ReNEW Schools is committed to the health and safety of our staff, students, and the community. In this very difficult and dynamic time, we have intensified our efforts to ensure our school community is as safe as possible, and that we are mitigating and drastically lowering the risk of COVID-19 at all ReNEW campuses. We are eager to reopen our schools and we've been working diligently this summer to prepare for a safe return to our campuses. At ReNEW, we expect that we will have to be fluid in our plans in order to ensure a safe return to school this year, and although we may have to switch gears to meet various challenges, we remain prepared to deliver a high quality, rigorous education to our students this school year.

ReNEW reserves the right to alter or amend these interim Guidelines, Policies and Procedures in its sole discretion as new information and guidance is issued at the federal, state, and local levels.

**CDC, OSHA, BESE, & NOLA Public Schools Guidelines**

In addition to reading and understanding ReNEW’s Guidelines, Policies and Procedures, all employees, students, and third-party campus visitors should familiarize themselves with applicable BESE, NOLA Public Schools, CDC & OSHA Guidelines related to COVID-19, which can be found here:


**Louisiana Department of Education’s Reach to Achieve Guidance**


Everyone at ReNEW has a personal responsibility to help mitigate the risk that COVID-19 will impact our students, personnel, visitors or operations. Any questions regarding the CDC’s or OSHA’s Guidance and its application should be directed to the ReNEW Chief Operations Officer, Sean Hudson, at sean@renewschools.org.

The operational, health, and safety standards described in this document either meet or exceed the minimum standards set forth by BESE.
ReNEW Operational Standards

In July 2021, NOLA-PS released their official “COVID-19 Guidance for the 2021-2022 School Year”. We expect that this guidance will be continuously updated as the COVID-19 situation evolves. The guidance describes the practices and procedures required to be in place at schools throughout the 2021-2022 school year and can be found at [https://www.nolapublicschools.com/documents/nola-ps-covid-19-guidelines-2021-22-school-year/](https://www.nolapublicschools.com/documents/nola-ps-covid-19-guidelines-2021-22-school-year/). Please note that phases have been eliminated from the guidance for the 2021-2022 school year.

Operational Restrictions

The following restrictions and requirements will be in place for the 2021-22 school year based on the School Opening Guidelines provided by the Louisiana Department of Education.

| Maximum Classroom Capacity (including adults) | No maximum classroom size. The maximum group size that may convene indoors should be determined by the physical distancing requirement group method. |
| Maximum School Bus Capacity (including adults) | 100% capacity with all passengers wearing a face covering with assigned seats or with daily seating charts. |
| Student Classroom Grouping Options | Students may be grouped in classrooms in one of two ways: (1) In static groups with minimal social distancing requirements OR (2) In groups with changing composition, maintaining 3 feet of social distance from other students and 6 feet of social distance from adults |
| Reporting Requirements | All NOLA-PS schools are required to report all known and suspected cases of COVID-19 to NOLA PS and in the LDH School Portal A process for providing information on the vaccination rate of students and staff will be established by the beginning of the school year. |
ReNEW Schools will be following the operational standards designed by the Louisiana Department of Education and NOLA PS for the following critical school functions.

The following standards are intended to mitigate the risks associated with COVID-19 for in-person school programs and these standards are subject to change as conditions change.

**Conducting Group Gatherings:** According to the CDC, a gathering refers to a planned or spontaneous event, indoors or outdoors, with a small number of people participating or a large number of people in attendance such as a community event or gathering or sporting event.

<table>
<thead>
<tr>
<th>Maximum Classroom Capacity</th>
<th>There is no maximum number of students designated to each classroom. Group size shall be determined by space available, social distancing requirements, and the student grouping used.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● Classroom groups will be static (a classroom may be a static group or there may be groups within the classroom that are static)</td>
</tr>
<tr>
<td></td>
<td>● Intervention groups will be socially distant</td>
</tr>
<tr>
<td></td>
<td>● Elective groups will be static if remain in classroom grouping but must be socially distanced if mixed classroom groups</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indoor Assembly Spaces</th>
<th>Use of indoor shared spaces, such as cafeterias and gymnasiums, should be determined by social distancing requirements.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● Indoors - A classroom group may sit together but should be socially distanced from other classroom groups (cafeteria and gymnasium).</td>
</tr>
<tr>
<td></td>
<td>● For events, spectator capacity limits are provided by the City of New Orleans. Refer HERE for current updates.</td>
</tr>
<tr>
<td></td>
<td>● For spectator events all attendees should wear a face covering.</td>
</tr>
</tbody>
</table>

| Outdoor Standards           | Standards are determined by student grouping methods. If groups convene outdoors, each classroom group should remain separated. |

**Transporting Students:** These standards are derived from the school operating procedures and the best “reasonable standard” given feasibility constraints.
Max. Bus Capacity: 100% capacity with all passengers wearing face masks

Cleaning: High touch surfaces (handrails, handles, seat backs, etc.) should be cleaned after the completion of arrival and dismissal routes.
- If buses are shared between schools, cleaning should happen between school routes.

Seating: Seating charts should be created and enforced in the event close contacts to a positive case of COVID-19 needs to be determined.

Face Coverings: Adults and students are required to wear face coverings at all times while riding on school buses.

Personal Hygiene: Face masks will be provided for students that enter or exit the bus without a mask.

Ventilation: To increase airflow, windows should be open to the maximum extent possible.

**Entering and Exiting School Buildings:** Schools will implement the following standards to keep students and staff safe while entering and exiting school buildings.

<table>
<thead>
<tr>
<th>Entry &amp; Exit Points</th>
<th>Maintain social distance recommendations to the maximum extent possible at all entry and exit points.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop-off and Pick-up Processes</td>
<td>Families and employees must self-monitor for symptoms of COVID-19 prior to arrival on campus.</td>
</tr>
<tr>
<td>Visitors</td>
<td>Nonessential visitors, volunteers, and activities involving external groups or organizations will be limited as much as possible.</td>
</tr>
</tbody>
</table>

**Practicing Prevention:** In accordance with the CDC’s strategies to encourage behaviors that reduce the spread of COVID-19, and with input from medical professionals, ReNEW will implement the following standards.

| Daily Cleaning Efforts | High touch surfaces will undergo cleaning with a hospital grade cleaning agent multiple times per day, including bathrooms. A list of high touch surfaces can be found in LDOE’s Reach to Achieve |
### Personal Hygiene
Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Hand sanitizer is available throughout the campus. Employees and students will wash or sanitize hands upon arrival at school, when a new group of students enter a teachers’ classroom, before and after eating, before and after using outdoor play equipment, and before exiting the school facility.

### Personal Protective Supplies
Students and school employees will have access to hygienic supplies, including soap, hand sanitizer with at least 60% alcohol, disinfectant wipes or spray, paper towels, and tissues. Face coverings will also be provided when needed.

### Signs & Messaging
Signs will be posted in highly visible locations (i.e. school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).

### Face Coverings
All staff and students are required to wear a face covering unless eating or drinking.

Face coverings are required for all staff members in all common spaces and only may be removed when actively eating or drinking. Anyone (vaccinated or unvaccinated) may unmask if alone in a room or office. No one is required to wear a mask outdoors.

### Symptom Monitoring
Before leaving your residence for the school campus, each employee and student should conduct an individualized assessment of any potential symptoms or circumstances. On a daily basis, all employees and students should ask themselves whether the answer is “Yes” to any of the following questions:

- Did I have a fever within the last 48 hours?
- Am I experiencing shortness of breath?
- Do I have a cough?
- Have I been experiencing chills?
- Do I have unexplained muscle pain?
- Do I have a sore throat?
- Have I lost my sense of smell?
- Have I experienced nausea, vomiting or diarrhea?
- Have I come into contact with anyone that has tested positive for COVID-19?
- Have I come into contact with anyone that is experiencing symptoms of COVID-19 (as outlined above)?

If the answer to any of these questions is “Yes,” you should: (1) stay at home and (2) notify your manager and HR for further instructions at (email) or (phone). Confidentiality will be maintained at all times.

If “No” is the answer to all the above questions, then you may enter the school campus during regular school hours only. Upon arrival, all persons are required to wash hands or use hand sanitizer, which will be made available at the entry point at each school campus.

Notwithstanding the daily symptom monitoring set forth above, employees and students must also report symptoms of COVID-19 that may occur during the school day including, but not limited to: shortness of breath, cough, chills, muscle pain, sore throat, loss of sense of smell, diarrhea, whether you have been in contact with someone that tested positive, etc. Depending on the results of this assessment, employees and students may be sent home.

Temperature checks are no longer required upon arrival.

<table>
<thead>
<tr>
<th>Water Fountains</th>
<th>Students are encouraged to have an individual water bottle at school to minimize use and touching of water fountains.</th>
</tr>
</thead>
</table>

**Student Transitions and Pull-Out:** To limit contact as students move around the school facility, ReNEW will implement the following standards:

<table>
<thead>
<tr>
<th>Provider Pull Out</th>
<th>Students with disabilities will receive special education and related services in the least restrictive environment. All surfaces and equipment must be cleaned before services are initiated and after services are completed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlling Flow</td>
<td>Interactions of students will be limited during class transitions via one-way flow hallways, clearly defined space for two-way direction of students in hallways, or staggered class changes to decrease the number of students in the hallway at one time.</td>
</tr>
</tbody>
</table>
**Child Nutrition:** ReNEW will maintain a healthy environment and provide healthy school meals to our students.

<table>
<thead>
<tr>
<th>Available Meal Programs</th>
<th>Meals are provided to all students. If students are being accommodated with distance learning, a meal service option has been created to provide two meals a day. Each school’s plan can be found at the school’s front office or <a href="http://www.renewschools.org">www.renewschools.org</a> throughout the school year.</th>
</tr>
</thead>
</table>
| Eating at School | The following criteria must be followed when cafeterias are used:  

**Students in Static Groups:** the static group must be maintained during meals and each static group must be separated by no less than 6 feet from the next static group.  

**Students in Changing Groups:** must maintain a physical distance of at least three feet from other students and six feet from adults to the greatest extent possible.

1. Students and employees should wash hands before and after every meal.
2. Classrooms should be utilized for eating to the extent possible.
3. Students may bring food from home.
4. Disposable utensils should be used.
5. Outdoor seating should be used as practical and appropriate.
6. If the cafeteria is used for eating, staggered meal times should be used and  
   - Students in static groups: the static group must be maintained during meals and each static group must be separated by no less than six (6) feet from the next static group.
   - Students in changing groups: must maintain a physical distance of at least three (3) feet from other students and six (6) feet from adults to the greatest extent possible.
   - Spaced lines will be marked to enter the cafeteria and serving lines. There will be designated entrances and
ReNEW students will remain in static groups in the cafeteria.

**Extracurricular Activities:** Schools will offer extended school day options and non-academic experiences for students while complying with health and safety guidance, schools will implement the following extracurricular standards.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aftercare</td>
<td>Students are in static groups where possible or social distancing requirements will be in effect for groups of changing composition. Face covering protocols remain in place for all students.</td>
</tr>
<tr>
<td>Band &amp; Vocal Music</td>
<td>All students and staff participating in band or vocal music must be either vaccinated or participate in weekly molecular testing. Band and vocal music must occur outdoors since masks are required indoors.</td>
</tr>
<tr>
<td>Field Trips</td>
<td>Field trips will occur and all students and staff must follow masking, grouping, and transportation requirements. Outdoor field trips will be prioritized, if possible.</td>
</tr>
<tr>
<td>Athletics</td>
<td>Students and staff participating in athletics will either be vaccinated or participate in weekly molecular testing. Spectator capacity limits are set by the City of New Orleans, see guidance <a href="#">HERE</a>. All attendees of indoor athletic events should wear a face covering.</td>
</tr>
</tbody>
</table>

**Participation in Distance Learning Only - Documentation Required**

A parent or guardian may opt to have his or her child participate in distance learning only due to health conditions. Families must gain documentation from a physician and provide it to the school principal. ReNEW schools has the right to deny the distance learning option and the parent has the right to appeal the decision using the appeal process found [HERE](#). If the accommodation of distance learning is granted, the educational programming will be similar to homebound services and will not include live virtual instruction. All assignments will be graded and recorded in SchoolRunner and will count toward the student’s final grade. If a parent or
guardian would like to request distance learning due to a medical reason, complete the form HERE.

When/If Distance Learning Required for all Public Schools in New Orleans

Unlike our traditional schools, ReNEW Early Childhood Centers Uptown and New Orleans East will be open in the event of a mandate for schools to initiate “distance learning only” and will follow the daycare center guidance for closures. If a “Stay at Home Order” is implemented in the City of New Orleans, the ReNEW Early Childhood Centers will also be closed.

Vaccination Status of Students and Staff

ReNEW is required to track the vaccination status of students and staff. Schools may verify vaccination status in one of the following ways:

- Louisiana Immunization Network School Nurse Portal: This portal will allow school nurses to verify the COVID-19 vaccination status for students as of August 2021. This is the preferred method to verify student immunization status for COVID-19.
- LA Wallet: Staff with LA Wallet will be able to demonstrate their COVID-19 vaccination status via their electronic ID.
- Health Care Provider Vaccination Card: Schools may use vaccination cards provided by the individual’s vaccinator as evidence of COVID-19 vaccination. For students providing Health Care Provider Vaccination cards their status should be verified via the Louisiana Immunization Network School Nurse Portal.

COVID-19 Testing and Vaccination Resources

In addition to the operations and safety guidance provided in other sections of this guidance document, the availability of testing for symptomatic individuals, routine testing and access to vaccinations are vital components to our ongoing strategy to keep students and staff safe while in school. Below is an overview of the resources available to students and staff for this upcoming school year.

Symptomatic Testing

All students, teachers, and staff experiencing symptoms of COVID-19 are strongly encouraged to seek treatment by medical professionals. Symptomatic students may continue to visit Children's Hospital for free COVID-19 testing by calling the Children's Hospital New Orleans Hotline for School Wellness and Virtual Care COVID-19 Hotline (504-837-7760) to make a testing appointment. Symptomatic teachers and staff may continue to access free COVID-19 testing via a partnership with Ochsner Health System. Additional details regarding how symptomatic individuals may access testing and care will be distributed directly to your schools prior to the start of the school year.
**Routine Testing**

All unvaccinated students, teachers, and staff are strongly encouraged to participate in routine, weekly molecular testing for the virus that causes COVID-19. ReNEW will prioritize testing participation among participants in interscholastic sports, band, chorus, and other extra-curricular activities that may either involve removal of masks or engaging with individuals outside of the immediate school community. Routine testing will be available at all ReNEW campuses in partnership with the Louisiana Department of Health and local health partners when available. More information on this program will be available in August.

**Vaccination**

Vaccines against the virus that causes COVID-19 are promising because of the potential to decrease rates of disease, hospitalization, and death.

All eligible unvaccinated students, teachers, and staff are strongly encouraged to get vaccinated. In addition to the vaccinations that will occur on campus, the city has a list of vaccination locations anyone can access [here](#).

For additional information on the benefits of vaccination, please click [here](#).

**Exposure to COVID-19**

In order to reduce the risk of community spread of COVID-19, parents or guardians must immediately report to the school that a student has tested positive for COVID-19, or when a student is a close contact or exposed to someone who has tested positive for COVID-19. ReNEW employees are required to immediately report to human resources and/or their direct supervisor that they have tested positive for the virus, or have been in direct contact with someone who has tested positive for COVID-19. ReNEW Human Resources will be in contact with all employees that are exposed or test positive for COVID-19. All cases must be thoroughly documented and reported to local health officials.

Notwithstanding the daily symptom monitoring set forth above, employees and students must also report symptoms of COVID-19 that may occur during the school day including, but not limited to: shortness of breath, cough, chills, muscle pain, sore throat, loss of sense of smell, diarrhea, whether you have been in contact with someone that tested positive, etc. Depending on the results of this assessment, employees and students may be sent home.

**On Campus Isolation:**

- Anyone showing signs of the above symptoms will be isolated in the designated isolation area that exists in each school facility. If the person is a student, the parent or legal
guardian will be contacted immediately and required to come and pick-up the child. Under extreme symptoms, the school reserves the right to contact the health department or emergency medical personnel. If the person is an employee, the person will have to leave campus immediately and may not be isolated.

- The isolation area will be cleaned after it is occupied by any employee or student showing the above symptoms or reporting potential exposure to a person that tested positive for Covid-19.

Unvaccinated Employees/Students: Quarantine Policy and Procedure

- Unvaccinated employees and students who have been in close contact with a confirmed case or in close contact with a presumptively positive individual will be notified by the school principal, Human Resources, or his/her designee, and will be required to quarantine. Quarantine begins after last contact with a person who has COVID-19 and close contact is determined either 48 hours before the confirmed case is symptomatic, or 48 hours before the confirmed case took a COVID-19 test that was positive, whichever happens first. In respect to an employee, after the employee’s quarantine has ended, the employee and their supervisor will receive a return to work clearance email from Human Resources.
  - **Unvaccinated Employees**
    - After day 7 after receiving a negative antigen or PCR/molecular test result that occurs on day 5 following exposure.
  - **Unvaccinated Students**
    - ReNEW will allow students that have not experienced symptoms during the first 10 days of quarantine to return to school by providing a negative PCR/molecular or a negative antigen (Rapid) test administered on day 5 or later of quarantine.

Vaccinated Employees/Students: Quarantine Policy and Procedure

- Vaccinated employees and students do not need to quarantine and may continue to work/attend school in person after being identified as a close contact if they:
  - Are fully vaccinated (more than or equal to 2 weeks following receipt of the second dose in a 2-dose series, or more than or equal to 2 weeks following receipt of a 1-dose of a single-dose vaccine, and
  - Receive a PCR/molecular test after being identified as close contact, and then again in 5 to 7 days, and
  - Have remained asymptomatic since the current COVID-19 exposure.
If these conditions are not met, the vaccinated individual needs to quarantine. Additionally, fully vaccinated students or employees must wear a mask (if no mask mandate is in place) in public indoor settings for 14 days or until they receive a negative test result.

Individuals who become symptomatic within a 14-day period following exposure to someone with COVID-19 should immediately self-isolate, contact your school leader or manager, follow guidance for symptomatic individuals, and should consider getting a molecular COVID-19 test.

- **Students do not need to quarantine if they were within three (3) to six (6) feet of a positive case and both the student and positive case were engaged in consistent and correct use of a well-fitting face mask. This exception does not apply to teachers, employees, or other adults in the indoor classroom setting.**

- **Employees or students do not need to quarantine if:**
  - They had COVID-19 within the previous 3 months, **and**
  - Recovered from COVID-19, **and**
  - Remain without COVID-19 symptoms.

- **All individuals who are identified as a close contact of someone testing positive with COVID-19 must seek testing immediately following notification and again 5 to 7 days following last contact if the initial test was negative.**

**Return to Campus Policy and Procedure for Positive COVID-19 WITH symptoms:**

An employee or student with a suspected or positive COVID-19 diagnosis who has symptoms and was directed to care for themselves at home may discontinue isolation under the following conditions:

- **At least 10 days have passed since symptoms first appeared and**

- **At least 24 hours have passed since last fever without the use of fever-reducing medications and**

- **Symptoms (e.g., cough, shortness of breath) have improved**

**For Persons Who have NOT had COVID-19 Symptoms but Tested Positive and are Under Isolation:**
Employees or students with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based strategy used under the prior section pertaining to individuals WITH symptoms will apply.

Staff members should refer to the updated sick leave/PTO policy regarding quarantines in the 2021-2022 ReNEW Staff Handbook which reads in part:

COVID-19 – All staff who are unvaccinated for COVID-19 and must quarantine for 10 (14) (or more) days because of exposure or a positive test, sick days WILL be counted. As of July 2021, the quarantine period is a minimum of 14 (14) days following exposure or a positive test. Days used beyond the allotted sick time will be docked. Staff that have been vaccinated, or maintain vaccination if necessary, will not have to use their sick leave or PTO for quarantine requirements and will continue to work remotely when/if possible.

A person who is partially vaccinated and awaiting the second shot in a two dose series, and no more than 4 weeks have passed since the initial dose, will not have to use their sick leave or PTO for quarantine requirements and will continue to work remotely when/if possible by providing their vaccine card that verifies the series to human resources.

Vulnerable Staff Members and Students
Employees should contact ReNEW Human Resources at hr@renewschools.org if he or she is considered vulnerable to increased risk for severe illness due to COVID-19.

As provided in Section 401(E) and Section 403(l) of Bulletin 741, ReNEW recognizes that there may be medical or disability impact exceptions to one or more of these standards specific to a given student, employee, or other person, and such exceptions will be considered on an individual basis as set for below.

1. In order for a student to be granted an exception based upon a medical or disability issue:
   a. The parent or legal guardian of the student shall submit a written request for an exception to the school leader
b. The parent or legal guardian of the student shall identify the specific provision(s) of Bulletin 741, Chapter 4, to which the exception is applicable.

c. The request shall include documentation from a qualified medical professional or healthcare provider identifying the medical or disability issue that the applicant contends affords the need for the exception. If the application is related to an existing Section 504 plan, IEP, or IHP, the school leader shall convene a meeting of the School Building Level Committee (SBLC) to review the application and the existing Section 504, IEP, or IHP to determine if an exception is needed or whether the plan can be modified to alleviate the need for the exception. The SBLC shall provide its recommendation to school leadership.

d. All documentation related to the exception shall be incorporated into the student's school record and, if applicable, made a part of the student's Section 504 plan, IEP, or IHP.

2. In order for an employee to be granted an exception based on a medical or disability issue:
   a. The employee shall submit a written request to the human resources department.
   b. The request shall identify the specific provision(s) of Chapter 4 to which the exception is applicable.
   c. Any reasonable accommodation will be made available to the employee.

3. In order for anyone other than a student or employee to be granted an exception based on a medical or disability issue, the individual seeking the exception must provide documentation from a qualified medical professional or healthcare provider identifying the medical or disability issue that necessitates the request for the exception to determine whether there are any possible accommodations that can be made.

Please see the list here for additional information from the CDC regarding those populations.

**Confirmed Case of COVID-19 on Campus**

ReNEW will coordinate with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws.

ReNEW Schools will notify NOLA PS and the school community should we become aware of a confirmed case of COVID-19 on campus. NOLA PS will not be given identifiable information of the person. ReNEW Schools will also notify Region 1 Epidemiologists for the Louisiana Department of Health should we become aware of a confirmed case of COVID-19 on campus.
Upon notification, ReNEW schools will **immediately** disinfect and clean all areas that the infectious person came into contact with. This disinfection will be done using an EPA-approved disinfectant designed to kill COVID-19.

**School Closure Decisions and Communication**

School District administrators, appropriate public health officials (e.g., the State of Louisiana Regional Medical Director), and contracted public health experts will consult with schools prior to finalizing a decision to close an individual school as a safety measure. If a school has more than one positive case at a single school site, they must report the information regarding those cases to NOLA PS Medical Advisor and the Region 1 Office of the Louisiana Department of Health per the guidance on page 8 of this document.

**Complaints, Reporting Procedure, and Disciplinary Action**

All employees and students are expected to adhere to these guidelines, policies and procedures at all times. If you witness anyone failing to adhere to these guidelines, policies, or procedures, you should report it to the School Leader or Human Resources. If it is determined that an employee or student failed to adhere to established protocols, he/she may be subject to disciplinary action up to and including termination of employment or disciplinary consequences in accordance with the Student Code of Conduct.

I acknowledge that I have read and understand these policies and procedures, and that I will adhere to these policies and procedures until further notice. Employees may have received this policy via email, the ReNEW Schools Intranet, or via paper. It is my responsibility to read this policy despite the delivery mechanism. If this policy was not emailed to me, my signature below acknowledges that I have read this policy.

_________________________________________  ________________________
Print Name                                      Date

Signature _______________________________________________________

15