

County of San Diego



CORONAVIRUS DISEASE 2019 (COVID-19)

SAFE REOPENING SUPPLEMENTAL GUIDE

SEPTEMBER 10, 2020

Faith-Based Organizations and Places of Worship



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TABLE OF CONTENTS

Disclaimer.....	2
Purpose of this Supplemental Guide.....	3
Safe Reopening Plan.....	4
A. Signage.....	5
❖ <i>Communication</i>	5
B. Measures to Protect Employee Health.....	7
C. Measures to Protect Customer Safety.....	10
D. Measures to Keep People Six Feet Apart.....	12
E. Other Measures.....	14
Helpful Tip: Assign Roles and Responsibilities.....	16
Resources.....	17
Definitions.....	18
Contact Us.....	19
Safe Reopening Plan Form.....	20

DISCLAIMER

The information in this document was last revised on September 10, 2020. To review the most updated information regarding current guidelines and Public Health Order, please visit the following websites:

- [County of San Diego COVID-19 Website](#)
- [Faith-Based Organizations Sector](#)
- [Public Health Order](#)
- [California Department of Public Health Website](#)

PURPOSE OF THIS SUPPLEMENTAL GUIDE

The Faith-Based Organization Sector is offering this supplemental guidance document as an additional resource to assist places of worship with implementation of the Safe Reopening Plan.

The purpose of this guide is to serve as a companion to:

- [California Department of Public Health \(CDPH\) Industry Guidance for Places of Worship](#)
- [California Department of Public Health \(CDPH\) Checklist for Places of Worship](#)
- [County of San Diego Public Order](#)
- [County of San Diego Safe Reopening Plan](#)

This guide does not obligate places of worship to resume in-person activity. Further, it is strongly recommended that places of worship continue to facilitate remote services and other related activities for those who are vulnerable to Coronavirus Disease 2019 (COVID-19) including older adults and those with co-morbidities.

Places of worship will be able to use this guide in order to:

- Assess readiness by specific areas and actions.
- Initiate plans to resolve any issues.
- Create accountability.

Worship Service Attendance/Capacity effective August 31, 2020 and until further notice:

- **Indoor Services:** Indoor services must be limited to 25% of capacity or 100 people, whichever is less, in order to mitigate the spread of the virus.
- **Outdoor Services:** Outdoor attendance should be limited naturally through implementation of strict physical distancing measures of a minimum of six feet between attendees from different households, in addition to other relevant protocols within this document.

SAFE REOPENING PLAN

The County of San Diego Public Health Order, effective June 3, 2020, requires all Faith-Based Organizations reopening to complete and implement a [Safe Reopening Plan](#).

The purpose of the Safe Reopening Plan is to ensure that establishments that host patrons, including houses of worship, have a standardized process and guidelines to minimize risk of COVID-19.

The most recent public health order can be found by visiting [San Diego County Public Health Order](#).

Provided in a checklist format (○), this guide covers the requirements that support a safe reopening plan to help prevent the spread of COVID-19. Additionally, recommendations are provided throughout this guide (◇) to further support a safe reopening.

SAFE REOPENING PLAN

✓ STEPS A THROUGH E: REQUIREMENTS & RECOMMENDATIONS

- A. Signage
- B. Measures to Protect Employee Health
- C. Measures to Protect Customer Safety
- D. Measures to Keep People Six Feet Apart
- E. Other Measures

A Safe Reopening Plan is required for indoor and outdoor operations. Each place of worship is unique, and as such, practical applications and guidance actions may need to be tailored to create an appropriate and complete plan.

A. Signage

Signage is an important part of the reopening plan. Signs reinforcing Physical Distancing, Personal Wellness, and Safe Health Practices are gentle reminders to staff and congregants to keep physically distant, wear facial coverings, and wash hands frequently.



REQUIRED

Signage at each public entrance of the facility or outdoor area to inform all employees and customers that they should:

- avoid entering the facility if they have a cough or fever;
- wear facial coverings;
- maintain a minimum six-foot distance from one another; and
- not shake hands or engage in any unnecessary physical contact.



REQUIRED

Post a copy of the [Safe Reopening Plan](#) at each public entrance to the facilities or outdoor areas.



Sample signage

- [County of San Diego Printable Resources and Materials](#)
- [Centers for Disease Control and Prevention \(CDC\) Print Resources](#)

Communication is another important way to regularly inform your staff, congregants, and visitors of the steps taken to ensure a safe reopening. Examples include: bulletins, newsletters, websites, e-mails, phone calls, social media, texts, etc.

Suggested communication and messaging:




Create initial announcement focusing on “Welcome/What to Expect” messages and attendance guidelines.



Share the steps which have been taken to create a safe environment.



Share that many procedures and guidelines are in effect not only to protect ourselves, but to protect one another.

- 
- ◆ Emphasize that congregants who are at higher risk for severe illness from COVID-19 (65 years or older, have underlying medical conditions) and all who are experiencing symptoms of the virus, those who are quarantined or isolated are strongly encouraged to refrain from attending services.
 - **Quarantine:** Persons are quarantined after being exposed to someone with COVID-19.
 - **Isolation:** Persons are isolated after demonstrating symptoms consistent with COVID-19.
 - ◆ Have Faith Leaders create a short video message covering key messages and reopening plans.
 - ◆ Utilize “Live Stream” to share reopening plans.
 - ◆ Consider having a remote or virtual “Town Hall” to allow Faith Leaders to share reopening plans and answer questions.
 - ◆ Communication Resources:
 - [County of San Diego Printable Materials](#)
 - [CDC Social Media Toolkit](#)
 - [CDC Print Resources](#)
 - ◆ Resources to create your own posters, handouts, and flyers:
 - Adobe Spark: [Create Your Own Physical Distancing Posters](#)
 - Canva: www.Canva.com

B. Measures to Protect Employee Health

Measures to Protect Employee Health can help prevent transmission of COVID-19 in your community. It is important to train and support staff in practicing Personal Wellness, Physical Distancing, and Safe Health Practices. Leading by example will convey to your team that you are prioritizing the health and well-being of your staff, congregants, and visitors.



REQUIRED

Teleworking opportunities have been maximized.



On days when there are no worship services, it is encouraged that staff work from home for tasks such as accounting or other administrative duties, when possible.



Schedule staff to report to the office on rotating days, if possible.



REQUIRED

All employees must have temperature taken upon reporting to work.

Please note: visitors/congregants do not need temperature checks, but it is highly recommended.

- If 100 degrees or more, they should not be allowed in the workplace.
- If a digital thermometer is not available, employees must be screened for [COVID-19 symptoms](#), which include:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion of runny nose
 - Nausea or vomiting
 - Diarrhea

- To the maximum extent possible, make sure the temperature/symptom screener avoids close contact with those being screened.
- Both screener and staff should wear face coverings for the screening.
- Anyone who has a fever or other [symptoms](#) should contact their medical provider for medical advice. If they do not have a healthcare provider or are uninsured, call 2-1-1 for assistance.
- For additional control measures and screening information, see [page 6 of CDPH Guidance](#).
- For testing information, please visit the [County of San Diego Testing Site](#).



REQUIRED

All desks or individual workstations are separated by at least six feet.



If staff are coming in on rotating days and using the same desk space, computers, materials, etc., ensure availability of cleaning supplies and encourage staff to disinfect their space at the beginning and end of their shift.



For office work and worship services, ensure desk space, podiums, seats, musicians, etc. are separated by at least six feet.



REQUIRED

Break rooms, bathrooms, and other common areas are being disinfected frequently.



Disinfect microphones and stands, music stands, instruments and other items on pulpits and podiums between each use. Consult equipment manufacturers to determine appropriate disinfection steps, particularly for soft, porous surfaces such as foam mufflers, upholstery, etc.



Consider using disposable seat covers for congregants/visitors, particularly on porous surfaces or where a facility has multiple daily services.



Create a schedule of cleaning and disinfecting for each commonly used area and any shared items.



Additional Resources:

[Pages 7-8 of CDPH Guidance](#)

[County of San Diego Disinfection Guidance](#)

[CDC Cleaning and Disinfection Guidance](#)

[EPA Approved Disinfectants for Use Against SARS-CoV-2](#)



REQUIRED

Disinfectant and related supplies are available to all employees.



REQUIRED

Hand sanitizer effective against COVID-19 is available to all employees.



REQUIRED

Soap and water are available to all employees.



REQUIRED

Copies of the Reopening Plan have been distributed to all employees.



Ensure all employees understand the disinfection schedule and location of all supplies.



Ensure that sanitary facilities stay operational and stocked at all times. Provide additional soap, paper towels, and hand sanitizer when needed. Consider more frequent cleaning and disinfecting of handwashing facilities that are used more often. Use signage to reinforce handwashing.



Install hand sanitizer dispensers, touchless whenever possible, at entrances and contact areas such as meeting rooms, lobbies, and elevator landings.



[See pages 4-5 of CDPH Guidance](#) for additional topics on employee and volunteer training.

C. Measures to Protect Customer Safety

Measures to Protect Customer Safety are intended to protect congregants and visitors. The implementation of these measures may help prevent transmission of COVID-19. Illustrating that your place of worship has an action plan and is practicing Personal Wellness, Physical Distancing, and Safe Health Practices will convey to congregants and visitors that you are prioritizing their health and well-being, as well as protecting the community at-large.



REQUIRED

Reconfigure common areas and limit number of attendees and staff to ensure adherence to at least six foot physical distance requirement.



REQUIRED

Places of worship must limit indoor attendance to 25% of building capacity or a maximum of 100 attendees, whichever is lower. This limitation is in effect until additional guidance is given.

Please Note: Curbside or outdoor service should be made available where feasible. Outdoor worship service attendance should be limited naturally through implementation of strict physical distancing measures of a minimum of six feet between attendees from different households, in addition to other relevant protocols within this document.




Shorten services to limit the length of time congregants/visitors spend at facilities whenever possible. This could include limiting speeches, asking congregants/visitors to put on religious garments at home before arrival.



Consider offering additional meeting times (per day or per week) so that fewer guests attend meetings and services at one time. Clean meeting areas between each use as described in this guidance.



Persons from the same household may sit together and do not need to practice physical distancing.

- 
- ◆ Consider implementing a reservation system to limit the number of congregants/visitors attending facilities at a time. This can include the use of digital platforms or other types of tools. Examples of online reservation websites are:
 - [Signupgenius.com](https://signupgenius.com)
 - [Evite.com](https://evite.com)
 - [Eventbrite.com](https://eventbrite.com)
 - ◆ If meetings or services are held in-person, continue to offer remote access to protect those 65 and older, those with co-morbidities and those who choose to remain at home.
 - ◆ See pages [9-12 in CDPH Guidance](#) for additional recommendations.



REQUIRED

All patrons/visitors must wear facial coverings within six feet of another person.

Please Note: All persons two years of age or older who are present in the county shall have possession of a face covering when they leave their home or place of residence and shall wear the face covering as described in the [CDPH Face Covering Guidance issued on June 18, 2020](#).

- ◆ Prior to services, remind congregants and visitors of the facial covering requirement and its importance in stopping the spread of COVID-19.
- ◆ Persons exempt from wearing a facial covering, as stated in the [CDC Guidelines](#) include:
 - Children under age 2.
 - Anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- ◆ Place staff or volunteers at the entrance to buildings to remind people to wear facial coverings as they enter.
- ◆ For more information on face coverings, visit [Face Coverings: Protect Yourself and Others](#).

D. Measures to Keep People Six Feet Apart

Measures to keep people six feet apart will assist in establishing clear guidelines and expectations for staff, congregants, and visitors in your place of worship. Placing signage, using markings, training staff, and using a reservation system can help everyone adhere to physical distancing guidelines and help prevent the transmission of COVID-19.



REQUIRED

Placing signs outside the building or outdoor area reminding people to be at least six feet apart, including when in line. Encourage pedestrian traffic to follow one-way migration paths, if appropriate.



Designate several staff members to walk around and give congregants friendly reminders about physical distancing and wearing a facial covering.



REQUIRED

Placing tape or other markings at least six feet apart in line areas inside and on sidewalks at public entrances. Direct visitors to use the markings as guides for maintaining physical distancing.



Determine how physical distancing will impact seating for services and the overall seating capacity for the house of worship.



Prepare to accommodate for larger family groups from the same household as well as smaller household units.



Map out areas where it is anticipated that congregants will be waiting in lines or are typically in close proximity. These areas will need monitoring for adherence to the six foot physical distance requirement between household groups.



Areas to consider placing markings include: outside prior to entering place of worship, seating areas, line spacing outside of restrooms.



If applicable, place markings in sitting areas on the ground to ensure six feet physical distancing.



REQUIRED

All employees have been instructed to maintain at least six feet distance from visitors and from each other. Exceptions may include: accepting payment, delivering goods or services, or as otherwise necessary.



Establish a written, workplace-specific COVID-19 prevention plan at every location, perform a comprehensive risk assessment of all work areas, and designate a person at each workplace to implement the plan.



Ensure all categories of staff including temporary, contract, and volunteer workers are also properly trained in COVID-19 prevention policies and have necessary Personal Protective Equipment (PPE) if job duties require it. Discuss these responsibilities ahead of time with organizations supplying temporary, contract, and/or volunteer staff.



Regularly evaluate workplaces for compliance with the plan and document and correct deficiencies identified.



Emphasize the importance of physical distancing, both at work AND off work time (see Physical Distancing section below).



Limit the exchange of commonly used items. This can include items such as cups, garments, ritual objects, etc.



See page [9-12 of CDPH Guidance](#) for additional recommendations on physical distancing.



REQUIRED

Appointment system is utilized, when appropriate.



Consider making appointments for counseling services or other in-person meetings to reduce lines or gathering in waiting areas. Examples of online reservations include:

- [Signupgenius.com](https://signupgenius.com)
- [Evite.com](https://evite.com)
- [Eventbrite.com](https://eventbrite.com)

E. Other Measures

Other Measures and Recommendations are other activities that are NOT mandatory, but you may want to consider to protect the health and safety of your staff, congregants, and visitors. In this section, you may add additional measures that may be specific to your house of worship, site or building.

Listed below are ideas that may be helpful in creating your Plan:

- ◆ **Flow of Foot Traffic:** Mark walking paths between spaces designated for congregants/visitors to sit/kneel so that people do not walk where someone may touch their head to the floor.


See [page 8 of CDPH Guidance](#) for additional recommendations.

- ◆ **Ventilation:** During meetings and services, introduce fresh outside air, for example, opening doors/windows (weather permitting) and operating ventilation systems.

- ◆ **Air Cleaners:** Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in worship areas, offices, and other spaces.

- ◆ **Food Self-Service/Food and Beverages:** Discontinue offering self-service food and beverages. Do not hold potlucks or similar family-style eating and drinking events that increase the risk of cross contamination. If food and beverages must be served, provide items in single-serve, disposable containers whenever possible. Employees or volunteers serving food should wash hands frequently and wear disposable gloves and face coverings.

See [pages 11-12 of CDPH Guidance](#) for additional recommendations.



◆ **Singing:** As of July 13, indoor singing and recitation must be discontinued. as there is increased likelihood for transmission from contaminated exhaled droplets. This may be done outdoors with facial coverings and physical distancing.

◆ **Parking Lots:** Reconfigure parking lots to limit congregation points and ensure proper separation (e.g., closing every other space).

If performing drive-in services, ensure vehicle windows and doors are closed if six feet of distance is not possible between vehicles.

Consider volunteers to discourage gatherings among different households in the parking lot.

See [pages 11-12 of CDPH Guidance](#) for additional recommendations.

◆ **Virtual Services:** Continue to support remote services and other related activities to those who are vulnerable to COVID-19 including older adults and those with co-morbidities.

See [page 12 of CDPH Guidance](#) for additional recommendations.

◆ **Additional Safety Measures:** [CDPH Guidance](#).

Additional considerations for Places of Worship: Stay updated on current State and Local guidance regarding ceremonies (weddings, funerals, etc) and other special events by visiting:

- www.coronavirus-sd.com
- www.sdcounty.ca.gov/covidfaithbased
- www.cdph.ca.gov/

HELPFUL TIP:

ASSIGN ROLES AND RESPONSIBILITIES

The following are potential roles that staff and volunteers can support in order to ensure that all mandatory requirements and suggested guidelines are met:

Senior Leaders: Promote, model and encourage all health and safety measures.

Reopening Lead: Responsible for coordinating all implementation efforts.

Communication Manger: Responsible for monitoring wellness practices, and informing all leaders, staff and volunteers about overall plans, procedures, protocols and roles and responsibilities.

Safe Entry Coordinator: Responsible for ensuring all staff have their temperature taken and are not exhibiting symptoms of COVID-19.

Welcome Staff: Upon entry, reminding people to wear facial coverings, maintain physical distance, provide and encourage the use of hand sanitizer.

Foot Traffic Staff: Responsible for ensuring visitors/congregants follow the foot traffic guidance so that a six-foot distance is kept between all visitors, congregants, staff and volunteers.

Parking Lot Attendants: Responsible for ensuring there is no gathering in the parking lots and that cars and visitors/congregants are following appropriate physical distancing guidance. Responsible for posting signs, cones and taking other necessary measures to assist people in safely entering the building.

RESOURCES

If you need help finding social services or medical care, call the [San Diego County Information line 2-1-1](#), which is available 24/7.

- [What You Should Know \(Infographic\)](#)
- [FAQs, Fact Sheets and Materials \(available in several languages\)](#)
- [CDC Guidance for Community and Faith-Based Organizations](#)
- [Center for Faith and Opportunity Initiatives U.S. Dept of Health and Human Services](#)
- [How to Cope with Stress \(available in several languages\)](#)
- [Handwashing](#)
- [What If I'm Exposed](#)
- [Home quarantine guidance for close contacts to COVID-19](#)
- [Home care instructions for people with Respiratory Symptoms](#)
- [What to do if you have symptoms of Coronavirus Disease 2019](#)
- Stay tuned on the *Live Well San Diego* for videos on how to use technology [How-To YouTube Channel Playlist](#).

Other reliable sources of information include:

- California Department of Public Health (CDPH, State)
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>
- Centers for Disease Control and Prevention (CDC, National)
<http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>
- World Health Organization (WHO, International)
<https://www.who.int/health-topics/coronavirus>
- National Funeral Directors Association
<https://nfda.org/covid-19>
- Behavioral Health Service
<https://www.sandiegocounty.gov/hhsa/programs/bhs/>
- Access and Crisis Line
(888) 724-7240 is available 24/7 for immediate help
www.Up2sd.org
- Aging and Independence Services
<https://www.sandiegocounty.gov/content/sdc/hhsa/programs/ais.html>
- Vital Family Assistance Center
<https://www.redcross.org/virtual-family-assistance-center.html>

DEFINITIONS

Physical Distancing: Physical distancing is a practice recommended by public health officials to stop or slow down the spread of a contagious disease. A distance of 6 feet or 2 meters between individuals is recommended for COVID-19, to avoid the spread of respiratory droplets. While in the same location (ex: grocery store), wearing a facial covering and maintaining 6 feet of space between individuals is recommended. Direct and indirect touching of people or objects outside of the household should be avoided.

- **Direct Touching** – Physical contact with another person (handshake, hug, high fives)
- **Indirect Touching** - Sharing the same physical objects. (Examples include, sharing a glass of water, touching the same piece of paper, sharing a book, passing cell phones back and forth, etc...)

Quarantine: Used to separate and restrict the movement of people who are well, but who may have been exposed to someone with an infectious disease. People are placed in quarantine to wait and see if they will become ill during the incubation period of the disease. For COVID-19, the incubation period is 2-14 days.

Isolation: Used to separate people with symptoms of an infectious disease, even if the symptoms are mild, from people who do not have symptoms. Isolation can be done at home or in a separate facility. A person in isolation should stay away from others even while isolated at home, to avoid spreading the illness.

Facial Covering: Face coverings should cover the nose and mouth and be used when individuals may be around people outside of their household. Face covering should be used in addition to other protective measures (such as physical distancing and washing your hands). Cloth face coverings should:

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

For more information visit: [County of San Diego Face Coverings Guidance](#) | [CDC Facial Coverings Guidance](#) | [CDC Cloth Face Coverings Q&A](#)

CONTACT US

E-mail: covid-cbo-faith@sdcounty.ca.gov

Website: www.sdcounty.ca.gov/covidfaithbased

Telebriefings: [Join us every second and fourth Wednesdays each month at 1 PM](#)

Free presentations available on COVID-19 and other health related topics:
[Live Well San Diego Speaker's Bureau](#)

***We appreciate your commitment and dedication to keeping
the County of San Diego healthy, safe and thriving!***



SAFE REOPENING PLAN

Business Name:

Facility Address:

This plan does not need to be submitted at this time. This plan is to be used to prepare when businesses open per the Governor's Order. The County will not require approval for this plan.

Businesses must implement all mandatory measures listed in A and B below. Businesses shall select applicable measures listed in C and D below and be prepared to explain why any measure that is not implemented is inapplicable to the business. Businesses shall also provide specific details regarding their Safe Reopening Plan pertaining to their business in section E below.

A. Signage (Mandatory):

- ☐ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.
- ☐ Signage posting a copy of the Safe Reopening Plan at each public entrance to the facility.

B. Measures To Protect Employee Health (Mandatory):

- ☐ Teleworking opportunities have been maximized.
- ☐ All employees have been told not to come to work if sick.
- ☐ All employees must either be screened for symptoms (cough, shortness of breath or trouble breathing, headache, fever, chills, muscle or body aches, fatigue, sore throat, congestion or runny nose, new loss of taste or smell, nausea or vomiting, diarrhea, exposure to individuals who have tested positive for COVID-19), or have their temperature taken upon returning to work. Alternatively, employees may self-screen or take their temperature before reporting to work. All employees with symptoms or a temperature of 100 degrees or more, should not be allowed in the workplace.
- ☐ All employees must wear facial coverings in the workplace, if within six feet of others.
- ☐ All desks or individual work stations are separated by at least six feet.
- ☐ Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

- ☐ Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties (describe below)



SAFE REOPENING PLAN

B. Measures To Protect Employee Safety (Mandatory) Continued:

- ☐ Soap and water are available to all employees at the following location(s):

- ☐ Copies of the Protocol have been distributed to all employees.

C. Measures To Protect Customer Safety (Check all that apply to the facility):

- ☐ Limit the number of customers in the store at any one time to which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- ☐ All patrons/visitors must have facial coverings in their possession and wear them within 6 ft. of another person
- ☐ Curbside or outdoor service is made available where feasible.
- ☐ Optional – Describe other measures:

D. Measures To Keep People At Least Six Feet Apart (Check all that apply to the facility):

- ☐ Placing signs outside the store reminding people to be at least six feet apart, including when in line. Including encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.
- ☐ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☐ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ☐ Appointment system is utilized, when appropriate.
- ☐ Optional – Describe other measures:

SAFE REOPENING PLAN

E. Additional Measures Specific to Business (Mandatory):

*Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the Health and Safety Coordinator with any questions or comments about this protocol:

Name:

Phone Number:

Signature, Appointing Authority or Designee

Date of Form Completed:

