# Phased School Reopening
# Health and Safety Plan Template

Each school entity must create a Health and Safety Plan which will serve as the local guidelines for all instructional and non- instructional school reopening activities. As with all emergency plans, the Health and Safety Plan developed for each school entity should be tailored to the unique needs of each school and should be created in consultation with local health agencies. Given the dynamic nature of the pandemic, each plan should incorporate enough flexibility to adapt to changing conditions. The templates provided in this toolkit can be used to document a school entity's Health and Safety Plan, with a focus on professional learning and communications, to ensure all stakeholders are fully informed and prepared for a local phased reopening of school facilities. A school entity's Health and Safety Plan must be approved by its governing body and posted on the school entity's publicly available website prior to the reopening of school. School entities should also consider whether the adoption of a new policy or the modification of an existing policy is necessary to effectively implement the Health and Safety Plan.

Each school entity should continue to monitor its Health and Safety Plan throughout the year and update as needed. All revisions should be reviewed and approved by the governing body prior to posting on the school entity's public website.

*This resource draws on a resource created by the Council of Chief State School Officers (CCSSO) that is based on official guidance from multiple sources to include: the Centers for Disease Control and Prevention, the White House, American Academy of Pediatrics, Learning Policy Institute, American Enterprise Institute, Rutgers Graduate School of Education, the World Health Organization, the Office of the Prime Minister of Norway as well as the departments of education/health and/or offices of the governor for Idaho, Montana, New York, Texas and Washington, DC.*

## Health and Safety Plan: Quakertown Christian School

All decision-makers should be mindful that as long as there are cases of COVID-19 in the community, there are no strategies that can completely eliminate transmission risk within a school population. The goal is to keep transmission as low as possible to safely continue school activities. All school activities must be informed by Governor Wolf's Process to Reopen Pennsylvania. The administration has categorized reopening into three broad phases: red, yellow, or green. These designations signal how counties and/or regions may begin easing some restrictions on school, work, congregate settings, and social interactions:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.

- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year.

Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

## Type of Reopening- Total Reopen

**Key Questions**

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

- How did you engage stakeholders in the type of re-opening your school entity selected?

- How will you communicate your plan to your local community?

- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected?**

x        Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern). Unless Governor Wolf shuts down schools

          Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).

          Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).

☐        Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): <u>August 31, 2020</u>**

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked "Pandemic Coordinator". For each additional pandemic team member, enter the individual's name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under "Pandemic Team Roles and Responsibilities":

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;

- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or

- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

| Individual(s) | Stakeholder Group Represented | Pandemic Team Roles and Responsibilities (Options Above) |
|---|---|---|
| Stephen Schrag (Head of School) | Administration/School Community | Both |
| Pam Detweiler, RN | School Community | Both |
| Rhoda Detweiler, RN | School Community | Both |
| Sheryl Duerksen | Faculty | Both |
| Tammy Leatherman, LPN | School Community | Both |

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.

- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type "same as Yellow" in this cell.

- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.

- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.

- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

**Key Questions**

- How will you ensure the building is cleaned and ready to safely welcome staff and students?

- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?

- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

- What protocols will you put in place to clean and disinfect throughout an individual school day?

- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions: Facilities department will handle building issues such as filters and AC as well as our school vehicles. IT department will handle cleaning of computers and other technical equipment. Transportation cleaning will be taken care of by the individual districts that are transporting students to and from school.**

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|---|---|---|---|---|
| * Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e. restrooms, drinking fountains, hallways, and transportation) | Washing surfaces with soap and water then sanitizing prior to return to school.<br><br>During school day students to wipe desk after lunch | SAME AS YELLOW PHASE | Caleb Kiefer Facility Coordinator<br><br>Jeff Wright Athletic Director | Disinfecting supplies, Sanitizer, gloves, disinfecting wipes. | |

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| | and at end of day and teachers to wipe frequently touched surfaces.<br><br>Office staff to wipe down frequently touched areas in main office.<br><br>After school cleaning to be done by facilities department.<br><br>Water fountains are shut off except for the water bottle filler fountains. Students encouraged to bring own water bottle to refill. | | | | |
| Other cleaning, sanitizing, disinfecting, and ventilation practices | AC filters checked and changed by facilities department.<br><br>Normal cleaning protocol to resume after extended breaks. | SAME AS YELLOW PHASE | | | |

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| | Athletic equipment cleaned by athletic department.<br><br>IT department to provide protocols for computers that transport home with students. | | | | |

## Social Distancing and Other Safety Protocols

**Key Questions**

- How will classrooms/learning spaces be organized to mitigate spread?

- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

- What policies and procedures will govern use of other communal spaces within the school building?

- How will you utilize outdoor space to help meet social distancing needs?

- What hygiene routines will be implemented throughout the school day?

- How will you adjust student transportation to meet social distancing requirements?

- What visitor and volunteer policies will you implement to mitigate spread?

- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions: Class size limited to 15, desks all facing the same way and spread out 6 feet to promote social distancing. Hallway traffic monitored by faculty. Outdoor space and other school areas utilized when able. Visitors limited and must be cleared ahead of time by the office and questionnaire and temp prior to coming to school. Sanitizing on arrival to the building and extra handwashing and sanitizing encouraged throughout day.  School staff to be trained during in-services prior to start of school. Eating lunch in classroom.**

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|---|---|---|---|---|
| * Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible. | Class size limited to 15 desks spread apart 6ft and no less than 3ft | Same as YELLOW | Stephen Schrag Head of School | | |
| * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms. | Lunches in classroom with the possibility of allowing HS to eat in cafetorium using social distance space between students. | Same as YELLOW | Emma Lukens Cafeteria Manager | Health Department guidelines | |
| * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices. | Hand sanitizer on arrival to school then once in classroom washing hands with soap and water and then sanitize. Encourage frequent sanitizing throughout day including upon return to class from another location. Minimal sharing of items and cleaning of shared items. | Same as YELLOW | Faculty | Signs and verbal instruction | |
| * Posting signs, in highly visible locations that promote everyday | Posting signs in common areas as well as classrooms and | Same as YELLOW | Stephen Schrag Head of School | Signs per CDC recommendations | |

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| protective measures, and how to stop the spread of germs. | utilizing age appropriate signs for younger children. Teachers to reinforce information in the classroom. | | | | |
| * Identifying and restricting non-essential visitors and volunteers | Visitors must be cleared by the office and complete questionnaire and temp at home. | same as YELLOW | Stephen Schrag Head of School | | |
| * Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports | Outdoor when possible, handwashing and sanitizing upon return to the classroom. | Same as YELLOW | Caleb Kiefer, Jeff Wright and PIAA | | |
| Limiting the sharing of materials among students | As much as possible and cleaning after items that are shared. | Same as YELLOW | Faculty | | |
| Staggering the use of communal spaces and hallways | Monitored by the faculty. Adjusting of schedules. | Same as YELLOW | Faculty | | |
| Adjusting transportation schedules and practices to create social distance between students | Transportation handled by each district. Adjust end of day schedule for busses to keep social distancing in place. | Same as YELLOW | Districts | | |
| Limiting the number of individuals in classrooms and other learning | Class size limited to 15 in most cases. | Same as YELLOW | Stephen Schrag | | |

| spaces, and interactions between groups of students | Interactions to be monitored by faculty and school staff. | | Head of School and faculty | | |
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| Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars | Before and after care to be adjusted based on number of students and space needed to allow social distancing. | Same as YELLOW | Stephen Schrag Head of School and Before/After Care Director | | |
| Other social distancing and safety practices | Addressed as needed | Same as YELLOW | Stephen Schrag and COVID Task Force | | |

## Monitoring Student and Staff Health

**Key Questions**

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?

- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?

- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?

- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?

- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

**Summary of Responses to Key Questions: Parents will be asked to follow a questionnaire at home and take a student temperature and follow guidelines for keeping child at home. Parents will also be asked to follow return to school guidelines. A conference room will be utilized as a sick waiting room for any child with symptoms until parents pick up.  Our school guidelines are in correlation with our district. Questions and decisions will be directed to the COVID Task Force and the District School nurse. Families will be notified via emails and paperwork sent out to homes.  Faculty and staff will be updated through in-service.  In case of students needing to quarantine at home for an extended period of time, their teachers can be contacted for learning materials to use at home.**

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|---|---|---|---|---|
| * Monitoring students and staff for symptoms and history of exposure | Questionnaire to be sent out to families to start monitoring at home. | Same as YELLOW | COVID Task Force and District Nurse | | |
| * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure | At school the child will be sent to designated room and parents immediately notified to pick up.\n\nStaff sent home and guidelines followed. | Same as YELLOW | COVID Task Force and District Nurse | | |
| * Returning isolated or quarantined staff, students, or visitors to school | Guidelines correlating with our district to be followed. | Same as YELLOW | COVID Task Force and District Nurse | | |
| *Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols | Families will be notified via email and other school communication. | Same as YELLOW | COVID Task Force and Office Staff | | |
| *Other monitoring and screening practices | Asking faculty to be vigilant in the classroom. | Same as YELLOW | COVID Task Force | | |

## Other Considerations for Students and Staff

**Key Questions**

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

- What special protocols will you implement to protect students and staff at higher risk for severe illness?

- How will you ensure enough substitute teachers are prepared in the event of staff illness?

- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

<u>Summary of Responses to Key Questions:</u> **Staff and students will be required to wear masks or face shields when entering or moving about the building or if unable to social distance. Substitutes will be advised of all policies.  Any special protocols will be addressed on an as needed basis by the covid team.**

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---|---|---|---|---|---|
| * Protecting students and staff at higher risk for severe illness | Will be addressed specifically if arises by the COVID Task Force | Same as YELLOW | COVID Task Force | | |
| * Use of face coverings (masks or face shields) by all staff | Required when moving about the building or unable to socially distance. Required when small group instruction is being used. Required at all times unless a "mask break" of no more than 10 minutes is in place | Same as YELLOW | COVID Task Force | | |
| * Use of face coverings (masks or | All students will be required to | Same as YELLOW | COVID Task Force | | |

| face shields) by older students (as appropriate) | wear a mask as they enter or move about the building. Required at all times unless a "mask break" of no more than 10 minutes is in place | | | | |
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| Unique safety protocols for students with complex needs or other vulnerable individuals | Will be addressed by the COVID Task Force on an as needed basis. | Same as YELLOW | COVID Task Force | | |
| Strategic deployment of staff | Utilizing staff to do extra supervision and notifying subs of all policies. | Same as YELLOW | COVID Task Force | | |

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.

- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.

- **Lead Person and Position:** List the person or organization that will provide the professional learning.

- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.

- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.

- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.

- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

| Topic | Audience | Lead Person and Position | Session Format | Materials, Resources, and or Supports Needed | Start Date | Completion Date |
|-------|----------|--------------------------|----------------|-----------------------------------------------|------------|-----------------|
| COVID Health Screening | School staff | COVID Task Force | In-service | | Aug 24th | Aug 31st |
| Return to school after illness | School staff | COVID Task Force | In-service | | Aug 24th | Aug 31st |
| Prevention of spread | School staff | COVID Task Force | In-service | | Aug 24th | Aug 31st |
| Changes in school policies | School staff | COVID Task Force | In-service | | Aug 24th | Aug 31st |
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## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

| Topic | Audience | Lead Person and Position | Mode of Communications | Start Date | Completion Date |
|---|---|---|---|---|---|
| Health screening and return to school after illness | School families. | COVID Task Force | Emails and paperwork sent home with students and electronically. | Aug 2020 | ongoing |
| Changes in school policies | School families | COVID Task Force | Emails and paperwork sent home with students and electronically. | Aug 2020 | ongoing |
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# Health and Safety Plan Summary: Quakertown Christian School

**Anticipated Launch Date:** August 14, 2020

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

## Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

| Requirement(s) | Strategies, Policies and Procedures |
|---|---|
| * Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) | Washing with soap and water and then disinfecting prior to school opening and then on a daily basis. Frequently touched areas wiped down throughout the school day. |

## Social Distancing and Other Safety Protocols

| Requirement(s) | Strategies, Policies and Procedures |
|---|---|
| * Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible | Desks 6ft apart and facing the same direction. Extra nonessential items removed from the classrooms. |
| * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms | Serving meals in the classrooms (HS potentially in cafetorium with social distancing). Larger areas utilized on an as needed basis with monitored social distancing and sanitizing. |
| * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices | Sanitizing upon entering the school then handwashing and sanitizing when arriving into class. Handwashing throughout the day. Sanitizing hands upon return to the classroom from another location. |
| * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs | Age appropriate signs posted throughout the school. |
| * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes | Sports handled by Athletic Department in conjunction with CDC and PIAA guidelines. |
| *Limiting the sharing of materials among students | Sharing limited as much as possible and sanitizing item if sharing is needed. |
| *Staggering the use of communal spaces and hallways | Staggering of spaces like hallways with the help of the faculty. |
| *Adjusting transportation schedules and practices to create social distance between students | Transportation lines adjusted to allow social distancing. |
| *Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students | Class size limited to 15 as much as possible with interactions monitored to maintain safety. |

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|---|---|
| *Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars | After care to be monitored and adjusted to keep social distancing in place. |
| *Other social distancing and safety practices | Encouraging outside learning when available. |

## Monitoring Student and Staff Health

| Requirement(s) | Strategies, Policies and Procedures |
|---|---|
| * Monitoring students and staff for symptoms and history of exposure | Questionnaire to be used by parents to start the screening process at home. |
| * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure | Designated room to isolate students until parents can pick up. |
| * Returning isolated or quarantined staff, students, or visitors to school | Follow guideline sheet per district. |
| *Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols | Immediate notification to faculty and school families of any changes to policies or school schedules via email and phone. |

## Other Considerations for Students and Staff

| Requirement(s) | Strategies, Policies and Procedures |
|---|---|
| * Protecting students and staff at higher risk for severe illness | COVID Task Force to address when arises. |
| * Use of face coverings (masks or face shields) by all staff | Face masks or shields to be worn by staff when moving about the building or if unable to successfully social distance. |
| * Use of face coverings (masks or face shields) by older students (as appropriate) | Face masks or shields to be worn by students when moving about the building or if unable to successfully social distance |

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| *Unique safety protocols for students with complex needs or other vulnerable individuals | To be addressed by COVID Task Force if need arises. |
| *Strategic deployment of staff | As needed. |

# Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Quakertown Christian School** reviewed and approved the Phased School Reopening Health and Safety Plan on **August 13, 2020**

The plan was approved by a vote of:

**_____ Yes**

**_____ No**

Affirmed on: **August 13, 2020**

By:

_____

(*Signature\* of Board President*)

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(*Print Name of Board President*)

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.