



## Roadmap for Engagement

In order to expedite the adoption of our Face Mask Safety Plan, we have outlined the process and steps necessary to quickly purchase your materials, announce your plan and prepare for opening day.

1. **Attend the NJPCSA webinar** on Wednesday, August 5th at 1pm. [Register HERE](#).
2. **Fill out our initial onboarding survey** to provide basic information on your school and set up an onboarding phone call as soon as possible with our team. We will send a sample kit containing all our products to anyone who fills this onboarding survey out. [Access survey HERE](#).
3. The **onboarding call** will get you into our system, assess your schools PPE needs, place your order, and determine what other products or services you require. We will also be able to set up a recurring order, ensuring you are not storing too much product, but always have extra on hand. (see *Note 1 - 3* below for more information)
4. Schools who purchase our PPE or exchange their already purchased masks for our individually packaged masks will:
  - a. Gain access to our **online Safety Plan portal**, which includes: templates for web and email communications to announce and explain the plan, step-by-step guides to implementing your mask storage and distribution plan, FAQs, downloads of all necessary signage and educational materials, training materials for students, faculty and families, and our online product catalog for additional PPE needs.
  - b. Have the option to opt-in to our Safety Plan Awareness Program which includes receiving a case of pre-packaged kits that schools can mail to every teacher and family ahead of opening, containing samples of adult and youth masks, reuse bags and alcohol wipes with easy-to-follow instructions and 'What to Expect' information on the plan.



5. For schools looking for additional PPE products, equipment or services, we will send out our product catalog with pricing and shipping information, as well as a list of network connections specializing in a variety of important services related to reopening during the pandemic.
6. For schools seeking further assistance, we offer consulting on the development and communication strategy of your schools safety plans. We can review, offer suggestions, share best practices and be available to support as needed.

### Notes to consider:

1. With school openings soon, placing orders in a timely fashion is of the essence. Right now we know our supply chain is secure and our prices are low - but this could shift at any moment. Unforeseen circumstances could affect overseas shipping timelines, price fluctuation, supply chain shortages or trade tariffs.
2. We recommend purchasing 3-6 months of needed products immediately. We will warehouse extra inventory on your behalf at no cost, and send regular refill packages as needed from your supply.
3. Full payment is required at the time the order is placed, and we strongly encourage you to frontload the finance approval process to reduce potential delays.

