



Phased School Reopening Health and Safety Plan

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

Table of Contents

Health and Safety Plan	3
Type of Reopening	4
Pandemic Coordinator/Team	5
Key Strategies, Policies, and Procedures	6
Cleaning, Sanitizing, Disinfecting and Ventilation	8
Social Distancing and Other Safety Protocols	10
Monitoring Student and Staff Health	15
Other Considerations for Students and Staff	19
Health and Safety Plan Professional Development	21
Health and Safety Plan Communications	22
Health and Safety Plan Summary	24
Facilities Cleaning, Sanitizing, Disinfecting and Ventilation	24
Social Distancing and Other Safety Protocols	25
Monitoring Student and Staff Health	26
Other Considerations for Students and Staff	28
Health and Safety Plan Governing Body Affirmation Statement	29

This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.

Health and Safety Plan: Universal Alcorn Charter School

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by [Governor Wolf's Process to Reopen Pennsylvania](#). The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

(SELECT ONE BOX BELOW)

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): November 18, 2020

Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individuals will play a role in drafting the plan and within-year decision making regarding response efforts in the event of a confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Aaron Starke	Principal	Both (Plan Development and Response Team)
Sheila Mallory	Director of Academics	Both (Plan Development and Response Team)
Nicholas Polko	MTSS Coordinator	Both (Plan Development and Response Team)
Sandra Davis	Instructional Coach	Both (Plan Development and Response Team)
Jackie Lantz	Instructional Coach	Both (Plan Development and Response Team)
Deidre Bennett	Reading Coordinator	Both (Plan Development and Response Team)
Lorenzo Hayward	Teacher	Both (Plan Development and Response Team)

Leila Monroe	Teacher	Both (Plan Development and Response Team)
Devin Hume	Teacher	Both (Plan Development and Response Team)
Tasheeva Williams	SEL	Both (Plan Development and Response Team)
Charles Abel	Parent Liaison	Both (Plan Development and Response Team)
Brittany Hudson	Counselor	Both (Plan Development and Response Team)
Wilner Jean-Baptiste	Maintenance Lead	Both (Plan Development and Response Team)
Dominique Pringle	Nurse	Both (Plan Development and Response Team)

Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

Cleaning, Sanitizing, Disinfecting, and Ventilation

Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Universal Alcorn will begin the school year Total Remote (100 % Virtual). Alcorn will deliver virtual instruction from September 1, 2020 - November 17, 2020. Alcorn will then migrate to a blended reopen model that balances in-person and remote instruction starting November 18, 2020.

The building will be cleaned daily. Throughout the academic school year, each Friday will be designated solely as a cleaning day. As a result, all classes will be moved to a virtual platform and teachers, support staff, and scholars will not enter the building. Cleaning staff and teachers will use disinfecting products that are approved by the EPA under List N. Classrooms will be cleaned and disinfected mid-day and at the end of the day. All surfaces and objects that are touched often will be of priority for disinfecting. The bathrooms will be cleaned and disinfected every hour. Hallways will be cleaned and disinfected at least twice daily. Classroom doors and windows throughout the building will be kept open to keep air circulating through the building. Ten days before the start of the 2020-2021 academic year, all staff members will receive training on the school's cleaning, sanitizing, disinfecting, and ventilation protocols from the pandemic coordinator, response team, and the cleaning team. Throughout the professional developments, staff members will be provided with individualized sanitizing schedules that they will be required to adhere to each day. Schedules will outline the designated times to disinfect and sanitize specific areas. The pandemic coordinator and response team will conduct daily observations to ensure protocols are implemented with fidelity.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e.,	<ul style="list-style-type: none"> • Building will be cleaned daily and closed every Friday for deep cleaning and disinfecting. • Cleaning staff will use disinfecting products that are approved by the EPA under List N. 	<ul style="list-style-type: none"> • Building will be cleaned daily and closed every Friday for deep cleaning and disinfecting. • Cleaning staff will use disinfecting products that are approved by the EPA under List N. 	Custodial Staff <ul style="list-style-type: none"> • Classroom Teacher • Support Staff • Facilities Department 	<ul style="list-style-type: none"> • Soap • EPA List N Approved Disinfectant • Rags • Mop heads • Paper Towel • Cleaning Log 	Yes

restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none"> Any areas that have not been occupied for 7 days or more will only undergo routine cleaning. Classrooms will be cleaned and disinfected mid-day and at the end of the day (door knobs and handles, light switches and cover plates, telephones, tables/desks, keyboards, seats, books, and any other surface that was touched) Bathrooms will be cleaned and disinfected every hour (door knobs/handles, light switches and cover plates, paper towel dispenser, faucet handles, toilet handles/partitions/doors) Classroom doors and windows are to be kept open to aid in ventilation. A cleaning/disinfecting log must be kept in each room and updated immediately after the room has been cleaned. Hallways will be cleaned and/or disinfected at least twice daily. 	<ul style="list-style-type: none"> Any areas that have not been occupied for 7 days or more will only undergo routine cleaning. Classrooms will be cleaned and disinfected mid-day and at the end of the day (door knobs and handles, light switches and cover plates, telephones, tables/desks, keyboards, seats, books, and any other surface that was touched) Bathrooms will be cleaned and disinfected at least two times a day (door knobs/handles, light switches and cover plates, paper towel dispenser, faucet handles, toilet handles/partitions/doors) Classroom doors and windows are to be kept open to aid in ventilation. A cleaning/disinfecting log must be kept in each room and updated immediately after the room has been cleaned. Hallways will be cleaned and/or disinfected at least twice daily. 		<ul style="list-style-type: none"> Gloves 	
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> Anything that needs disinfecting must be cleaned with soap and water first to remove any germs and soil. Labels on cleaning and disinfecting products are to be followed carefully to maintain effectiveness. 	<ul style="list-style-type: none"> Anything that needs disinfecting must be cleaned with soap and water first to remove any germs and soil. Labels on cleaning and disinfecting products are to be followed carefully to maintain effectiveness. 	Custodial Staff <ul style="list-style-type: none"> Classroom Teacher Support Staff Facilities Department 		Yes

	<ul style="list-style-type: none"> Product drying times should not be sped up using fans. Surfaces that are visibly soiled must be cleaned and disinfected right away. 	<ul style="list-style-type: none"> Product drying times should not be sped up using fans. Surfaces that are visibly soiled must be cleaned and disinfected right away. 			
--	--	--	--	--	--

Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Universal Alcorn will begin the school year Total Remote (100 % Virtual). Alcorn will deliver virtual instruction from September 1, 2020 -November 17, 2020. Alcorn will then migrate to a blended reopen model that balances in-person and remote instruction starting November 18, 2020.

Classroom spaces will have a limited number of scholars (10-15), depending on the space in each classroom, with all desks facing the same direction with 6ft of separation. Students will rotate in-person instruction with remote learning on a bi-weekly basis.

Kindergarten through fourth grade scholars will attend school Mon- Thurs for In-person instruction week 1, while fifth through eighth grade will receive instruction via remote learning. Week 2, fifth through eighth grade will receive In-person instruction Mon- Thurs while Kindergarten through fourth grade receive instruction via in Remote Learning. Fridays, all scholars will receive instruction via remote learning and the school will go through a deep cleaning to prepare for the next group of scholars on Monday. Scholars will remain in their respective homeroom class for the entire school day. In grades where scholars would typically switch classrooms, teachers will rotate classrooms. A movement schedule will be created so that scholars will only be in the hallway during specified times to limit peer interaction. Staircases will be marked for up and down movement. Hallways will be marked so scholars walk on specified sides of the hallway to ensure appropriate social distancing. Communal spaces in the school (library, cafeteria, and auditorium) will remain closed.

Additionally, all water fountains will be turned off throughout the building. Scholars will be advised and encouraged to bring individual water bottles to school. Each classroom will have a hand sanitizer station. These stations will be utilized every time a staff member or

scholar enters or leaves the classroom for any reason. A schedule for bathroom use will be created school wide so scholars can use the bathroom and wash their hands during the school day. Our school administration staff will communicate with Daycare facilities to ensure that CDC Covid-19 guidelines are being followed for transportation to these facilities. Visitors will only be allowed into the building on an appointment basis at specified times. Any volunteers will have a daily temperature check and will attend a PD to remain up to date on the Covid-19 school guidelines for reopening and on our school wide policies and procedures. They will also fill out a questionnaire to make sure they have not had contact with anyone testing positive for Covid-19. All social distancing and other safety protocols are consistent among all grade levels. Staff members, scholars, and volunteers will be trained on social distancing and safety protocols. Trainings will be provided virtually and in- person during professional development days prior to starting the school year.

Administrators and pandemic team stakeholders will monitor the implementation of guidelines alongside a walkthrough checklist tool prior to the start of the school year.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<ul style="list-style-type: none"> Assigned desks/chairs per scholar; no sharing of desks/chairs; desks all facing front of room Markers on floors for appropriate distancing between desks Mandatory Assigned Seating Charts posted and shared with Admin/Nurse No desks, chairs, tables should be moved throughout the room Teacher's desk should also be 6 feet distanced from scholars All group activities and any close contact between individuals should be avoided 	<ul style="list-style-type: none"> Assigned desks/chairs per scholar; no sharing of desks/chairs; desks all facing front of room Markers on floors for appropriate distancing between desks Mandatory Assigned Seating Charts posted and shared with Admin/Nurse No desks, chairs, tables should be moved throughout the room Teacher's desk should also be 6 feet distanced from scholars All group activities and any close contact between individuals should be avoided 	<ul style="list-style-type: none"> Classroom Teacher Custodial Staff Administration Monitoring 	<ul style="list-style-type: none"> Tape for desk markers Seating Chart Template 	Yes
* Restricting the use of cafeterias and other congregate settings, and	<ul style="list-style-type: none"> All meals (breakfast/lunch) to be served in classrooms 	<ul style="list-style-type: none"> All meals (breakfast/lunch) to be served in classrooms 	<ul style="list-style-type: none"> Administration Food Service Providers 	<ul style="list-style-type: none"> Daily Trash Bags for food disposal Classrooms to be provided 	Yes

<p>servicing meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> Library, Auditorium, Gymnasium/Lunch Room are to remain closed 	<ul style="list-style-type: none"> Library, Auditorium, Gymnasium/Lunch Room are to remain closed 		<p>with: eating utensils, napkins/paper towels</p>	
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<ul style="list-style-type: none"> Teachers to be provided with hand sanitizing stations Scholars/Staff will use hand sanitizer upon entering/exiting the classroom and prior/after meals Hand sanitizing stations will be utilized prior to entering the building and upon exiting the building at dismissal Restroom schedule to be developed schoolwide and monitored by assistant/school climate to ensure proper handwashing 	<ul style="list-style-type: none"> Teachers to be provided with hand sanitizing stations Scholars/Staff will use hand sanitizer upon entering/exiting the classroom and prior/after meals Hand sanitizing stations will be utilized prior to entering the building and upon exiting the building at dismissal Restroom schedule to be developed schoolwide and monitored by assistant/school climate to ensure proper handwashing 	<ul style="list-style-type: none"> Classroom Teacher Assistant Teacher Climate Staff Administration 	<ul style="list-style-type: none"> Hand Sanitizer Hand Soap Paper Towels 	<p>Yes</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> CDC Released Posters demonstrating proper use of masks, handwashing, social distancing, etc Posters to be located in school office, upon entering the building, hallways, classrooms, bathrooms, and stairwells 	<ul style="list-style-type: none"> CDC Released Posters demonstrating proper use of masks, handwashing, social distancing, etc Posters to be located in school office, upon entering the building, hallways, classrooms, bathrooms, and stairwells 	<ul style="list-style-type: none"> Climate Staff Classroom Teachers Administration 	<ul style="list-style-type: none"> Poster Maker Laminator Tape 	<p>No</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> Parents/Guardians may enter the building during specified times and by appointment only Parents/Guardians will be required to wear a mask and have their temperature taken 	<ul style="list-style-type: none"> Parents/Guardians may enter the building during specified times and by appointment only Parents/Guardians will be required to wear a mask and have their temperature taken 	<ul style="list-style-type: none"> Lobby Front Desk Personnel School Secretaries Administration 	<p>Log Sheet/ Questionnaire</p> <ul style="list-style-type: none"> Binder 	<p>Yes</p>

	<p>immediately upon entering the building</p> <ul style="list-style-type: none"> Any volunteer that works within the building must follow all school established protocols (temperature to be taken, masks worn, and attend Professional Development for Safety Plan) Sign In Sheet with questionnaire 	<p>immediately upon entering the building</p> <ul style="list-style-type: none"> Any volunteer that works within the building must follow all school established protocols (temperature to be taken, masks worn, and attend Professional Development for Safety Plan) Sign In Sheet with questionnaire 			
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<ul style="list-style-type: none"> Physical education/Health classes to be held in the classroom, socially distanced outdoors, and/or virtual 	<ul style="list-style-type: none"> Physical education/Health classes to be held in the classroom, socially distanced outdoors, and/or virtual 	<ul style="list-style-type: none"> PE Teacher 		No
<p>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> Classrooms will be provided with individual bins for each scholar Scholars will keep all materials in their respective bin in the classroom (pencils, notebooks, colored pencils, highlighters, calculators, textbooks/workbooks, etc) All materials will be sanitized upon retrieval and after each use No back packs will be necessary to be brought into the building If a scholar does not have necessary supply, one may be provided by the teacher providing it is 	<ul style="list-style-type: none"> Classrooms will be provided with individual bins for each scholar Scholars will keep all materials in their respective bin in the classroom (pencils, notebooks, colored pencils, highlighters, calculators, textbooks/workbooks, etc) All materials will be sanitized upon retrieval and after each use No back packs will be necessary to be brought into the building If a scholar does not have necessary supply, one may be provided by the teacher providing it is 	<ul style="list-style-type: none"> Classroom Teacher Parents/Scholars Administration 	<ul style="list-style-type: none"> Bins Pencils Highlighters Colored Pencils Notebooks Textbooks/Workbooks Sanitizing Wipes <p>*Materials will vary depending on grade level</p>	Yes

	wiped prior to distribution and wiped again after each use	wiped prior to distribution and wiped again after each use			
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> • Designated Stairwell Directionality • Bathrooms will follow an established schedule • All water fountains will be turned off; Scholars will be encouraged to bring their own water bottles • Floors marked for appropriate social distancing and for walking in the hallway • Class schedules for whole class movement • Staggered admit/dismissal times • Designated areas for late arrivals and late pickup of scholars • Nonessential movement in hallways (one scholar permitted at a time) 	<ul style="list-style-type: none"> • Designated Stairwell Directionality • Bathrooms will follow an established schedule • All water fountains will be turned off; Scholars will be encouraged to bring their own water bottles • Floors marked for appropriate social distancing and for walking in the hallway • Class schedules for whole class movement • Staggered admit/dismissal times • Designated areas for late arrivals and late pickup of scholars • Nonessential movement in hallways (one scholar permitted at a time) 	<ul style="list-style-type: none"> • Classroom Teacher • Climate/Assistants • Administration 	<ul style="list-style-type: none"> • Movement Schedule 	No
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> • All transportation is provided by the SDP and Universal Alcorn Charter School will abide by all guidelines set (Via TARS System) • Childcare Services: Scholars to wait for respective childcare service in the auditorium in social distanced assigned seats • Staggered Admit/Dismissal times amongst classes 	<ul style="list-style-type: none"> • All transportation is provided by the SDP and Universal Alcorn Charter School will abide by all guidelines set (Via TARS System) • Childcare Services: Scholars to wait for respective childcare service in the auditorium in social distanced assigned seats • Staggered Admit/Dismissal times amongst classes 	<ul style="list-style-type: none"> • Classroom Teacher • Assistants • Administration 	<ul style="list-style-type: none"> • Posted Schedule for all staff 	No

Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> • Class sizes to be reduced to 10-15 scholars • School divided into A and B Groups: In-person instruction rotates bi-weekly between Groups A and B • All group activities are to be avoided • Lunchroom, Library closed • Specified restroom times • Staggered admit/dismissal times 	<ul style="list-style-type: none"> • Class sizes to be reduced to 10-15 scholars • School divided into A and B Groups: In-person instruction rotates bi-weekly between Groups A and B • All group activities are to be avoided • Lunchroom, Library closed • Specified restroom times • Staggered admit/dismissal times 	<ul style="list-style-type: none"> • Classroom Teacher • Assistants • Climate Staff • Administration 	<ul style="list-style-type: none"> • Schedules 	Yes
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> • Transportation protocols will be discussed with childcare facilities and families • On-site childcare not available 	<ul style="list-style-type: none"> • Transportation protocols will be discussed with childcare facilities and families • On-site childcare not available 	<ul style="list-style-type: none"> • Administration • Scholars and Families • Childcare Facilities 	<ul style="list-style-type: none"> • School Year Calendar 	No
Other social distancing and safety practices	<ul style="list-style-type: none"> • Adhere to all CDC Social Distancing Guidelines 	<ul style="list-style-type: none"> • Adhere to all CDC Social Distancing Guidelines 			

Monitoring Student and Staff Health

Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Summary of Responses to Key Questions:

Universal Alcorn will begin the school year Total Remote (100 % Virtual). Alcorn will deliver virtual instruction from September 1, 2020 -November 17, 2020. Alcorn will then migrate to a blended reopen model that balances in-person and remote instruction starting November 18, 2020.

In order to monitor students, staff, and others, all will enter the school building at designated checkpoints. Temperatures will be checked and hand sanitizing will be administered. Symptom checks will be conducted throughout the school day by designated staff members. Designated staff will escort students and any staff member to the nurse’s office for evaluation. If the nurse concludes that the student is sick, designated staff will escort the student to a designated isolation area, and wait for the student to be picked up to go home. If the nurse concludes that a staff member is sick, the staff member is to be dismissed to seek further conclusive testing. Visitors who fail temperature monitoring and/or show symptoms of illness will not be allowed to enter the building. The visitor may conduct their business over the phone, or online from another location. All students and staff returning to school from a quarantined illness must present a Negative COVID-19 test document, and/or a physician’s clearance to return to school. Visitors who have been denied access to the school because of health related illness must provide the same documentation before allowed access to the building. School families will be notified of confirmed staff or student illness or exposure, resulting in changes to the Health and Safety Plan via email, robo calls, school website, Google Classroom, and all communication mediums. The pandemic coordinator and response team will conduct daily observations to ensure protocols are implemented with fidelity.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> • Students will enter the school building at roster designated checkpoints. This action is necessary to track student movement from point of entry. Student’s 	<ul style="list-style-type: none"> • Students will enter the school building at roster designated checkpoints. This action is necessary to track student movement from point of entry. Student’s 	<ul style="list-style-type: none"> • Designated staff will monitor temperature checks, and isolation areas for all students 	<ul style="list-style-type: none"> • Staff implementing this safety protocol must wear masks, gloves, hand dispensers, 	Yes

	temperature will be checked by designated staff before entering the building. Once cleared to pass, students will use a hand sanitizing dispenser before using the stairway. Monitoring for symptom checks will be conducted throughout the school day when necessary.	temperature will be checked by designated staff before entering the building. Once cleared to pass, students will use a hand sanitizing dispenser before using the stairway. Monitoring for symptom checks will be conducted throughout the school day when necessary.	and teachers within their assigned areas.	and face shields.	
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<ul style="list-style-type: none"> • Designated staff will escort students and any staff member to the nurse's office for evaluation. • If the nurse concludes that the student is sick, designated staff will escort the student to a designated isolation area, and wait for the student to be picked up to go home. • If the nurse concludes that a staff member is sick, the staff member is to be dismissed to seek further conclusive testing. • Visitors who fail temperature monitoring and/or show symptoms of illness will not be allowed to enter the building. The visitor may conduct their business over the phone, or online from another location. 	<ul style="list-style-type: none"> • Designated staff will escort students and any staff member to the nurse's office for evaluation. • If the nurse concludes that the student is sick, designated staff will escort the student to a designated isolation area, and wait for the student to be picked up to go home. • If the nurse concludes that a staff member is sick, the staff member is to be dismissed to seek further conclusive testing. • Visitors who fail temperature monitoring and/or show symptoms of illness will not be allowed to enter the building. The visitor may conduct their business over the phone, or online from another location. 	<ul style="list-style-type: none"> • Designated staff will monitor isolation areas. 	<ul style="list-style-type: none"> • Isolation area, masks, gloves. 	Yes
* Returning isolated or quarantined staff, students, or visitors to school	<ul style="list-style-type: none"> • All students and staff returning to school from a quarantined illness must present a Negative COVID-19 test document, 	<ul style="list-style-type: none"> • All students and staff returning to school from a quarantined illness must present a Negative COVID-19 test document, 	<ul style="list-style-type: none"> • School nurse 	<ul style="list-style-type: none"> • Valid documentation 	No

	<p>and/or a physician's clearance to return to school.</p> <ul style="list-style-type: none"> • Visitors who have been denied access to the school because of health related illness must provide the same documentation before allowed access to the building. 	<p>and/or a physician's clearance to return to school.</p> <ul style="list-style-type: none"> • Visitors who have been denied access to the school because of health related illness must provide the same documentation before allowed access to the building. 			
<p>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<ul style="list-style-type: none"> • Staff meetings. • Parental contact by phone/robocalls, email, Google Classrooms, Class Dojo, student letters, Universal Alcorn website, accessible contact mediums. 	<ul style="list-style-type: none"> • Staff meetings. • Parental contact by phone/robocalls, email, Google Classrooms, Class Dojo, student letters, Universal Alcorn website, accessible contact mediums. 	<ul style="list-style-type: none"> • School Principal 	<ul style="list-style-type: none"> • Valid parent contact information. 	No
<p>Other monitoring and screening practices</p>	<ul style="list-style-type: none"> • Students should limit the amount of materials they bring to school. It has been recommended that backpacks should be left home. • Proper food disposal and sanitation practices after meals. • During teacher class rotation, teachers should sanitize the areas they were utilizing before leaving the classroom. It has been recommended that teachers should use a portable rolling caddy to transport materials from class to class. • Monitor student reactions to the cleaning materials used throughout the day. 	<ul style="list-style-type: none"> • Students should limit the amount of materials they bring to school. It has been recommended that backpacks should be left home. • Proper food disposal and sanitation practices after meals. • During teacher class rotation, teachers should sanitize the areas they were utilizing before leaving the classroom. It has been recommended that teachers should use a portable rolling caddy to transport materials from class to class. • Monitor student reactions to the cleaning materials used throughout the day. 	<ul style="list-style-type: none"> • Classroom Teachers • Administration 		Yes

	Some students may be allergic to some products.	Some students may be allergic to some products.			
--	---	---	--	--	--

Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Summary of Responses to Key Questions:

Universal Alcorn will begin the school year Total Remote (100 % Virtual). Alcorn will deliver virtual instruction from September 1, 2020 -November 17, 2020. Alcorn will then migrate to a blended reopen model that balances in-person and remote instruction starting November 18, 2020. Local policy for face masks requires all staff and scholars to wear face masks throughout the entire school day, with the exception of meal times. Scholars who are unable to wear a mask for the length of the school day will be advised to attend school virtually. Staff and students who are at a higher risk for severe illness will also be advised to instruct/attend school virtually. The school will provide masks for those who do not have a face mask for any reason. No person will be permitted to enter the building without a face mask. All substitute teaching staff will be provided with all training materials, school policies, and protocols. In order to ensure all students have access to quality opportunities at school and at home, all staff will be provided a schedule to facilitate instruction and individual support to all scholars.

Requirements	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> Staff and scholars who are determined to be at higher risk are advised to instruct and attend school virtually 	<ul style="list-style-type: none"> Staff and scholars who are determined to be at higher risk are advised to instruct and attend school virtually 	<ul style="list-style-type: none"> Administration School Nurse 	<ul style="list-style-type: none"> List of identified staff and students 	No
* Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> All staff and scholars will adhere to state mandates that face coverings are to be worn at all times in the building with the exception of meal times; this includes any visitors entering the building 	<ul style="list-style-type: none"> All staff and scholars will adhere to state mandates that face coverings are to be worn at all times in the building with the exception of meal times; this includes any visitors entering the building 	<ul style="list-style-type: none"> Administration 	<ul style="list-style-type: none"> Face masks Face Shields 	Yes

* Use of face coverings (masks or face shields) by older students (as appropriate)	<ul style="list-style-type: none"> All staff and scholars will adhere to state mandates that face coverings are to be worn at all times in the building with the exception of meal times; this includes any visitors entering the building 	<ul style="list-style-type: none"> All staff and scholars will adhere to state mandates that face coverings are to be worn at all times in the building with the exception of meal times; this includes any visitors entering the building 	<ul style="list-style-type: none"> Administration 	<ul style="list-style-type: none"> Face masks Face shields 	Yes
Unique safety protocols for students with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> Students with complex needs and/or determined to be at risk are advised to attend school virtually 	<ul style="list-style-type: none"> Students with complex needs and/or determined to be at risk are advised to attend school virtually 	<ul style="list-style-type: none"> Administration School Nurse 	<ul style="list-style-type: none"> List of identified students 	No
Strategic deployment of staff	<ul style="list-style-type: none"> In case of staff illness, substitute teachers will be deployed. Substitute teaching staff will receive the same training materials, school policies, and protocols as full time staff 	<ul style="list-style-type: none"> In case of staff illness, substitute teachers will be deployed. Substitute teaching staff will receive the same training materials, school policies, and protocols as full time staff 	<ul style="list-style-type: none"> Administration 	<ul style="list-style-type: none"> All training materials kept accessible on file 	Yes

Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Cleaning, Sanitizing, Disinfecting, and Ventilation	All Staff	Leila Monroe, Pandemic Team Member Deidre Bennett, Pandemic Team Member	In-person and/or Virtual communication	Projector Seating Charts	August 17, 2020	On-going
Social Distancing & Other Safety Protocols	All Staff	Sandra Davis, Pandemic Team Member Devin Hume, Pandemic Team Member	In-person and/or Virtual communication	Projector Seating Charts	August 17, 2020	On-going
Monitoring Student and Staff Health	All Staff	Dominique Pringle, Pandemic Team Member Lorenzo Hayward, Pandemic Team Member	In-Person and/or Virtual communication	Projector Seating Charts	August 17, 2020	On-going
Other Considerations for Students and Staff	All Staff	Aaron Starke, Pandemic Team Member Sheila Mallory, Pandemic Team Member	In-Person and/or Virtual communication	Projector Seating Charts	August 17, 2020	On-going

Health and Safety Plan Communications

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

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Cleaning, Sanitizing, Disinfecting, and Ventilation	Scholars, Staff Members, Parents, Guardians, Community Members, Board Members, School Partners and all School Stakeholders	Aaron Starke, Principal	Communication by socially distanced in-person/virtual meetings, phone/robocalls, email, Google Classrooms, Class Dojo, parent/student letters, Universal Alcorn Website, Universal School App and accessible contact mediums.	August 17, 2020	On-going
Social Distancing & Other Safety Protocols	Scholars, Staff Members, Parents, Guardians, Community Members, Board Members, School Partners and all School Stakeholders	Aaron Starke, Principal	Communication by socially distanced in-person/virtual meetings, phone/robocalls, email, Google Classrooms, Class Dojo, parent/student letters, Universal Alcorn Website, Universal School App and accessible contact mediums.	August 17, 2020	On-going
Monitoring Student and Staff Health	Scholars, Staff Members, Parents, Guardians, Community Members, Board Members,	Aaron Starke, Principal	Communication by socially distanced in-person/virtual meetings, phone/robocalls, email, Google Classrooms, Class Dojo,	August 17, 2020	On-going

	School Partners and all School Stakeholders		parent/student letters, Universal Alcorn Website, Universal School App and accessible contact mediums.		
Other Considerations for Students and Staff	Scholars, Staff Members, Parents, Guardians, Community Members, Board Members, School Partners and all School Stakeholders	Aaron Starke, Principal	Communication by socially distanced in-person/virtual meetings, phone/robocalls, email, Google Classrooms, Class Dojo, parent/student letters, Universal Alcorn Website, Universal School App and accessible contact mediums.	August 17, 2020	On-going

Health and Safety Plan Summary: Universal Alcorn Charter School

Anticipated Launch Date: September 1, 2020 Total Remote (9/1/20-11/17/20 100% Virtual). Blended Reopen Model of Instruction Effective November 18, 2020

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	<p>The building will be cleaned daily. Throughout the academic school year, each Friday will be designated solely as a cleaning day. As a result, all classes will be moved to a virtual platform and teachers, support staff, and scholars will not enter the building. Cleaning staff and teachers will use disinfecting products that are approved by the EPA under List N. Classrooms will be cleaned and disinfected mid-day and at the end of the day. All surfaces and objects that are touched often will be of priority for disinfecting. The bathrooms will be cleaned and disinfected every hour. Hallways will be cleaned and disinfected at least twice daily. Classroom doors and windows throughout the building will be kept open to keep air circulating through the building. Ten days before the start of the 2020-2021 academic year, all staff members will receive training on the school's cleaning, sanitizing, disinfecting, and ventilation protocols from the pandemic coordinator, response team, and the cleaning team. Throughout the professional developments, staff members will be provided with individualized sanitizing schedules that they will be required to adhere to each day. Schedules will outline the designated times to disinfect and sanitize specific areas. The pandemic coordinator and response</p>

team will conduct daily observations to ensure protocols are implemented with fidelity.

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs* Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes	<p>Classroom spaces will have a limited number of scholars (10-15), depending on the space in each classroom, with all desks facing the same direction with 6ft of separation. Students will rotate in-person instruction with remote learning on a bi-weekly basis. Kindergarten through fourth grade scholars will attend school Mon- Thurs for In-person instruction week 1, while fifth through eighth grade will receive instruction via remote learning. Week 2, fifth through eighth grade will receive In-person instruction Mon- Thurs while Kindergarten through fourth grade receive instruction via in Remote Learning. Fridays, all scholars will receive instruction via remote learning and the school will go through a deep cleaning to prepare for the next group of scholars on Monday. Scholars will remain in their respective homeroom class for the entire school day. In grades where scholars would typically switch classrooms, teachers will rotate classrooms. A movement schedule will be created so that scholars will only be in the hallway during specified times to limit peer interaction. Staircases will be marked for up and down movement. Hallways will be marked so scholars walk on specified sides of the hallway to ensure appropriate social distancing. Communal spaces in the school (library, cafeteria, and auditorium) will remain closed. Additionally, all water fountains will be turned off throughout the building. Scholars will be advised and encouraged to bring individual water bottles to school. Each classroom will have a hand sanitizer station. These stations will be utilized every time a staff member or</p>
<p>Limiting the sharing of materials among students</p>	
<p>Staggering the use of communal spaces and hallways</p>	
<p>Adjusting transportation schedules and practices to create social distance between students</p>	
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	

Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars

Other social distancing and safety practices

scholar enters or leaves the classroom for any reason. A schedule for bathroom use will be created school wide so scholars can use the bathroom and wash their hands during the school day. Our school administration staff will communicate with Daycare facilities to ensure that CDC Covid-19 guidelines are being followed for transportation to these facilities. Visitors will only be allowed into the building on an appointment basis at specified times. Any volunteers will have a daily temperature check and will attend a PD to remain up to date on the Covid-19 school guidelines for reopening and on our school wide policies and procedures. They will also fill out a questionnaire to make sure they have not had contact with anyone testing positive for Covid-19. All social distancing and other safety protocols are consistent among all grade levels. Staff members, scholars, and volunteers will be trained on social distancing and safety protocols. Trainings will be provided virtually and in- person during professional development days prior to starting the school year. Administrators and pandemic team stakeholders will monitor the implementation of guidelines alongside a walkthrough checklist tool prior to the start of the school year.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>In order to monitor students, staff, and others, all will enter the school building at designated checkpoints. Temperatures will be checked and hand sanitizing will be administered. Symptom checks will be conducted throughout the school day by designated staff members.</p>
<p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Designated staff will escort students and any staff member to the nurse's office for evaluation. If the nurse concludes that the student is sick, designated staff will escort the student to a designated isolation area, and wait for the student to be picked up to go home. If the nurse concludes that a staff member is sick, the staff member is to be dismissed to seek further conclusive testing. Visitors who fail temperature monitoring and/or show symptoms of illness will not be allowed to enter the building. The visitor may conduct their business over the phone, or online from another location. All students and staff returning to school from a quarantined illness must present a Negative COVID-19 test document, and/or a physician's clearance to return to school. Visitors who have been denied access to the school because of health related illness must provide the same documentation before allowed access to the building. School families will be notified of confirmed staff or student illness or exposure, resulting in changes to the Health and Safety Plan via email, robo calls, school website, Google Classroom, and all communication mediums. The pandemic coordinator and response team will conduct daily observations to ensure protocols are implemented with fidelity.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate) 	<p>Local policy for face masks requires all staff and scholars to wear face masks throughout the entire school day, with the exception of meal times. Scholars who are unable to wear a mask for the length of the school day will be advised to attend school virtually. Staff and students who are at a higher risk for severe illness will also be advised to instruct/attend school virtually. The school will provide</p>

<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>masks for those who do not have a face mask for any reason. No person will be permitted to enter the building without a face mask. All substitute teaching staff will be provided with all training materials, school policies, and protocols. In order to ensure all students have access to quality opportunities at school and at home, all staff will be provided a schedule to facilitate instruction and individual support to all scholars.</p>
---	---

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Universal Alcorn Charter School reviewed and approved the Phased School Reopening Health and Safety Plan on **(JULY 29, 2020)**.

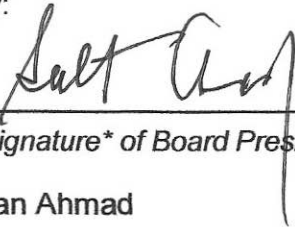
The plan was approved by a vote of:

Yes

No

Affirmed on: **(August 5, 2020)**

By:



(Signature* of Board President)

Sultan Ahmad

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submit

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.