



Phased School Reopening Health and Safety Plan Template

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.

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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 Daroff 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 (Blended Reopening).

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):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles & Responsibilities
Dr. James Ruffin,	Principal	Pandemic Coordinator
Mr. Lawrence Threadgill,	Director of Facilities	Both (Plan Development and Response Team):
Mr. Leroy Whitney,	Building Engineer	Both (Plan Development and Response Team):
Melinda Pernel,	School Nurse	Both (Plan Development and Response Team):
Ms. Michelle Brown	Academic Director	Both (Plan Development and Response Team):
Ms. Katie Hollenbach,	Assistant Principal	Both (Plan Development and Response Team):
Ms. Michelle Ottey	Special Education Liaison	Both (Plan Development and Response Team):
Ms. Amanda McLaughlin	ELL Teacher	Both (Plan Development and Response Team):
Ms. Courtney Brown,	Social Services Liaison	Both (Plan Development and Response Team):
Ms. Shanoel Booker,	Behavioral Specialists	Both (Plan Development and Response Team):
Ms. Chelsey Molineaux,	School Counselor	Both (Plan Development and Response Team):
Mr. Adam West	School Counselor	Both (Plan Development and Response Team):
Mr. Eric Vanderslice,	IT Coordinator	Both (Plan Development and Response Team):
Alphonso Waller,	Assistant Dean	Both (Plan Development and Response Team):
Ahmad Nicholson	Assistant Dean	Both (Plan Development and Response Team):
Kaveena Cropper	Parents	Plan Development

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.

This solution takes about 10 minutes to activate and there is no way to speed it up. The sprayers and solution will be used in hallways, bathrooms, gyms, locker rooms, and classrooms, even furniture and floors must be disinfected.

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 Daroff will begin the school year Total Remote (100 % Virtual). Daroff will deliver virtual instruction from September 1, 2020 -November 17, 2020. Daroff will then migrate to a blended reopen model that balances in-person and remote instruction starting November 18, 2020. The UDCS building will receive systematic deep cleaning by a private cleaning services company prior to the re-opening of the school. Cleaning, sanitizing, disinfecting supplies are ordered, purchased, and scheduled for delivered to UDCS. Upon re-opening, UDCS will be thoroughly cleaned and disinfected throughout the day and every evening. The custodial team will consist of five full-time workers and one part-time worker: daily work hours will be extended to two 8-hour shifts (7am-3:30pm, 2:30 pm – 10:30 pm). UDCS will operate a blended school schedule that will close the school every Friday to permit the custodial staff to thoroughly clean school building. Current cleaning and disinfecting protocols will continue to be reviewed and enhanced in terms of frequency and intensity. Multiple times a day, custodians will perform the following duties, among others:

- Sweeping, dust mopping, and spot mopping hallways, steps, and stair landing, as well the cafeteria;
- Cleaning and disinfecting hall water fountains;
- Cleaning and disinfecting bathrooms floors, sinks, toilets, urinals, and stall handles;
- Monitoring hand sanitizer, soap, and paper products.

- Before the reopening of UDCS, the building will receive systematic deep cleaning by a professional cleaning services company. The deep cleaning contract was approved by UDCS Board of Directors and the cleaning services will be coordinated by the Universal Director of Facilities, Mr. Lawrence Threadgill and the UDCS Building Engineer, Mr. Leroy Whitney.
- Mr. Lawrence Threadgill has purchased disinfection supplies and he has arranged to have the supplies delivered to UDCS. He is aware of OSHA and CDC requirements for COVID-19. He is responsible for building repairs, maintenance, and upkeep as well as the procurement of all PPE products, materials, and supplies. Mr. Leroy Whitney is responsible for daily building repairs, maintenance, and upkeep as well as the distribution of all PPE products, materials, and supplies.
- UDCS will be thoroughly cleaned and disinfected throughout the day and every evening. The custodial team will consist of five full-time workers and one part-time worker: daily work hours will be extended to two 8-hour shifts (7am- 3:30pm, 2:30 pm – 10:30 pm). UDCS will operate a blended school schedule that will close the school every Friday to permit the custodial staff to thoroughly clean school building.
- Current cleaning and disinfecting protocols will continue to be reviewed and enhanced in terms of frequency and intensity. Multiple times a day, custodians will perform the following duties, among others:
 - Sweeping, dust mopping, and spot mopping hallways, steps, and stair landing, as well the cafeteria;
 - Cleaning and disinfecting hall water fountains;
 - Cleaning and disinfecting bathrooms floors, sinks, toilets, urinals, and stall handles;
 - Monitoring hand sanitizer, soap, and paper products.
- UDCS will implement a team-approach to the cleaning, sanitizing, disinfecting and ventilation of the school. The Pandemic Coordinator, Pandemic Team, Building Engineer, and custodians will be trained on OSHA, CDC, and Public Health cleaning, sanitizing, disinfecting, and ventilation protocols. All building stakeholders (students, teachers, administrators, etc.) will be required to attend Orientation PD and regularly scheduled PD on cleaning, sanitizing, disinfecting, and ventilation protocols. Additional PD will be conducted monthly and as needed. The focus and depth of the training will be differentiated for the particular stakeholder groups and the particular type of training.

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)
<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>Blended reopening that balances in-person learning and remote learning for all students (i.e. alternating days or weeks).</p> <p>Review OSHA and CDC requirements for cleaning and sanitizing, and disinfecting learning spaces.</p> <p>Purchase the required cleaning, sanitizing, and disinfecting supplies, materials and related equipment for the 2020-2021 school year.</p> <p>All custodians will be trained and required to perform following duties:</p> <ul style="list-style-type: none"> ○ Sweeping, dust mopping, and spot mopping hallways, steps, and stair landing, as well the cafeteria; ○ Cleaning and disinfecting hall water fountains; ○ Cleaning and disinfecting bathrooms floors, sinks, toilets, urinals, 	<p>Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).</p> <p>Same as Yellow</p>	<p>Dr. Ruffin UDCS Principal/Pandemic Coordinator & Pandemic Team in conjunction with Mr. Lawrence Threadgill, Director of Facilities and Mr. Leroy Whitney, UDCS Building Engineer</p>	<p>A full complement of Custodial Staff is needed to implement this plan for 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 required cleaning, sanitizing, and disinfecting supplies, materials and related equipment for the 2020-2021 school year be delivered and stored in UDCS on or before 08/20/2020.</p> <p>Custodians will ensure that every high touch surface is disinfected with a solution registered by the EPA to be used against the COVID-19 virus.</p>	<p>Yes</p>

	<ul style="list-style-type: none"> ○ and stall handles; ○ Monitoring hand sanitizer, soap, and paper products. 				
Other cleaning, sanitizing, disinfecting, and ventilation practices	Wiping and disinfecting touch points in halls, common areas, and classrooms, if accessible	Same as Yellow Phase	Same As Above	Same as Above	Y

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

UDCS will implement a holistic approach to health and safety that will permit all stakeholders to be safe and feel safe. UDCS will focus on three key areas beyond the design of the physical environment: new protocols and communication, sanitization and disinfection and personal protective equipment (PPE). UDCS will follow CDC and Public Health “Social Distancing” guidelines and utilize three strategies: Smaller Classes (12 maximum); Furniture Reconfiguration (6 feet apart); and Assigned Seating (Name tagged/color coded). Additionally, UDCS will reopen with a “Blended Schedule” that will balance in-person learning and remote learning (i.e. alternating days or weeks). UDCS will establish protocols for the number of people who can occupy an enclosed space. UDCS will adhere to CDC guidelines, local Public Health guidance about numbers of people allowed in a gathering and ensure every room and office supports “Social Distancing.” Furthermore, when practical or weather permitting the playground areas adjacent to the kindergarten classroom, and the middle school playground are available to support social distancing requirements. Additionally, UDCS students and employees are expected to follow Cloth Face Covering guidelines. UDCS will coordinate with the local bus company to promote social distancing. Only essential visitors will be allowed in the UDCS school building in an effort to protect the health and safety of UDCS community by minimizing the number of visitors on site.

- UDCS will follow CDC and Public Health “Social Distancing” guidelines and utilize three strategies: Smaller Classes (12 maximum); Furniture Reconfiguration (6 feet apart); and Assigned Seating (Name tagged/color coded) Additionally, USDC will reopen with a “Blended Schedule” that will balance in-person learning and remote learning (i.e. alternating days or weeks) Together, these strategies are designed to reduce the number of teachers and students in a face-face classroom to mitigate the spread of COVID-19.
- UDCS will establish protocols for the number of people who can occupy an enclosed space. The blended schedule reduces the number of students in the school to 50% from 750 to 350 students daily. An assortment of “Visual Cues” will be used to direct the flow and spacing of hallway movement. For example, floor tape, decals, or other visual cues will be placed in the Rotunda and Main Office to identify and suggest appropriate distance between people. Arrows on the floor will be used to direct one-way traffic flow in narrow hallways and corridors. Culture and climate staff will monitor the hallways to encourage social distancing. Some consideration will be given to grades or classes of students remain in one location while teachers move from space to space. Encourage cleaning throughout the day.
- UDCS will adhere to CDC, local Public Health guidance about numbers of people allowed in a gathering and ensure every room and office supports “Social Distancing”. Communal space (STUDIO, Main Office, Rotunda, Conference Rooms, Nurse Office) furniture such as sofas will be marked for single usage unless they can allow physical distancing; lounge seating should be removed or placed at least 6 feet apart. Tables and lighting will be cleaned before and after each use by faculty and students, not just cleaning staff. Teachers and support staff will integrate frequent cleaning into their daily classroom routines and procedures. Again, Visual Cues, such as tape or signs, will be posted to identify and suggest appropriate distance between people.

- When practical or weather permitting the playground areas adjacent to the kindergarten classroom, and the middle school playground are available to support social distancing requirements. Some classrooms will also be set up in larger, temporarily unused spaces such as gymnasiums, libraries or art rooms.
- UDCS students and employees are expected to follow Cloth Face Covering guidelines. Cleaning, sanitizing, disinfecting, and ventilating routines and protocols will be established to ensure spaces are being cleaned between each class and at the end of the day. Cleaning wipes and sanitizer will be accessible throughout the building. Handwashing will be promoted throughout the school day to prevent students and teacher from getting sick. UDCS will establish hand-sanitizing stations at every school entrance and exit, in the cafeteria, in every classroom, and on every bus and transportation vehicle.
- In response to Covid-19, students will be prohibited from drinking directly from water fountains. All students are encouraged to bring their own bottled water or reusable bottles. All water bottles should be clearly marked with the student's name. It is the students' responsibility to keep track of their water bottles and take them home for regular cleaning.
- UDCS will coordinate with the local bus company to promote social distancing. No more than one student will be seated on a school bus seat at a time. Hand sanitizer will be available on all school transportation vehicles for safe use by employees and older students. Touching points, including doors and windows, grab handles, and arm rests will be cleaned and disinfected between each bus run. Every bus will be cleaned between morning and afternoon runs and at the end of each day.
- Only essential visitors will be allowed in the UDCS school building in an effort to protect the health and safety of UDCS community by minimizing the number of visitors on site. All efforts will be made to keep the number visitors to a minimum, including the use of virtual or telephone meetings with families and guests.
- If it is essential to have family members or visitors enter the school building, they must go through the same health screening process as UDCS students and employees. All visitors are required to follow social-distancing guidelines and wear face covering. Any meeting with family members must follow social-distancing guidelines.
- Yes – social distancing and other safety protocols will be modified for groups of students based on age and/or exceptionality. For example, classrooms and bathrooms with younger students will be deep cleaned by custodial staff on a more frequent basis.
- Parents, students, and all staff will be trained on social distancing and other safety protocols. Training will be provided in August prior to the reopening of the school building. Ongoing virtual professional development sessions will be held, and preparedness will be measured in the form of discussions, surveys, and feedback forms.

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)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<ul style="list-style-type: none"> • Smaller class sizes (12 students maximum) • Social Distancing classroom organization (desks placed 6 feet apart) • Assigned seating • Blended Learning schedule 	<p>Same as Yellow Phase</p>	<p>Pandemic Coordinator: Dr. Ruffin, Principal Pandemic Team</p>	<p>Hand Hygiene stations</p>	
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<ul style="list-style-type: none"> • Mealtimes will occur in the classroom, not in the cafeteria. Cafeteria use will be staggered during lunch. • Breakfast: All students will be offered a grab-and-go breakfast as they enter the school building and enjoy breakfast in their classroom. • Lunch: Signage and floor decals will be placed near the entrance of and inside the cafeteria to promote social distancing. Students will maintain six feet of social distancing while traveling through serving lines and return to the classroom to enjoy their meal. Students will be required to clean their hands with soap and water or an alcohol-based hand sanitizer prior to and immediately after eating. 	<p>Same as Yellow Phase</p>	<p>COO: Ms. Tamelia Hinson Pandemic Coordinator: Dr. Ruffin, Principal Pandemic Team</p>	<p>Food Services stations Cleaning materials Hand Hygiene stations</p>	

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)
<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"> • Incorporate hand-washing into the regular classroom routines/procedures • Reinforce hand-washing during key times throughout the school day including: <ul style="list-style-type: none"> ○ Before & after eating ○ Using the restroom ○ Touching shared objects 	<p>Same as Yellow Phase</p>	<p>Pandemic Coordinator: Dr. Ruffin, Principal Pandemic Team</p>	<p>Hand Hygiene stations Hand sanitizer Soap Paper Towels</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"> • Signs, decals, and directional arrows promoting 6 feet social distancing, masking, hand hygiene, and wellness/temperature checks 	<p>Same as Yellow Phase</p>	<p>Pandemic Coordinator: Dr. Ruffin, Principal Pandemic Team</p>		
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<ul style="list-style-type: none"> • Essential visitors only • Use of telephone and video conferencing • Visitors must wear a mask, adhere to social distancing, and receive a health screening upon entry to the building 	<p>Same as Yellow Phase</p>	<p>Pandemic Coordinator: Dr. Ruffin, Principal Pandemic Team</p>		

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)
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>Physical Education will be taught across all learning models, within the hybrid schedule, they will be prioritized for face-to-face instruction, as research suggests they are taught most effectively face-to-face. Physical education will be held outside of the school building when possible while practicing social distancing. UDCCS will be following the School District of Philadelphia’s “Return to Play (RTP)” plan that includes a phased-in approach to resuming athletic programming:</p> <p>High Risk: Sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants. Examples: football, wrestling, cheerleading (stunts), dance.</p> <p>Moderate Risk: Sports that involve close sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports that use equipment that can’t be cleaned between participants. Examples: basketball, volleyball, baseball, softball, soccer, tennis, pole vault, high jump, long jump, 7 on 7 touch football.</p> <p>Low Risk: Sports that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between uses by competitors. Examples: running events, cross country, throwing events, swimming, golf, weightlifting, sideline cheer.</p>	<p>Same as Yellow</p>	<p>Michelle Brown, Director of Academics; Will Harris, Physical Education Teacher; Allan Snyder, Physical Education Teacher</p>	<p>Sports and exercise equipment, games, gym uniforms</p>	

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)
Limiting the sharing of materials among students	<ul style="list-style-type: none"> • 1:1 Chromebook ratio • Furniture configuration • Reduced student-classroom capacity 	Same as Yellow	Pandemic Coordinator: Dr. Ruffin, Principal Pandemic Team	PPE, visual signs, social distancing decals	
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> • Blended schedule • Half day model • Classroom cohorts to reduce hallway transitions 	Same as Yellow	Pandemic Coordinator: Dr. Ruffin, Principal Pandemic Team	PPE, visual signs, social distancing decals	
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> • Scholars will social distance on the bus (no more than one scholar on a seat) • Hand hygiene stations will be available on the bus • Surfaces will be disinfected before and after bus usage 	Same as Yellow	SEL, Michelle Ottey Pandemic Coordinator: Dr. Ruffin, Principal Pandemic Team	PPE, visual signs, social distancing decals	
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> • Smaller class sizes (12 students maximum) • Social Distancing classroom organization (desks placed 6 feet apart) • Assigned seating • Blended Learning schedule 	Same as Yellow	Pandemic Coordinator: Dr. Ruffin, Principal Pandemic Team	PPE, visual signs, social distancing decals	
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"> • UDCS will make local childcare agencies aware of the half day blended schedule 	Same as Yellow	Pandemic Coordinator: Dr. Ruffin, Principal Pandemic Team Counselors Social Services Liaison	TBD	

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)
Other social distancing and safety practices					

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 or 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 Daroff will begin the school year Total Remote (100 % Virtual). Daroff will deliver virtual instruction from September 1, 2020 -November 17, 2020. Daroff will then migrate to a blended reopen model that balances in-person and remote instruction starting November 18, 2020. Staff and scholar safety is the highest priority. UDCS will employ measures to promote and monitor the

health and safety of all stakeholders during reopening and the course of the 2020-2021 school year. All staff will be trained during August Professional Development on effective health and safety protocols, social distancing measures, and awareness of potential signs of illness. All scholars and staff will be screened for elevated temperatures upon entry to the school building. School climate staff and Assistant Deans will conduct daily classroom health checks, correct violations of social distancing, and report any potential signs of illness directly to the school nurse and Principal/Assistant Principal.

- Parents will screen scholars each morning prior to their reporting to school. A child will not be permitted to report to school if he/she meets any of the following criteria:
 - Has a temperature at or above 100.4
 - Is displaying symptoms of COVID-19
 - Has been directly exposed to someone confirmed to have the virus
 - Has tested positive and is confirmed to have the virus
- Staff members will self-screen each morning prior to reporting to work. A staff member will not be permitted to report to work if he/she meets any of the following criteria:
 - Has a temperature at or above 100.4
 - Is displaying symptoms of COVID-19
 - Has been directly exposed to someone confirmed to have the virus
 - Has tested positive and is confirmed to have the virus
- When arriving at school, all students will be instructed to use designated entrances to undergo a health screening. The health screening process contains two parts, a symptom-screening checklist and an on-site temperature check using a touchless thermometer. Individuals dropping off a student at school should not leave until the student has passed the health screening process.
- Students who are feeling unwell or have a temperature of 100.4F or higher will be held in a health waiting area. Employees will contact students' parents/guardians to immediately pick them up from school.
- Teachers and staff will be trained to be aware of potential signs of illness, and should report any immediately to the school nurse. The Assistant Deans and Climate Staff will conduct regular classroom visits to monitor and ensure social distancing measures, potential signs of illness, and other immediate concerns. If a scholar or staff member is unwell, he or she must stay home. Parents will be notified to inform the child's teacher if the child becomes ill. Staff members must notify the administrator if he/she becomes unwell. All classrooms will abide by a frequent hand washing schedule placed visibly in the classroom.
- Screening of scholars and staff members will take place daily – both prior to coming to school and upon entering school. Additionally, school climate staff and teachers will monitor all classrooms daily for potential signs of illness. All staff and scholars will receive temperature checks upon entering the building daily.

- For students who have experienced at least one COVID-19 symptom, with or without being diagnosed with COVID-19: Students who have experienced at least one COVID-19 symptom, with or without being diagnosed with COVID-19, should not be in school. They should stay home until they (or a family member answering for a younger child) can answer YES to all three of the following questions:
 - Has it been at least 14 days since they first had symptoms?
 - Has it been at least 3 days since they had a fever (without using fever-reducing medication)?
 - Has it been at least 3 days since the symptoms have improved, including cough and shortness of breath?
- Students must present medical clearance from a physician in order to return to school.
- For students who have been diagnosed with COVID-19 but do not have symptoms:
- Students who have diagnosed with COVID-19, but do not have symptoms must remain out of school until the 14 days have passed since the date of their first positive COVID-19 diagnostic test. If a student develops symptoms, they cannot return to school until they meet all the criteria for students who have experienced at least one symptom.
- For students who have been exposed to COVID-19 and do not have any symptoms:
- Students who have been exposed to COVID-19 and do not have symptoms must remain out of school for 14 days since their last exposure, even if they test negative for COVID-19. If they develop symptoms, they cannot return to school until they meet all of the criteria for students have experienced at least one symptom.
- The School Nurse, Principal, and/or Assistant Principal will be responsible for making decisions regarding quarantine or isolation requirements of staff or students
- To return to school, a staff member or scholar must have a doctor's note clearing their safe return. If a staff member is uncomfortable returning, and with approval from the Principal or Assistant Principal, he/she may work remotely for a period of time.
- Parents with children who are not willing or able to return should contact the child's teacher directly. All communication will be logged. Scholars will have the option to continue academic programming remotely without penalization.
- Families shall be notified within one business day of potential exposure via letter and phone call.
- All staff members will be trained on monitoring student and staff health. Online training will be provided during Summer Professional Development. Preparedness will be measured by classroom setup and organization and preparedness surveys.

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"> Teachers and staff actively monitor for signs of potential illness Parents report illness or direct exposure to child's teacher All illness and/or exposure is funneled through the school nurse and Principal/Assistant Principal 	<ul style="list-style-type: none"> Teachers and staff actively monitor for signs of potential illness Parents report illness or direct exposure to child's teacher All illness and/or exposure is funneled through the school nurse and Principal/Assistant Principal 	Principal and School Nurse	Temperature check stations Hand soap Masks Hand sanitizer	Y
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<ul style="list-style-type: none"> School nurse will notify administrators of potential illness Anyone who is sick or demonstrating a history of exposure will be isolated until they can safely exit the building 	<ul style="list-style-type: none"> School nurse will notify administrators of potential illness Anyone who is sick or demonstrating a history of exposure will be isolated until they can safely exit the building 	Principal and School Nurse		
* Returning isolated or quarantined staff, students, or visitors to school	<ul style="list-style-type: none"> Returning scholars or staff will present a doctor's note to the school nurse and filed in the main office 	<ul style="list-style-type: none"> Returning scholars or staff will present a doctor's note to the school nurse and filed in the main office 			
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<ul style="list-style-type: none"> Official communication will be sent in letter form and posted on the school website 	<ul style="list-style-type: none"> Official communication will be sent in letter form and posted on the school website 	Principal and Assistant Principal	School Website Social Media	
Other monitoring and screening practices					

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? High risk staff and scholars will be monitored directly by the school nurse and opt for smaller group and/or virtual learning if desired. UDCS will ensure that 504 plans are updated and that emergency medication (inhalers, EpiPens, etc.) are readily available in the health suite.
- 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 Daroff will begin the school year Total Remote (100 % Virtual). Daroff will deliver virtual instruction from September 1, 2020 -November 17, 2020. Daroff will then migrate to a blended reopen model that balances in-person and remote instruction starting November 18, 2020. All staff and scholars are required to wear face coverings at all times. High risk staff and scholars will be monitored directly by the school nurse and opt for smaller group and/or virtual learning if desired. All teachers will provide emergency lesson plans for potential substitutes. Additionally, the use of teaching teams will provide built in coverage for staff absences. Lastly, UDCS will implement a team approach to ensure the physical and emotional health and safety of all scholars and maximize academic achievement.

- All staff and scholars are required to wear face coverings at all times with the exception of while eating or drinking, when spaced 6 feet apart, or when engaged in physical activity at least 6 feet apart.
- All teachers will provide emergency lesson plans for potential substitutes. The use of teaching teams will provide built in coverage for staff absences
- UDCS will implement a team approach to ensure the physical and emotional health and safety of all scholars and maximize academic achievement. Teaching teams will be formulated to maximize effectiveness, experience, and skill. Teaching teams will include certified instructional staff as well as support staff (classroom assistants, personal care assistants, and climate staff). Both regular and special educators will collaborate to ensure that all scholars are serviced appropriately and that learning goals are met.

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"> School nurse will closely monitor high risk scholars and communicate frequently with teachers Additional cleaning/disinfecting of high-risk scholar areas (desk, cubby, etc.) Update and monitor 504 and other health plans for scholars with health conditions Prioritize small group and/or virtual learning for vulnerable scholars and staff members. 	<ul style="list-style-type: none"> School nurse will closely monitor high risk scholars and communicate frequently with teachers Additional cleaning/disinfecting of high-risk scholar areas (desk, cubby, etc.) Update and monitor 504 and other health plans for scholars with health conditions Prioritize small group and/or virtual learning for vulnerable scholars and staff members. 	School Nurse Principal Assistant Principal Counselor		
* Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> Face coverings required for all staff 	<ul style="list-style-type: none"> Face coverings required for all staff in common areas 	School Nurse Principal Assistant Principal		
* Use of face coverings (masks or face shields) by older students (as appropriate)	<ul style="list-style-type: none"> Face coverings required for scholars in common areas Face coverings encouraged for all scholars 3-8 	<ul style="list-style-type: none"> Face coverings required for scholars in common areas 	School Nurse Principal Assistant Principal		
Unique safety protocols for students with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> Priority for small group and/or virtual learning Additional deep cleaning of personal areas (desk, cubby, etc.) Update and monitor 504 plans Emergency medication readily available 	<ul style="list-style-type: none"> Priority for small group and/or virtual learning Additional deep cleaning of personal areas (desk, cubby, etc.) Update and monitor 504 plans Emergency medication readily available 	SEL Counselor School Nurse		

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)
Strategic deployment of staff					

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
Student Health & Hygiene	All Staff	School Nurse; Social Services Liaison	Virtual	Zoom, laptop	8/17/2020	TBD
Staff Safety and Well-Being	All Staff	School Nurse; Pandemic Team; School Counselors; Behavior Specialist	Virtual	Zoom, laptop	8/17/2020	TBD
Remote Learning: Maintaining Engagement	All Staff	Teacher Teams	Virtual	Zoom, laptop	8/17/2020	TBD

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Remote Learning: Using Digital Platforms	All Staff	IT Coordinator; Academic Team	Virtual	Zoom, Google Classroom, laptop	8/17/2020	TBD
Distantly Social Classrooms	Teachers, Classroom Assistants	Pandemic Team	Virtual	Zoom, laptop	8/17/2020	TBD
Special Education Accommodations	SPED teachers and classroom assistants	Special Education Liaison	Virtual	Zoom, Google Classroom, laptop	8/17/2020	TBD
Food Services	Cafeteria Staff	TBD	TBD	Zoom, laptop	8/17/2020	TBD

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
Student Health & Hygiene	Students, Parents	School Nurse; Social Services Liaison	Zoom, Instagram, school website, School Messenger, email, phone calls, text	8/17/2020	Ongoing
How to Use Technology	Students, Parents	IT Coordinator; Social Services Liaison	Zoom, Instagram, school website, School Messenger, email, phone calls, text	8/17/2020	Ongoing
Mental Health Supports	Students, Parents	School Counselors; Social Services Liaison	Zoom, Instagram, school website, School Messenger, email, phone calls, text	8/17/2020	Ongoing

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Family Engagement	Students, Parents	Social Services Liaison	Zoom, Instagram, school website, School Messenger, email, phone calls, text	8/17/2020	Ongoing
Bilingual Family Support	Students, Parents	ELL Teacher	Zoom, Instagram, school website, School Messenger, email, phone calls, text	8/17/2020	Ongoing

Health and Safety Plan Summary: **Universal Daroff 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 UDCS building will receive systematic deep cleaning by a private cleaning services company prior to the re-opening of the school. Cleaning, sanitizing, disinfecting supplies are ordered, purchased, and scheduled for delivered to UDCS. Upon re-opening, UDCS will be thoroughly cleaned and disinfected throughout the day and every evening. The custodial team will consist of five full-time workers and one part-time worker: daily work hours will be extended to two 8-hour shifts (7am- 3:30pm, 2:30 pm – 10:30 pm). UDCS will operate a blended school schedule that will close the school every Friday to permit the custodial staff to thoroughly clean school building. Current cleaning and disinfecting protocols will continue to be reviewed and enhanced in terms of frequency and intensity. Multiple times a day, custodians will perform the following duties, among others:</p> <ul style="list-style-type: none">• Sweeping, dust mopping, and spot mopping hallways, steps, and stair landing, as well the cafeteria;• Cleaning and disinfecting hall water fountains;• Cleaning and disinfecting bathrooms floors, sinks, toilets, urinals, and stall handles;• Monitoring hand sanitizer, soap, and paper products.

Requirement(s)	Strategies, Policies and Procedures
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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>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>	<p>UDCS will implement a holistic approach to health and safety that will permit all stakeholders to be safe and feel safe. UDCS will focus on three key areas beyond the design of the physical environment: new protocols and communication, sanitization and disinfection and personal protective equipment (PPE). UDCS will follow CDC and Public Health “Social Distancing” guidelines and utilize three strategies: Smaller Classes (12 maximum); Furniture Reconfiguration (6 feet apart); and Assigned Seating (Name tagged/color coded). Additionally, UDCS will reopen with a “Blended Schedule” that will balance in-person learning and remote learning (i.e. alternating days or weeks). UDCS will establish protocols for the number of people who can occupy an enclosed space. UDCS will adhere to CDC guidelines, local Public Health guidance about numbers of people allowed in a gathering and ensure every room and office supports “Social Distancing.” Furthermore, when practical or weather permitting the playground areas adjacent to the kindergarten classroom, and the middle school playground are available to support social distancing requirements. Additionally, UDCS students and employees are expected to follow Cloth Face Covering guidelines. UDCS will coordinate with the local bus company to promote social distancing. Only essential visitors will be allowed in the UDCS school building in an effort to protect the health and safety of UDCS community by minimizing the number of visitors on site.</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p> <p>Other social distancing and safety practices</p>	

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Staff and scholar safety is the highest priority. UDCS will employ measures to promote and monitor the health and safety of all stakeholders during reopening and the course of the 2020-2021 school year. All staff will be trained during August Professional Development on effective health and safety protocols, social distancing measures, and awareness of potential signs of illness. All scholars and staff will be screened for elevated temperatures upon entry to the school building. School climate staff and Assistant Deans will conduct daily classroom health checks, correct violations of social distancing, and report any potential signs of illness directly to the school nurse and Principal/Assistant Principal.</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>Staff and scholar safety is the highest priority. UDCS will employ measures to promote and monitor the health and safety of all stakeholders during reopening and the course of the 2020-2021 school year. All staff will be trained during August Professional Development on effective health and safety protocols, social distancing measures, and awareness of potential signs of illness. All scholars and staff will be screened for elevated temperatures upon entry to the school building. School climate staff and Assistant Deans will conduct daily classroom health</p>

Requirement(s)	Strategies, Policies and Procedures
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>checks, correct violations of social distancing, and report any potential signs of illness directly to the school nurse and Principal/Assistant Principal.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Trustees for Universal Daroff Charter School reviewed and approved the Phased School Reopening Health and Safety Plan on (JULY 30, 2020).

The plan was approved by a vote of:

Yes

No

Affirmed on: (INSERT DATE: 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 submitted.

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.