during the Autumn Session. While the way we attend Chapel will be different, the content of Chapel will be familiar. Services will follow the same order used in the Alumni Chapel over many decades: Mr. Conrad will play the organ; prayers will be led by a student officiant; a member of The Hill community will offer a talk; and a member of one of our vocal groups will sing the hymn, allowing us to hear our beloved Chapel music even though we cannot sing together. While speakers will deliver their Chapel Talks in the Alumni Chapel, the size, groupings, timing, and locations for Chapel attendance will depend on the current CWL.

Cashless Campus

Cash will no longer be accepted at the Campus Store or any on-campus vendors. Students may withdraw cash from their student debit account at the Campus Store or from the ATM in the Student Center using a bank debit card.

As you begin to prepare for the Autumn Session and the substantial changes to academic, student, and community life, please review *Day In The Life* illustrations [for boarding students, day students, and students participating remotely](#).

DINING HALL MEALS AND FOOD SERVICE

Hill is very fortunate to have a state-of-the art dining facility and an outstanding partnership with Sodexo, one of the world's largest food services and facilities management companies. The Deans' Office and Sodexo have developed a comprehensive dining plan that corresponds to each CWL and utilizes two adjacent tented areas. Students will learn more detailed dining policies during orientation and should be prepared for the following general expectations:



Breakfast

There are two breakfast periods followed by a Grab 'n Go period for boarding students only. Periods and seating are assigned by dorm shepherding groups. Day students may not attend breakfast until further notice.

Lunch

There are two lunch periods. Periods and seating are assigned by adviser groups. All students are required to attend lunch as assigned.

Afternoon Snack

After classes end, there is a one-hour afternoon snack period offered on the Seal Patio.

Dinner

There are two dinner periods. Periods and seating are assigned by co-curricular group. Day students may not attend dinner until further notice.

Fourth Meal

From 9 – 10 pm. on weekdays, the Dining Hall will provide boarding students with a fourth meal in the dormitories.

Directed Buffet

Unless the CWL is Delta, all meals served in the Dining Hall are buffet-style, managed and served by the Dining Hall staff. Under Delta, some meals may be boxed and delivered to students.

Campus Store

The Campus Store will have extended hours and has been modified to serve as a convenience store selling snacks, sundries, and other provisions.

Grille

The Grille is closed during the Autumn Session.

Food Deliveries

Pre-paid food deliveries to a Hill employee stationed at the tented area in the CFTA parking lot for student pick-up are permissible during limited days and times according to the current CWL. Food delivery policies will be explained upon arrival.

CO-CURRICULAR PROGRAMS

CO-CURRICULAR PROGRAMS

Hill is renowned for its co-curricular programs including activities, arts, and sports. Co-curricular programs are central to the student experience at Hill, providing a much needed outlet for both physical and mental health, while also building skills around collaboration, sportsmanship, and resilience. At the same time, since our co-curricular programs often involve group activities, travel/transportation, close contact, and heightened respiratory activity, they present increased risks of COVID-19 spread. We continue to develop healthy protocols around co-curricular activities which will rely heavily on the CWL, CDC guidelines, recommendations from athletics and music experts and organizations, and peer school and league plans. Perhaps more than other areas of our planning for next year, co-curricular programs remain the most fluid and uncertain at this time. We also recognize how important these programs are to many students and families and appreciate your patience and flexibility as we work diligently toward the safest overall approach for our community.

Activities

Hill intends to offer a full slate of afternoon co-curricular activities during the Autumn Session including community service, *The Dial* (yearbook), forensics (debate), and media arts. Some aspects of these activities may be shifted online, limited to campus, and otherwise modified to ensure physical distancing. We will also look to expand enrollment in these activities, and possibly offer several new options, if other co-curricular selections are disrupted.

Arts

Hill's premier theatre and theatre tech programs will offer students an opportunity to participate in an innovative, original musical television series during the Autumn Session. In addition, students may [apply or audition to participate in Afternoon Arts](#), a special program for dedicated and skilled music and visual arts students. All students enrolled in Afternoon Arts also must complete a weekly fitness requirement.

Athletics

Students may [register](#) and/or tryout for different levels of Hill's traditional fall athletics teams: cross-country, field hockey, football, golf (boys), soccer, tennis (girls), and water polo. Please note, however, that the status of the fall athletics season is tentative and some or all of the planned offerings are subject to change if interscholastic competition is deemed unsafe due to COVID-19 or our CWL. **In the event that teams are unable to compete interscholastically, we will offer training opportunities to our student-athletes; hold intramural competition if it is healthy to do so; allow student-athletes to switch to another co-curricular option; explore shifting the timing of athletics seasons to later in the school year; and endeavor to ensure the health and wellness of all students as they pursue their areas of interest.** We actively are communicating with our MAPL and PAISAA league schools to determine the best path forward for fall interscholastic competition. We intend to have an update by September 8. Until that announcement is made, we will suspend all interscholastic competition, allowing our student-athletes to acclimate and focus on training in accordance with CWL Opening Conditions. Please contact Director of Athletics Seth Eilberg with questions about athletics at seilberg@thehill.org.

Strength and Conditioning

The Hill School's [Strength and Conditioning program](#) focuses on reducing the inherent risk of injury to student-athletes; enhancing team and individual athletic performance; and promoting healthy lifestyles and total wellness. Students may enroll in strength and conditioning during the Autumn Session with a focus on specific winter and spring sports. The schedule for this program will include a combination of strength training, speed and agility work, yoga, and opportunities for sport-specific skill development.

Off-Campus Activities and Club Sports

Unfortunately, due to the potential risk of exposure to the campus community and the lack of clear safety guidelines, we cannot allow boarding and day students to participate in off-campus group activities or club sports during the Autumn Session. This restriction is incorporated into our community health compact for all students and boarding students must adhere to this expectation even during a weekend leave at home. We will continue to review this policy throughout the year and as the CWL evolves. As explained below, boarding and day students who prefer to participate remotely for reasons other than verified travel restrictions or serious underlying health concerns may do so for any portion of the year; however, families who select this option **will not** receive a financial adjustment. Furthermore, if at any point during the year a remote student wishes to resume active boarding or day student status, he or she will need to follow quarantine, testing, and other required protocols before returning to campus.

Co-Curricular Programs During Hibernation

The only co-curricular programs offered on-campus during Hibernation will be winter varsity sports that can proceed safely and which cannot find interscholastic competition during other times of the year. As previously described, Hill will operate a low-residence program for students who are members of these teams, but not managers; at this juncture, we do not yet know the dates of this low-residence program or whether it will begin after the Thanksgiving Recess or not until after the Winter Holiday Recess. We hope to offer some of our activities and arts programs online during Hibernation: Some students may be able to integrate their co-curricular interests into H-Term projects, opt into competition such as online forensic practices and meets, and all students will have remote access to individual fitness programs through [Teambuildr](#). Off-campus group activities or club sports are not restricted for students who are not on campus during Hibernation, subject to our campus re-entry plan in February.

Co-Curricular Programs During the Spring

We do not have any details on spring co-curricular programs and hope they will operate normally by that point.

Athletics Requirement

Although students still must engage in an afternoon activity during the Autumn Session, we will be modifying our Athletics Requirement for the 2020-21 school year:

- Students are required to participate in a co-curricular program in the Autumn Session and Spring Term;
- There is no interscholastic athletics requirement for the 2020-21 school year;
- To be eligible for Strength and Conditioning, students must participate in one varsity interscholastic sport and receive approval from the Athletics Department.

Click [here](#) to see a complete listing of Hill co-curricular programs and their corresponding seasons.



HEALTH AND WELLNESS

HEALTH AND WELLNESS TEAM



Safeguarding the health and safety of all members of our community is the primary objective of Hill's 2020-21 school year plan. We are fortunate to have a highly skilled and experienced health and wellness team, led by Medical Director Kristin Spencer, M.D.; Director of Wellness Kathy Van Buren, DNP, CPNP; Director of Counseling Lisa Roethling, LPC, LAT, ACS; and Head Athletics Trainer Steph Schaldonat, MS, ATC. Our comprehensive safeguarding efforts additionally rely upon the exemplary leadership and efforts of our Information Technology Services, Campus Security, and Facilities Services teams.

Wellness Center: [The Elliot Menkowitz, M.D. Wellness Center](#) is located in the lower level of Hunt Upper School and recently has been expanded to house one treatment room, three exam rooms, and 19 beds. We also have increased our Wellness Center staffing which now includes our medical director, director of wellness (who is also a nurse practitioner), two full-time registered nurses, a licensed practical nurse and numerous per diem nurses. The Wellness Center is staffed 24 hours per day, seven days per week during the school year, including the early arrival period (August 5 – 19) and any recesses when students are on campus. We have access to an extensive larger medical community with all medical specialties represented, as well as the use of the nearby [Pottstown Hospital - Tower Health](#), should the need arise. A comprehensive description of our health policies, procedures, and medical services is found in the [Student Handbook](#), with a summary of additional COVID-19 information and detailed protocols available for review upon request.

COUNSELING CENTER AND ATHLETIC TRAINING

Counseling Center

The Hill School Counseling Center is also situated in the lower level of Hunt Upper School and has been relocated to the west end of the building to provide additional space and better student access. The [Counseling Program](#) provides robust clinical services and prevention education to students and parents for a variety of mental health and substance related concerns. The Counseling Program has four School Clinicians and one Prevention Education Specialist; all School Clinicians are licensed or working toward licensure.

The Counseling Program offers both appointments and drop-in hours to meet student needs. Additionally, there is a licensed clinician on-call 24 hours per day for emergencies. Counseling services are available by appointment and for limited drop-in hours.

The Counseling team is taking proactive steps to support our student body as they cope with the anxiety, stress, and isolation arising from the pandemic and other current environmental factors.



Athletic Training Department

Our fully staffed and well-equipped Athletic Training Rooms are adjacent to Gillison Gymnasium with an auxiliary location within the Lehrman '56 Pavilion at the Far Fields. During the upcoming school year, student-athletes seeking treatment are encouraged to make appointments during the day. Special instructions for physical distancing and mask use will be posted.



COMMUNITY HEALTH AND AWARENESS

Education and Training

Although we have all been living amidst the COVID-19 global pandemic for several months, there remains much we do not know or that is still confusing about the disease, how it spreads, and how it can be mitigated. At the beginning of the school year, and periodically throughout the Autumn Session, we will share accurate and helpful COVID-19 educational materials with our students, families, and employees. We will provide informative signage across campus; our students will learn new campus practices and procedures during orientation; and we will highlight guidelines and healthy practices through our various digital platforms, such as our website, *Today on The Hill*, Wave, parent newsletters, digital signage, social media, etc.

Vulnerable Community Members

For students who have CDC-specified underlying conditions, which place them at increased risk of serious illness, we are permitting remote enrollment. We are also considering on-campus accommodations such as single rooms, take-away/delivered meals, and more frequent surveillance testing. Please contact the Wellness Center at wellnesscenterstaff@thehill.org if your child has any significant medical issue which increases the risk of severe COVID-19 illness so that we may plan for that in advance of the formal health form review. Vulnerable students and employees may be asked to participate remotely in the event of a heightened CWL.

Campus Visitors

During the Autumn Session, and in accordance with the CWL, campus visitors will be limited. All visitors must utilize the [KeepnTrack](#) visitor management system, complete wellness screening before arriving on campus, and enter through the tented area at the CFTA parking lot. Visitors will be required to wear masks at all times and have limited entry to indoor facilities.



MITIGATION MEASURES

COVID-19 Testing: As previously described, all students will complete a SARS-CoV-2 viral test for active infection on or after August 10, approximately 10 days prior to their scheduled arrival on campus. For more information on the pre-arrival testing program, click [here](#). Hill will have several options, both on-campus point-of-care tests (POCT) and via external commercial laboratories, for testing of symptomatic boarding students during the school year as well as periodic surveillance testing if appropriate. No testing strategy is completely foolproof; at times, based on individual clinical presentations, students with a negative test may still need to be excluded from community contact until subsequent testing can be performed or symptoms have resolved. We will depend on student and parent cooperation and compliance with Wellness Center instructions even when inconvenient.

Wellness Screening and Surveillance: Preventing the spread of illness depends upon each member of our community remaining vigilant to the many and varied [symptoms of COVID-19](#). Before leaving the dorm or home in the morning, all students and employees will complete a wellness screening for temperature and other COVID-19 symptoms through Wave. Day students additionally will complete a second screening via a wellness kiosk at the tented area in the CFTA parking lot upon arrival to campus. If boarding students have a fever or other symptoms, they should remain in their room and call the Wellness Center for instructions. Because of the highly contagious nature of COVID-19 and because symptoms of COVID-19 are not specific to this illness, with significant overlap with many other viruses, students with respiratory symptoms and other symptoms suggestive of COVID-19 should not be in the classroom, dormitory, or other communal setting. At times, this may mean needing to be excluded from community contact for even minor symptoms that could ultimately be caused by another respiratory virus or other cause altogether. Day students who have a fever or other symptoms should stay home, call the Wellness Center to report the absence, and call their primary care physician for guidance and clearance to return to campus. Even minor symptoms can be due to COVID-19 and must be evaluated due to the highly contagious nature of the disease and our increased risk for transmission in a boarding school setting.

Physical Distancing: As indicated throughout this plan, physical distancing is one of the key aspects of preventing COVID-19 within our campus community. Whenever possible, we are asking students and employees to maintain a distance of six feet or more from other individuals at all times, even when masked.

Masks and Eyewear: Students are required to wear cloth masks in almost all settings, in accordance with the CWL and current state law. Boarding students must arrive with a supply of 10 cloth masks and day students must bring two masks with them to campus each day; recommended mask vendors are provided [here](#). Please note that masks may not display words, symbols, or logos of any kind – solid colors and patterns only. Spare surgical masks will be available in various locations across campus for emergency use. Students who routinely forget their masks or violate the facial coverings policy will be subject to school discipline. Hill also will provide students with protective eyewear to be carried throughout the day and used in certain settings as indicated by faculty, staff, and signage.

Hygiene and Respiratory Etiquette: In addition to physical distancing and masks, practicing proper [hand hygiene](#) and [respiratory etiquette](#) is essential to preventing the spread of COVID-19 on Hill's campus. Hand sanitizer stations will be readily located across campus and throughout indoor facilities.

De-Densification and Reducing Contexts: We are employing a variety of techniques to reduce density and provide for physical distancing in classrooms, common areas and gathering spaces, dining facilities, athletics facilities, bathrooms, offices, and dormitories. In addition, as aforementioned, we have completely restructured our yearly calendar, reimagined our academic schedule, and assigned seating locations to reduce the number of distinct groups with which students have close contact. Following shepherding group levels, as indicated by the CWL, is an especially important safeguarding expectation.

Contact Tracing: In the event of a confirmed case of COVID-19 within our community, we will contact the relevant public health agencies to assist with contact tracing. In addition, all members of our Wellness Center staff have completed [Johns Hopkins University's online COVID-19 contact training course](#). Lastly, Hill will employ technology tools to assist with contact tracing; students and employees will be required to wear a small BLE beacon and/or have an app running on their smartphones in the background at all times to assist with this process. All close contacts will be quarantined according to the prevailing guidelines (see below).

Compliance and Community Health Compact: All students, parents, and employees will review and acknowledge a **Hill School Health Compact** demonstrating their commitment to community health and safety; repeated or intentional non-compliance will result in required remote participation and/or temporary or permanent separation from The Hill School community. The **Health Compact** can be found in My Backpack under required forms.

COVID-19 Illness and Isolation: Boarding students who are ill with concerning symptoms for COVID-19 infection will be separated in the Wellness Center until testing can be completed. Depending upon symptoms and test availability, a student may be required to isolate at home or with a guardian/host family while a test is pending. At times, students may require repeat testing. If positive for COVID-19, students will be isolated according to prevailing guidelines at home if less than 500 miles away, with a pre-designated local guardian or host family if home is more than 500 miles away, or on campus as a last resort. If symptoms are severe, a student will be evaluated and treated at Pottstown Hospital – Tower Health or other nearby medical center. Students who test positive for COVID-19 may be isolated in cohorts if appropriate. Students also should remain at home until symptoms resolve. Students will be required to receive an influenza vaccine (flu shot) unless there is a medical contraindication or religious/moral objection documented by the primary care provider.

Quarantine: All students must complete a [pre-arrival 14-day quarantine](#) prior to the beginning of the school year. If a student is determined to have had close contact with a confirmed COVID-19 case after the school year begins, he or she must complete a 14-day quarantine (1) at home if within 500 miles of campus; (2) at the home of the designated local guardian or host family; or (3) on campus in McCune Lodge, Sherrill Guest House, or the Wellness Center under extenuating circumstances.

Personal Protective Equipment (PPE) for Wellness Team and Medical Chaperones/Drivers: We have stockpiled N95 and surgical/procedural masks, gowns, gloves, and goggles for Wellness Center staff. Medical chaperones and drivers will be provided with appropriate PPE when accompanying students to off-campus medical appointments.

CAMPUS FACILITIES AND MANAGEMENT



1. Meigs House - Admission Office
2. Shirley Quadrivium Center
3. Hillrest Dormitory
4. John P. Ryan Library
5. Academic Center:
Headmaster's Office, Student Center/Grille,
Campus Store, College Counseling Office,
Academic Office, Deans' Office
6. Dell Modular Classroom Building
7. Headmaster's Garden
8. Feroe House - Headmaster's Residence
9. Thomas House
10. Pine Court Faculty Village
11. Dutch Village Dormitories
12. Alumni Chapel
13. David H. Mercer Field House
and Jerry Day '37 Squash Center
14. Edward Tuck Hall Arena
and Thomas Eccleston Jr. Rink
15. Sweeney Gymnasium
16. Hunt Upper School Dormitory
17. Music House
18. Wendell Dormitory
19. Old Classroom Building (*closed*)
20. Sherrill Guest House
21. Dell Village Dormitories
22. East Campus Faculty Village
23. Foster Dormitory
24. Rolfe Dormitory
25. Wells-Davidson '16 Soccer Pitch
26. Center For The Arts
27. The Dell
28. Dell Field
29. Beech Street Tennis Courts
30. Varsity Baseball Field
31. Jim Long Softball Field
32. Harry L. Price Field
33. Briggs S. Cunningham '26 '50 Field
34. William West Hauser '81 Track
35. Far Fields
36. Lehrman '56 Pavilion
37. Class of 1960 Alumni House
38. Dining Hall
39. Hill House & Hobart's Run Office
40. Gatehouse
41. Welcome Tent in CFTA parking lot

CAMPUS FACILITIES AND MANAGEMENT

Our plan for the 2020-21 school year leverages The Hill's expansive existing facilities, several new buildings, modified spaces, our vast grounds, and a number of temporary structures to support our efforts to de-densify all aspects of student life and facilitate physical distancing. In addition, we have made every effort to enhance our mechanical systems and cleaning procedures for improved hygiene, disinfection, ventilation, and sanitation. As mentioned previously, The Hill has engaged [EH&E](#), a firm specializing in engineering and environmental health and safety, to audit all aspects of campus operations and facilities and to offer guidance in the areas of biosafety, ventilation, and building science.

Existing Academic Facilities: Utilizing the innovative [Rosner Model](#) campus space planning tool, we have ensured six-feet of physical distancing between students in our classrooms and capped most academic sections at 12 students; any classrooms that are too small have been repurposed for administrative offices, one-on-one counseling spaces, or closed. Moreover, we have identified a number of larger, underutilized spaces for the handful of larger sections and those classes that require additional physical distancing, e.g., instrumental music. Lastly, nearly all teachers have their own classroom and all student seating is assigned.

New Facilities: Completely renovated in March 2019, our state-of-the-art [Dining Hall](#) can accommodate more than 50% of our student body at once even with six-foot physical distancing, has an up-to-date HVAC system, and offers tremendous flexibility for different serving modalities including seated meals, served buffet meals, Grab 'n Go, and delivered box meals. The brand-new [Shirley Quadrivium Center](#) will be fully operational for the Autumn Session and has 23 oversized classrooms and labs for STEM subjects. We also added Hillrest last year, a new nine-student boarding house in Dutch Village.

Modified Spaces: Our Business Office has moved to a remote location to provide vital expanded space for the Elliot Menkowitz, M.D. Wellness Center and the Counseling Center. We have upgraded and refurnished nearly all dormitory common rooms, remodeling and substantially enlarging the Wendell common room, renovating and expanding the lower-level bathroom in Foster and the bathroom in Johnson House, and rearranging a number of large spaces such as the McNally Room and the Chapel choir area as classrooms. We have reserved Sherill Guest House (7BR/3BA) and McCune Lodge (10BR/5BA) for student quarantine and isolation space. Lastly, we have completed a new Campus Security Annex off-campus and established a security substation in the lower level of the Music House.

Grounds: We will take advantage of our 200-acre campus and athletics facilities for recreation as well as covered and uncovered outdoor seating areas for open-air classes.

Temporary Structures: We have renewed our lease on the temporary modular structure that served as our science building during the construction of the Shirley Quadrivium Center, adding nine large classrooms with advanced HVAC to our inventory. Furthermore, we have leased six large structural open-sided tents which will be installed at the Seal Patio, Headmaster's Garden, Upper School West Parking Lot, CFTA Parking Lot, Rolfe/Foster Gap, and Dutch Village. These multi-purpose tents will be used for satellite dining, covered outdoor classrooms, student activities, parent campus visits, and Family Night.

HVAC: Exhaust fans have been upgraded in all bathroom and shower facilities to add extra ventilation. Our makeup air systems in academic buildings, Dining Hall, and the Shirley Quadrivium Center are set to replace inside air with fresh outside air multiple times per hour; this provides more than adequate fresh air intake and helps maintain indoor temperatures and humidity levels. All HVAC system duct work was cleaned in July. Finally, we have installed the highest supported MERV ([Minimum Efficiency Reporting Values](#)) air filters in all buildings and will replace them at least four times per year.

Water Supply: One of our main concerns since the campus closure last spring has been the safety of our water supply; whenever buildings are unoccupied for an extended period, the integrity of the water supply and drainage systems are quickly compromised. As such, all water systems have been continually flushed including Dining Hall equipment and our main chiller plant. We also continually check and monitor the chemistry of our chiller pumps to ensure safe operation. Our central boiler is active and maintaining domestic hot water; to minimize the chance for Legionella, we are sending out 144°F hot water and our return water will average 130°F during-off usage times.

Disinfectants: The Hill School has implemented two disinfectants that are on [EPA's List N](#) and are effective against SARS-CoV-2 (COVID-19 virus) and other viruses such as Norovirus, H1N1, Human Coronavirus 229E, Influenza A, Hepatitis C, and 27 micro-organisms including MRSA and VRE. The primary disinfectant that we are using can kill COVID-19 in one minute on hard surfaces and sanitizes soft surfaces such as carpets, cushions, and curtains in 30 seconds. They are non-irritant, non-corrosive, non-bleaching, and non-rinsing. The active ingredient, hydrogen peroxide, bio-degrades into oxygen and water meaning it is very safe, but effective in all areas of the campus.

Housekeeping: Housekeeping schedules have been expanded to provide additional cleaning and disinfecting service to high touch surfaces, restrooms, and public spaces twice per day. We have added an additional cleaning contractor to provide upgraded service to the Dining Hall, Wellness Center, and Athletics Facilities seven days per week. Classrooms will be equipped with cleaning and disinfecting products, and teachers will be responsible for wiping down tabletops and other high touch surfaces between classes. Our contact tracing system may also help us identify high-traffic areas that indicate additional cleaning.

Deep Cleaning: When more extensive, deep cleaning is required, The Hill School has signed a master service agreement with a local Environmental Specialty Contractor that can provide COVID-19 general sanitization, formal written protocol prepared by a Certified Industrial Hygienist or Infection Control Specialist, area containment with negative pressure, spray sanitizing, thermo fogging, electrostatic sanitizing, and/or ultraviolet sanitizing if needed.

Hand Sanitizer Dispensers: Additional hand sanitizer dispensers have been installed in gathering spaces and common areas including hallways, the Chapel, Dining Hall, CFTA, athletics facilities, and departmental offices.

Laundry: Additional washers and dryers have been added to those dormitories with limited laundry facilities. All dormitory laundry machines are now free of charge.

Directional and Distancing Signage: In order to minimize close contact, overcrowding, and potential exposure, The Hill School engaged [Corporate Interiors](#) to analyze, design, and install directional and distancing signage throughout campus facilities and plastic shields/dividers in areas where frequent face-to-face transactions take place.

TUITION AND ENROLLMENT

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The Hill School is fully enrolled for the 2020-21 school year. In light of the substantial financial resources and staffing we have irrevocably committed to supporting our 525 students, we provide the following information regarding enrollment, tuition, and COVID-19 related fees.



- Billing information for the 2020-21 school year has been uploaded to [MyBackpack](#) accounts; please login to [MyBackpack](#) (using your parent account credentials) to view your statement or pay online. You may pay online through a U.S. bank e-check, credit card, or (internationally) by Flywire. If you have difficulty or questions, please contact Dawn Norman at dnorman@thehill.org.
- Tuition deposits became **non-refundable on July 1** and the last day to withdraw is August 1, the same day that the first major tuition payment is due for two of our payment plans. In order to withdraw, a written notice must be emailed to Assistant Headmaster for Enrollment Management Tom Eccleston by August 1. As a reminder, **please note that the enrollment deposit previously paid remains nonrefundable.** After August 1, families are responsible for the full tuition amount.
- Boarding and day students who prefer to participate remotely for reasons other than verified travel restrictions or underlying health concerns may do so for any portion of the year; however, families who select this option **will not** receive a financial adjustment.
- Families who seek to change their child's boarding or day status, or wish to defer enrollment for the entire year, should also contact Mr. Eccleston (teccleston@thehill.org) by August 1.

TUITION AND ENROLLMENT CONTINUED

- We recognize that travel and visa restrictions and/or serious underlying health concerns may prevent some students from arriving on campus as scheduled. In the event your child experiences an extended period of remote learning **due to verified travel, visa, and/or health restrictions**, we will retroactively make a financial adjustment *after* the remote learning period ends. If a family determines that their child must study remotely for an **entire trimester or more due to verified travel, visa, and/or health restrictions**, Hill will adjust his or her tuition *in advance* to reflect our published day student rate (\$44,060 per year) on a term-by-term proportional amount. No tuition adjustments will be made due to short-term or long-term remote study if a student's tuition rate is already at or below the day student rate due to financial aid. If a student will be delayed in arriving on campus or intends to study remotely for an entire term, please contact Assistant Headmaster for Enrollment Management Tom Eccleston (teccleston@thehill.org) as soon as possible.
- Tuition discounts or refunds will not be provided due to changes in the co-curricular program, including, but not limited to, a cancellation of interscholastic competition or changes in campus wellness levels.
- All families will need to sign a waiver and addendum to our enrollment contract by August 1 that speaks to our pandemic planning and the expectation that students and families will adhere to all health and safety protocols. This waiver and addendum are available in My Backpack for electronic signature.
- Families should expect incidental charges throughout the year related to COVID-19 mitigation efforts (e.g., testing, contact tracing devices, protective eyewear, mask replacements, etc.). These charges, not to exceed \$500, will be billed according to the student's financial aid, if applicable. Charges related to arrival quarantine, airport transportation, and campus stays during school recesses and Hibernation are additional and not subject to the \$500 limit, although they will be billed according to the student's financial aid, if applicable and specifically indicated.



EMPLOYEES

EMPLOYEES

The Hill School is very fortunate to employ a talented and dedicated group of more than 200 faculty and staff. These individuals have been working tirelessly for the last five months both to support the student experience and ensure a safe, healthy, and vibrant community. Employees are taking many of the same precautions as students in preparation for the 2020-21 school year.

Quarantine and Testing

All residential employees will complete a 14-day quarantine prior to the opening of school. In addition, all employees are being tested for COVID-19 the week of August 10 and periodically thereafter.

Daily Screening and Health Compact

All employees, both residential and non-residential, will sign a community health compact and complete daily symptom and temperature screening. If any employees report symptoms of respiratory illness or fever, they are instructed to stay home, call their primary care provider, and inform their manager and the School's Human Resource Director.

Training

All employees will receive online and in-person training related to COVID-19 and our related protocols. Signage is being placed across campus as a constant reminder of employee and student expectations for physical distancing, mask use, and proper hygiene behaviors.

Masks, Eyewear, and other PPE

In communal settings, including classrooms, dormitories, Dining Hall, student transportation, and co-curricular programs, all employees will wear cloth masks and protective eyewear according to the CWL. Wellness Center employees and employees transporting ill or symptomatic students will wear medical-grade masks and additional PPE if applicable.

Additional Staffing

In light of the demands of operating during a pandemic, Hill has hired a number of new employees in support of our student programs, health and wellness, and administration.

Employee Travel

Employee travel, both personal and professional, is being restricted according to the CWL.

Vulnerable Employees

For employees that have CDC-specified underlying conditions, or are primary caregivers for those with these conditions, we are permitting teleworking or remote instruction; on-campus accommodations such as isolated classrooms, take-away/delivered meals; and/or E-PSL and E-FMLA leaves.

Meals

Only residential employees and their families will have access to the Dining Hall for meals. Separate locations are being designated for family members who are not Hill employees.



CONCLUSION

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Thank you for taking the time to carefully read, consider, and process this comprehensive plan, which is the product of months of collaborative work by so many members of our community. We imagine that you may still have questions and we encourage you to visit our [2020-21 School Year Page](#) which has an extensive list of regularly updated FAQs and a central library of all required forms.

All of us at Hill - students and faculty alike - believe strongly in the power of community and the importance of being together on our campus. Only when we come together can our students and faculty truly develop the transformative relationships and collective experiences that have been core to The Hill School for 170 years. Only then, do we have the opportunity to live, learn, play, and work together towards a common goal. While the upcoming year will be unlike any year in our long history, we must remain confident that our *City upon a Hill* will persevere and thrive.

We will host two Headmaster's Roundtables on Thursday, July 23, one at [6 p.m. EDT for day student families](#) and one at [7:30 p.m. EDT for boarding families](#). **We ask that you please submit your questions through this [form](#) rather than directly contacting various members of The Hill School administration and faculty;** this will allow us to further update our FAQs and efficiently organize the Roundtable discussion. Thank you for respecting this request: members of our team must continue focusing their energies on plan execution and, at the same time, need some restorative personal time to prepare for the year ahead.

We look forward to welcoming our students home to campus in the coming weeks. Go Hill!

