



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: Carnegie Mellon University Children’s 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?

Summary of Responses to Key Questions:

Carnegie Mellon University Children's School plans to bring students and staff back to in person, on-site learning following the guidance set forth in Pennsylvania's "Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools" dated June 3, 2020. The reopening program aligns with:

Carnegie Mellon University

(of 8/4/2020, <https://www.cmu.edu/coronavirus/>)

Pennsylvania Department of Education

(of 7/16/2020, <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/Pages/default.aspx>)

Center for Disease Control

(of 8/3/2020, <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/Pages/default.aspx>)

Pennsylvania Department of Health

(<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>)

The Children's School engaged stakeholders from all areas of our Mission Statement including administrators, educators, families, and researchers. Volunteers from each of these groups served on our Pandemic Safety Team which reviewed reopening guidance and provided recommendations to the Children's School Administration. Each staff member was contacted to determine their intent to return to work for the 2020-21 school year. Each family in our community was contacted to ascertain their intent for their child(ren) to return to school or defer enrollment for all or part of the 2020-21 school year. Children's School administrators met every other week with local laboratory school administrators to discuss reopening guidance and plans. As we are an early childhood laboratory school on Carnegie Mellon University's Pittsburgh campus, we consulted with the University's Emergency Preparedness & Response Team, Facilities Management & Campus Services, and Campus Design & Facilities Development to develop our reopening plan.

Using the recommendations made by all of these groups, Children’s School Administration organized the information into a broad reopening plan. In addition to creating the Pennsylvania Department of Education “Phased School Reopening Health and Safety Plan”, Carnegie Mellon University also required the creation of a “Pandemic Safety and Preparedness Plan for CMU On-Premises Research and Non-Curricular Creative Work”. Both the Pennsylvania Department of Education “Phased School Reopening Health and Safety Plan” and the “Pandemic Safety and Preparedness Plan for CMU On-Premises Research and Non-Curricular Creative Work” were presented to our dean, VP for research, COVID Coordinator, Emergency Management Team, and Provost for review, discussion and approval. For questions regarding the “Pandemic Safety and Preparedness Plan for CMU On-Premises Research and Non-Curricular Creative Work”, please contact the Children’s School Main Office (cmuchs@andrew.cmu.edu).

Monthly emails were sent to update the Children’s School community on the progress of our reopening plan. In August, several opportunities for virtual sessions will be offered to provide updates as well as an open time to address questions. A Virtual Parent Orientation will be held on September 2nd. The approved Reopening Plan will be posted on the Children’s School website. A detailed handbook of policies and procedures for staff and families will be distributed electronically prior to the start of school and also posted on our website.

Once the Children’s School reopens, administrators in consultation with CMU’s Vice President for Community Health and Well-Being and the Allegheny County Health Department will be responsible for making decisions regarding quarantine or isolation requirements of staff or students.

If, at any time during the school year, Allegheny County reverts to the Red Phase, CMU’s campus and the Children’s School will close. Programming will continue remotely according to the Continuity of Education Plan posted on our web site.

As a result of recommendations released by the Departments of Health (DOH) and Education (PDE) on 8/11/2020, the Children's School administration will monitor the Level of Community Transmission in the County and use the information to guide decisions regarding changes to our instructional model.

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): **September 8, 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):** 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 and Responsibilities (Options Above)
Linda Hancock	Educational Administrator	Pandemic Coordinator CMU Children’s School Health and Safety Plan Development Pandemic Crisis Response Team
Allison Drash	Administrative Coordinator	Pandemic Coordinator, CMU Children’s School Health and Safety Plan Development Pandemic Crisis Response Team
Krissy Opferman	Kindergarten Educator	Health and Safety Plan Development Pandemic Crisis Response Team

David Allen	Preschool Educator	Health and Safety Plan Development Pandemic Crisis Response Team
Lisa Loomis	Preschool Educator	Health and Safety Plan Development Pandemic Crisis Response Team
Elizabeth Deasy	Preschool 3's Parent	Health and Safety Plan Development
Rae Ann Shah	Preschool 4's Parent	Health and Safety Plan Development
Valentina Krauss	Preschool 4's Parent	Health and Safety Plan Development
Jon Adams	Kindergarten Parent	Health and Safety Plan Development
Joy Wanamaker	Kindergarten Parent	Health and Safety Plan Development
Emma Gurchiek	Researcher	Health and Safety 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.

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:

The Children's School will be thoroughly cleaned, disinfected, and inspected following CDC guidelines by Carnegie Mellon University Cleaning services (Aramark) prior to the return of staff and children.

Working with CMU's Procurement Services, the Children's School has and will continue to procure the appropriate disinfection supplies that are needed for each classroom and work area.

Daily cleaning and sanitizing will be increased to mitigate the spread of communicable disease at the Children's School with EPA-approved disinfectants, paying special attention to high-traffic areas including restrooms and hallways, and frequently-touched surfaces such as desks and doorknobs. All cleaning supplies will be in labeled bottles, safely and securely stored away from students. Signage provided by CMU will be posted throughout the school to communicate best practices regarding cleaning. Carnegie Mellon University Cleaning services (Aramark) is providing overnight cleaning beyond the standard bathrooms, sinks, floors, and trash removal (e.g., chairs, high touch surfaces), adding midday cleaning service for bathrooms, high touch surfaces, etc., and doing twice daily outdoor spray sanitizing of playground and Reflection Garden surfaces, using a Protexus Cordless Electrostatic Sprayer with Purtabs. Drinking fountains will be closed. Students may bring their own water bottles.

The University has assessed the building ventilation systems at the Children's School and determined that the HVAC system is operating properly and capable of providing adequate ventilation and filtration. The air handler serving the school has new filters that have recently been changed, as well as increased outside air intake. Additionally, new technology is being tested and installed on HVAC systems (within the air handler itself) such as bi-polar ionization and UV lighting in order to provide enhanced filtration. The HVAC system ran throughout the school closure and is monitored daily by the A/C mechanics on site as well as through a digital interface.

We also intend to open windows and doors as appropriate with regards to safety, and we are having custom-made screens installed to protect from insects.

Only one exception within the Children's School exists and that is A26 (observation booth). This space does not have a central HVAC supply vent and is only served by wall ventilation to outside spaces. This location will primarily be used for storage while observers are not allowed in the school, so it will have limited occupancy and access, and doors will be kept open when people are inside.

Two Children's School administrators have been designated and trained as Pandemic Safety Officers as required by CMU's Return to Campus plan <https://www.cmu.edu/ehs/Workplace-Construction/pandemic-safety-officer.html>. All Children's School staff will be trained at the start of the school year and continually throughout the course of the school year on proper cleaning/ disinfection protocols. Training will be verified through periodic observations. Children's School staff and educators will be responsible for cleaning the classroom materials between usage, as well as additional surface cleaning throughout the day. Frequently touched locations in common areas and classrooms will be cleaned during the school day by Children's School staff. The Children's School, including the Reflection Garden and playground, will be sanitized/ cleaned by Aramark every school day after the children and staff have left for the day.

Aramark's custodial staff are trained on proper cleaning and sanitizing protocols at their new hire orientation as well as annual re-training. This training is performed in a classroom setting as well as on-the-job training. This training is documented in their personnel files and Aramark's master training binder. For safety, custodial staff follow Aramark's SAFE program, which entails proper uniforms (including masks and slip-resistant footwear), daily temperature checks, daily SAFE briefs, monthly safety topic trainings, weekly SAFE observations, and incident investigations and reviews.

Requirements	Action Steps under Yellow and 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>The Children’s School will be thoroughly cleaned, disinfected, and inspected by Carnegie Mellon University Cleaning services (Aramark) following CDC guidelines prior to the return of staff and children. Daily cleaning and sanitizing will be increased at the Children’s School with EPA-approved disinfectants, including the Reflection Garden and Playground.</p>	<p>Dawn Roerink, Assistant Director of Custodial and Grounds Facilities Management Service, CMU</p>	<p>Cleaning, sanitizing, disinfecting products and materials Creation of a daily cleaning checklist Aramark cleaner</p>	<p>Y External & Internal</p>
	<p>Children’s School staff and educators will be responsible for cleaning the classroom materials between usage, as well as additional surface cleaning throughout the day following established protocols and procedures with EPA-approved disinfectants.</p>	<p>Staff and Educators</p>	<p>Training on established protocols and procedures Creation of a daily cleaning checklist for Children’s School staff</p>	<p>Y External & Internal</p>
	<p>Working with CMU’s Procurement Services, the Children’s School has and will continue to procure and stock the appropriate disinfection supplies and PPE that are needed for each classroom and work area.</p>	<p>Linda Hancock and Allison Drash</p>		<p>Y Internal</p>
	<p>Drinking fountains on the playground and in the Reflection Garden will be turned off. Everyone brings their own filled water bottle.</p>	<p>FMCS</p>	<p>Notification in Family Handbook Cleaning of water dispensers between use</p>	<p>N</p>
	<p>Prior to reopening, the water system will be flushed and then tested by CMU Environmental Health and Safety.</p>	<p>Christine Goyda and Rebecca Cicco, EHS</p>		<p>N</p>
	<p>The University has assessed the building ventilation systems at the Children’s School and determined that the HVAC system is operating properly and capable of providing adequate ventilation and filtration. MMCH (all air handlers) is scheduled to receive the ionization technology. This is scheduled for completion by August 31. For filtration, we utilize MERV 13 filters. This is the level recommended by CDC for best protection against airborne viruses.</p>	<p>Charity Anderson, Director of Facility Operations, FMCS</p>		<p>N</p>
	<p>Hallway use will be limited to single groups.</p>	<p>Allison Drash</p>	<p>Signage</p>	<p>Y Internal</p>
	<p>Kindergarten students using school district transportation services will be required to follow the guidelines set forth by the entity providing the service.</p>	<p>Linda Hancock, Ed Ad</p>		<p>Y Internal</p>

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other cleaning, sanitizing, disinfecting, and ventilation practices	Window screens and screen doors are being installed 8/17.	Ron Cunningham, FMCS		Y Internal
	Community use of the Children’s School has been temporarily suspended.			N

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:

Each classroom will be organized to reduce the amount of furniture to allow for more space between people. Items that are not easily cleaned such as those made of cloth will be removed. School materials will be organized into sets for individual children (e.g., markers, scissors, playdough), or sanitized between use by different children (e.g., balls, hoops, tricycles), or quarantined for a week between uses (e.g., books, board games), or limited to use by only one group at a time and then rotated the next week (e.g., large sets of blocks). Student belongings will be kept separate from others’ and in individually labelled containers, cubbies, or lockers. Classrooms will have hand sanitizer stations (indoors and outdoors), as well as sinks and ample time will be provided for hand washing throughout the day. Handwashing and hygiene practices will be explicitly taught as part of the curriculum. As there is one common bathroom for all children, toilets will be assigned to specific groups of children and bathroom use will be staggered to keep the time mixing with other groups limited to a few minutes only. Outdoor spaces will be used as much as possible. The Children’s

School Playground will be divided into sections that will be designated for use by a specific class for a specified period of time. In order to allow more space for outdoor learning beyond our playground, we have secured the use of the Reflection Garden between the Children's School and the tennis courts and have ordered commercial tents to cover spaces at both the preschool and kindergarten ends. Proper and sufficient signage for distancing and hygiene protocols such as how to stop the spread, COVID-19 symptoms, preventative measures (such as staying home when sick), and any specific protocols for the space will be posted in classrooms, hallways, near entrances & exits, elevators, restrooms, public gathering areas, etc.

Greeting and dismissal times will be staggered based on enrollment. Family members will need to wear a mask during greeting and dismissal. Kindergarten and Preschool 3's will be greeted and dismissed under the Parking Lot awning. Preschool 4's will be greeted at the Rotunda and then enter the building from the Reflection Garden. PreKindergarten will be greeted at the Rotunda and then enter the building via the Main Entrance. Children will be organized into groups of no more than 12 children with 3 educators that will stay together and remain separate from the other groups, both indoors and outdoors. Groups will function with practical physical distancing within the group except during times when masks cannot be worn, such as snack and lunch. Administrators and substitutes will need to move between groups to be able to support all classes. Groups will not share spaces on the same day, with the exception of the bathroom because we have only one central children's bathroom. We also have only one adult restroom with a single stall. Because health guidelines prohibit our serving food in communal ways, each child will need to bring a snack, a lunch, and a full water bottle to school, though water bottles can be refilled from our water coolers as needed. Educators will eat in the classrooms with the children.

Only essential visitors will be allowed to enter the Children's School during school hours, and they must comply with established Children's School screening protocols and all safety measures before entering the building.

With respect to CMU Undergraduates and Research, The Children's School does NOT plan to involve undergraduates with children during the Fall 2020 semester, but we may consider including them in the Spring 2021 semester. Typically, undergraduate employees serve as classroom assistants, and undergraduates enrolled in three child development courses conduct observations, research and practicum experiences at the Children's School. We have canceled the practicum course for the Fall and are working on plans to involve the undergraduates in remote observations and remote research since their courses have already been designated as remote only. Researchers in the labs have agreed not to utilize undergraduate researchers with children during the Fall 2020 semester. Researchers will follow all the educator protocols for interacting with children. They will disinfect all lab materials between children, including computers, tabletops, etc. If possible, research activities will be conducted outdoors. Researchers will participate in the COVID-19 related health and safety training that will be provided to educators via Zoom in August or early September before the school re-opens. We do plan to hire undergraduate students who are already in Pittsburgh to work on site after the hours children attend school so that they could be involved in supporting teacher preparations, such as shelving and locating books in our library, making large volumes of playdough so children can each have their own supply, etc.

Children will be brought to school by their parents / caregivers but they will be met at the car or at the entrance for symptom checking and will be brought into the building by educators. Parents will not be permitted into the school except in the case of emergency (e.g., injured child). Kindergarten students using school district transportation services will be required to follow the guidelines set forth by the entity providing the service.

Thoughtful consideration should be taken by all Children’s School Community members before engaging in personal travel, and high-risk travel is strongly discouraged. Anyone contemplating out-of-state personal travel is to work with Children’s School Administration to determine if the travel is high or low risk, and discuss arrangements for any needed 14-day self-quarantine or testing following their return. Please visit CMU’s website for more information on travel <https://www.cmu.edu/coronavirus/travel-protocol/index.html>.

All staff will be trained prior to the start of the school year in the hygiene and physical distancing protocols and PPE. All such training will be conducted via Zoom this year. As with all Children’s School professional development events, all participants are required to sign a log book acknowledging their participation in the training session. School administrators will observe, collect documentation, and provide ongoing consultation to classroom teams.

Requirements	Action Steps under Yellow and 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	Each classroom will be organized to reduce the amount of furniture to allow for more space between people. Items that are not easily cleaned such as those made of cloth will be removed.	Classroom Educators	Storage space	Y Internal
	Alternate instructional spaces may be utilized to increase physical distancing. We are working with the University to secure additional rooms.	CMU Administration		Y Internal
	Staggered schedules and routines will enable small groups to travel to, from, and within instructional spaces.	Classroom Educators		Y Internal
	Each child will have a designated chair or sit upon.			N
	Large group activities and field trips will be discontinued at this time.	Classroom Educators		N
	Plexiglass dividers were added to Administration desks.	Allison Drash, Ad Coord		N

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</p>	<p>All food for children and adults will be brought from home for individual use. Children and educators will eat in their classrooms and will be seated so as not directly across from one another. Children will eat at assigned tables in their designated chair.</p> <p>When possible, we will be eating outside. For times when we must eat indoors, clear plexiglass dividers have been ordered for use separating children at the same table during meal times when masks cannot be worn.</p> <p>Researchers and administrators will eat at their own workstations.</p>	<p>Classroom Educators</p> <p>Linda Hancock, Ed Ad</p>	<p>Clear plexiglass dividers</p>	<p>N</p> <p>N</p> <p>N</p>
<p>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</p>	<p>All staff, researchers, and students will receive education on healthy hygiene measures such as handwashing, sanitizer use, gloving, diapering, covering coughs and sneezes, use of facial tissues, and appropriate face covering practices.</p> <p>Hand soap and hand sanitizer, access to sinks, paper towels, no-touch trash cans in all bathrooms, classrooms, and common spaces will be provided. Each room has a hand sanitizer station positioned near the doorway for use before and after entry.</p>	<p>Linda Hancock, Ed Ad</p> <p>FMCS, CleanIt</p>		<p>Y External & Internal</p> <p>Y Internal</p>
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Proper and sufficient signage for distancing and hygiene protocols such as how to stop the spread, COVID-19 symptoms, preventative measures (such as staying home when sick) and any specific protocols for the space will be posted in classrooms, hallways, near entrances & exits, elevators, restrooms, public gathering areas, etc.</p> <p>Key signage will need to include pictures as our children do not yet read and some of our adult community members are English language learners.</p>	<p>Allison Drash</p>	<p>Signage is provided by CMU</p>	<p>Y External & Internal</p>

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Only essential visitors will be allowed to enter the Children’s School during school hours and they must comply with established screening protocols before entering the building.</p>	<p>Allison Drash</p>		<p>Y Internal</p>
	<p>Early Intervention or other support services for children from other agencies must comply with established Children’s School screening protocols before entering the building.</p>	<p>Linda Hancock, Ed Ad</p>	<p>Communicating our policies to EI</p>	<p>N</p>
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>The playground will be divided into sections that will be designated for use by a specific class for a specified period of time.</p>	<p>Classroom Educators</p>	<p>Schedule of which group uses which section on which days</p>	<p>Y Internal</p>
	<p>Outdoor classroom time on the playground will be staggered and will focus on individual activities that allow for appropriate social distancing and limits the amount of shared equipment. Children will engage in hand hygiene before and after activities.</p>	<p>Classroom Educators</p>	<p>Bins for used equipment</p>	<p>Y Internal</p>
	<p>Reflection Garden will have 2 tents and use will be rotated among groups.</p>	<p>Linda Hancock, Ed Ad via Jenn Rogers, FMCS</p>	<p>Tents</p>	<p>Y Internal</p>
<p>Limiting the sharing of materials among students</p>	<p>School materials will be organized into sets for individual children (e.g., markers, scissors, playdough), or sanitized between use by different children (e.g., balls, hoops, tricycles), or quarantined for a week between uses (e.g., books, board games), or limited to use by only one group at a time and then rotated the next week (e.g., large sets of blocks).</p>	<p>Classroom Educators</p>	<p>Boxes & bins for storage</p>	<p>Y Internal</p>
	<p>Children will not bring backpacks. The school is providing clear wipeable totes for all children.</p>			<p>Y Internal</p>

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Staggering the use of communal spaces and hallways	As there is one common bathroom for all children, toilets will be assigned to specific groups of children and bathroom use will be staggered to keep the time mixing with other groups limited to a few minutes only. Dividers will be added to the bathroom.	Linda Hancock, Ed Ad Classroom Educators	Dividers	Y Internal
	Hallway use will be limited to single groups with pedestrian patterns. Hallways will be supervised by educators and staff.	All staff and educators	Signage	Y Internal
	Staff will be expected to avoid communal spaces and follow all occupancy guidelines.	All staff and educators	Signage	Y Internal
Adjusting transportation schedules and practices to create social distance between students	Since we are a private school, transportation is provided by the school district in which a child lives. Transportation is only provided for Kindergarten students and only if a family chooses service. Currently, we have 3 families who have requested transportation service by the Pittsburgh Public Schools Transportation Office. We will follow their guidance.	Linda Hancock, Ed Ad	Guidance from school district providing transportation	Y Internal
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Children will be organized into groups of no more than 12 children with 3 educators that will stay together and remain separate from the other groups, both indoors and outdoors.	Administrators	Capacity signage	Y Internal
	Evacuation drills will be conducted so that physical distancing can be maintained among groups.	Linda Hancock, Allison Drash		Y External & Internal
	Large group activities and off campus field trips will be discontinued at this time.			N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	N/A – this is not part of our normal operations	N/A	N/A	N/A

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Other social distancing and safety practices	Educators and Administrators can meet in their teams with appropriate physical distancing and mask wearing on campus, but whole staff meetings will be held through Zoom. Meetings will be paperless.	Sharon Carver, Director	Zoom invites, electronic copies of materials	Y Internal
	We are investigating ways to provide opportunities for families to virtually participate in their child’s school day, i.e., video clips on the password protected class websites, virtual art galleries, etc.	Linda Hancock, Ed Ad		Y Internal
	Each family will receive a before and after school checklist of suggested Health and Safety Practices to complete.	Allison Drash, Admin Coor		Y Internal
	All parent materials will be distributed and collected electronically.	Classroom Educators		N
	Parent- teacher conferences will be held virtually until further notice.	Administration, Classroom Educators		N
	Phasing-in Considerations: Photo / Video Introductions to Educators and Spaces Kindergarten and Preschool 4’s: Week of September 8th – Half the group Tuesday & Wednesday and the other half Thursday and Friday as everyone gets adjusted to the new routines and protocols Preschool 3’s: Schedule to be determined based on enrollment numbers Beginning week of September 8th with individual parent-child school visits to playground and classroom			Y Internal
	Whenever possible, all contract services or deliveries will be made during hours when school is not in session.	Allison Drash		N
	Per CMU for staff: U.S.-based domestic and international travel for university business remains suspended until further notice. (8/7/2020)	CMU Administration		N

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:

Daily Health Screenings based on CDC guidelines (8/3/2020) will be conducted for all individuals before arriving to the Children's School. **Educators, staff, and students with any illness will be expected to stay home.** It is imperative that all members of the Children's School community stay home for 72 hours after they no longer have a fever or signs of a fever without the use of fever-reducing medicine.

Prior to arrival to the Children's School, all educators, staff and caretakers on behalf of the child/student will be required to make health-related disclosures using a digital self-screening protocol to check for signs and symptoms of illness (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>). Upon arrival to the Children's School, temperature screenings will be conducted by designated educators or staff members that have been properly trained and will use the appropriate PPE, using non-contact digital thermometers that have been properly cleaned according to the guidelines provided (CDC 5/28/2020).

All Carnegie Mellon University employees must complete a quick Daily Self-Assessment survey each day they plan to be on campus. Those who will not be on campus are also strongly encouraged to complete the survey. <https://www.cmu.edu/coronavirus/news-and-communications/communications-archive/2020/august/cmu-daily-self-assessment.html>.

During the course of the school day, anyone showing signs of COVID-19 illness (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>) will be immediately isolated in a ventilated, designated, child-friendly sick room. If a child becomes ill, the family/guardian will be contacted, and the child MUST be picked up from the facility within 30 minutes of notification. An adult wearing appropriate PPE will monitor the child in the designated sick room while waiting for pick-up. The adult should remain as far away as safely possible from the child (preferably 6 feet) while maintaining supervision. Siblings of ill students are considered a “close contact” and will also be isolated and sent home. If an adult becomes ill while in the Children’s School, we will provide coverage for their classroom so they can go home. Anyone sent home due to illness should contact their healthcare provider and seek medical attention. If more than one individual at a time requires isolation due to COVID19 symptoms, an alternate designated sick room will be used. The designated sick room will be disinfected before using it again. Other areas of the school used by the ill individual will be closed off and not used again until they have been cleaned and disinfected. Anyone needing medical care (i.e., a cut, bump, nosebleed, etc.) who does not present with COVID-19 symptoms will be brought to the Main Office for treatment.

Children’s School Administrators and educators will collaboratively make decisions regarding quarantine or isolation of staff or students during the school day. In the event of exposure or positive case of COVID-19, Children’s School Administration will contact CMU’s Community Health and Well-being who will then contact the Allegheny County Health Department. We will follow their guidance regarding the course of action to be taken. All members of the Children’s School community will be notified of the possible exposure to COVID-19. The Children’s School will share information with the impacted portion of the school community via phone call. All other Children’s School community members will be notified via email. Due to FERPA student privacy laws, the names of those who test positive or are exposed to COVID-19 must be kept confidential.

Individuals confirmed to have COVID-19 may return to the Children’s School after receiving clearance by a healthcare provider and providing documentation of that. Individuals may not return to school until 72 hours after symptoms resolve AND at least 10 days after symptoms first appeared. Staff who are unable or uncomfortable to return to school should contact school administrators who will work with them to develop the best course for action to meet their specific needs. If a student/family is unable or uncomfortable to return to school, they should contact school administrators who will work with the family to develop the best course for action to meet their specific needs.

All staff will be trained prior to the start of the school year on protocols for monitoring student and staff health. School administrators will observe, collect documentation, and provide ongoing consultation to classroom teams as needed throughout the school year to respond to changing conditions.

Requirements	Action Steps under Yellow and 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	Daily Health Screenings will be conducted for all individuals entering the Children's School including a digital self-screening protocol and on-site temperature screening.	Linda Hancock, Ed Ad Allison Drash, Adm. Coord.	8 Non-contact thermometers Digital Symptom Checker	Y External & Internal
* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Creation of a child friendly, ventilated isolation room and designation of an alternate space	Administrators	Cot, PPE, adult chair, gloves, medical supplies	Y Internal
* Returning isolated or quarantined staff, students, or visitors to school	Follow CMU's plan https://www.cmu.edu/coronavirus/health-and-wellness/symptoms-and-reporting.html	Linda Hancock via Mo Dasey-Morales Assoc VP for Community Health and Well-Being		Y External & Internal
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Administration will create notification template – phone script and email script	Linda Hancock, Ed Ad		N
Other monitoring and screening practices	Digital Sign-in protocol Digital Attendance monitoring	Allison Drash, Ad Coord		Y Internal

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:

Per Pennsylvania Department of Health guidance (7/1/2020), face coverings are required for all staff members and students. The Order requires individuals to wear a "face covering." "Face covering" means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth. Children will wear a mask at all times while indoors (except during meals / getting drinks). Children will also be required to wear masks outdoors while with their group. Families will provide the children's facial coverings, at least 3 per day, and they will take them home for washing at the end of each day. The school will stock extra facial coverings in the event a family forgets to bring one. Educators and researchers will wear facial coverings at all times with children, except while eating or drinking. Family members coming to campus must also wear a mask including during greeting and dismissal. Educators will wear a mask and face shield during the morning greeting daily health screening.

Individuals at higher risk for illness will work directly with school administrators and educators to develop the best course for action to meet their specific needs. To give families the opportunity to make decisions that suit their unique situations, we have divided the year into quarters instead of semesters and tuition will be billed accordingly. Scholarship funds will be allocated by quarter. We have surveyed families to determine whether those who are not choosing to return to school would be interested in participating in a remote-only program, and we plan to develop one based on their responses. All children enrolled in the in-person program will be provided with remote instruction if the school needs to close for cleaning or a group needs to be quarantined for two weeks following a positive COVID-19 case.

Administrators and other support staff (some of whom will be working remotely) are being included in the duty rotations to ensure that we have enough coverage for all aspects of the plan. We have begun the process of hiring additional educators so that we have enough long and short-term substitutes to cover staff members who cannot return to school because of child or elder care situations in their homes or because of illness.

Administrators and educators will collaborate with families to determine additional support or alternate plans including supports for social emotional wellness for children with unique or special needs.

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Protecting students and staff at higher risk for severe illness</p>	<p>Staff, students, and families will receive training on ways to minimize the risk of COVID-19.</p> <p>If a child has a condition, such as seasonal allergies or asthma, that causes a runny nose, cough, or other mild symptoms, we ask the pediatrician to note that on their health form.</p> <p>If any family would benefit from translation services for key documents, we can contact the International Student Office for assistance in finding a translator who is fluent in the relevant language.</p> <p>Key signage will need to include pictures as our children do not yet read and some of our adult community members are English language learners.</p>	<p>CS Administrators, Educators</p> <p>Linda Hancock, Ed Ad</p> <p>Maggie Rosenblum Ed Ad</p> <p>Allison Drash</p>	<p>Signage, newsletter, website</p>	<p>Y External & Internal</p> <p>Y Internal</p> <p>N</p> <p>N</p>
<p>* Use of face coverings (masks or face shields) by all staff</p>	<p>Adults will wear masks. Educators will wear a mask and face shield during the morning greeting daily health screening, when with an ill child, and when changing a child’s diaper.</p> <p>We will share the CDC’s guidance for mask cleaning via the Staff and Family Handbooks. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html</p>		<p>Masks</p> <p>30 Face shields</p> <p>Training re: doffing and donning</p>	<p>Y External & Internal</p>
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>All children will wear masks at all times while indoors (except during meals / getting drinks and rest/quiet time). Children will also be required to wear masks outdoors while with their group.</p>		<p>Extra masks</p>	<p>Y External & Internal</p>

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Unique safety protocols for students with complex needs or other vulnerable individuals	Each classroom will have a safe space for child to have a “mask break” as needed.	Classroom Educators		Y External & Internal
	Individuals at higher risk for illness will work directly with school administrators and educators to develop the best course for action to meet their specific needs.	Administration		Y External & Internal
Strategic deployment of staff	The Children’s School will hire additional educators as long-term subs as needed based on enrollment.	Sharon Carver		N

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
Return to Campus Safety Video	All CMU Employees	FocusU	Online CMU required training		8/17/2020	8/23/2020
Confidentiality	CS Staff and Researchers	Sharon Carver	Zoom – whole group discussion	Digital confidentiality form	8/24/2020	8/24/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
New screening & sign in procedures	CS Staff and Researchers	Allison Drash	Zoom – whole group discussion	Sign in template, screening questions	8/24/2020	9/5/2020
* COVID-19 Information including signs and symptoms including use of digital thermometers *CMU minimum requirements *Use, types, and limitations of PPE *Cleaning and disinfecting learning spaces, and any other areas used for students (i.e., restrooms, drinking fountains, hallways, and transportation) for Children’s School Staff including Preparation of cleaning solutions & disinfectants	CS Staff and researchers	Andrew Lawson	Zoom – whole group demonstration	Thermometers	8/25/2020	8/25/2020
Fire Safety and Fire Extinguisher training	CS Staff	John Andrew Guerra Fire Safety Manager, Environmental Health & Safety Carnegie Mellon University	Zoom – whole group demonstration		8/27/2020	8/27/2020
*Hygiene Practices for staff including handwashing, sanitizer use, gloving, diapering, covering coughs and sneezes, use of facial tissues, and appropriate face covering practices. *Monitoring students and staff for signs and symptoms and responding to COVID-19 * Review of Pediatric First Aid and CPR *Review of Bloodborne Pathogens * Protecting students and staff at higher risk for severe illness	CS Staff and Researchers	Josh Gelman	Zoom – whole group demonstration		9/3/2020	9/3/2020

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Medication Administration – 5 R’s of Medication	CS Staff	Heather Yankura, CRNP, CMU Health Services	Zoom – whole group demonstration		8/24/2020	9/5/2020
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, and any other areas used for students (i.e., restrooms, drinking fountains, hallways, and transportation) for Custodial Staff	CMU custodians and facilities group	Aramark	See above under Cleaning, Sanitizing, Disinfecting, and Ventilation			
Hygiene Practices for families including handwashing, sanitizer use, gloving, diapering, covering coughs and sneezes, use of facial tissues, and appropriate face covering practices.	CS Families	Administration	Newsletters, emails, handbook, website		9/1/2020	5/14/2021
Hygiene Practices for students including handwashing, sanitizer use, covering coughs and sneezes, use of facial tissues, and appropriate face covering practices.	CS Students	Classroom Educators	Whole group demonstration, modeling, signage		9/8/2020	5/14/2021
Mental Health	CS Community				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
Children's School Family Survey	2019-20 Families	Sharon Carver, Director	Email, Survey Monkey	5/6/2020	5/14/2020
Children's School Planning for Fall 2020	2019-21 Families and Staff	Sharon Carver, Director	Email	5/29/2020	5/29/2020
Good News re: Children's School Planning for Fall 2020	2019-21 Families and Staff	Sharon Carver, Director	Email	7/1/2020	7/1/2020
Next Steps re: Fall 2020 Children's School Plan & Request for Input	2020-21 Families and Staff	Sharon Carver, Director	Email	8/1/2020	8/10/2020
CMU Fall Update: New Minimum Requirements, HVAC, Travel and Visitor Protocols	2020-21 Families and Staff	Daryl Weinert, CMU's Chief of Staff, Vice President for Strategic Initiatives, and COVID Coordinator.	Email	8/4/2020	8/4/2020
Children's School Town Hall	2020-21 Families and Staff	Sharon Carver, Director	Email with Zoom invitation	8/6/2020	8/6/2020
Children's School Town Hall	2020-21 Families and Staff	Sharon Carver, Director	Zoom Virtual Meeting	8/10/2020	8/12/2020
Reminder to Respond Re: Enrollment and Info from Town Hall Meeting	2020-21 Families and Staff	Sharon Carver, Director	Email	8/13/2020	8/13/2020
Children's School Enrollment Information	2020-21 Families	Maggie Rosenblum, Director	Email	8/17/2020	8/17/2020
Important Children's School Details for Enrolled & Deferring Families	2020-21 Families and Staff	Sharon Carver, Director	Email	8/26/2020	8/26/2020
Remote Only Program for 1st Quarter	2020-21 Deferred Families	Sharon Carver, Director	Email	8/29/2020	9/1/2020
Children's School Parent Meeting	2020-21 Families and Staff	Sharon Carver, Director	Zoom Virtual Meeting	9/2/2020	9/2/2020

Health and Safety Plan Governing Body Affirmation Statement

The Carnegie Mellon University Provost, Dr. James H. Garrett for **Carnegie Mellon University Children's School** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 20, 2020**.

The plan was approved after review by Daryl Weinert CMU's Chief of Staff, Vice President for Strategic Initiatives, and COVID Coordinator:

Yes
 No

Affirmed on: **August 20, 2020**

By:



(Signature of Provost)*

Dr. James H. Garrett

(Print Name of Provost)

*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.