



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.

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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: Pressley Ridge Schools

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

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? (SELECT ONE BOX BELOW)

- ☒ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- ☐ 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):

Ridge School for the Deaf July 7, 2020, Pressley Ridge Day School Johnstown August 25, 2020, Pressley Ridge Day School Greensburg August 25, 2020, Pressley Ridge Day School Pittsburgh & Career Development August 26, 2020, and Pressley Ridge School for Autism August 26, 2020

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)
Thomas Conley	Pressley Ridge Senior Director of Education	- Pandemic Coordinator - Oversees implementation of the plan on all school campuses - Maintains contact with building Program Directors - Maintains communication with Executive leadership
Dr. Sonia Welch	Pressley Ridge Medical Director	- Assist with the development and implementation of the health & safety plan

		- Provide ongoing consultation and support to the pandemic team and to each school building
Jesse McLean	Pressley Ridge Executive Director of Western PA	- Approve plans and processes - Maintain communication with PR CEO
Denise Demus	Director of Corporate Risk	- Development & dissemination of toolkits for staff and families
Amy McQuillan	Program Director, Pressley Ridge School for the Deaf	- Oversees implementation of plans at the building level - Maintains communication with the Pandemic Coordinator
Kelly Weimer	Director of Autism Services, Pressley Ridge	- Oversees implementation of plans at the building level - Maintains communication with the Pandemic Coordinator
Michele Woodward	Program Director, Pressley Ridge Day School/Career Development Center	- Oversees implementation of plans at the building level - Maintains communication with the Pandemic Coordinator
Andrea Roberts	Program Director, Pressley Ridge Day School Johnstown	- Oversees implementation of plans at the building level - Maintains communication with the Pandemic Coordinator
Candi Strunk	Senior Coordinator Pressley Ridge Day School Greensburg	- Oversees implementation of plans at the building level - Maintains communication with the Pandemic Coordinator
Judith Albert	Nurse, Day School Pittsburgh	- Medical care on site on Marshall Ave campus
Neil Macgill	Safety Committee	- Monitor daily implementation of plans in each school building - Maintains regular communication with building Program Directors
Danielle Sullivan	Safety Committee	- Monitor daily implementation of plans in each school building

		- Maintains regular communication with building Program Directors
Kathleen Kneil	Safety Committee	- Monitor daily implementation of plans in each school building - Maintains regular communication with building Program Directors
Dana Wachter	Safety Committee	- Monitor daily implementation of plans in each school building - Maintains regular communication with building Program Directors
Justin Sweeny	Safety Committee	- Monitor daily implementation of plans in each school building - Maintains regular communication with building Program Directors
Rachel Snow	Safety Committee	- Monitor daily implementation of plans in each school building - Maintains regular communication with building Program Directors
Stacy Krajewski	Safety Committee	- Monitor daily implementation of plans in each school building - Maintains regular communication with building Program Directors
John Reckner	Safety Committee	- Monitor daily implementation of plans in each school building - Maintains regular communication with building Program Directors

Debbie Blaner	Oxford Development	- Oversees maintenance for Pittsburgh Day School, Career Development Center, School for the Deaf, and School for Autism
Dan Anthony	Hempfield Area School District Maintenance	- Oversees maintenance for Greensburg Day School
Dan Durica	Johnstown Day School Maintenance	- Oversees maintenance for Johnstown Day School
Steve Nicholas	Director Pressley Ridge Human Resources	- Reports to local Health Departments - Oversees Human Resource responses to COVID-19

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:

- Each building will be thoroughly sanitized prior to the return of staff members and students
- Each building will be sanitized/cleaned throughout the school day as well as thoroughly cleaned by a cleaning service after hours each school day
- Each building has purchased and will continue to purchase disinfection supplies
- Frequently touched locations in common areas will be cleaned hourly
- All staff will be trained at the start of the school year. Ongoing observation and consultation will be provided by the Program Directors and Safety Committee members

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)
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* Cleaning, sanitizing, and disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	On each campus and in each building the maintenance department will check and provide ongoing monitoring of the ventilation systems Water fountains are turned off. Water dispensers and/or bottled water are available All staff take part in cleaning and disinfecting. Checklists are implemented for all areas to assure the scheduled cleaning is completed. - Common areas (entry ways, hallways, shared office/copy rooms, stairways): Door handles and knobs both inside and out, railings, light switches, copy machines all cleaned hourly - Classrooms: All tables and chairs used by staff and clients, doorknobs and handles, cabinet handles, countertop surfaces. Clean any food or crumbs off of floor. Conducted before student arrival,	On each campus and in each building the maintenance department will check and provide ongoing monitoring of the ventilation systems Water fountains are turned off. Water dispensers and/or bottled water are available All staff take part in cleaning and disinfecting. Checklists are implemented for all areas to assure the scheduled cleaning is completed. - Common areas (entry ways, hallways, shared office/copy rooms, stairways): Door handles and knobs both inside and out, railings, light switches, copy machines all cleaned hourly - Classrooms: All tables and chairs used by staff and clients, doorknobs and handles, cabinet handles, countertop surfaces. Clean any food or crumbs off of floor. Conducted	Program Directors and Safety Committee representatives at each location	Water dispensers & cups and/or bottled water Disinfectant wipes or sprays Gloves Checklists	Y
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	before and after meals, after dismissal as well as hourly throughout the school day • Food/meal prep, delivery, and/or consumption: Staff must wear gloves and mask and wipe down areas of contact after use including counters, microwave, and sinks as they are used • Bathrooms: all sink knobs and sink surfaces, toilet flush handles, toilet seats, doorknobs, cabinet handles, and light switches after each use • Bodily Fluids: Any surfaces that have come into contact with saliva or other bodily fluids must be immediately disinfected Transportation to/from Pressley Ridge schools are provided by LEAs. Pressley			before student arrival, before and after meals, after dismissal as well as hourly throughout the school day • Food/meal prep, delivery, and/or consumption: Staff must wear gloves and mask and wipe down areas of contact after use including counters, microwave, and sinks as they are used • Bathrooms: all sink knobs and sink surfaces, toilet flush handles, toilet seats, doorknobs, cabinet handles, and light switches after each use • Bodily Fluids: Any surfaces that have come into contact with saliva or other bodily fluids must be immediately disinfected	
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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)
	Ridge maintains communication with LEAs regarding transportation	Transportation to/from Pressley Ridge schools are provided by LEAs. Pressley Ridge maintains communication with LEAs regarding transportation			
Other cleaning, sanitizing, disinfecting, and ventilation practices	Staff will sanitize keys, phones, and IDs at the start and end of each shift	Staff will sanitize keys, phones, and IDs at the start and end of each shift	Program Directors	Disinfecting wipes or sprays or UV disinfectors	Y

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:

- In each classroom and space used by students Pressley Ridge schools will space out 6 feet between student desks/seating and other social distancing practices to the maximum extent feasible and appropriate.
- Pressley Ridge Schools serve up to 12 students in a classroom and interaction with other classrooms is limited
- Students & classroom staff remain with their classroom group all day, including for meals and exercise
- Outdoor spaces will be used for physical educations and recess weather permitting
- Staff and students will wash their hands at least hourly, before and after meals, and after using the restroom
- Pressley Ridge Schools will work with LEAs, residential programs and families to adjust transportation planning to allow for social distancing
- On-sites visitors will be limited. Essential on-site visitors will respond to the most recent Pressley Ridge Screening questions.
- Students are encouraged to wear masks in all group setting and common areas but, due to developmental level or other needs, not all students will be able to effectively utilize masks
- Staff member will need to have close contact with some student to implement IEP
- All staff will be trained in the hygiene and social distancing protocols, including the use of sanitizing checklists, and the use if PPE. Program Director will observe, collect documentation, and provide ongoing consultation to building and classroom teams

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	In each classroom and space used by students Presley Ridge schools will space out 6 feet between student desks/seating and other social distancing practices to the maximum extent feasible and appropriate. Some students who require one to one support will have identified staff with whom they engage in close contact in order to implement their IEP Presley Ridge schools is restricting gatherings, events, and extracurricular activities Students & classroom staff remain with their classroom group all day, including for meals and exercise Unless otherwise indicated by a student's IEP or communication needs, students desks face in the same direction or have students sit on only one side of tables, spaced apart	In each classroom and space used by students Presley Ridge schools will space out 6 feet between student desks/seating and other social distancing practices to the maximum extent feasible and appropriate. Some students who require one to one support will have identified staff with whom they engage in close contact in order to implement their IEP Presley Ridge schools is restricting gatherings, events, and extracurricular activities Students & classroom staff remain with their classroom group all day, including for meals and exercise Unless otherwise indicated by a student's IEP or communication needs, students desks face in the same direction or have students sit on only one side of tables, spaced apart	Program Directors and Safety Committee representatives	Measuring tapes – masking tape to mark spots	Y

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)
* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	Boxed or bagged lunches are delivered to and consumed in each classroom Disposable utensils are used	Boxed or bagged lunches are delivered to and consumed in each classroom Disposable utensils are used	Program Directors an food service vendors	Carts to delivery lunches, disposable containers and utensils	Y

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)
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Staff members and students will wash hands hourly and have available hand sanitizer. Staff are required to wear masks while interacting with students or colleagues and in any common areas Students are encouraged to wear masks in all group setting and common areas but due to developmental level or other needs, not all students will be able to effectively utilize masks If a mask is removed for eating or drinking, follow donning and doffing procedure to limit contamination: When eating, remove mask completely (don't tuck under chin). Wash hands prior to removing mask, again before putting back on, then again after it is on. Mask can be set down on a clean napkin next to the individual who is eating.	Staff members and students will wash hands hourly and have available hand sanitizer. Staff are required to wear masks while interacting with students or colleagues and in any common areas Students are encouraged to wear masks in all group setting and common areas but due to developmental level or other needs, not all students will be able to effectively utilize masks If a mask is removed for eating or drinking, follow donning and doffing procedure to limit contamination: When eating, remove mask completely (don't tuck under chin). Wash hands prior to removing mask, again before putting back on, then again after it is on. Mask can be set down on a clean napkin next to the individual who is eating.	Program Directors & Safety Committee representatives	Hand sanitizer Hand soap Masks	Y

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)
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	Signs are posted at all entrances, in common areas, in rest rooms, and in classrooms regarding protective measures including handwashing, social distancing, and the use of masks	Signs are posted at all entrances, in common areas, in rest rooms, and in classrooms regarding protective measures including handwashing, social distancing, and the use of masks	Program Directors Safety Committee Members	Signs	N
* Identifying and restricting non-essential visitors and volunteers	Remote options will be provided for non-essential visits and volunteers	Remote options will be provided for non-essential visits and volunteers	Program Directors Safety Committee Members	None	N
* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	Sporting events are suspended Physical education is conducted on a staggered schedule with gyms, playgrounds, and equipment being disinfected after each use Individual physical education equipment, such as balls, scooters, hula hoops, will be used and disinfected after each use Outdoor spaces will be used for physical education and recess weather permitting	Sporting events are suspended Physical education is conducted on a staggered schedule with gyms, playgrounds, and equipment being disinfected after each use Individual physical education equipment, such as balls, scooters, hula hoops, will be used and disinfected after each use Outdoor spaces will be used for physical education and recess weather permitting	Program Directors Safety Committee Members	Disinfecting materials	Y

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)
Limiting the sharing of materials among students	The majority of items are used only by one student For items that need to be shared, staff disinfect items between use Each students belongings are kept separately from other students' belongings	The majority of items are used only by one student For items that need to be shared, staff disinfect items between use Each students belongings are kept separately from other students' belongings	Program Directors Safety Committee Members	Identified individualized spaces for students' materials (desks, cubbies, lockers)	Y
Staggering the use of communal spaces and hallways	Directional arrows are used in halls Use of communal space is limited and staggered	Directional arrows are used in halls Use of communal space is limited and staggered	Program Directors Safety Committee Members	Directional arrows	Y
Adjusting transportation schedules and practices to create social distance between students	Pressley Ridge schools is developing and implementing staggered arrival and dismissal scheduled on each campus through collaboration with LEAs, families and residential providers	Pressley Ridge schools is developing and implementing staggered arrival and dismissal scheduled on each campus through collaboration with LEAs, families and residential providers	Program Directors Safety Committee Members	None	N
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	Pressley Ridge schools serve up to 12 students in a classroom Interaction with other classrooms is limited	Pressley Ridge schools serve up to 12 students in a classroom Interaction with other classrooms is limited	Program Directors Safety Committee Members	None	Y

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)
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	Pressley Ridge communicates and coordinates with LEAs and families regarding staggered arrival and dismissals	Pressley Ridge communicates and coordinates with LEAs and families regarding staggered arrival and dismissals	Program Directors	None	N
Other social distancing and safety practices					

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:

- Staff will prescreen daily before reporting to work.
- Staff with symptoms will not report to work.
- Any staff with presumed or confirmed case will report this to their supervisor within 1 hour.
- An employee has tested positive for COVID-19
- Employee should isolate from work locations and/or Pressley Ridge staff until:
- Employee's fever has resolved **without** the use of fever-reducing medications; AND
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); AND
- At least 72 hours have elapsed since the employee's symptoms have resolved.
- An employee is sick & has symptoms of COVID-19
- **Even if the employee tests negative for COVID**, an Employee should isolate from work locations and/or Pressley Ridge staff until
- It has been at least 7 days since the onset of symptoms; AND
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); AND
- At least 72 hours since the employee's symptoms have resolved.
- An employee is NOT sick, but was in contact with someone who has COVID-19 or is symptomatic:
- Work from home for 14 days after interaction with symptomatic individual(s).
- Families or residential staff will prescreen students daily prior to school
- Upon arrival to each building, students will have their temperature checked and those who are able to communicate their responses will confirm that they responded no to each screening question. For students unable to respond to questions, school staff will rely on parents or residential staff to respond to the questions based on their observations
- The most up to date COVID 19 Health Screening Questions developed by Pressley Ridge will be used.
- If a student is screened at arrival and has a yes response to a screener question or develops symptoms during the day, they are isolated in a designated room. A parent/guardian or residential staff will be contacted to pick up the student.

- In the event that a family does not have transportation, designated staff will transport the student home in a Pressley Ridge van. After use the van will be sanitized
- Students will be permitted to return to school when they are confirmed negative or 72 hours after complete resolution of symptoms, whichever occur later, as confirmed by a doctor's excuse. Testing is not required by Pressley Ridge..
- If a student/family is uncomfortable returning to school remote options will be offered
- The Director of HR will notify the local Health Department in the event of any positive cases
- PR schools will notify staff, families, and LEAs of any closures or changes in safety protocols through calls, texts, emails, and letters
- In the event of unplanned closures local TV stations school closing postings will be used

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)
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* Monitoring students and staff for symptoms and history of exposure	Families and staff will pre-screen prior to arrival at school or work. Staff or students with symptoms will stay home. • Staff will prescreen daily before reporting to work. • Staff with symptoms will not report to work. • Any staff with presumed or confirmed case will report this to their supervisor within 1 hour. - An employee has tested positive for COVID-19 - Employee should isolate from work locations and/or Pressley Ridge staff until: - Employee's fever has resolved without the use of fever-reducing medications; AND - Improvement in respiratory symptoms (e.g., cough, shortness of breath); AND - At least 72 hours have elapsed since the employee's symptoms have resolved.	Families and staff will pre-screen prior to arrival at school or work. Staff or students with symptoms will stay home • Staff will prescreen daily before reporting to work. • Staff with symptoms will not report to work. • Any staff with presumed or confirmed case will report this to their supervisor within 1 hour. - An employee has tested positive for COVID-19 - Employee should isolate from work locations and/or Pressley Ridge staff until: - Employee's fever has resolved without the use of fever-reducing medications; AND - Improvement in respiratory symptoms (e.g., cough, shortness of breath); AND - At least 72 hours have elapsed since the employee's symptoms have resolved.	Program Directors, Safety Committee representatives, & Home Community Liaisons	No-contact thermometers Most current Pressley Ridge COVID 19 screeners – sent home with students and staff, posted at entrances and in staff common areas	Y
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			• <u>An employee is sick & has symptoms of COVID-19</u> - Even if the employee tests negative for COVID, an Employee should isolate from work locations and/or Pressley Ridge staff until - It has been at least 7 days since the onset of symptoms; AND - Improvement in respiratory symptoms (e.g., cough, shortness of breath); AND - At least 72 hours since the employee's symptoms have resolved. • <u>An employee is NOT sick, but was in contact with someone who has COVID-19 or is symptomatic:</u> - Work from home for 14 days after interaction with symptomatic individual(s).		
			• <u>An employee is sick & has symptoms of COVID-19</u> - Even if the employee tests negative for COVID, an Employee should isolate from work locations and/or Pressley Ridge staff until - It has been at least 7 days since the onset of symptoms; AND - Improvement in respiratory symptoms (e.g., cough, shortness of breath); AND - At least 72 hours since the employee's symptoms have resolved. • <u>An employee is NOT sick, but was in contact with someone who has COVID-19 or is symptomatic:</u> - Work from home for 14 days after interaction with symptomatic individual(s).		

	Any staff person with a presumed or confirmed case with inform their supervisor within 1 hour.	Any staff person with a presumed or confirmed case with inform their supervisor within 1 hour.	
	Any family with a presumed or confirmed case with inform the school within 24 hours	Any family with a presumed or confirmed case with inform the school within 24 hours.	
	Home Community Liaisons will maintain regular communication with each family regarding the screening process	Home Community Liaisons will maintain regular communication with each family regarding the screening process	
	Upon arrival at each building, staff will have their temperature checked and will confirm they responded no to all screening questions	Upon arrival at each building, staff will have their temperature checked and will confirm they responded no to all screening questions	
	Upon arrival to each building, students will have their temperature checked and those who are able to communicate their responses will confirm that they responded no to each screening question. For students unable to respond to questions, school staff will rely on parents or residential staff to respond to the questions based on their observations	Upon arrival to each building, students will have their temperature checked and those who are able to communicate their responses will confirm that they responded no to each screening question. For students unable to respond to questions, school staff will rely on parents or residential staff to respond to the questions based on their observations	

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)
	The most up to date COVID 19 Health Screening Questions developed by Pressley Ridge will be used. Students will be permitted to return to school when they are confirmed negative or 72 hours after complete resolution of symptoms, whichever occur later, as confirmed by a doctor's excuse. Testing is not required by Pressley Ridge. If a student/family is uncomfortable returning to school remote options will be offered	The most up to date COVID 19 Health Screening Questions developed by Pressley Ridge will be used. Students will be permitted to return to school when they are confirmed negative or 72 hours after complete resolution of symptoms, whichever occur later, as confirmed by a doctor's excuse. Testing is not required by Pressley Ridge If a student/family is uncomfortable returning to school remote options will be offered			

* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	Remote meetings and visits are encouraged. In person visits are limited and require Program Director approval Upon arrival to the building visitors have their temperature checked and will respond to the screening questions. If they respond yes to any question, including evidence of a fever. If a student is screened at arrival and has a yes response to a screener question or develops symptoms during the day, they are isolated in a designated room. A parent/guardian or residential staff will be contacted to pick up the student. In the event that a family does not have transportation, designated staff will transport the student home in a Pressley Ridge van. After use the van will be sanitized by staff using the following protocol Staff must wear gloves and mask and wipe down areas of contact:	Remote meetings and visits are encouraged. In person visits are limited and require Program Director approval Upon arrival to the building visitors have their temperature checked and will respond to the screening questions. If they respond yes to any question, including evidence of a fever. If a student is screened at arrival and has a yes response to a screener question or develops symptoms during the day, they are isolated in a designated room. A parent/guardian or residential staff will be contacted to pick up the student. In the event that a family does not have transportation, designated staff will transport the student home in a Pressley Ridge van. After use the van will be sanitized by staff using the following protocol Staff must wear gloves and mask and wipe down areas of contact:	Program Directors & Safety Committee representatives	PPE Designated isolation rooms(s) in each school Disinfecting supplies	Y
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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)
	• Wipe down the steering wheel, radio knobs, temperature controls, shifts and knobs, etc. • Clean any upholstery with a soft surface approved cleaner • Sanitize any windows anyone may have touched • Sanitize all door handles, inside and out	• Wipe down the steering wheel, radio knobs, temperature controls, shifts and knobs, etc. • Clean any upholstery with a soft surface approved cleaner • Sanitize any windows anyone may have touched • Sanitize all door handles, inside and out			

* Returning isolated or quarantined staff, students, or visitors to school	Families and staff will pre-screen prior to arrival at school or work. Staff or students with symptoms will stay home. • Staff will prescreen daily before reporting to work. • Staff with symptoms will not report to work. • Any staff with presumed or confirmed case will report this to their supervisor within 1 hour. - <u>An employee has tested positive for COVID-19</u> - Employee should isolate from work locations and/or Pressley Ridge staff until: - Employee's fever has resolved without the use of fever-reducing medications; AND - Improvement in respiratory symptoms (e.g., cough, shortness of breath); AND - At least 72 hours have elapsed since the employee's symptoms have resolved.	Students will be permitted to return to school when they are confirmed negative or 72 hours after complete resolution of symptoms, whichever occur later, as confirmed by a doctor's excuse Testing is not required by Pressley Ridge.	Program Directors	PR HR policy Most recent PR COVIS screeners & toolkits	Y
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				• <u>An employee is sick & has symptoms of COVID-19</u> Even if the employee tests negative for COVID, an Employee should isolate from work locations and/or Pressley Ridge staff until - It has been at least 7 days since the onset of symptoms; AND - Improvement in respiratory symptoms (e.g., cough, shortness of breath); AND - At least 72 hours since the employee's symptoms have resolved. • <u>An employee is NOT sick, but was in contact with someone who has COVID-19 or is symptomatic:</u> - Work from home for 14 days after interaction with symptomatic individual(s).	
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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)
	The most up to date COVID 19 Health Screening Questions developed by Pressley Ridge will be used.				
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	PR schools will notify staff, families, and LEAs of any closures or changes in safety protocols through calls, texts, emails, and letters In the event of unplanned closures local TV stations school closing postings will be used	PR schools will notify staff, families, and LEAs of any closures or changes in safety protocols through calls, texts, emails, and letters In the event of unplanned closures local TV stations school closing postings will be used	Program Directors	None	N
Other monitoring and screening practices					

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?

Summary of Responses to Key Questions:

- All staff will be provided with masks and other PPE as needed
- Staff will be required to wear masks while interacting with students and/or colleagues as well as while in any common areas
- Staff assigned to students with complex medical needs will be provided with additional PPE to be utilized in situations that require close contact such as assistance with toileting or feeding (gloves, gowns, face shields and/or goggles)
- Pressley Ridge does not use substitute teachers
- All instructional staff are placed according to student needs

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)
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* Protecting students and staff at higher risk for severe illness	PR schools will establish and maintain communication with county departments of health and PA state authorities to determine current mitigation levels in our communities All staff will be provided with masks and other PPE as needed Staff will be required to wear masks while interacting with students and/or colleagues as well as while in any common areas In addition to in person instruction, Pressley Ridge schools will offer remote instruction options for students Non-essential travel will be restricted and any travel will be approved by the school's Program Director Staff assigned to students with complex medical needs will be provided with additional PPE to be utilized in situations that require close contact such as assistance with toileting or feeding (gloves, gowns, face shields and/or goggles)	PR schools will establish and maintain communication with county departments of health and PA state authorities to determine current mitigation levels in our communities All staff will be provided with masks and other PPE as needed Staff will be required to wear masks while interacting with students and/or colleagues as well as while in any common areas In addition to in person instruction, Pressley Ridge schools will offer remote instruction options for students Non-essential travel will be restricted and any travel will be approved by the school's Program Director Staff assigned to students with complex medical needs will be provided with additional PPE to be utilized in situations that require close contact such as assistance with toileting or feeding (gloves, gowns, face shields and/or goggles)		
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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)
* Use of face coverings (masks or face shields) by all staff	Staff are required to wear masks while interacting with students or colleagues and in any common areas	Staff are required to wear masks while interacting with students or colleagues and in any common areas	Program Directors		
* Use of face coverings (masks or face shields) by older students (as appropriate)	Students will be encouraged to wear masks but due to developmental, sensory, medical, and communication needs many students will not wear masks	Students will be encouraged to wear masks but due to developmental, sensory, medical, and communication needs many students will not wear masks	Program Directors		
Unique safety protocols for students with complex needs or other vulnerable individuals	Staff assigned to students with complex medical needs will be provided with additional PPE to be utilized in situations that require close contact such as assistance with toileting or feeding (gloves, gowns, face shields and/or goggles)	Staff assigned to students with complex medical needs will be provided with additional PPE to be utilized in situations that require close contact such as assistance with toileting or feeding (gloves, gowns, face shields and/or goggles)	Program Directors		
Strategic deployment of staff	All instructional staff are placed according to student needs	All instructional staff are placed according to student needs	Program Directors		

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 19 & mitigation	All staff	Dr. Welch	Recorded	Videos, handouts	July 2020	June 2021
Sanitization procedures and checklists	All staff	Program Directors & Safety Committee Members	Recorded & live demonstration in small groups	Sanitizing materials Checklist	July 2020	June 2021
Use of PPE	All staff	Program Directors & Safety Committee Members	Recorded & live demonstration in small groups	Masks, gloves, gowns, face shields	July 2020	June 2021
Universal Precautions	All staff	PR Training Department	On-line/interactive	Internet access & computer	July 2020	June 2021

Health and Safety Plan Summary: **Pressley Ridge Schools**

Anticipated Launch Date:

Pressley Ridge School for the Deaf July 7, 2020, Pressley Ridge Day School Johnstown August 25, 2020, Pressley Ridge Day School Greensburg August 25,2020, Pressley Ridge Day School Pittsburgh & Career Development August 26, 2020, and Pressley Ridge School for Autism August 26, 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

Strategies, Policies and Procedures	
Requirement(s)	
* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	On each campus and in each building the maintenance department will check and provide ongoing monitoring of the ventilation systems Water fountains are turned off. Water dispensers and/or bottled water are available All staff take part in cleaning and disinfecting. Checklists are implemented for all areas to assure the scheduled cleaning is completed. • Common areas (entry ways, hallways, shared office/copy rooms, stairways): Door handles and knobs both inside and out, railings, light switches, copy machines all cleaned hourly • Classrooms: All tables and chairs used by staff and clients, doorknobs and handles, cabinet handles, countertop surfaces. Clean any food or crumbs off of floor. This will be conducted before student arrival, before and after meals, after dismissal as well as hourly throughout the school day

Requirement(s)	Strategies, Policies and Procedures
	• Food/meal prep, delivery, and/or consumption: Staff must wear gloves and mask and wipe down areas of contact after use including counters, microwave, and sinks as they are used. Items that cannot be sanitized, such as toasters, will not be used. • Bathrooms: all sink knobs and sink surfaces, toilet flush handles, toilet seats, doorknobs, cabinet handles, and light switches after each use • Bodily Fluids: Any surfaces that have come into contact with saliva or other bodily fluids must be immediately disinfected • Transportation to/from Pressley Ridge schools are provided by LEAs. Pressley Ridge maintains communication with LEAs regarding transportation

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 * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	In each classroom and space used by students Pressley Ridge schools will space out 6 feet between student desks/seating and other social distancing practices to the maximum extent feasible and appropriate. Some students who require one to one support will have identified staff with whom they engage in close contact in order to implement their IEP Pressley Ridge schools is restricting gatherings, events, and extracurricular activities

Requirement(s)	Strategies, Policies and Procedures
* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes Limiting the sharing of materials among students Staggering the use of communal spaces and hallways Adjusting transportation schedules and practices to create social distance between students Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars Other social distancing and safety practices	Students & classroom staff remain with their classroom group all day, including for meals and exercise Unless otherwise indicated by a student's IEP or communication needs, students desks face in the same direction or have students sit on only one side of tables, spaced apart Boxed or bagged lunches are delivered to and consumed in each classroom Disposable utensils are used Sporting events are suspended Physical education is conducted on a staggered schedule with gyms, playgrounds, and equipment being disinfected after each use Individual physical education equipment, such as balls, scooters, hula hoops, will be used and disinfected after each use The majority of items are used only by one student For items that need to be shared, staff disinfect items between use Personal belongings brought to school are limited. Each student's personal belongings are kept separate from other students' belongings. Pressley Ridge schools serve up to 10 students in a classroom Interaction with other classrooms is limited

Requirement(s)	Strategies, Policies and Procedures
	Signs are posted at all entrances, in common areas, in rest rooms, and in classrooms regarding protective measures including handwashing, social distancing, and the use of masks

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
* Monitoring students and staff for symptoms and history of exposure * Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure * Returning isolated or quarantined staff, students, or visitors to school Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols	Remote meetings and visits are encouraged. In person visits are limited and require Program Director approval Upon arrival to the building visitors have their temperature checked and will respond to the screening questions. If they respond yes to any question, including evidence of a fever, the visit is cancelled. Any staff person with a presumed or confirmed case with inform their supervisor within 1 hour. Any family with a presumed or confirmed case with inform the school within 24 hours Home Community Liaisons will maintain regular communication with each family regarding the screening process Upon arrival at each building, staff will have their temperature checked and will confirm they responded no to all screening questions Upon arrival to each building, students will have their temperature checked and those who are able to communicate

Requirement(s)	Strategies, Policies and Procedures
	their responses will confirm that they responded no to each screening question. For students unable to respond to questions, school staff will rely on parents or residential staff to respond to the questions based on their observations The most up to date COVID 19 Health Screening Questions developed by Pressley Ridge will be used. If a student is screened at arrival and has a yes response to a screener question or develops symptoms during the day, they are isolated in a designated room. A parent/guardian or residential staff will be contacted to pick up the student. In the event that a family does not have transportation, designated staff will transport the student home in a Pressley Ridge van. After use the van will be sanitized by staff using the following protocol Staff must wear gloves and mask and wipe down areas of contact: • Wipe down the steering wheel, radio knobs, temperature controls, shifts and knobs, etc. • Clean any upholstery with a sanitizer approved for soft surfaces • Sanitize any windows anyone may have touched • Sanitize all door handles, inside and out Families and staff will pre-screen prior to arrival at school or work. Staff or students with symptoms will stay home. • Staff will prescreen daily before reporting to work. • Staff with symptoms will not report to work. • Any staff with presumed or confirmed case will report this to their supervisor within 1 hour.

Requirement(s)	Strategies, Policies and Procedures
	- An employee has tested positive for COVID-19 - Employee should isolate from work locations and/or Pressley Ridge staff until: - Employee's fever has resolved without the use of fever-reducing medications; AND - Improvement in respiratory symptoms (e.g., cough, shortness of breath); AND - At least 72 hours have elapsed since the employee's symptoms have resolved. • An employee is sick & has symptoms of COVID-19 - Even if the employee tests negative for COVID, an Employee should isolate from work locations and/or Pressley Ridge staff until - It has been at least 7 days since the onset of symptoms; AND - Improvement in respiratory symptoms (e.g., cough, shortness of breath); AND - At least 72 hours since the employee's symptoms have resolved. • An employee is NOT sick, but was in contact with someone who has COVID-19 or is symptomatic; - Work from home for 14 days after interaction with symptomatic individual(s). -

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
* Protecting students and staff at higher risk for severe illness * Use of face coverings (masks or face shields) by all staff	PR schools will establish and maintain communication with county departments of health and PA state authorities to determine current mitigation levels in our communities

Requirement(s)	Strategies, Policies and Procedures
* Use of face coverings (masks or face shields) by older students (as appropriate) Unique safety protocols for students with complex needs or other vulnerable individuals Strategic deployment of staff	All staff will be provided with masks and other PPE as needed Staff will be required to wear masks while interacting with students and/or colleagues as well as while in any common areas In addition to in person instruction, Pressley Ridge schools will offer remote instruction options for students Non-essential travel will be restricted and any travel will be approved by the school's Program Director Staff assigned to students with complex medical needs will be provided with additional PPE to be utilized in situations that require close contact such as assistance with toileting or feeding (gloves, gowns, face shields and/or goggles)

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Pressley Ridge** reviewed and approved the Phased School Reopening Health and Safety Plan on June 15, 2020

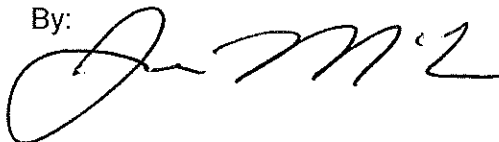
The plan was approved by a vote of:

☒ Yes

☐ No

Affirmed on: June 15, 2020

By:

 Executive Director of WPA

(Signature* of Board President)

Jesse McLean - Executive Director of WPA

(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.

