



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

Bristol Township School District

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

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity's publicly available website.

Based on your county's current designation (i.e., red, yellow, green) and the best interests of your local community, indicate which type of reopening your LEA has selected by checking the appropriate box in row three of the table below. Use the remainder of the template to document your LEA's plan to bring back students and staff, how you will communicate the type of reopening with stakeholders in your community, and the process for continued monitoring of local health data to assess implications for school operations and potential adjustments throughout the school year. Depending upon the public health conditions in any county within the Commonwealth, there could be additional actions, orders, or guidance provided by the Pennsylvania Department of Education (PDE) and/or the Pennsylvania Department of Health (DOH) designating the county as being in the red, yellow, or green phase. Some counties may not experience a straight path from a red designation, to a yellow, and then a green designation. Instead, cycling back and forth between less restrictive to more restrictive designations may occur as public health indicators improve or worsen. This means that your school entity should account for changing conditions in your local Health and Safety Plan to ensure fluid transition from more to less restrictive conditions in each of the phase requirements as needed.

Type of Reopening

Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

Based on your county's current designation and local community needs, which type of reopening has your school entity selected? (SELECT ONE BOX BELOW)

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning).

Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening): September 8, 2020

Pandemic Coordinator/Team

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

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities (Options Above)
Dr. Melanie Gehrens Melanie.gehrens@bristolwpsd.org	Superintendent and Pandemic Coordinator	Plan Development & Response Team
Dr. David Damsker	BC Health Department Director	Plan Development & Response Team
Al Oberman al.oberman@bristolwpsd.org	Director of Special Education & Special Education	Plan Development & Response Team
Regina Jones, CSN Med.	Coordinator of Health Services	Plan Development & Response Team

Regina.jones@bristolwpsd.org		
Alison Buchan Allison.buchan@bristolwpsd.org	Personnel Coordinator	Plan Development & Response Team
Robert Maloney Bob.maloney@bristolwpsd.org	Operations Manager	Plan Development & Response Team
Chris Hunt Chris.hunt@bristolwpsd.org	Custodial Supervisor	Plan Development & Response Team
Karen Snedeker Karen.snedeker@bristolwpsd.org	Elementary Supervisor of Curriculum & Instruction	HSPD
Dr. Catherine Newsham Catherine.newsham@bristolwpsd.org	Elementary Supervisor of Curriculum & Instruction	HSPD
Audrey Flojo Audrey.flojo@bristolwpsd.org	Federal Programs Coordinator	HSPD
Ritchie Webb Ritchie.webb@bristolwpsd.org	Director of Food Service	HSPD
Monay Legette mlegette@bucksiu.org	Superintendent Intern	HSPD
David Jayne David.jayne@bristolwpsd.org	Security Coordinator	HSPD
Traci Williams Traci.williams@bristolwpsd.org	Director of Transportation	HSPD
Joseph Crane Joseph.crane@bristolwpsd.org	Athletic Director & Assistant High School Principal	HSPD
James P. Morgan, III James.morgan@bristolwpsd.org	Board Member, President	HSPD
Barbara Bill Barbara.bill@bristolwpsd.org	Board Member, Vice President	HSPD
Kellie Buchanan Kellie.buchanan@bristolwpsd.org	Board Member	HSPD
Amanda Geist Amanda.geist@bristolwpsd.org	Board Member	HSPD
Brad Pawlikowski	BTEA Member	HSPD

Jessica Schulz	BTEA Member	HSPD
Brandon Mason	BTEA Member	HSPD
Jamie Hems	OPEIU Member	HSPD
Randy Godin	BTESPA Member	HSPD
Mike Ferguson	TWU Member	HSPD

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.

1. 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?

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Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
1. Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none"> All high-touch surfaces will be cleaned/disinfected at least twice a day (water fountains, door handles, light switches, etc.) following posted EPA & CDC guidelines. Students and staff should sanitize /wash hands on a frequent basis. Hand sanitizer will be available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available. Students and staff will use water bottles from home. Clearly labeled with their full name. All high-touch surfaces on buses will be cleaned / disinfected at least once a day. Hand sanitizer will be available on buses. All rooms will be disinfected nightly and / or as needed using electrostatic sprayers and disinfectant. Hand sanitizer stations will be made available at every classroom and high traffic areas. High traffic areas (i.e. restrooms, door handles, railings, etc.) will be disinfected/wiped down multiple times daily. Students will learn the importance of washing/disinfecting hands and keeping their personal space clean. 	Director of Operations Custodial Supervisor, School Administrators Staff	Disinfectant spray/wipes Disinfecting Electrostatic sprayer & ionizer Hand Sanitizer Dispensers

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
	<ul style="list-style-type: none"> Area rugs/carpets within the classrooms will be removed to create more space. 		
1A Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> All classrooms and common areas will be ventilated when possible using windows and air patters will be adjusted to pull in fresh air and push out inside air to open windows. Elementary buildings: HVAC airflow settings will be changed to optimize the intake of fresh air. Middle School buildings: Doors and windows will be left open to the greatest extent possible to increase circulation and promote ventilation. Exterior doors will remain locked. HVAC systems will be modified to create the greatest airflow and circulation through the building. High School: Doors and windows will be left open to the greatest extent possible to increase circulation and promote ventilation. Exterior doors will remain locked. Industrial fans will be used where possible to supplement airflow and circulation. HVAC filter procedures will be modified through increased frequency or higher density to maximize clean airflow. 	Director of Operations Custodial Supervisor School Administrators Staff	

2. Social Distancing and Other Safety Protocols

Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Requirements

Action Steps
under Yellow and Green Phase

Lead Individual
and Position

Materials,
Resources, and or
Supports Needed

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
2. Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<ul style="list-style-type: none"> • For Grades 1-12 use rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, consider staggered or diagonal seating at shared tables to avoid “across the table” seating. • Kindergarten students will be seated at 4 foot round tables with up to 4 students at each table. • Position desks and work areas in staggered rows facing the same direction using social distancing, when feasible. • The 6-foot social distancing standard will be observed when feasible. • All unnecessary furniture, carpets and objects will be removed to promote and allow for greater social distancing. 	Building Administrators Director of Operations Food Service Director	

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
2B. Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	<ul style="list-style-type: none"> • Seat individuals in staggered arrangement to avoid “across-the-table” seating. • All individuals sanitize/wash hands before and after eating. • The Bucks County Health Department will support school district food service departments with training in best practices for food service and food safety in schools. • Assigned seating for students eating in cafeterias and other congregate settings to help control for contact tracing. • Seat individuals in staggered arrangement to avoid “across-the-table” seating. • All individuals sanitize/wash hands before and after eating. • The Bucks County Health Department will support school district food service departments with training in best practices for food service and food safety in schools. • Building Administrators/designee will assign seats in lunch and teachers/monitors will ensure students are in those seats to facilitate contact tracing, if necessary. • Students will enter the cafeteria and sit down. The monitor will dismiss one table at a time. • Lunches will continue to be served on disposable trays. • Lunch payment will continue to prepay through the electronic system or online (https://www.schoolcafe.com) • Between classes, tables will be washed, rinsed, and sanitized. 		<p>Face covering (Face shields/masks)</p> <p>Disinfectant spray/wipes</p> <p>Disinfecting Electrostatic spray & ionizer</p> <p>Hand sanitizer dispensers</p> <p>Disposable food service utensils and containers.</p> <p>Signage to support social distancing and encourage healthy practices</p> <p>Designations on tables of seats available</p> <p>Students and staff will be trained on proper social distancing in the cafeteria. (SWPBIS)</p>

- All staff and students will wash, or hand sanitize their hands prior to meals.
- The Director of Food Service will review cafeteria protocols with the Department of Health.

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
3B Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices	<ul style="list-style-type: none"> All individuals sanitize/wash hands before and after eating. All individuals sanitize/wash hands upon entering the room in the morning, after recess, and at the end of the day. Students will use hand sanitizer prior to and after exiting classes/lunch/recess. 	<p>Certified School Nurse</p> <p>Health Coordinator will select learning materials on good hygiene.</p>	<p>Hand Sanitizer Stations in each classroom, cafeteria, gym, and each lobby.</p> <p>Instructional videos and posters on good hygiene will be obtained, displayed, and shared.</p>
3C Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	<ul style="list-style-type: none"> Building Administrators or designee will post signage in the building promote protective measures. Director of Technology and/or designee will post digital signage to promote health and safety. Each school will have morning announcements to include health and safety reminders. 	<p>Certified School Nurse</p> <p>Building Administrators,</p> <p>Director of Technology.</p>	<p>Signage to support social distancing and encourage healthy practices next to sinks, water fountains, and in bathrooms.</p> <p>Instructional videos will be created for classrooms and digital signage.</p> <p>Digital signage will be used to demonstrate measures on safety and how to stop the spread of germs.</p>

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
3D Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> • Until further notice volunteers will not be permitted in schools. • Visitors are encouraged to interact with school personnel virtually. If that is not possible, visitors will comply with the same screening procedures in place for employees and must wear a face covering (face shield/mask). If symptomatic, visitors will be denied entry. • Visits are by appointment or invitation only. In the event of an emergency the parent should contact the school administrator. • Each building will continue to use Raptor or sign-in log to monitor those who enter the building. • If students have an appointment that day, they are required to provide a note in the AM to notify the school that the parent will be there to pick them up. • Student teachers are permitted on a case by case basis and must comply with all employee screening protocols daily. • Observations hours will be done virtually, when feasible. 	Building Administrators and/or designee,	Screening and monitoring checklist Signage by the outside door with checklist to self-monitor

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
3E. Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<ul style="list-style-type: none"> • Continue with recess and physical education activities as long as those activities limit physical contact and touching, when feasible. • Materials and equipment used in recess and physical education class will be sanitized when feasible. • PE teachers will conduct classes outdoors when feasible. • PE teachers will have students sanitize their hands before and after PE classes. • Secondary students will not be changing for PE classes, except swim classes. • District Athletics: <ul style="list-style-type: none"> ○ Details are outlined in the Athletic Health and safety plan approved on June 24, 2020 and updated on February 16, 2021. ○ Equipment used in PE classes will be regularly cleaned by the teacher and/or student. 	<p>Lunchroom/Recess monitors</p> <p>Physical Education Teachers</p> <p>Athletic Director</p>	<p>Disinfectant Spray/Wipes</p> <p>Gloves</p> <p>Hand Sanitizer Dispensers</p> <p>See Athletic Health & Safety Plan.</p>
3F. Limiting the sharing of materials among students	<ul style="list-style-type: none"> • Students will keep individual supplies with them. Students will be permitted to carry a regular book bag for their supplies until lockers are permitted. • Classroom supplies for special classes should be kept separated per student in the classroom, when feasible. • All supplies that are shared will be cleaned regularly. 	<p>Building Administrators</p> <p>Staff</p>	<p>Manipulatives</p>

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
<p>3G Staggering the use of communal spaces and hallways</p>	<ul style="list-style-type: none"> Students/Staff will wear face covering (masks/face shields)* in hallways, buses and other high traffic areas. Elementary general education classrooms will be self-contained for core instruction. All students, including those with disabilities, are thought to be part of the general education classroom, except when their IEP stipulates they must be educated in another setting for a portion of the day. When a student's IEP indicates that he/she is to receive instruction in a separate classroom, the student will be permitted to do so. Until further notice, lockers will not be used. Students will be permitted to carry a regular book bag for their supplies until lockers are permitted. At the elementary, cubbies maybe used. Teachers will create a plant to prevent all students accessing at the same time. Locker requests at the secondary level, when needed, will be assigned to promote social distancing. <p>*Everyone must wear a face covering over their nose and mouth. Under the latest universal masking order, masks are to be worn both indoors and outdoors. Face shields are no longer a substitute for masks under this new state update unless no other options are feasible for the individual.</p> <p>Section 1: Definitions "Alternative to a face covering" may include a plastic face shield that covers the nose and mouth, extends below the chin and to the ears and leaves no exposed gap between the forehead and the shield's headpiece. (The face shield with the plastic glasses attached does not meet the new criteria of no exposed gap between the forehead and the shield's headpiece. Employees can no longer use these shields, unless it is used in conjunction with a cloth face covering at all times.)</p> <p>One way valve masks are not approved in the school setting. They only provide safety to the wearer.</p>	<p>Building Administrators</p> <p>All Staff Bus Drivers</p>	<p>Face covering (masks/face shields)</p>

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
<p>3H Adjusting transportation schedules and practices to create social distance between students</p>	<ul style="list-style-type: none"> • Transportation department will assign students to seats (families together) to support contact tracing, if necessary. • All transportation protocols will apply to students taking transportation to non-public schools. • Bus drivers will wear a face covering (mask/face shield)* as students enter/exit the bus or if they need to interact with a student. • Hand sanitizer will be available on buses. • Students will be encouraged to limit carpooling with other families. If students do carpool, they must know who they transported each day in the event contact tracing is necessary. • Students are required to wear a face covering (mask)* on the bus. • Routing will be designed to allow for appropriate social distancing (1 to 2 students per seat). • All buses will be disinfected nightly and/or as needed using electrostatic sprayers and disinfectant. <p>*Everyone must wear a face covering over their nose and mouth. Under the latest universal masking order, masks are to be worn both indoors and outdoors. Face shields are no longer a substitute for masks under this new state update unless no other options are feasible for the individual.</p> <p>Section 1: Definitions “Alternative to a face covering” may include a plastic face shield that covers the nose and mouth, extends below the chin and to the ears and leaves no exposed gap between the forehead and the shield’s headpiece. (The face shield with the plastic glasses attached does not meet the new criteria of no exposed gap between the forehead and the shield’s headpiece. Employees can no longer use these shields, unless it is used in conjunction with a cloth face covering at all times.)</p> <p>One way value masks are not approved in the school setting. They only provide safety to the wearer.</p>	<p>Transportation Coordinator</p> <p>Bus Drivers</p> <p>Monitors</p>	<p>Face covering (masks/face shield)</p> <p>Disinfectant spray/rags</p> <p>Disinfecting Electrostatic spray & ionizer</p>

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
3I Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> • Use rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, desk will be staggered, or diagonal seating will be arranged at shared tables to avoid “across the table” seating. • Position desks and work areas in staggered rows facing the same direction using social distancing, when feasible. • Assigned seating in classrooms, congregate settings, and buses, when feasible, to facilitate contact tracing, when necessary. • Have students enter the room, go to the back of the room to their row and down the row to their seat. • Building administrators/teams will assess each classroom space to determine arrangements to support social distancing. • The 6-foot social distancing standard will be observed when feasible. 	Building Administrators	
3 J Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	<ul style="list-style-type: none"> • On-site before/after care providers will adhere to the same standards as adopted by the district. <p>21st Century Community Learning Centers will adhere to the same standards as adopted by the district.</p>	Director of Operations Building Administrators Site Supervisor	

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
3K Other social distancing and safety practices	<ul style="list-style-type: none"> All non-essential field trips, and inter-group activities, and extracurricular activities will be limited. Community-based instruction and work studies programs will follow the Athletic Health & Safety Plan. Field trips, inter-group activities, community-based instruction, work studies, and extracurricular activities will follow the Athletic Health & Safety Plan. Until further notice, full class/large group off-campus field trips are canceled, with few exceptions. Teachers will be encouraged to make use of virtual field trips to bring experiences into the classroom for their students For those curricular experiences that can otherwise not be realized through virtual means, teachers and administrators will communicate home the risks and precautions to maintain student safety. 	Special Education & Pupil Services Director Special Education Supervisors Supervisors of Curriculum & Instruction Athletic Director	

4. 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?

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
4 Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> • All stakeholders (students, staff, parents/guardians) will be educated on the signs and symptoms of COVID-19 before sending children to school and/or reporting to work. • All parents/guardians will be educated on the importance of keeping symptomatic children home from school. • All staff will be educated on the importance of staying home if symptomatic. 	Health Service Coordinator Director or Special Education and Pupil Services School Nurse	Letter to all staff regarding requirements for self-monitoring Video Professional Development

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
	<ul style="list-style-type: none"> • All individuals who disclose symptoms will be sent to the nurse and parents will be contacted to pick up their child within one hour. • The School Nurse medical record tracking system currently in place for students will be used to monitor symptoms/exposure history for all employees • Student medical information collection system will be used to maintain accurate records of student and staff reporting symptoms and the outcome of the school nurse’s assessment. • A student’s COVID-like symptoms will only be acknowledged as attributed to pre-existing condition if a doctor’s note or medical documentation has been submitted beforehand. • Emergency contacts will be updated. A symptomatic student must be picked up within an hour and will not be sent home on the bus. <p>Self-screening measures:</p> <ul style="list-style-type: none"> ○ I do not have a temperature of 100 degrees or higher ○ I do not have the following symptoms: cough, shortness of breath, headache, runny nose, muscle aches, loss of taste or smell, diarrhea/abdominal pain <ul style="list-style-type: none"> • Staff that have COVID-19 symptoms that are due to a pre-existing condition will have the opportunity to list those and must be supported with a physicians’ note in their medical file. • Until further notice, recognitions or awards for perfect attendance will not occur. Maintaining this recognition may encourage symptomatic students to attend school. 		<p>Parent Handbook-with COVID recommendations</p> <p>Health Services Triage Plan (Appendix A)</p> <p>Medical grade infrared, no-touch forehead thermometers are available in all buildings.</p>

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
	<ul style="list-style-type: none"> • During the morning announcements and news students will be reminded of the signs and symptoms of COVID-19 with reminders to go to the nurse immediately if feeling symptomatic. • The self-monitoring checklist will be utilized. A copy is on the District website. • Nurse evaluates any individual who presents with symptoms. • Nurse takes the temperature for only those individuals who present with symptoms and follows the Health Services Triage Plan. (Appendix A) 	Building Administrators	Morning Announcement Morning News Checklist posted in the room where readily accessible Secondary Health Suite Shields for Nurses Designation area in Hallway near Nurses Office

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
4A Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<ul style="list-style-type: none"> • If an individual becomes sick in school, they will be sent to the Secondary Health Suite or a designated Isolation Area in the Health Suite. • Provide gown, mask/face shield and gloves to the nurse managing the sick room. • Individuals who become sick will be sent to the Secondary Health Suite/Isolation Area, until such time that individual is picked up to go home within an hour. • Using an area for isolation that separates individuals from others, is well-ventilated, and, is easy to disinfect. • Any individual who is sent home with symptoms will need to follow the District Return to School Guidelines. (Appendix B) • Certified School Nurse/Superintendent or Director of Pupil Services will notify the Bucks County Health Department of all positive COVID 19 tests. • Should students be placed in quarantine/isolation, students will be encouraged to log on to continue their studies virtually. 	Health Service Staff	Secondary Health Suite Gowns Gloves Masks/ Face Shields Room dividers Thermometer Blood Pressure Cuffs Blood Oxygen monitors

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
<p>4B Returning isolated or quarantined staff, students, or visitors to school</p>	<ul style="list-style-type: none"> • Medical clearance through compliance with the Bucks County Health Department (BCDOH) will be expected for any individual returning to school following isolation, quarantine, or a positive COVID 19 test result. • The BCDOH will provide BTSD with a daily case list which only includes BTSD individuals that have tested positive for COVID and those that have been placed in quarantine. This list provides the school district with clearance and return-to -school dates. (If an individual's COVID test was done outside of Bucks County, the return-to- school date will not be included on this list. The district will follow the attached BCDOH Isolation and Quarantine Guidelines XXXX to determine a safe date for return.) • Individuals are expected to return to school according to the BCDOH guidelines unless they are exhibiting new or increased symptoms. Should this occur, the individual should contact their administrator and their individual case will be discussed with the BCDOH. • The Bucks County Health Department will educate school nurses and designated points of contact regarding their procedures for clearances. • Returning students will not be permitted on the bus until transportation receives clearance from the building nurse. <p>Exemptions from quarantine:</p> <ol style="list-style-type: none"> 1. People are exempt from quarantine if they are fully vaccinated, which means: <ul style="list-style-type: none"> • 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines or • 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. <p>If you do not meet these requirements, you are NOT fully vaccinated.</p> <p>Individuals that meet the above listed "Exempt from Quarantine" do not need to quarantine if they've been around someone who has COVID-19. They do not need</p> 	<p>Building Administrator</p> <p>Certified School Nurse</p> <p>Personnel Coordinator</p>	

to stay away from others or get tested unless they have symptoms.

2. Students or staff with a positive antibody test within the last 3 months prior to exposure, OR, if they are able to produce a positive antibody test around the time of the exposure, will be exempt from quarantine.

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
<p>4C Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</p>	<ul style="list-style-type: none"> • The District will consult with the Bucks County Health Department on any decision related to the closure of classrooms, schools, or districts. • The District will close a classroom, school, and/or district ONLY IF the Bucks County Health Department indicates to the district the necessity or requirement to do so, and/or if the school is unable to complete case investigation, contact tracing, and cleaning and disinfecting of contact areas. • The District will develop COVID 19 strategies similar to those used with measles, pertussis, and other infectious diseases that intend to maintain classrooms, schools, and districts as open, in the event of a confirmed case of COVID 19. For example, for the quarantine/isolation period following such a diagnosis, recommend: increased education on signs and symptoms, increased monitoring of hygiene, increased use of masks, and increase enforcement of social distancing. • Confidential health information, including staff or students that test positive for COVID will not be communicated as public information. • Contact tracing form has been developed (Appendix C) • Any symptomatic athletes found by coaches, staff or the trainer will follow the protocols within the Athletic Health and Safety Plan. • Although the flu vaccine is not required for school attendance or employment, it is highly encouraged for all students and staff to get the flu vaccine this school year (American Academy of Pediatrics Guidelines https://tinyurl.com/ybkfjx9m) Flu clinics will be offered in each school building for staff. 	<p>Building Administrator</p> <p>Certified School Nurse</p>	

Requirements	Action Steps under Yellow and Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
4D Other monitoring and screening practices	<ul style="list-style-type: none"> • The release of COVID 19-impacted student and staff names is not permitted. • The Bucks County Health Department will support districts and provide direction specific to contact tracing and any mandated isolations or quarantines, in the event of a confirmed case. • There will be no release of impacted student and staff names. • The District will notify the School building community of positive cases in coordination with the Bucks County Health Department and consultation with the District's solicitor. 		

5. Other Considerations for Students and Staff

Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

Requirements	Action Steps under Yellow and Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed
5. Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> Develop an Individual Health Care Plan for students at higher risk. Staff who are at high risk are encouraged to wear a clear face shield in addition to a mask when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings. 	Building Administrator Certified School Nurse Teachers	Gloves Masks/Face Shields
5A Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> Staff members will wear a clear face shield or mask* unless they qualify for a medical exemption. <p>*Everyone must wear a face covering over their nose and mouth. Under the latest universal masking order, masks are to be worn both indoors and outdoors. Face shields are no longer a substitute for masks under this new state update unless no other options are feasible for the individual. Section 1: Definitions "Alternative to a face covering" may include a plastic face shield that covers the nose and mouth, extends below the chin and to the ears and leaves no exposed gap between the forehead and the shield's headpiece. (The face shield with the plastic glasses attached does not meet the new criteria of no exposed gap between the forehead and the shield's headpiece. Employees can no longer use these shields, unless it is used in conjunction with a cloth face covering at all times.) One way valve masks are not approved in the school setting. They only provide safety to the wearer.</p>	Building Administrators	Masks/Face Shields
5B Use of face coverings (masks or face shields) by older students (as appropriate Building Principal Certified School Nurse Principal)	<ul style="list-style-type: none"> Students/Staff will wear a face covering (mask/face shield)* at all times unless they qualify for an exemption. <p>*Everyone must wear a face covering over their nose and mouth. Under the latest universal masking order, masks are to be worn both indoors and outdoors. Face shields are no longer a substitute for masks under this new state update unless no other options are feasible for the individual. Section 1: Definitions "Alternative to a face covering" may include a plastic face shield that covers the nose and mouth, extends below the chin and to the ears and leaves no exposed gap between the forehead and the shield's headpiece. (The face shield with the plastic glasses attached does not meet the new criteria of no exposed gap between the forehead and the shield's headpiece. Employees can no longer use these shields, unless it is used in conjunction with a cloth face covering at all times.) One way valve masks are not approved in the school setting. They only provide safety to the wearer.</p>	Building Administrator	Masks/Face Shields

5C Unique safety protocols for students with complex needs or other vulnerable individuals	<ul style="list-style-type: none"> To protect students at higher risk for severe illness, we will develop a student specific plan that facilitates his/her safe return to school using increased social distancing strategies, where feasible, for the student and staff. 	Building Administrator Certified School Nurse Teacher	
5D Strategic deployment of staff	Optional Section Deliberately Left Blank		

6. 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
Communicable Diseases	Building Administrators	Health Services Coordinator	Face to Face or Virtual	Policy	August 11, 12, or 13, 2020	August 2020
Covid-19 Hygiene	All Staff	Health	Opening Day	Power Point	August 31, 2020	August 31, 2020
Health and Safety Plan Training/Review	Administrators and Nursing Staff	Director of Special Education & Pupil Services, Director of Operations, Health Services Coordinator	Face to Face or Virtual	Projector, Computer	August 2020	August 28, 2020

7. 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
Signs and Symptoms Checklist	Parents & Staff	Regina Jones	Email, Building Information Posters, Daily Self Screener Located on District Website	August 2020	Ongoing
Parent/Student Handbooks	Parents & Students	Secondary Supervisor of Curriculum & Instructions	District Website & through Building Administrators	August 2020	September 2020
Hygiene	All Staff	Director of Special Education & Pupil Services, Health Services Coordinator	Email Building Information posters	August 2020	Ongoing
Health and Safety Plans	Entire BTSD Community	Health and Safety Committee	Board Meeting Website and Email	July 2020	August 2020
Procedures for Social Distancing	Entire BTSD Community	Health and Safety Committee Building Administration	Health and Safety Plan Email Website	August 2020	Ongoing
Staff Handbook	Staff	Secondary Supervisor of Curriculum & Instructions	District Website & through email	August 2020	September 2020
Procedures for symptomatic students and staff Procedures for screening /self-assessment When to refer a child to the nurse's office	Staff	Building Certified Nurse Building Administrator	Staff Meeting on one of the first 4 professional development days Nurse Triage Plan (Appendix A)	August 2020	August 2020

Health and Safety Plan Summary: Bristol Township School District

Anticipated Launch Date: September 8, 2020

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

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Requirement(s)	Strategies, Policies and Procedures
<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>	<p>School and administrative buildings will be cleaned and ready to safely welcome students and staff using the District’s developed practice of deep cleaning, disinfecting, and sanitizing during the summer months. This includes following CDC Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation. Emergency, proactive and routine maintenance that was implemented during the shutdown will continue throughout the summer to ensure the buildings are ready for the return of students.</p> <p>Cleaning and disinfectant supplies procured by the District meet all OSHA, CDC and FDA requirements and recommendations for combating COVID-19. The District has worked with the County Department of Health, Emergency Management Team, and Intermediary Unit to develop and procure its supply list and cleaning/disinfectant procedures. The District’s goal is to have a year’s worth of supplies in stock by the start of the school year.</p> <p>Daily cleaning, sanitization, and vitalization procedures will include, and are not limited to: 1) Daily sanitization of classrooms, offices, and common spaces using disinfectant and electrostatic sprayers; 2) Bathrooms and high touch areas being cleaned several times during the school day (high touch areas including door handles, railings, light switches, etc.); 3) Student desks and work areas being wiped with disinfectant daily and or as needed; 4.) building HVAC systems being adjusted to optimize the flow of outside air. High traffic areas and common spaces including hallways, cafeterias, gymnasiums, etc. will</p>

Requirement(s)	Strategies, Policies and Procedures
	<p>receive additional cleaning to the above procedures as needed.</p> <p>Hand sanitizer will be made available for all students and staff in each classroom and high traffic area. Students and staff will be encouraged to sanitize and wash hands on a frequent basis. Students will be allowed to use water bottles in lieu of drinking fountains as feasible.</p> <p>Custodial staff will receive up-dated and in-depth training on sanitizing and cleaning procedures.</p> <p>District transportation vehicle cleaning and sanitization procedures will include daily sanitization using disinfectant and electrostatic sprayers and the cleaning of high traffic areas in between bus/van routes. Hand sanitizer will be available on each bus as needed.</p>

Social Distancing and Other Safety Protocols

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none"> * Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible * Restricting the use of cafeterias and other congregatesettings, and serving meals in alternate settings such as classrooms * Hygiene practices for students and staff including themanner and frequency of hand-washing and other best practices * Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess andphysical education classes <p>Limiting the sharing of materials among students</p> <p>Staggering the use of communal spaces and hallways</p>	<p>Classroom/learning space will consist of desk facing the same direction with 6 feet of separation where feasible.</p> <p>The cafeteria configuration consists of students eating with 6 feet of separation where feasible. Additionally, students will not be eating across from one another. A modified lunch schedule will also be implemented to accommodate the number of students within the building.</p> <p>There will be sanitation stations set up throughout the school building and within classrooms. Handwashing will be encouraged when entering and exiting the classroom/learning space, cafeteria, bathrooms, and other offices/spaces in the school building. Elementary classrooms have sinks within the classrooms for regular handwashing. Students will have access to sanitation stations before and after lunch and PE.</p> <p>Postings will be visible upon entering the school building, on the digital displays, and throughout the hallways. In addition, stickers guiding social-distance practices and procedures will be visible throughout the</p>

Requirement(s)	Strategies, Policies and Procedures
	<ul style="list-style-type: none"> • Masks will be mandatory for staff and students. • Administration team will monitor CDC guidelines and change procedures, as necessary. • CDC self-quarantine procedures will be followed if a positive case is found within the school district.

Monitoring Student and Staff Health

Requirement(s)	Strategies, Policies and Procedures
<p>* Monitoring students and staff for symptoms and history of exposure</p> <p>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</p> <p>* Returning isolated or quarantined staff, students, or visitors to school</p> <p>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</p>	<p>Students, staff, and others will be monitored to ensure they are healthy and not exhibiting signs of illness. Students and their parents as well as staff will be asked to monitor themselves for symptoms at home before coming to school or work each morning. Each day, the first teacher (e.g. homeroom, first period, classroom teacher) that comes in contact with students will remind students of the signs and symptoms of COVID-19 with reminders to go to the nurse immediately if feeling symptomatic. We will utilize the checklist shared by the Health Department as a common language about symptoms. The nurse will evaluate any individual who presents with symptoms. This will include only taking the temperature of individuals who present with symptoms.</p> <p>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, we will do the following:</p> <ul style="list-style-type: none"> • Individuals will wear a mask. • The individual will be sent immediately to the Secondary Nurse’s Suite where he/she will be greeted at the door by the nurse, assessed, and if deemed to be symptomatic, be escorted to a secondary and separate suite where the student’s parents will be contacted to pick them up from school. • The “Secondary Nurses Suite” will be well ventilated, disinfected regularly, provide proper distancing and isolation from other students. The student will remain there until such time that the student is picked up from school. • Appropriate PPE will be available to staff and students who

Requirement(s)	Strategies, Policies and Procedures
	<p>homebound instruction, accommodations under the American's with Disabilities Act, and/or provisions under the Individuals with Disabilities Act.</p> <p>We will consult with the Bucks County Health Department on decisions impacting the closure of classrooms, schools, or districts. We will notify families in the school building in the event of a confirmed case of COVID-19 and utilize strategies similar to those used to inform the community of communicable diseases in the past. The closing of classrooms, schools, and/or the District will occur when the Bucks County Department of Health indicates that it is necessary to do so.</p>

Other Considerations for Students and Staff

Requirement(s)	Strategies, Policies and Procedures
<p>* Protecting students and staff at higher risk for severe illness</p> <p>* Use of face coverings (masks or face shields) by all staff</p> <p>* Use of face coverings (masks or face shields) by older students (as appropriate)</p> <p>Unique safety protocols for students with complex needs or other vulnerable individuals</p> <p>Strategic deployment of staff</p>	<p>All staff members and students who are at higher risk for severe illness will notify the school nurse of their condition and needed accommodations before the start of the school year or prior to entering the school building.</p> <p>Documentation from the student's primary care physician will be required. Upon receipt of such documentation, the school's Multi-Disciplinary Team will make a determination regarding the students' eligibility for homebound instruction, accommodations under the American's with Disabilities Act, and/or provisions under the Individuals with Disabilities Act. If deemed appropriate, modifications to the schedule, placement, and teaching/learning environment will be implemented on an individual need to the extent possible.</p> <p>All staff and students will wear a face mask within the school building and on school grounds unless they are medically exempt. Parents of students with unique/complex needs will notify the school nurse of the student's condition and needed accommodations before the start of school or before entering school building. If deemed appropriate, modifications to the schedule, placement, safety protocols, learning environment will be implemented on an individual need.</p> <p>The current substitute system will continue to be utilized to fulfill absent</p>

Requirement(s)	Strategies, Policies and Procedures
	teacher positions. Teacher coverages will be used as we have done in the past when substitutes are not available. Administrators will be used for coverages as needed.

Travel & Masking Update as of November 20, 2020

Requirement(s)	Strategies, Policies and Procedures
<ul style="list-style-type: none">• Masks are required to be worn indoors and outdoors if you are away from your home.• When outdoors, a mask must be worn if you are not able to remain physically distant (at least 6 feet away) from someone not in your household the entire time you are outdoors.• When indoors, masks are be required even if you are physically distant from members not in your household. This means that even if you are able to be 6 feet apart, you will need to wear a mask while inside if you are with people other than members of your household.• This order applies to every indoor facility, including homes, retail establishments, gyms, doctors' offices, public transportation, and anywhere food is prepared, packaged, or served. <p>This mask update order is something we have already been following in our schools. Staff and students MUST wear a mask or face shield (the order still allows) at all times UNLESS they are alone in a room.</p>	<p>This order, which takes effect on Friday, November 20, does not apply to people who commute to and from another state for work or medical treatment.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Bristol Township School District** reviewed and approved the Phased School Reopening Health and Safety Plan on .

The plan was approved by a vote of:

<u>8</u>	Yes
<u>0</u>	No
<u>0</u>	Abstain
<u>1</u>	Absent

Affirmed on April 19, 2021

By: James P. Morgan III



*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.