



Phased School Reopening Health and Safety Plan

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: Cornwall-Lebanon School District School Reopening

This resource has been developed using the professional standards/practices recommended by the following guiding organizations:

1. Center for Disease Control and Prevention (CDC) - [Link](#)
2. Pennsylvania Department of Health (PDoH) - [Link](#)
3. Pennsylvania Department of Education (PDE) – [Link](#)
4. American Academy of Pediatrics (AAP) - [Link](#)
5. Pennsylvania Interscholastic Athletic Association (PIAA) - [Link](#)

The Cornwall-Lebanon School District (CLSD) reserves the right to continually adjust the Health and Safety Plan as written to account for changing public health conditions in the county and/or the Commonwealth of Pennsylvania. The Pandemic Team will monitor the collection of local information and regularly seek professional guidance to ensure the most appropriate and relevant mitigation strategies.

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? Current Designation – Green

- GREEN (current designation as of the writing of the CLSD Health and Safety Plan)** - Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).

Elementary students will attend school in an educational model in either **Green or Yellow** that includes daily instruction in the school building utilizing a significant redeployment of staff to support the extreme mitigation of social distancing beyond the normal school day. This extreme mitigation effort with staffing has been implemented for the 2020-2021 school year and will result in a reduction in class sizes. In an effort to layer an additional option for parents, CLSD has also implemented a K-8 Virtual School which will operate simultaneously with instruction in the school building. The instructional model will be staffed by grade level teachers and be assigned an Administrator who are all employed by the Cornwall-Lebanon School District utilizing school district curriculum, resources, and programs.

- 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).
- YELLOW - (expected designation as of the writing of the CLSD Health and Safety Plan)** Blue/Gray Blended Instructional Model that will be used to reopen both Cedar Crest Middle and High School. The instructional model

balances in-person and remote learning for all students by alternating days of live instruction and virtual synchronous instruction (i.e., alternating days or weeks) during the prescribed instructional day. Students would be grouped to support a smaller cohort of student population in the building at one time. Targeted student populations will return to daily in-person instruction pending the approval of the Administration.

- **RED** - 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). All levels of instruction will be conducted virtually in a synchronous model that is scheduled during the school day and includes live instruction from a teacher of record from the Cornwall-Lebanon School District

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening):

The following plan is the continuation of a phased approach to reopening student activities and mitigate the adverse effects of COVID-19 during the 2020-2021 school year. As guidance continues to evolve both nationally and from the state officials, CLSD is dedicated to continuous improvement using the most current information along with updated standards/practices from guiding agencies to improve local programing during this difficult time. This document serves as the second planning guide that has been submitted formally to the official school board. This plan will likely be adapted and refined for additional School Board review at the regularly scheduled Board Work Session on August 10, 2020, prior to the start of mandatory Fall Sports.

Cornwall-Lebanon School District (CLSD) is dedicated to the safety and welfare of each student and staff member. As such the School Board, Administration, and staff will collectively launch this dynamic plan for the 2020-2021 school year. Given the dynamic nature of the pandemic, the initial plan will be supported by the local data collection and application of services that are flexible and provide for the progression of changing conditions and future enhancements which ultimately will support the greatest number of students and staff needs in the upcoming school year. Prior to the writing of this Reopening Plan and following the August 31, 2020 opening for students the CLSD Pandemic Team will continue to meet weekly to support the general operations of all six schools response to the COVID-19 crisis.

This plan for the reopening of school will be discussed and brought to a formal vote publically at a Special School Board Meeting scheduled on July 27, 2020. Pending School Board approval the plan will be posted to the school district website and follow a communications continuum that is outlined in the following document to properly inform all CLSD constituents. The pertinent information will be shared through a formal communications plan prior to the beginning of school on August 31, 2020. CLSD is

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. According to the [American Academy of Pediatrics](#) (AAP), schools are fundamental to child and adolescent development and well-being and provide our children and adolescents with academic instruction, social and emotional skills, safety, reliable nutrition, physical/speech and mental health therapy, and opportunities for physical activity, among other benefits. The CLSD Reopening Plan has strongly considered the principles endorsed by the AAP as stated:

The importance of in-person learning is well-documented, and there is already evidence of the negative impacts on children because of school closures in the spring of 2020. AAP strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school.

The school district has created a dynamic system of data collection that will be reviewed weekly by the Pandemic Team, identified in the following plan. Pandemic meetings have been held weekly since Thursday, July 9, 2020 and will occur through the end of the first marking period of the 2020-2021 school year. The Cornwall-Lebanon School District has appointed Dr. Michael Robinson as the Pandemic Coordinator for the 2020-2021 school year. Additionally, CLSD has created a dedicated communication link at covid19@clsd.k12.pa.us to support any immediate questions regarding school district protocols.

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, and 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)
Dr. Michael Robinson	District Administrator / Pandemic Coordinator	2020-2021 School Reopening Plan
Mr. Christopher Groff	CLSD Athletic Director	2020-2021 School Reopening Plan
Mr. Rob Bare	Head Coach / Physical Education Teacher	2020-2021 School Reopening Plan

Mrs. Pam Wildonger	School Health Coordinator / CLSD	2020-2021 School Reopening Plan
Mr. Shawn Small	Curriculum Leader / Music Teacher	2020-2021 School Reopening Plan
Mr. Chris Seldomridge	Athletic Trainer / CLSD	2020-2021 School Reopening Plan
Mr. Stuart Halsell	Supervisor of Building and Grounds / CLSD	2020-2021 School Reopening Plan
Dr. Jeffrey Yocum	School and Team Physician	2020-2021 School Reopening Plan
Mrs. Amy Wissinger	Community Relations Coordinator	2020-2021 School Reopening Plan
Mr. Joe Burton	Assistant Principal / CCMS	2020-2021 School Reopening Plan
Dr. Nicole Malinoski	Principal / CCHS	2020-2021 School Reopening Plan
Dr. Dean Bozman	Principal / Ebenezer Elementary	2020-2021 School Reopening Plan
Ms. Emily Rodriguez	Food Service Coordinator / CLSD	2020-2021 School Reopening Plan
Mrs. Crystal Lightner	Transportation Coordinator / CLSD	2020-2021 School Reopening Plan
Dr. Mariah Rackley	Principal / Cedar Crest Middle School	2020-2021 School Reopening Plan
Mrs. Michelle Etter	Coordinator of Human Resources	2020-2021 School Reopening Plan

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:

The Pennsylvania Department of Health (DOH) and the Department of Education (PDE) have issued public health guidance in **Cleaning and Disinfection** which serve as the basis for the protocols that have been established at CLSD for the 2020-2021 school year [LINK](#)

- Adequate cleaning schedules have been created and implemented for all facilities by utilizing [PDE](#) recommendations for cleaning and disinfecting with EPA approved products effective against norovirus
- Necessary supplies have been procured and are currently available in our warehouse. Stockpile necessary supplies for 20-21 school year – items have been procured to maintain 100% increase of school district inventory (ex. hospital grade disinfectant, sanitizer, shields, masks). Orders have long lead times for delivery so CLSD has been and will continue to plan three months in advance or longer to maintain critical cleaning supplies
- Cleaning protocols have been amplified for high touch areas and will be modified as internal building areas are utilized by students and staff or the public. Our standard cleaning process is effective for a high level of health and safety but the disinfection will be proportionally increased to support enhanced disinfection
- CLSD has invested in a very good HVAC infrastructure in the schools thus the ventilation supports the most optimal fresh air introduction and temperature control suggested within the industry.
- CLSD will increase the operations of the HVAC system as result of COVID-19. The system will operate several hours before students and staff occupy the building compared to 1.5 hours historically.
- HVAC will run in occupied mode as opposed to unoccupied mode historically for several hours each weekend. This purge will introduce more fresh air and reduce contaminants.
- Fresh air introduction will be increased during occupied usage times as weather conditions allow. The district will move from approximately 3 air changes per hour to 4 changes per hour. This exchange will introduce more fresh air into the building.

- Clean and disinfect frequently touched surfaces and objects within the school and on school buses at least daily, including door handles, sink handles, and drinking fountains.
- Electrostatic sprayers have been ordered for the maintenance staff to support deep cleaning
- Disinfect buses after each run. Thoroughly clean and disinfect buses daily.
- Clean spaces when used by different groups or cohorts of students.
- Clean and disinfect bathrooms frequently throughout the day.
- Disinfect shared equipment. Limit the use of shared equipment when possible.
- Have students and staff wash hands (or use hand sanitizer) more frequently
- Limit or prohibit the use of communal drinking fountains and provide safe alternatives for providing water, when possible.
- Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible.
- All professional staff members including Administrators will be trained in the application of disinfection and safe use of cleaning products. ***Hazard Communication: Right to Know*** professional development will be assigned for the designated individuals. The training will be evaluated and monitored by the District Administration using the Safe Schools training module, which documents both the term and results of the required training. Clarifications and continuance of training will be supported by the building maintenance personnel along with the Supervisor of Buildings and Grounds
- Sanitary stations will be made available for students prior to entering all learning spaces for instruction

Requirements	Action Steps under Green and Yellow Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</p>	Buses and Vans will be deep cleaned each day. High touch areas will be disinfected after each run.	CLSD Transportation Coordinator/ Brightbill Fleet Manager/DB Fisher	Current Hillyard cleaning products	Y
	Right to Know Training for Professional Staff to support proper enhanced daily disinfection of learning spaces.	Supervisor of Building and Grounds	Safe Schools Course Enrollment	Y
	Custodial Staff will utilize modified Hillyard program to support enhanced daily disinfection.	Supervisor of Building and Grounds	Current Hillyard cleaning products	N
	CLSD instructional Staff will utilize modified Hillyard program to disinfect rooms during school day	CLSD Professional Staff	Current Hillyard cleaning products	Y
	Touchless water refilling stations will be made available and utilized in school buildings as an alternative to drinking fountains.	Supervisor of Building and Grounds	None required	N
	Restroom facilities will be cleaned during the school day and adequate hygiene supplies will be monitored.	Supervisor of Building and Grounds	None required	N
	High-touch points will be cleaned and disinfected during school day	Supervisor of Building and Grounds	Current Hillyard cleaning products	Y
	Maintenance staff and nighttime custodians will sanitize learning spaces after each instructional day and weekends as needed.	Supervisor of Building and Grounds	Current Hillyard cleaning products	N

Social

<p>Other cleaning, sanitizing, disinfecting, and ventilation practices</p>	<p>Sanitizing stations will be provided in each classroom and office.</p>	<p>Supervisor of Building and Grounds</p>	<p>Secure sanitizer dispensers by August 1, 2020</p>	<p>Y</p>
	<p>Spray disinfectant with necessary MSDS label will be provided in each classroom and office for the professional staff to support continuous and advanced disinfection.</p>	<p>Supervisor of Building and Grounds</p>	<p>Secure spray bottles for all professional staff members, MSDS labels, and hospital grade disinfectant by August 1</p>	<p>Y</p>
	<p>Each student will be encouraged to use hand sanitizer or wash hands at prescribed breaks during the instruction.</p>	<p>CLSD Staff Member</p>		<p>Y</p>
	<p>Outside air dampers in occupied areas of buildings will be opened more frequently to bring in fresh air while supporting a comfortable temperature.</p>	<p>Supervisor of Building and Grounds</p>	<p>Add weekend / evening occupied mode and pre/post school duration</p>	<p>Y</p>
	<p>All HVAC unit coils and filters will be cleaned two times per year. Units will be monitored daily.</p>	<p>Supervisor of Building and Grounds</p>		<p>N</p>
	<p>Portable Handwashing stations will be procured in selected buildings to support enhanced hygiene.</p>	<p>Supervisor of Building and Grounds</p>	<p>Secure 20 Portable Wash Stations</p>	<p>Y</p>
	<p>The HVAC systems will be modified to increase air circulation during unoccupied times.</p>	<p>Supervisor of Building and Grounds</p>	<p>Modify from 3 air exchange to 4 air exchange</p>	<p>Y</p>

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:

The Pennsylvania Department of Health (DOH) and the Department of Education (PDE) have issued public health guidance concerning **Social Distancing and Other Safety** suggestions which serve as the basis for the protocols that have been established at CLSD for the 2020-2021 school year [LINK](#)

- CLSD staff and students will be trained on social distancing and safety protocols as per [PDE](#) guidelines
- Maintain a distance of at least 6 feet from other adults to the maximum extent feasible.
- Maintain at least 6 feet from students, whenever possible and when not disruptive to the educational process.
- **Consider virtual platforms as an option** to hold group meetings such as parent-teacher conferences, staff meetings, and curriculum planning **virtually.**
- Implement strategies to increase adult-adult physical distance in time and space, such as staggered drop-offs and pickups, and outside drop-offs and pickups when weather allows. Discourage parents from entering the school building.
- Use physical barriers, such as plexiglass, in reception areas and employee workspaces where the environment does not accommodate physical distancing.
- Discourage congregating in shared spaces, such as staff lounge area
- Pre-assigned learning areas in classrooms will be prepared with spacing designations along with visible markings, as feasible.
- Each learning area will be evaluated by a member of the Administration prior to instruction with students. These designations will be arranged daily by the professional staff member to support consistency in application. Instructional activities will include limits consistent with the level of spread of COVID-19 as reported by the [PDE](#)
- Supervising staff members will promote proper application of social distancing and COVID-19 symptom recognition. Student and staff orientation will be conducted prior to inception of student learning to support consistency in proper applications. In coordination with the student orientation, each

CLSD parent/guardian will be provided a student handbook that outlines *Student Participation Acknowledgement for Communicable Diseases including COVID-19*. Each student/parent must review and sign prior to participation in school sponsored activities.

- Consistent and pervasive use of proper signage will be provided in targeted locations to promote the proper mitigation of COVID-19
- Utilize [CDC School Readiness Tool](#) for Pandemic Team planning to review and complete the general readiness assessment for all schools
- Students/staff will be assigned their own instructional items and/or equipment, when feasible
- Students will be assigned individual learning spaces that are consistent from one day to another, when feasible
- In accordance with AAP, CLSD will encourage alternative modes of transportation for students other than busing, if possible
- Only essential personnel as identified by Administration will be permitted to attend any organized activity. ~~No visitors are permitted in any learning space during any student activity.~~ Visitors may be permitted to attend activities consistent with the capacity guidelines set forth by the [Department of Health](#)
- All attendance and health room trends of the students and staff will be documented and analyzed weekly by the Pandemic Team to ensure optimal mitigation and organizational consistency.
- A School District Administrator will complete an informal observation of student engagement during the first week of instruction to evaluate the social distancing and safety protocols
- Prioritized learning spaces include exterior locations or interior locations with direct access to doors and windows
- Reoccurring school announcements/internal planned communications will be used to support understanding and awareness of COVID-19
- Building schedules and routines (student movement within a building, change of classes, recess, lunch schedules, etc.) will be assessed to minimize contact between individuals throughout the school day
- Pandemic team will identify steps to take in relation to isolation or quarantine when a staff member, child, or visitor becomes sick or demonstrates a history of exposure to a positive COVID-19 case

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</p>	<p>All instructional staff will be trained on social distancing and safety protocols as per PDE guidelines</p>	<p>Pandemic Coordinator</p>	<p>Return to Work Guidelines</p>	<p>Y</p>
	<p>All District classrooms/learning spaces will be evaluated based on the number of students assigned to each location.</p>	<p>School Administration</p>		<p>Y</p>
	<p>All students will be trained on social distancing and safety protocols as per PDE guidelines</p>	<p>Pandemic Committee / Education/Training Subcommittee</p>	<p>Student orientation Staff Orientation</p>	<p>Y</p>
	<p>Group learning spaces will be minimized or removed to provide additional space if needed for social distancing.</p>	<p>Professional Staff</p>		<p>N</p>
	<p>Prioritized learning spaces include exterior locations or interior locations with direct access to doors and windows</p>	<p>School Administration</p>		<p>N</p>

Requirements	Action Steps under Yellow and 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	Shared use of water containers & food are prohibited	School Administration		N
	Individual food distribution for breakfast and lunch will be available for all students regardless of instructional delivery mode.	Director of Food Service	Necessary lunch packaging materials for individual distribution	N
	Each building will identify alternative seating options in classrooms or other spaces as an alternative to the cafeteria.	School Administration		N
* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	Students will be encouraged to wash or sanitize their hands prior to school activity	Professional Staff	Enhanced Signage	N
	Hand sanitizing will be encouraged and stations be utilized periodically	Professional Staff	Increase annual stock levels of disinfection supplies	N
	Planned class time for handwashing and sanitizing breaks	Professional Staff		
	Disinfectant sprays will be used to clean touch points and countertop areas.	Professional Staff	Disinfectant sprays	Y

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<p>Enhanced signage will be posted in prominent locations on school campus in the CLSD. All information will be consistent with guidance from PDoH</p>	<p>Pandemic Team Subcommittee – Communication and messaging</p>	<p>CLSD Common Print Order</p> <p>Poster Design Program – Art Department</p>	<p>N</p>
<p>* Identifying and restricting non-essential visitors and volunteers</p>	<p>Only essential personnel as identified by Administration will be permitted to attend any organized activity.</p> <p>All visitors will need the approval of building administration before entering the building and must follow all pre-established safety protocols.</p> <p>Procedures for parent and guardian access to the building will be communicated prior to the start of school and updated as needed to follow recommended safety guidelines.</p> <p>Any visitor approved to enter the building will need to follow all health/safety procedures established by the building and/or district.</p>	<p>School Administration</p>	<p>None</p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</p>	<p>CDC considerations for Youth Sports will be evaluated and incorporated into planning for sports, physical education classes and recess times to the extent possible.</p> <p>Physical Education and Recess schedules/activities will be evaluated to support social distancing.</p>	<p>School Administration</p>	<p>All information will be consistent with guidance from CDC / PIAA</p>	<p>Y</p>
<p>Limiting the sharing of materials among students</p>	<p>Students/staff will be assigned their own instructional items and/or equipment, when feasible</p>	<p>CLSD Staff Member</p>	<p>None</p>	<p>Y</p>
<p>Staggering the use of communal spaces and hallways</p>	<p>All building schedules will be evaluated and adapted to the extent possible to limit the number of students and staff moving through communal spaces and/or hallways throughout the day.</p>	<p>School Administration/ Building Focus Groups</p>		<p>N</p>

Adjusting transportation schedules and practices to create social distance between students	Require students and parents/guardians/caregivers to perform a symptom screening prior to arriving at school or the bus stop each day.	School Administration	All information will be consistent with guidance from PDE	Y
	Bus drivers and passengers must wear face coverings while on the bus, in accordance with the Secretary of Health's Order Requiring Universal Face Coverings issued July 1, 2020.	Coordinator of Transportation		Y
	Promote social distancing at bus stops.	Coordinator of Transportation		Y
	Load the bus by filling seats from back to front to limit students walking past students to find a seat.	Coordinator of Transportation		Y
	Do not seat students in the front row of the bus.	Coordinator of Transportation		Y
	Assign seats by cohort (same students sit together each day) or encourage students from the same family to sit together, or both.	Coordinator of Transportation		Y
	Use tape marks to show students where to sit.	Coordinator of Transportation		Y
	Minimize the number of people on the bus at one time within reason and to the greatest extent possible.	Coordinator of Transportation		Y
	Open windows, if weather allows, to improve ventilation.	Coordinator of Transportation		Y

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
	Disinfect buses after each run. Thoroughly clean and disinfect buses daily.	Coordinator of Transportation		Y
	Send students directly to their assigned classroom upon entering the building. Do not allow students to congregate in a lobby, hallway, or cafeteria before school starts.	School Administration		Y
	Survey parents and families about their plans to utilize school district transportation services to better understand capacity needs.	District Administration		Y
	Encourage alternative modes of transportation for students who have other options to minimize the number of students on each bus.	PDE		Y
	Two student per bus seat with seat markings, when feasible.	Coordinator of Transportation		Y
	Load bus from rear to front and window to aisle to support minimal contact between students	Coordinator of Transportation		Y
	Assigned seating by home location	Coordinator of Transportation		Y
	Procedures will be established if necessary to safely accommodate an increased number of car riders at each building.	School Administration		Y

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>Classroom and learning spaces will be evaluated and class sizes will be reduced as a primary mitigation effort to ensure physical/social distancing to the extent possible.</p> <p>Building schedules and procedures will be evaluated to limit classroom movement between spaces and interactions between groups of students to the extent possible.</p>	School Administration	All non-essential furniture will be removed to increase square footage of classrooms to enhance physical/social distancing opportunities	N
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<p>Reoccurring collaboration meetings to ensure proper coordination and optimal services between local childcare facilities and CLSD</p> <p>Investigate enhanced onsite child-care planning for CLSD families and staff if feasible</p>	Director of Elementary Education	None	N
Other social distancing and safety practices	Reduction in class size with staff redeployment of teaching assignments	School Administration		N

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:

The Pennsylvania Department of Health (DOH) and the Department of Education (PDE) have issued public health guidance concerning **Monitoring Student and Staff Health** which serve as the basis for the protocols that have been established at CLSD for the 2020-2021 school year [LINK](#)

- Adopt flexible attendance and sick leave policies for students
- Instruct parents to keep children at home if they are ill.
- Any student or staff with a fever of 100.4 degrees or higher or the symptoms of possible COVID-19 infection should not be in school.
- Provide school staff with necessary equipment to measure temperatures for any student or staff who may become ill during the school day.

- Work with school administrators, nurses, and other health care providers to identify an isolation room or area in each building to separate anyone who develops the symptoms of COVID-19 while on school premises.
- Provide ongoing education and communication to staff, parents/guardians and students about signs and symptoms of COVID-19, and the importance of staying home if sick.
- Students/parents will receive training and must sign the ***Student Participation Waiver for Communicable Diseases including COVID-19*** in student handbooks prior to first day participation
- In accordance with the ***Student Participation Waiver for Communicable Diseases including COVID-19*** parents/guardians agree to monitor the health of their student daily and communicate health concerns with School District officials. Require students and parents/guardians/caregivers to perform a symptom screening prior to arriving at school or at the bus stop each day.
- In accordance with the ***Student Participation Waiver for Communicable Diseases including COVID-19*** parents/guardians understand it is their responsibility to practice and reinforce good prevention habits at home to reduce the spread of COVID-19
- Daily attendance of students and staff, along with health report will be submitted to the Pandemic Coordinator for trend analysis and documentation to support contact tracing
- According to [PDE](#): Staff and students with fevers or symptoms associated with COVID-19 should seek medical attention for further evaluation and instructions before returning to school.
- According to [PDE](#): Staff and students with fever or symptoms that may be associated with COVID-19 and no known direct exposure to a person with COVID-19 may return to school when they are asymptomatic and have been fever free for at least 24 hours without the use of fever-reducing medicine or have confirmation of an alternative diagnosis from a health care provider that explains the COVID-19-like symptom(s).
- According to [PDE](#): PDoH staff will notify the school entity immediately upon learning that a person with a confirmed or probable case of COVID-19 was present at the school or a school event while infectious.
- According to [PDE](#): Staff or students with symptoms who have had a direct exposure to a person with COVID-19 will be considered probable cases and should remain excluded from school/work until release from isolation criteria established by the [CDC](#) has been met.
- According to [PDE](#): PDoH staff will assist the school with risk assessment, isolation and quarantine recommendations, and other infection control recommendations.
- According to [PDE](#): CLSD will contact local PDoH in response to a known or suspected communicable disease. ~~Call PDoH at 1-877-PA Health.~~
- According to [PDE](#): If CLSD is notified of a person present on school property with a positive case of COVID-19 diagnosis they will be immediately, but discreetly, taken to the COVID-19 isolation space. After the individual leaves the building, the isolation room will be secured for 24 hours prior to disinfection.
- Parents/Guardians of students and CLSD staff who have been close contact as defined by the [CDC](#) with an individual with a Positive COVID-19 test will be informed of the possible exposure ~~using the school district notification system.~~ CLSD will take every measure to maintain the confidentiality of the affected individual.
According to CDC: *Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset*
- Cornwall-Lebanon School District will notify all stakeholders of Active Cases COVID-19 cases daily (or as feasible) using a Dashboard on the school district website during the school year.
- Each school location will designate a quarantine / isolation area for students with symptoms related to COVID-19 during an assigned instructional session

- Any changes to the local Health and Safety Plan will be posted on the district website. Changes will be highlighted to support understanding.
- CLSD parents will be provided with fluid educational options to support varied learning platforms
- CLSD students and staff members will issue regular reminders to support student health self-monitoring
- All families will be encouraged to develop a system for home/self-screening and reporting procedures
- Flexible attendance policies for students and staff will be developed to support quarantine and isolation situations that occur
- Seating charts, assigned bus seats, assigned lunch seats, and cohort groupings will be used to support contact tracing

Requirements	Action Steps under Green and Yellow Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Monitoring students and staff for symptoms and history of exposure</p>	<p>CLSD Parents/Guardians and staff will review <i>COVID-19 Student and Staff Monitoring Form</i> prior to the start of the school year and utilize independently prior to each school day</p> <p>Student screening for symptoms will be completed by all parents/guardians at home prior to coming to school.</p> <p>Students exhibiting symptoms prior to dispensing medication must not be sent on a District bus or brought to school.</p> <p>All District staff will perform a symptom screen on themselves prior to leaving for work and will stay home if ill.</p> <p>All staff will be trained to look for the appropriate signs to monitor for symptoms and history of exposure.</p>	<p>School Administrator</p>	<p>Student Handbook - <i>COVID-19 Student and Staff Monitoring Form</i></p>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>
<p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p>	<p>Each school will designate quarantine / isolation area (s) for students with symptoms related to COVID-19</p>	<p>School Administration</p>		<p>Y</p>

Requirements	Action Steps under Green and Yellow Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
* Returning isolated or quarantined staff, students, or visitors to school	Pandemic Team will establish school procedure for individual isolation and return to school	School Administration		Y
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	Parents/Guardians of students of an activity and CLSD staff in which a participant or staff member has been identified in close contact with a Positive COVID-19 test will be informed of the possible exposure using the school district notification system.	Pandemic Coordinator	Student Information System (SIS)	N
Other monitoring and screening practices	Daily attendance and health reports will be submitted to the Pandemic Coordinator for trend analysis and documentation to support contact tracing	CLSD Pandemic Team	Weekly Pandemic Team Meetings	Y

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? CDC / PDOH, artifacts. Notification to activity leaders.
- 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:

- On July 1, 2020, the Secretary of Health issued an Order requiring all individuals to wear a face covering when they leave their homes. The order outlines situations when a face covering must be worn and includes limited exceptions. All CLSD students and staff must be in possession of a personal face covering.
- All CLSD students and staff must wear a face covering whenever social distancing as defined by PDE cannot be maintained
- All students at higher risk for severe illness will be identified prior to participation in any school activity
- Students who are uncomfortable participating in assigned school activities due to medical concerns or fear of potential exposure will be provided flexible options from a safe social distance or participate virtually, if feasible
- CLSD staff members will develop contingency plans in coordination with CLSD administration to support continued operations in the event of a staff illness
- CLSD will activate the Student Assistance Team to support the individual social emotional wellness for any student who requires intervention for emotional symptoms related to COVID-19
- CLSD will provide social emotional wellness for staff members through employee assistance program on an as needed basis

Requirements	Action Steps under Green and Yellow 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	All students at higher risk for severe illness will be identified through a district process prior to attendance at school.	School Administration	Student Information System	Y
* Use of face coverings (masks or face shields) by all staff	CLSD will follow the order of Secretary of Health requiring all individuals to wear a face covering with suggestions allowances as recommended by PDE	Pandemic Coordinator	Disposable Masks and face shields available upon request	Y

Requirements	Action Steps under Green and Yellow Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
<p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p>	<p>CLSD will follow the order of Secretary of Health requiring all individuals to wear a face covering with suggestions allowances as recommended by PDE</p>	<p>School Administration</p>	<p>Disposable Masks have been purchased to support any immediate need in school buildings</p> <p>Face Shields have been purchased for all students and staff</p>	<p>Y</p>
<p>Unique safety protocols for students with complex needs or other vulnerable individuals</p>	<p>Any staff in need of a special accommodation has been notified to follow the district protocol with the Coordinator of Human Resources.</p> <p>Proper notification will be made to the CLSD Administration and activity leaders to support both orientation and identification of special student and staff needs consistent with school district policy</p>	<p>CLSD Administration</p> <p>CLSD Administration</p>	<p>none</p> <p>none</p>	<p>Y</p> <p>Y</p>

Requirements	Action Steps under Green and Yellow Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Strategic deployment of staff	Staff will continue to be assigned at each building in alignment with district policies and procedures to best meet the needs of all learners to mitigate effects of COVID-19	School Administration	None	N
	CLSD staff members will develop contingency plans in coordination with CLSD administration to support continued operations in the event of a staff illness	Pandemic Coordinator	None	N
	CLSD will activate the Student Assistance Team to support the individual social emotional wellness for any individual who requires intervention for emotional symptoms related to COVID-19	Supervisor of Pupil Services	None	N
	CLSD will provide social emotional wellness for staff members through employee assistance program on an as needed basis	Supervisor of Pupil Services		N

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
Pandemic Team Strategic Planning Meeting	CLSD Pandemic Team	Pandemic Coordinator	Hybrid Meetings (Virtual/Live)	CDC, PDoH, PDE, PIAA Resources	June 12, 2020	June 19, 2020
Proper Hand Washing	Student Participants and Parent/Guardians	School Administrator	Online Video	Access to online connection	June 29, 2020	Prior to First Student Attendance
Symptoms of COVID-19	Student Participants and Parent/Guardians	School Administrator	Online Video	Access to online connection	June 29, 2020	Prior to First Student Attendance
Stay Home Precautions	Student Participants and Parent/Guardians	School Administrator	Online Video	Access to online connection	June 29, 2020	Prior to First Student Attendance

Topic	Audience	Lead Person and Position	Session Format	Materials, Resources, and or Supports Needed	Start Date	Completion Date
Return to Work Guidelines	CLSD staff	Pandemic Coordinator	Virtual Meeting	Access to online connection	July 5, 2020	July 5, 2020
Right to Know - Enhanced Disinfection/Cleaning	CLSD staff	Safe School Training and Professional Development	Online Instruction	Access to online connection	June 22, 2020	July 5, 2020
Daily Activity Orientation	CLSD Student Participants	Activity Coordinator	Live Instruction	Prepared Student Orientation	July 6, 2020	August 15, 2020
Pandemic Team Meetings	CLSD Pandemic Team	Pandemic Coordinator	Hybrid Meetings (Virtual/Live)	CDC, PDoH, PDE, PIAA Resources	July 9, 2020	August 13, 2020

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
Superintendent Update EOY	CLSD Community	Superintendent	Phone and email message	June 2, 2020	June 2, 2020
CLSD Parent Survey #1	CLSD Community	Superintendent	Phone and email message	June 9, 2020	June 9, 2020
Special Board Meeting	CLSD Community	President CLSD Board of School Directors	Zoom Webinar - Board Meeting	June 25, 2020	June 25, 2020
Student Information System (Skylert Message) from Superintendent	CLSD student, families, and staff	Superintendent	Phone and email message	June 29, 2020	June 29, 2020
CLSD Alert Announcement on school district website home page	CLSD Community	Community Relations Coordinator	Website posting	June 29, 2020	August 16, 2020
CLSD Public Communication Posting on school district website	CLSD Community	Community Relations Coordinator	Website posting	June 29, 2020	August 16, 2020
Communication from Coaches and Curricular Activity Leaders	Athletic and Curricular Activity students and families	Athletic Director / Music Curriculum Leader	Email along with other team/organization messaging applications	June 29, 2020	June 29, 2020

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Pandemic Hotline (covid19@clsd.k12.pa.us) will be shared with CLSD student families	CLSD student, families, and staff	Pandemic Coordinator	Phone and email message	June 29, 2020	August 16, 2020
Mandatory Return to Work Staff Training	Pre-Season Athletic and Curricular Activity Staff	Pandemic Coordinator	Teams Webinar	July 5, 2020	July 5, 2020
Superintendent's Video Community Update: Lebanon County Districts' Shared Guiding Principles	CLSD student, families, and staff	Superintendent	Video cast	July 13, 2020	July 13, 2020
Lebanon County Districts' Shared Guiding Principles sent to local media	CLSD Community	Superintendent	Letter	July 13, 2020	July 13, 2020
Superintendent's Community Update: CLSD Online Learning Opportunities video shared via Youtube	CLSD student, families, and staff	Superintendent	Video cast	July 15, 2020	July 15, 2020
Parent Focus Group #1 with Superintendent	CLSD student, families, and staff	Superintendent	Small Group Meeting	July 15, 2020	July 15, 2020
Parent Focus Group #2 with Superintendent	CLSD student, families, and staff	Superintendent	Small Group Meeting	July 15, 2020	July 15, 2020

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Superintendent's Community Update: Re-opening of School Survey for Transportation-Food Service-Cyber Options/Frequently Asked Questions (FAQ) posted to website	CLSD Community	Superintendent	Website Posting	July 20, 2020	July 20, 2020
CLSD Parent Survey #2 – Cyber, Transportation, Food Services	CLSD Community	Superintendent	Phone and email message	July 21, 2020	July 21, 2020
Special Meeting of the CLSD Board of School Directors: Review/Approval of Re-Opening of School Plan; covered expected in local media	CLSD Community	Superintendent	Virtual Meeting	July 27, 2020	July 27, 2020
(Planned Message) Superintendent's Community Update: Board approved Plan for Re-opening of School	CLSD Community	Superintendent	Phone and email message	July 29, 2020	July 29, 2020
(Planned Message) Superintendent's Community Update: Status of Re-opening of School	CLSD Community	Superintendent	Phone and email message	August 5, 2020	August 5, 2020
Superintendent's Update to Board of School Directors at Public Work session; coverage expected in local media	CLSD Community	Superintendent	Virtual Meeting	August 10, 2020	August 10, 2020
(Planned Message) Superintendent's Community Update: Status of Re-opening of School	CLSD Community	Superintendent	Phone and email message	August 19, 2020	August 19, 2020

Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
Superintendent's Update to Board of School Directors regular public mtg.; coverage expected in local media	CLSD Community	Superintendent	Virtual Meeting	August 17, 2020	August 17, 2020
(Planned Message) Superintendent's Community Update: Status of Re-opening of School	CLSD Community	Superintendent	Phone and email message	August 26, 2020	August 26, 2020

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for Cornwall-Lebanon School District reviewed and approved the Phased School Reopening Health and Safety Plan (Revised) on April 19, 2021

The plan was approved by a vote of :

Yes

No

Affirmed on: April 19, 2021

By:

(Signature of Board President)*

Mrs. Ruth Ann Schlegel, President

(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.