

# **Faculty/Staff Introduction Email to IHT**

<b>COMMUNICATION TO FACULTY AND STAFF</b>	
Goals of Communication:	Introduce the Program and Secure Faculty/Staff Support
Suggested Timing:	2 weeks prior to Activation Period or ASAP
Attachments:	<ol style="list-style-type: none"><li>1. Model Code of Conduct</li></ol> <p>NOTE TO ADMIN: This document is optional and available to customize and use at your discretion.</p>
Suggested Subject Line:	Campus-Wide COVID Safety Plan for the 2020-21 School Year
Suggested Sender:	Headmaster

To All Faculty/Staff,

**You are so vital to the success of this school year! Thank you for being so flexible.**

As faculty and staff of \_\_\_\_\_, you may have heard we are implementing a new “Data-Driven, Doctor-Managed” program called Imhealthytoday Schools to assist in strengthening national safety guidelines and to add an extra layer of safety to our school and community.

Along with our current safety protocols, we will now be able to:

- Track the daily COVID-19 related health status of every individual on campus.
- Connect a student, faculty or staff member displaying symptoms of COVID-19 with a doctor via a telehealth call to assess their condition prior to coming to school.
- Make testing available to all students (at parents' expense) faculty and staff through overnight testing kits or other testing options. Doctors will oversee the test virtually before it is returned via overnight service to a medical lab. Results will be available in 48 hours or less. *Please note: Increased volume of testing may slow the timing of results.*
- Oversee the status of any student, faculty or staff member who tests positive for COVID-19 via telehealth doctors, who will monitor their status until a negative test result allows them to safely return to campus.

As faculty and staff, we are ACTIVATING you prior to the students so you can familiarize yourself with the program. You should receive your INITIAL CHECKER on **XX/XX/2020**. Please complete this part of the

process as quickly as possible. I've included contacts for technical support below if you run into any issues during the initial check in and subsequent daily checkers.

We have been provided with a [PARENT PORTAL](#) which has several key pieces of information regarding the program and more being added regularly. Please take a few minutes to look through those resources.

Thank you again for your support to make this our best year ever!

## **CONTACT IMHEALTHYTODAY FOR CONCERNS WITH THE ACTIVATION PROCESS**

Our school has partnered with Imhealthytoday to implement this process, therefore the support for the program will be provided by their team. Please contact Imhealthytoday Technical Support prior to contacting our school administration as they are equipped to handle a variety of issues that may arise with your activation(s).

### **Technical Difficulties**

Password reset, email address issues, phone number changes, multiple sibling setup  
Online Chat on [www.Imhealthytodayschools.com](http://www.Imhealthytodayschools.com)  
(in lower left corner of [Imhealthytodayschools.com](http://Imhealthytodayschools.com) Home Page)

### **Daily Checker**

Accidentally answered a question wrong & need to reset  
Call: 855-806-3910  
Press Option 1: for Imhealthytoday Schools Menu  
Press Option 3: for Member Services

### **Tele-Visit or COVID-19 Testing Assistance**

Call: 855-806-3910  
Press Option 1: for Imhealthytoday Schools Menu

### **General Questions**

Email: [memberservices@Imhealthytoday.com](mailto:memberservices@Imhealthytoday.com)