

**McKinley Community School for Adults
McKinley Campus**



Operational Plan for Re-opening of Schools

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MCSA REOPENING OPERATIONAL PLAN FALL 2020

Below is the reopening operational plan for the MCSA McKinley Campus (McKinley Campus). This plan is subject to change as more information that impacts schools become available (i.e. State and/or DOE issued directives, COVID-19 status updates)

The COVID-19 pandemic has had a significant impact on schools and its stakeholders. Individuals from students to teachers, administrators, and state and district leaders have directly experienced how quickly circumstances can change and the need to quickly change, prepare, and adapt has become especially critical at this time. As the COVID-19 situation is presently fluid and is subject to change it is important that a base foundation of reopening guidelines for the McKinley Campus be created so that school personnel can be educated, informed, and be ready to take appropriate action as necessary if the pandemic situation should rise again.

REFERENCE DOCUMENTS

The following documents were referenced in the development of this plan:

- CDC “Workplace Decision Tool”
- Superintendent’s Memo dated May 26, 2020, “Return of Employees to the Workplace starting June 1, 2020”
- Department’s Teleworking Guidelines and Agreement
- Readiness and Emergency Management (REMS) for Schools
- Guidance for Reopening Schools Effective July 1, 2020

CALENDAR (WORK YEAR)

The McKinley Campus has a Fall and Spring Semester. The Fall semester begins on July 20, 2020 and ends on December 2, 2020. The Spring semester begins on January 19, 2021 and ends on June 3, 2021. The McKinley Campus observes all DOE holidays and school breaks, although the Fall and Spring semesters do not directly align with the Honolulu District K-12 schools. The McKinley Campus operates classes four (4) days per week (Monday through Thursday) in three (3) class blocks (9:00 am to 11:00 am, 12:00 noon to 2:00 pm, and 6:00 pm to 8:00 pm). With three class blocks it allows for flexibility to adjust program offerings based on student enrollment.

- The McKinley Campus creates a course brochure which lists the registration dates and information, course offerings, program class dates, and times. This information is also posted on our campus website.
- Banners will be posted to inform the community when registration is open.
- Newspaper Advertisement regarding school programs will be posted.
- Class offerings also take place in coordination with partner sites (Mauna Kea Towers, KUPU).

REGISTRATION AND ENROLLMENT

Registration information and key dates for each semester are posted on the school website as well as in a brochure. The McKinley Campus has an open enrollment policy to allow students the opportunity to pursue learning at our campus throughout the semester. The McKinley Campus has an intake process which includes registration, payment, assessment, and program placement for all students. Due to the transient nature of our student population, registration is done in person only so that students can be pre-tested and placed appropriately as part of the intake process on the same day.

- Once the assessment process is completed, students are placed in an appropriate class level based on their assessment score.
- At the present time, classes taught via direct instruction cannot exceed more than ten (10) students.
- In order to address health and safety, the intake process will take into account social distancing along with having building entry requirements (no entry without a face mask or face covering).
- Registrants will be serviced four (4) at a time to maintain appropriate social distancing in the school office.
- Upon entering the office area, patrons will have their temperature taken via non-contact thermometer. If the temperature is 100.4 degrees or higher the individual will need to exit the premises.
- In the event of an overflow, registrants will be directed to wait outside following the designated floor guides to maintain social distancing.
- Once the number of individuals waiting in line exceeds fourteen (14) any additional overflow of individuals will need to wait outside of the building and will be allowed entry into the building to register as patrons exit.
- Once the registration and payment process is completed, patrons will be assigned to take their pre-test. Pre-tests will be limited to no more than ten (10) test participants. Any overflow will be instructed to come back at a later time to complete the pre-test process.
- Office operations for registration will follow CDC guidelines.

STUDENT ATTENDANCE

Community School campuses are required to track and monitor student attendance as per funding guidelines. Through student attendance tracking, our campus is able to gather important information such as periods of student participation, retention, and completion rates.

- Every teacher at the McKinley Campus is provided with an attendance sheet that lists all students enrolled in the class.
- All McKinley Campus teachers are required to take daily attendance. This expectation also applies when students are taking classes virtually as was done in the Spring 2020 semester.
- At the end of the semester, teachers submit attendance to the Registrar and the Registrar inputs the attendance information into the LACES database system for record keeping.

DOH/DOE PROTOCOLS

In order to ensure the health and safety of McKinley Campus faculty, staff, students, and administration, the campus will adhere to DOE/DOH rules, regulations, policies, and procedures pertaining to COVID-19. Further, information will be communicated to stakeholders in a timely fashion via a variety of methods (i.e. website, mass messaging, email, and phone).

- Tri level communication between the Superintendent, CAS and school will take place to actively keep respective parties informed.
- As per the Opening of School Year Packet, employees will be expected to follow all policies, procedures, guidelines.

MAINTENANCE OF AND ACCESS TO STUDENT RECORDS

The McKinley Campus along with the other community school campuses maintain confidential student records in the LACES database. The McKinley campus follows FERPA and general confidentiality guidelines to ensure the safety of student records such as GED, HiSET, TABE, and CASAS test scores.

- Students are able to request transcripts, education and employment verification documents.
- Transcript request information and the accompanying transfer request form is posted on the school website.

SCREENING AND HEALTH ROOM PROCEDURES

In order to ensure the health and safety of McKinley Campus students, faculty, staff, administrators and our campus patrons, CDC guidelines will be adhered to in order to minimize any potential risks associated with COVID-19.

- Face masks or face coverings will be required to enter the campus building
- Social distancing will be in effect
 - CASAS test center will be limited to no more than ten (10) test participants per testing area and one (1) test center employee for a total capacity of eleven (11) individuals.
 - Classrooms will be limited to no more than ten (10) to fifteen (15) students at a time for direct instruction (depending on size of the room for social distancing)
 - GED testing will be limited to no more than ten (10) test participants
 - HiSET testing will be limited to no more than six (6) test participants
 - No more than four (4) patrons will be serviced in the front office at one time.

- Classrooms, and test centers, will be disinfected after use
- Disinfectant is available in all classrooms for use
- Computers/laptops used for testing will be cleaned after the test process is completed.
- Custodial staff will disinfect restroom and common areas daily as part of their work duties..
- Office personnel will wipe down counters and protective shields have been installed in the main office and the GED/HiSET Test Center to minimize contact
- Indoor couches in common areas have been moved or marked off to prevent use.
- Outdoor lanai will be locked to prevent loitering and gathering.
- Outdoor benches will be marked with caution tape and/or signage informing patrons it is not available for use
- Temperature checks will be done for the GED/HiSET, and CASAS Test Centers and the school office. Additional thermo scan thermometers and face shields will be available for use by faculty upon request.

SCHOOL SCHEDULE

The McKinley Campus this past semester had approximately 1,100 students enrolled. Thus, in order to ensure the safety of our students, faculty, staff, and administrators, the reopening of school will be done in two (2) separate phases. The first phase would be a blended learning/hybrid approach to delivering instruction and the second phase will be direct, in person instruction. Open enrollment for students will still be available throughout the semester until a class reaches an enrollment cap which is dependent on the size of the room and the number of students that can be safely housed with social distancing in place. Phase durations can be adjusted accordingly (shortened or lengthened) depending on the current COVID-19 situation for the Department.

Phase One (1) – Blended Learning/Hybrid Approach to Delivering Instruction

- Staggered class schedule
- Smaller class sizes, alternate days of attendance based on two (2) class sections for each teacher.
- Placement into class sections would be done through the registration process, not the teacher.
- Depending on class size, each course would have an "A" section and a "B" section. Section A would attend Mondays and Wednesdays. Section B students would attend class on Tuesdays and Thursdays. Each section would get two hours of direct instruction per day.
- Every Friday, the teacher will have the option of having one (1) hour of distance learning instruction with the entire class (both sections). This could be done via video or phone conferencing or by assigning work via email, or a homework packet.
- During Phase I, the COVID-19 situation would be monitored.

By starting off with the blended learning format, this will allow for:

- Students to receive direct instruction when school reopens which is consistent with the

K-12 Honolulu District schools.

- Non-native English speaking students at the lowest instructional program level to immediately receive the direct instruction and support needed to maximize their learning.
- Students to ease back into the school setting with smaller class sizes and accompanying safety protocols to ensure student health and safety.
- Less foot traffic on campus when school reopens.

Phase Two (2) – Direct Face to Face Instruction on Campus

- Smaller class sizes, alternate days of attendance based on two (2) class sections for each teacher.
- Continue to monitor COVID-19 situation
- Teachers will have the opportunity to continue distance learning on Fridays if they desire, if not they would have the option to discontinue the one hour of instruction.
- Depending on class enrollment and the accompanying classroom size, classes may be reconfigured from two (2) to one (1) section.

Partner Sites

- Coordinate schedules with partner locations (KUPU, Maunakea Towers)
- Adhere to any guidelines developed and established by and implemented at partner sites.

RECESS AND TRANSITION OF STUDENTS BETWEEN CLASSES

In order to ensure the health and safety of students, faculty, staff, and administrators, and to minimize risk, the McKinley Campus will adhere to and follow all CDC guidelines before, during, and after classes.

- Maintain social distancing in classrooms, office area, testing centers, and common areas.
- Adhere and follow procedures and guidelines at partner site locations.
- Upon return to school, classes for each time block will be broken down into two (2) sections to allow for smaller class sizes and appropriate social distancing

BATHROOMS

McKinley Campus custodial staff will clean and disinfect bathrooms daily on a regular basis. Also an emphasis on good hygiene will be promoted via flyers and reminders to students from teachers about cleanliness and hygiene and its impact on their health and safety.

- Faculty, staff, students and administration will continue to practice good hygiene, including the following:
 - Wash hands with soap and water
 - Use of hand sanitizer, especially after touching frequently used items or surfaces.
 - Avoid touching of face.
 - Sneeze or cough into a tissue, or the inside of one's elbow.
 - Disinfect frequently used items and surfaces as much as possible.

VOLUNTEERS

Volunteers are a valuable resource that have been used previously to help support teachers by working in conjunction with the teacher to provide support to students. However, in order to minimize risk for the volunteer as well as the faculty, staff, students, and administration, opportunities for volunteers will not be given out at this time. By doing so, traffic into the building will be minimized while also taking into consideration social distancing guidelines once direct in person instruction resumes.

- Classroom volunteer opportunities will not be provided at this time until further notice.
- As office personnel deal with confidential student information, volunteer opportunities in the school office will also not be provided at this time.
- Only when it can be determined that allowing individuals to volunteer will not potentially compromise the health and safety of the volunteer as well as faculty, staff, students, and administration, will volunteer opportunities be provided.
- Individuals who volunteer will be subject to a background check.
- Individuals who volunteer will report to the administrator in charge.

CLEANING OF CLASSROOMS AND OFFICES

In order to ensure the cleanliness of classrooms and offices, classrooms will be sanitized before and after each class, offices will be sanitized periodically throughout the day, the office counter will be sanitized after each transaction, and test centers will be sanitized after each test session.

- **Sanitation**
 - Common touch points (door knobs, file cabinets, supply cabinets and drawers, etc.) and frequently used furniture and equipment should be cleaned and disinfected on a daily basis.
 - Hand sanitizer or disinfectant wipes will be provided if available, otherwise staff & students should be encouraged to wash their hands with soap and water on a frequent and regular basis.
 - Custodial staff will continue with their cleaning duties, however employees may wish to consider cleaning and disinfecting their personal workspaces and items on a more frequent basis.
 - The use of other employee's phones, keyboards, or other work tools and equipment should be avoided when possible or cleaned and disinfected before and after use.

SAFETY PROCEDURES

Guidelines/procedures are in place to ensure students, faculty, staff, and administration are safe while on campus. Proactive efforts will be made to reduce the risk of viral transmissions without negatively impacting the quality of service and education provided to students and patrons.

- **Employees Who are Ill, Symptomatic or at Risk**
 - Employees shall contact their supervisor prior to entering a Department facility if they meet any of the following conditions:

- ❖ They are symptomatic – cough, shortness of breath or difficulty breathing, or exhibit at least two of the following symptoms:
 - ❖ Fever
 - ❖ Chills
 - ❖ Repeated shaking with chills
 - ❖ Muscle pain
 - ❖ Headache
 - ❖ Sore throat
 - ❖ New loss of taste or smell.
 - ❖ They have traveled within the past fourteen (14) days as they may have been potentially exposed through close prolonged contact with a person who has or is suspected to have COVID-19.
 - ❖ Employees who have the symptoms as set forth above should notify their supervisor and stay home.
 - ❖ Sick employees should not return to work until the criteria to discontinue home isolation are met, in consultation with their healthcare providers and criteria set forth by the Hawaii Department of Health.
- **Entering Department Facilities**
 - All employees and visitors are required to wear a mask or other face covering in order to enter the campus building. (Note: some individuals may be unable to wear face masks due to a health reason.
 - Individuals must practice socially distancing (at least six feet of space between oneself and others).
 - Temperature will be taken prior to entering the school office or the campus test centers. Individuals with a temperature reading 100.4 degrees Fahrenheit or higher will not be allowed into the campus office or test centers and will need to leave campus.
 - **Field Trips and Excursions**
 - In order to minimize health and safety risks for students and employees, no field trips will be allowed until further notice. Teachers are encouraged to attend virtual activities and events.

FACUTLY AND STAFF MEETINGS

Faculty and staff meetings are an important means of communicating new information, while also providing an opportunity by participants to provide feedback and share concerns. In order to minimize/limit physical contact and face to face interaction, consideration will be made to conduct meetings virtually, in person individually or in small groups.

- Due to multiple teaching blocks, separate meetings are scheduled for teachers (morning, afternoon, and evening).
- Meetings are scheduled with office, custodial, technology, and testing personnel.
- MCSA Administrators meet virtually on a weekly basis.
- MCSA Vice Principals meet virtually on a bi-monthly basis.

ASSESSMENTS

The McKinley Campus administers assessments to students as part of the registration intake process, the post-testing process, and to service students who test to attain their GED or HiSET high school equivalency diploma (HSE). The administration of assessments is critical as it ensures appropriate program placement, it serves as a means to determine student academic gains, needs, and strengths, and it provides a valuable service to those seeking to take their next post secondary step with the completion of their HSE.

- To ensure health and safety the administration of assessments will be done in a controlled environment (i.e. Limited number of students, reconfiguring test center to ensure adequate space between students, scheduled by appointments only, conduct temperature screening, reschedule students not feeling well).
- GED/HiSET and CASAS Test proctors will receive COVID-19 protocol training (process, procedures, safety protocols, check in, monitoring).

CONTINUITY OF LEARNING AND ENGAGEMENT

In order to ensure continuity of learning and engagement that are aligned to EFL and NRS levels, teaching faculty will be expected to use the assigned curriculum for their class (i.e. Standout, Essential Education, or Burlington English), conduct instruction consistent with their assigned class hours, and provide appropriate instructional support to students. Also, in order to further ensure continuity, articulation, administrative observations, and professional development opportunities will be provided for faculty. The implementation of instruction will be done in three (3) phases for the Fall 2020 semester.

Phase One (1) Blended Learning/Hybrid Approach to Delivering Instruction.

- Combination of direct in person instruction and virtual/distance learning - one (1) hour every Friday.
- Smaller class sizes, alternate days of attendance.

Phase Two (2) - Direct Face to Face Instruction on Campus

- Staggered class schedule
- Smaller class sizes, alternate days of attendance
- Teachers will have the option to discontinue one (1) hour of distance learning instruction

LEARNING MANAGEMENT SYSTEM

The McKinley Campus will use the LACES database to record, track, and provide the data necessary for NRS reporting.

- Data from the LACES database will be used to determine programming and instructional decision making (AEFLA Grant).

COUNSELING

Counseling is an integral part of the intake process to help support students in their transition to the McKinley Campus along with helping students to be resilient. During this time of

uncertainty and change in schools and in the community the need for student support via counseling will be essential to address any anxieties or challenges about returning to school, and dealing with change.

- MCSA has a comprehensive intake process which includes counseling, goal setting, developing of personal learning plans and placement in appropriate programs to meet student needs.
- MCSA transition counselors provide students with a continuum of services by appointment or drop in (i.e. academic counseling, program information, students seeking employment/post- secondary guidance, and personal support to address matters impacting performance at school).

ADULT EDUCATION

The McKinley Campus services a wide range of individuals seeking education to enhance the quality of their lives, whether it is learning English to open up personal and occupational opportunities, or improving academic skills to pursuit a high school equivalency diploma or postsecondary education. As our student population is highly transient, come from foreign countries mainly in Asia, and may be negatively impacted due to the COVID-19 situations worldwide, an emphasis on building student/teacher relationships, along with proactively providing student support will be key in improving student resiliency.

- McKinley Campus offers programs in the areas of English Language Acquisition, Adult Basic Education, Adult Secondary Education and GED/HiSET.
- Program offerings will be via virtual, blended learning, and direct in person instruction which will be done in phases to accommodate the different learning needs, of our student population.
- The McKinley Campus will work with partner sites (i.e. KUPU, Maunakea Towers) to ensure that the continuation of educational opportunities is present.
- The McKinley Campus also offers Basic Interest Courses (i.e. golf, intermediate/advanced communication) along with offering the DOE Substitute Teacher training class and Substitute Teacher Recertification class. In order to address the COVID-19 situation, the option of offering these courses virtually is being considered.
- The McKinley Campus serves as a site for Paraprofessional Tutor testing to support DOE casual hire personnel who work the special needs population.
- The McKinley Campus also provides testing services for individuals pursuing the GED or HiSET high school equivalency diploma.
- The McKinley Campus will use a variety of curriculum that can be accessed on or off campus, that is relevant, rigorous, practical, and aligned to College and Career Readiness Standards for Adult Education (CCRS) and English Language Proficiency Standards (ELPS)

STUDENT DISCIPLINE

McKinley Campus students are expected to abide by all BOE and DOE rules, procedures, policies, and guidelines. Students are also expected to be accountable for their decisions and behaviors that take place on campus, as well as any actions that may negatively impact the learning of their peers or compromise the safety of others.

- A proactive approach will be taken so that behavior concerns can be addressed immediately so as to minimize the possibility of the misbehavior reoccurring.
- Develop guidelines and create a student code of conduct with accompanying behavior expectations for students.
- All incoming 4140 students will be required to meet with an Administrator to review student code of conduct and behavior expectations.

PERFORMANCE EVALUATION

BU05 members will be evaluated as scheduled according to their evaluation cycle. If the employee's evaluative process is impacted by school closure or any temporary suspension of school operations, the course of action will be to closely work with the Office of Talent Management (OTM) and the EES resource person for the McKinley Complex in order to ensure appropriate compliance with the evaluative process regardless of circumstances.

- All BU05 employees assigned to the McKinley Campuses are non classroom teachers (i.e. Registrar, Transition Coordinator, Program Specialist) and as such they are not subjected to a classroom observation as part of the Educator Effectiveness System (EES) process.
- The McKinley Campus will adhere to Department Guidelines and timelines regarding EES.
- Non BU05 regular employees (i.e. UPW and HGEA bargaining unit members) will continue to be subject to evaluative processes per their scheduled evaluation period. Any suspension of school operations during an evaluation period will be noted so as to accurately reflect the evaluative period.

SUBSTITUTE TEACHER

To support the Department in its efforts to have a substantial pool of substitute teachers, the McKinley Campus will offer the thirty (30) hour Substitute Teacher certification course in the Fall and Spring semesters. Along with the Substitute Teacher certification course, the McKinley Campus will also offer a four (4) hour recertification course for current DOE substitute teachers.

- In order to keep students and the instructor safe during the current COVID-19 pandemic, the McKinley Campus will look to offer the Substitute Teacher and Substitute Teacher Recertification classes via WEBEX or other distance learning platform.

STAFF TIME AND ATTENDANCE

The McKinley Campus will be in compliance with leave management policies, procedures, and guidelines in accordance with the Department and collective bargaining agreements.

ACCESS TO EQUIPMENT AND SUPPLIES

Access to equipment and supplies for faculty, staff, and administration to run daily operations is important. Along with supporting school personnel, options to support students who may not have the necessary resources to participate in distance learning (i.e. chromebook, laptops) is also under consideration. Requests for access to equipment and supplies will be reviewed and determined on a case-by-case basis.

- Develop a system for distribution, monitoring, tracking, and retaining of any equipment issued to students and staff (i.e. chromebooks, laptops) for use during COVID-19.
- Develop guidelines regarding use of school issued equipment along with accompanying charges for damages to equipment.
- Arrange to have technology support as needed via in person, phone, email, or video conference to address any questions or concerns regarding use of technology equipment.
- Work with faculty to arrange for appropriate building access as needed in accordance with DOH and CDC health and safety guidelines.

TELEWORKING

In order to minimize the risk of viral transmissions while also maximizing employee productivity teleworking is a consideration for all employees during this time of uncertainty with the COVID-19 situation. Teleworking arrangements would apply to all salaried DOE positions and would be subject to change based on directives from the Superintendent. Teleworking would involve the employee performing their functions and duties from a separate site from their work site during emergency situations or when the worksite (school) is closed, inaccessible or uninhabitable, or when assignments or projects could be effectively performed away from the work site.

- Teleworking employees would perform their work functions from an identified telework site in an employee's home rather than at the worksite.
- Teleworking would be approved on a case-by-case basis.
- Teleworking can be performed on an approved work schedule.
 - Employees would work on an occasional, one-time, or irregular basis for a day or block of days.
 - Teleworking outside the State of Hawaii is not permitted. Teleworking from another island within the State of Hawaii would be subject to approval by the Superintendent.
 - Employees whose work require supervision are not eligible for teleworking (i.e. employees who require close supervision for improvement).
 - Administration has the purview to require employees to report to the worksite on scheduled days when the employee usually teleworks.

TRI-LEVEL MEETINGS AND COMMUNICATIONS

Information will be communicated to staff and stakeholders using a variety of methods (website, mass messaging, email, phone)

- The McKinley Campus will post messages on the official school website.
- Transparent flow of information will be communicated to all stakeholders in a timely fashion as information gets disseminated to and from the school, District Office (Complex Area Superintendent), and State Office (Superintendent).

PROFESSIONAL DEVELOPMENT

The McKinley Campus will continue to provide professional development activities for teachers via DOE training, in house training by McKinley Campus administration, online resources, and Resource Teacher Support from the Honolulu District Office.

- For the safety of personnel, at this time any training will be done via video conference platforms, webinars, and/or online training.
- Areas of training include but are not limited to Burlington, Essential Education (GED Academy, HiSet Academy, CASAS Academy, TABE Academy), Work Readiness Academy, Standout, distance learning, technology, and instructional best practices as it pertains to non native English speakers.
- Professional development opportunities can also be in the form of certifications, proctoring, (i.e. GED/HiSet) along with training to address curricular areas such as College and Career Readiness (CCR) Standards for Adult Education, and English Language Proficiency Standards (ELPS).

SECURITY

The McKinley Campus does not have School Security Attendants as part of its personnel. However, it is the responsibility of all McKinley Campus personnel to work together to ensure campus safety for students, faculty, staff, and administration. This is done via school safety committee meetings, seminars by the Honolulu Police Department (i.e. Active Shooter, Civilian Safety) and timely communication to personnel regarding any safety matters that need to be addressed.

- Adhere to all safety plans as outlined by campus and partner sites.
- Comply with COVID-19 guidelines as related to staff and student safety - refer to safety procedure section.

FACILITIES USE

In order to minimize foot traffic in and out of the campus building and to mitigate potential risks of COVID-19 exposure, for both McKinley Campus personnel and facilities use patrons, no Use of Facilities Requests will be granted until further guidance is provided by the Department.

R&M / CIP

Repair and maintenance will continue as usual through collaboration with the School Custodian and the administration to address any needs to the school physical plant via the MAXIMO work order system. School buildings and grounds will continue to be serviced regularly based on the custodial work schedules, whether school is open or closed, and the status of essential workers having to report to work.

- The McKinley Campus Vice Principal will collaborate with the MCSA Principal to work through the process involving any R&M/CIP Projects and coordinate any schedule of work, access, and planning to adjust school operations that are affected by the project.

MISCELLANEOUS

Maximization of Social Distancing

A key component in controlling the spread of COVID-19 is social distancing. In order to maintain a safe and healthy environment the following will be emphasized to employees upon entering the worksite:

- Employees shall maintain a minimum of three (3) feet or greater distance from each other at all times, including but not limited to:
 - Workspaces and hallways to the fullest extent possible.
 - Common areas not absolutely critical to essential work, such as kitchens, copy rooms, file rooms, etc.
- In-person meetings or conferences should be minimized even when social distancing can be maintained. Where possible, these should be converted to video or telephone conferences.
- Minimize the number of employees in the workplace at any given time to the fullest extent possible to continue operations while enabling the proper maintenance of social distancing.
- Stagger employee start/end times within existing flexible work hour parameters to avoid mass entry/exit to/from Department facilities.
- Post signage at multiple, relevant locations to remind employees of social distancing requirements.

Other Considerations to Maximize Social Distancing

- Use of paperless options for documents and correspondence as much as possible.
- Use of electronic signatures for approval by email should be utilized as much as possible.
- Minimize the quantity of interoffice hard copy mail to the fullest extent possible.