

Toutle Lake School District REOPENING PLAN 8/25/2020 – revised 9/3/2020

This plan was developed with the guidance from the following groups:

Washington State – Governor’s office (Decision tree)
Office of the State’s Superintendent of Public Instruction
Educational School District 112
Cowlitz County Health Department
Toutle Lake School District Reopening Committee – Members include:
Mark Benson – HS Teacher, Parent
Chris Byrd – Secondary Principal, Parent
Rexanna Chrisler – MS Teacher, Parent
Jill Cloke – Parent, Substitute Employee
Penny Cox – Bus Driver
Courtney Eytcheson – Admin Secretary, Parent
Jamie Foster – Parent
Oliver Foster – Elementary Student
Judy Frandsen – School Counselor
Bob Garrett – District Superintendent
Linda Hynning – Food Services Director
Jerry Johnson – Elementary Principal, Parent
Robert Kell – Maintenance Supervisor
Robyn Kilponen – Parent
Stephanie Larsen – School Nurse
Annie Lender – Elementary Librarian, Parent
Amanda Nicholson – Parent
John Nicholson – Secondary Student
Kirk Reinbold – Secondary Teacher, Parent
Sherry Schwinn – School Board Member
Heather Schoonover - Parent
Daryl Spinneberg – Transportation Director, Parent
Robin Spinneberg – Elementary Teacher, Parent
Barbara Streeter – Retired Teacher
Robin Tom – SLP Specialist
Janell Wheatley – School Board Member, Parent
Ira Wohl – Technology Director
Toutle Lake School District Board of Directors
Ron Cryderman | Cam Hanna | Jonathon Rodeback
Sherry Schwinn | Janell Wheatley

This model follows the Department of Health guidelines for “moderate level of community spread” where it recommends distance learning as described in the “high risk of community spread” plus “consideration of expanding in-person learning to elementary students. Over time, consider adding hybrid in-person learning for middle or high school students if limited COVID-19 transmission occurs in schools.”

Toutle Lake School District Starting the School Year

General Information

- School will start on September 8th with August 31st, September 1st, 2nd, 3rd, and 4th being reserved for staff professional development.
- 177 days and an average of 1,027 instructional hours for K-12 students.
- All students in our online program(s) will receive instruction from Toutle Lake School District staff, although the K-5 students will need to receive assistance from their “online coach” (parent or adult at home).
- In the event we have to close school, any additional days needed will need to be made up at the end of our school year.

Program Preference

Option 1- Register for face-to-face instruction. Students in grades K-6 will start the school year on a hybrid schedule. They will attend school on campus two or three days per week. Students in grades 7-12 will start the school year online with what the state of Washington is calling Continuous Learning 2.0. During Continuous Learning 2.0 students will receive synchronous instruction, which means they will have a set schedule. At some point students in K-6 may be able to attend school on campus on a full schedule, and students in 7-12 may be able to attend school on campus in some capacity.

Option 2- Register for the Toutle Lake Virtual Academy for 100% online instruction. Students will have Toutle Lake School District teachers that will lead them through Edgenuity curriculum. This option requires a commitment for a full semester. See the attached registration form and return it to the District Office.



Toutle Lake School District Continuous Learning 2.0 vs TLVA

| | Continuous Learning 2.0 Face to Face Instruction | 100% Online Toutle Lake Virtual Academy |
|---------------------|---|--|
| Differences | <u>Face to Face</u> | <u>100% Online</u> |
| | <ul style="list-style-type: none"> -Synchronous schedule. -An opportunity for students to have face to face instruction when allowed on campus. -K-6 students will start on a hybrid schedule. -7-12 students will start in Continuous Learning 2.0 (online). | <ul style="list-style-type: none"> -Flexible schedule. -Required to make weekly contact with advisor or teacher. -Curriculum designed specifically for online learning through Edgenuity. |
| Similarities | <ul style="list-style-type: none"> -Toutle Lake Teachers. -Requires parental support & guidance, especially with younger students. -Similar grading. -Everyone can check out a Chromebook. -Have access to school clubs & activities. -Daily attendance. -Amount of time spent on school work. -Enrolled on a semester basis. | |

Program Registration

In late July, a survey was sent out asking which program families preferred. The data collected was used to plan for the upcoming school year. Toutle Lake School District asked in August that parent/guardians finalize their decision, based on the information provided, so we can complete our registration process for programs and classes. Students are expected to remain in the selected program for an entire semester. Regardless of which program is chosen, students will be expected to put in a full day of school work every day. Attendance will be taken daily and monitored. You should have received a new survey link to complete registration. If you did not receive the link, please contact the District Office at 360-274-6182.

Toutle Lake Elementary School

Elementary students choosing face-to-face/hybrid will attend school on a hybrid schedule. Students will attend classes for face-to-face instruction alternating between two and three days per week. Group A will attend school Monday, Thursday, and every other Wednesday. Group B will attend school Tuesday, Friday, and every other Wednesday. Students on the hybrid schedule will receive instruction and interaction with teachers and peers as well as access to specialist content, such as music, physical education, keyboarding, library, and intervention. Classroom cohorts will stay together throughout the day observing the social distancing and masking requirements.

Toutle Lake Jr/Sr High School

Toutle Lake Jr/Sr High School students will be on a six-period day during the first semester. If students' classes are able to resume on campus before the second semester, then the second semester will revert back to a seven-period day. When students are in the Continuous Learning 2.0 phase, Toutle Lake Jr/Sr High School teachers will have live classes using Google Meet. These classes could be a combination of direct instruction, class interaction, independent practice, and assistance. The Continuous Learning 2.0 schedule will be synchronous and students are required to be online during class time. Four days a week classes will be blocked, where students will attend three extended classes a day. On most Mondays, students will attend all six of their classes. Traditional A-F grades will be assigned. See the attached sample schedule.

Toutle Lake Virtual Academy

Students in grades K-12 can enroll in the Toutle Lake Virtual Academy. These courses will be done online through Edgenuity and will follow state learning standards. Students will receive mostly asynchronous instruction on a flexible schedule. Elementary students will focus on core classes and receive assistance, guidance, and feedback from one of two elementary teachers. The expected time commitment for elementary students will be 4-6 hours a day. Elementary students will receive four workbooks per semester.

Toutle Lake Jr/Sr High School students will be enrolled in five or six courses with a minimum expectation of 5-7 hours of engagement time per course per week. Toutle Lake Jr/Sr High School teachers will be overseeing, assisting, and providing feedback to students in their online classes. With the exception of elective classes and World Language these teachers will be endorsed in the subject areas. Traditional A-F grades will be assigned.

An advisor will take attendance daily, monitor progress, and communicate weekly with every K-12 student. Each K-12 student will need a learning coach (or coaches) to assist them through their online program (this could be a parent, guardian, older sibling, or babysitter).

Screening Process (Summary-See Page 8 for Details)

Screening will be completed daily for everyone who steps foot on campus. Anyone who arrives before 8:30 am will enter on the west end of campus, west of the softball field, and drive between the buildings, where multiple screening stations will be set up. Anyone entering the campus after 8:30 am will need to promptly visit an office where they will be screened. There

are two parts to the screening process that need to be completed every day. The first part is attestation and the second part is a temperature check. The attestation is a series of questions that are answered attesting that you are symptom free and you have not been in recent contact with someone that has COVID-19. The attestation can be completed through Skyward or can be hand written before arriving. When the attestation is completed, a temperature check will be done using a non-contact thermometer. A reading of 100.3 or less is required to be on campus.

Safety and Hygiene

All students and staff will follow safety protocols and regulations. Social distancing and masks are required. Four masks will be provided to each student. Hand sanitizer dispensers and sanitizing wipes have been added to classrooms. Students' personal items will not be shared. Hand washing will be required prior to breakfast, snack, and lunch. Drinking fountains will be off limits and water bottles will need to have lids. The custodial staff have developed extra cleaning protocols. Extra space has been identified for students who have become ill at school. These students will wait in that area with staff until an emergency contact arrives to pick them up.

Transportation Services

Students riding the school bus will need to have completed the attestation before getting on the bus. A handwritten note can be used for attestation when getting on the bus. Once students step on to the bus, the driver will then take their temperature using a non-contact thermometer. (See COVID-19 Screening Process section for details on screening). If a student does not pass the screening test they will not be able to get on the bus. Once on the bus, students will be placed with members of the same household and/or seated from the rear first to maintain social distancing. Windows will be down to have fresh air flow, and students will unload at the school from the front of the bus.

Food Services

Effective August 31, 2020, USDA extended the free meals to all children 0-18 years of age. This is expected to remain intact through December 31, 2020. Breakfast and lunch will be available for students attending online as well as students attending face-to-face. Given this change, no meals will be delivered to the homes.

Face-to-Face Breakfast: Instead of going straight to class, students will report to the cafeteria for breakfast. Students will be required to wear their mask until they are seated at a table with their meal. Seating arrangements will be in place to meet social distancing requirements. After eating, students will put their masks back on before leaving their seats and going to class.

Face-to-Face Lunch: Students will order their lunch in the classroom in the morning and it will be delivered to their classroom at lunch time.

All Other Children aged 0 to 18 who would like meals: Parent/Guardians must call Mrs. Hynning (360-274-6182 ext. 4001) or email her at lhynning@toutlesd.org before 9:00 am to order meals for pick up that day between 11:00am to 12:30pm. To pick up the meals, please enter through the driveway between the softball and baseball fields.

Technology

Chromebooks will be provided for all students that need them, regardless of which program they are enrolled in. We now have Chromebook assurance that can be purchased. Two forms need to be completed prior to Chromebook checkout. Those forms can be accessed at the following link: https://jrhs.toutlesd.org/digital_learning. Chromebook checkout and pickup for K-12 Virtual Academy students and 7-12 students will coincide with textbook, material, and supply pick up. The tentative dates and times for checkout and pickup are Thursday, September 3 from 12:00-6:00 and Friday, September 4 from 8:00-2:00. Elementary students enrolled in face to face instruction will receive their Chromebooks on the first days of school. Families without Internet access should contact the district office to discuss available options.

Academics

- Our instructional model will be robust in comparison of what we were able to deliver this last spring.
- Learning standards by grade level will be aligned.
- Social and emotional support to promote student, staff and family wellness will be provided by our staff.

Online Program: Outlined below is more information regarding virtual instruction in our Virtual Academy.

Reporting And Contact:

- Primary Health Officers: Dr. Alan Melnick and Dr. Steven Krager
- Point of contact: Bob Garrett, Superintendent or Building Principal
- Reporting to local health department procedures: Administration will report concerns to the health department.

Staff Safety

- Physical distancing will be practiced at school.
- Cloth face coverings are required for staff when not working alone, and for all students (some exceptions may apply).
- All employees work from school unless there is a documented medical condition.
- Frequent hand washing will be encouraged at regular intervals throughout the day with both soap and water, and hand sanitizer.

High Risk Employees

- Staff with a documented medical condition that presents a high risk may be given the option to work from home.

Cleaning Regimen

- Training will be provided to our custodial staff, as well as the rest of our staff.
- A strict daily cleaning plan will be followed.

Visitors On Campus

- Outside visitors, parents, or volunteers will be limited and will be by appointment only.

Training and Signage

- Training will be provided for all staff on the expected safety protocols that must be implemented
- Signage will be posted and visible throughout the school.

Instructional Staff Professional Development

- Health safety instruction/protocols
- New supplemental instructional materials – Edgenuity and Pathblazer
- Learning management system – Google Classroom

Toutle Lake School District Screening Plan (Detailed)

- 1) OSPI Screening Guidelines
 - A) Under the section “General Guidance” on page 16 of OSPI Reopening Guidelines students, staff, vendors, parents and guardians, or guests are not allowed on site if they:
 - Are showing symptoms of COVID-19.
 - Have been in close contact with someone confirmed or suspected of COVID-19
 - B) Staff are to be trained in our health and safety protocols including:

- How to screen for symptoms.
 - Maintaining physical distance.
 - Wearing appropriate PPE.
 - Frequent cleaning and handwashing.
 - What to do if someone develops symptoms of COVID-19
- C) Schools are tasked to develop drop-off and pick-up policies that:
- Keeps families six-feet from each other, and reduces their need to enter the school.
 - Monitor student and employee attendance and absences.
- D) Health Screenings at entry:
- Schools are to check for signs of illness for all staff and students at entry each day.
 - Staff and students with any illness must stay home.
 - Ask the parents or guardians the following questions:
 - i. Does your students have or has your student had in the past 72 hours:
 1. A cough
 2. Shortness of breath or difficulty breathing
 3. A fever of 100.4 or higher or a sense of having a fever
 4. A sore throat
 5. Chills
 6. New loss of taste or smell
 7. Muscle or body aches
 8. Nausea/ vomiting/ diarrhea
 9. Congestion/ running nose- not related to allergies
 10. Unusual fatigue
 - ii. Does anyone in the household have any of the above symptoms?
 - iii. Has your student been in close contact with someone confirmed or suspected of COVID-19?
 - iv. Has your student had any medication to reduce a fever before coming to school?
 - If any of the answers to the above questions are “yes,” the student must be excluded from school until cleared to return.
 - If the answers to the previous questions are “no,” check the student for signs of being sick, while keeping a distance of at least six feet, or having a barrier.
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- 2) Toutle Lake Screening Policy
- A) The process of screening at Toutle Lake School District will be adapted from the OSPI guidelines, and will include:
- **Attestation:** The action of formally declaring that the student or staff member does or does not exhibit symptoms referenced in the OSPI Reopening Washington Schools 2020: District Planning Guide (Pages 17-18).
 - **Temperature Scan** and other brief visual signs of being sick as referenced in the OSPI Reopening Washington Schools 2020: District Planning Guide (Pages 17-18).
 - **Recording attendance:** Either manually record daily attendance or absences of students and staff via a data collecting digital application or by daily alphabetical attendance logs stored in a separate file.
- B) Screening will be done daily at a central location on Toutle Lake School District property or on the school bus for all staff, students, and visitors to ensure each person is screened as they enter campus
- Attached is our protocol for traffic control, student screening stations, bus drop-off locations, student and staff parking and screening locations, and crossing guard location to ensure a safe passage of screened students across the highway.

- Students with special needs will have the same screener daily to reduce the possibility of students being denied entry for symptoms unrelated to illness.
 - Daily on-site screening must be efficient, expedient, and effective to reduce the possibility of spreading illness, or causing additional issues that would negatively impact student learning.
 - Daily screeners must be trained, comfortable, and friendly as they manage the flow of vehicular traffic, and the screening of students.
- 3) In-Person Screening
- A) Entering school campus
- There should be 4-6 screening stations (possibly more) before 8:30 am between the high school and elementary to ensure the vehicular traffic does not overwhelm the campus capabilities, and to quickly have the parent attestation (via app or verbal declaration) and temperature scan in a fluid process.
 - After 8:30 am, screening will be administered in the Offices to anyone entering campus.
- B) Boarding school bus
- The students will be required to have an attestation before boarding the bus.
 - Options include having the parents at the bus stop to give verbal attestation, or by giving the student a slip of paper attesting the student does or does not have symptoms.
 - Attestation via an app only leads to the possibility of students being transported to school without proper screening.
 - After the attestation is given, the temperature will be scanned and the student will be instructed to proceed to their assigned seat.
- C) Staff
- Is also required to attest daily and submit to a temperature scan.
 - Each screening station will have the capability of screening students, staff, and visitors.
 - Staff and visitors are also encouraged to enter through the screening stations as they enter the campus.
- 4) Entering campus
- All vehicular traffic other than school busses enter campus from the gravel lot entry on Spirit Lake Highway, west of the baseball field. The large gravel lot can be used for overflow to keep potentially backed up vehicles from waiting on the highway.
 - The flow of vehicles will continue until the cafeteria, where two lines will form.
 - The two lines will form a left lane and a right lane. There will be at least 2-3 screening stations for each lane.
 - The drivers will be directed to pull forward and have students remain in the vehicle until they have been properly screened. After successful screening, the vehicle will form a single line and exit through the high school parking lot.
 - School bus traffic will enter at the east driveway in front of the bus garage to follow the parking lot in front of the gym and will turn and head the correct way in the parking lot pulling all the way forward by the gym. This will be the bus unloading area and can accommodate 3 busses at a time unloading, while allowing 2-3 more waiting on the south side of the gym.
 - Students will have already been screened and can exit from the busses and cross over to the main sidewalk and head towards the school.
 - The busses will then make a right turn when the students are cleared and continue to the bus garage parking lot.
 - The staff and student parking lots are also listed in the diagram, and would not have to be eliminated for our screening.
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Toutle Lake Reopening - Frequently Asked Questions (FAQ's)

- 1. How can families ask questions and learn the latest information about the start of school?** The district will host an interactive zoom meeting where families will learn more about the available learning options, how to register for the option that best meets the needs of their children, get the resources they need, and ask questions. This zoom will take place Wednesday, August 26th at 6:00 pm. The zoom link is: <https://zoom.us/j/96892991611?pwd=T3VJbnZDR01YdWtKZC9zUG9oUFBIUT09> We will attempt to record the session and make it available to those who cannot attend. If you have questions about our **Toutle Lake Reopening** plan you want addressed during the webinars [CLICK HERE](#) to submit them ahead of time. Please call your building secretary if you have problems accessing the link. To reach Jr./Sr. High School secretary: 360-274-6132 and Elementary secretary: 360-274-6142
- 2. When does the school year start and end?** The first day of school is Tuesday, September 8th, and the last day of school is Wednesday, June 16th (subject to change).
- 3. What if I am not comfortable sending my child to school?** We support and respect your decision, whether you choose in person or online learning. We will offer fully online learning through our Toutle Lake Virtual Academy with Edgenuity curriculum and academic support by Toutle Lake teachers.
- 4. Why didn't Toutle Lake start back more fully in person (e.g. in person daily K-6 and AB 7-12)?** Our goal is to transition to that very model. A slower in-person rollout will increase the chances of not going backwards and gives a better opportunity to teach this new normal (social distancing and masking). Conferences with local health officials and the health department's decision tree guided our planning. We also know that in person learning contributes to the holistic health of our students, and we want to have as many in person days as possible over the course of the 180-day school year.
- 5. What if my student doesn't have a computer or internet access?** Chromebooks will be provided for all students that need them, regardless of program. We now have Chromebook assurance that can be purchased. Two forms need to be completed prior to Chromebook checkout. Those forms can be accessed at the following link: https://jrhs.toutlesd.org/digital_learning Chromebook checkout for all Virtual Academy students and 7-12 students will coincide with textbook, material, and supply pick up. The tentative dates and times for checkout and pickup are Thursday, September 3rd from 12:00-6:00 and Friday, September 4th from 8:00-2:00. Elementary students enrolled in face-to-face instruction will receive their Chromebooks on the first days of school. Families without Internet access should contact the district office to discuss available options.
- 6. What will in person learning look like for students in grades K-6?** All students and staff will follow safety protocols and regulations. Each classroom will become its own cohort and will stay together throughout the entire day including recess, lunch, specialists, and instruction. Cohorts will remain separated throughout the day and social distancing will be monitored within each cohort. K-6 students will attend school two or three days per week. Group A will attend Monday and Thursday and every other Wednesday. Group B will attend Tuesday and Friday and every other Wednesday. During in person learning, teachers will clearly explain the weekly expectations for students when they are at home. Learning will continue to focus on key standards, and students will continue to have individual work time as well as access to specialist content, such as physical education, music, keyboarding, library, and intervention.
- 7. Will siblings attend school on the same day(s)?** Yes. The plan is to schedule siblings on the same day unless otherwise requested.
- 8. How long will K-6 remain on the hybrid schedule?** We are still collaborating with local health officials on the metrics and we will monitor to make this decision.
- 9. Will we provide busing?** Yes, we will. Another advantage of starting with a hybrid schedule is that we can diminish the number of students on a given bus, helping us with social distancing. **Note:** students will be screened before they enter the bus.

- 10. What is Edgenuity?** Edgenuity is a standards-based online curriculum that will be used by our K-12 Virtual Academy. Continuous Learning 2.0 teachers (grades 7-12) may utilize Edgenuity curriculum by supplementing and customizing the curriculum into their own lessons, instruction, assignments, assessments, and projects.
- 11. What is PathBlazer?** PathBlazer is a personalized intervention program for K-6 students that provides supplemental online instruction. The program will identify where students are struggling and target instruction to close learning gaps. Students will be able to access PathBlazer not only during in person instructional days but also those days when they are off campus.
- 12. If I choose fully online, will I have Toutle Lake teachers?** Yes. For K-6, we have two teachers specifically designated to work with our online students only. At 7-12, because of the complexity of multiple subjects and teacher certification requirements, we will provide multiple teachers and staff members to facilitate online learning.
- 13. How will my student be graded?** We will use our traditional A, B, C, D, F grading system for students in grades 7-12 and our standards-based report card for students grades K-6. Virtual Academy students will be graded on the completion and mastery of assignments, assessments, projects, and so on.
- 14. Will Edgenuity sync with Skyward?** We are currently working on the integration and will keep you updated.
- 15. May I start with the virtual academy and switch to in person, or vice versa?** We are asking for a semester commitment to the Toutle Lake Virtual Academy. If at semester you would like to switch, we will accommodate. Switching from in person to the virtual academy will be looked at case by case. Switching from online to in person at the elementary level will be based upon available safe space (social distancing).
- 16. If I choose in person, what will my child do on the days at home?** We will have much more structure than last spring. On the in-person day(s), the teacher will clearly outline weekly assignments and work required while at home. In addition, teachers will use Edgenuity, PathBlazer, and iReady as our basic online curriculum, so students could be expected to work on the content within these programs as well as from current curriculum.
- 17. Did you consult health officials on your plan?** Yes, we did. Dr. Krager, Cowlitz County Deputy Health Officer and Dr. Melnick, Public Health Director support our plan to reopen our K-6 school with a hybrid schedule and our 7-12 school with distance learning (Continuous Learning 2.0).
- 18. What safety measures will be in place for in-person learning?** The district will follow COVID-19 reopening guidance from the Washington State Health Department and the Office of the Superintendent of Public Instruction (OSPI). As part of our extra precautions, we will (these practices could change as conditions change):
 - a. Require face coverings for students and staff on buses.
 - b. Increase cleaning protocols for buildings and buses.
 - c. Assign specific and consistent entrance/exit points for groups of students to limit the number of students going in or out at any one time.
 - d. Require face coverings for all students and staff on school campuses.
 - e. Require daily COVID-19 screening (health and temperature checks).
 - f. Practice social distancing measures.
 - g. Group students into cohorts to minimize exposure and allow for contact tracing.
 - h. Designate hand washing breaks throughout the school day.
 - i. Meals will be delivered to classrooms and elementary students will eat in their classrooms.
 - j. Stagger meal schedules.
 - k. Optimize ventilation and airflow in each building.
 - l. Establish protocols for reporting symptoms and initiate contact investigation and tracing in collaboration with the Cowlitz County Health Department.

- 19. What if a Toutle Lake student or teacher doing in person learning appears to have symptoms of COVID-19? Or what if they are diagnosed with the virus?** Each school building will have a dedicated health room where students or staff with potential symptoms can be evaluated. If a student or staff member is diagnosed with COVID-19, the district will work with the Regional Health District to determine the best course of action depending on the circumstances. Key to our next steps, however, would be whether the person got the virus at school or at home (if it is possible to determine transmission, again depending on the circumstances). If transmission happened at school (or if the transmission point cannot be determined), the sick person's class could go to remote learning for a period of time. If transmission happened at home, the diagnosed patient would quarantine at home but in person learning could continue for others (Health District will guide). If the health district found transmission was widespread in a building, the building could be closed and all students would transition to online/remote learning.
- 20. How would the school district notify families if a student or staff member was diagnosed with COVID-19?** District or school administrators will send an email message via Skyward.
- 21. How would the district protect vulnerable teachers and staff against COVID-19?** Some teachers and other staff may face higher risk of serious COVID-19 symptoms due to health conditions or other factors. The district will work directly with those individuals to ensure reasonable and fair accommodations.
- 22. Will students be able to use the school drinking fountains?** No. Drinking fountains will be off limits and water bottles will need to have lids.
- 23. Could this plan change?** Yes. We are hopeful to bring all students back to campus; however, if a spike in county COVID-19 cases occurs, we could all be moved to distance learning.
- 24. What is the status of sports?** The WIAA has created a [Modified Calendar](#) for sports throughout the state. Winter sports will start in January, fall sports will start in March, and spring sports will start in May. Although cross-country was WIAA approved for a fall start, Toutle Lake plans on offering it in March.
- 25. Is it possible to request hybrid schedule A or B?** For parent/guardian work schedules and/or childcare, yes, we will try to accommodate your request. It may be that we cannot accommodate every request though. Try to make these requests as soon as possible to the building principal.

This document is subject to change as needed. The latest update was completed on September 3, 2020.