## Sample emergency language for contract modifications:

The following sample language can be utilized to modify current contracts to include how services will be handled in the case of emergency conditions. SFAs may use the Contract Modification Template and customize the language below to meet their needs.

**Unilateral change order modifying a contract:**

In the event of school closures or students transitioning to a virtual posture due to public health or other emergencies, the SFAs needs may change with respect to quantities, delivery times, and packaging. The quantities estimated in the pricing sheet are based on in-person meal service which the SFA hopes will be the predominant form of meal service for the base year and all option years. If the SFA has to switch to a full or hybrid virtual posture, meal quantities are likely to be less for that period of the contract. The contractor should be prepared to adjust to changing needs including updating sanitation procedures that have been put in place to safeguard employees and meals from contamination. The SFA will communicate any change in plans to the contractor within 24 hours of being informed by the District government.

**Mutually negotiated contract change:**

In the event of school closures or students transitioning to a virtual posture due to public health or other emergencies, the SFAs needs may change with respect to quantities, delivery times, and packaging. The quantities estimated in the pricing sheet are based on in-person meal service which the SFA hopes will be the predominant form of meal service for the base year and all option years. If the SFA has to switch to a full or hybrid virtual posture, meal quantities are likely to be less for that period of the contract. The contractor should be prepared to adjust to changing needs including updating sanitation procedures that have been put in place to safeguard employees and meals from contamination. The SFA will communicate any change in plans to the contractor within 24 hours of being informed by the District government.

The contractor will list the sanitary precautions they have or will put in place to control transmission and/or contamination (for example, personal protective equipment, physical distancing, contactless delivery options, and/or extra sanitation and cleaning):

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The contractor will detail the practices they use or will use to protect workers and students during public health emergencies with respect to:

1. Sanitation in food preparation (e.g., physical distancing, cleaning of surfaces, PPE, handwashing): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Policies for workers who are sick (temperature checks, policy on staying home, paid leave, etc.):

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1. Delivery (e.g., PPE for drivers, sanitation of trucks and Cambros or other delivery containers, physical distancing in drop-offs, returning delivery containers):

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1. Flexibility in delivery routes and timing, as necessary:

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