

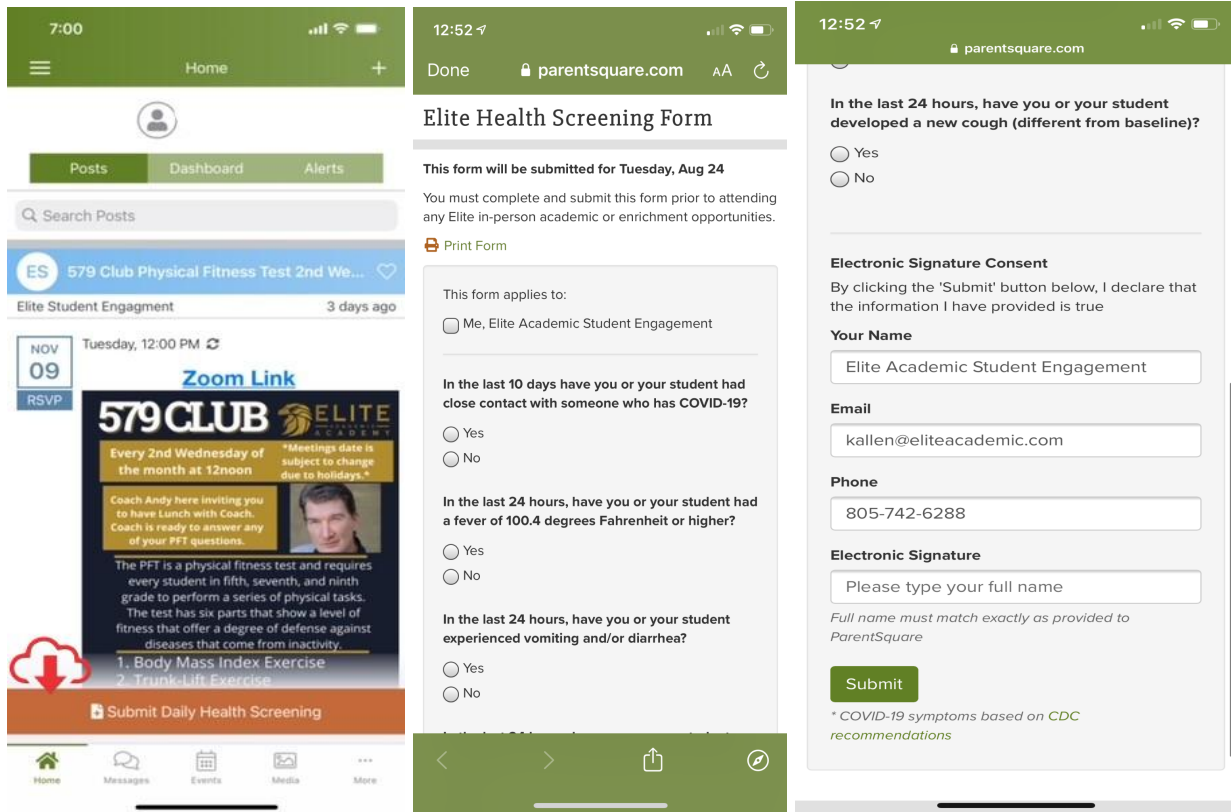


Should you participate in any in-person meetings, you must follow ALL of the below required protocols:

1. You **must accept** all in-person meeting invitations **via Google Calendar**.
The meeting invitation **must be accepted by all parties prior to meeting**.

The screenshot shows a Google Calendar event creation interface. The event title is "In-Person Meeting with NAMES". The date and time are set for September 8, 2021, from 5:30pm to 6:30pm. The event is not all day and does not repeat. The "Event Details" section includes options for "Add video conferencing", "Add location", "Notification" (10 minutes), "Add notification", "Tracy Hasper" as the organizer, and "Busy" status with "Default visibility". The "Guests" section shows "HR Elite" as a guest with permissions to "Invite others" and "See guest list". The event description text reads: "Please accept this invitation in order to confirm the in person meeting scheduled for... If this invitation is not accepted the meeting will not occur in person, and instead will be conducted virtually. Prior to, but on the day of, the meeting, please complete the Parent Square Health Screening, via this link: [Sign in | ParentSquare](#)."

2. Students, families and staff who will be in attendance at the in-person meeting must complete the Daily Health Screening in Parent Square



* Should a respondent answer "Yes" to any questions, they will see this message:

"You responded YES to one of the questions in the form. Please stay home, do not appear in person and please contact your Elite Educator for the required next steps."

Lastly, when meeting outdoors, we strongly encourage wearing a mask, however it is not required. While meeting indoors, a mask is required by all participants.

Thank you for your cooperation,
Your Elite Administration