

Goward House:

FIRST LEVEL

Re-Opening Plan

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Goals:

1) Our **primary goal** is to re-open Goward House using protocol/directives from BC Office of the PHO, BC CDC, BCRPA, Island Health, Saanich and WorkSafe BC for

- gyms and fitness centres,
- offices,
- retail and
- restaurants and
- arts & cultural facilities (Art Gallery),

allowing our membership to use the facility in a safe and responsible manner. The following is our First Level of opening, as re-opening the entire centre and breadth of programming usually offered will be a multi-step process over a period of time.

2) We acknowledge the likely possibility that members will be anxious about their safe return to using Goward House, due to the age demographic of our membership. Our **secondary goal** is to both reassure members that all safety measures are being followed to ensure a limited safe return, and to continue to maintain connection with members through virtual classes, phone/email contact, and specific initiatives such as the mask fundraiser or the monthly Gazette.

Our estimated First Level Re-Opening date is **June 22nd, 2020**.

General Protocols:

In general, we will adhere to the recommendations for:

- capacity (both by room and for the whole House, inside and outside treated as a single unit)
- spacing (a minimum of 2 metres between occupants at all times)
- frequent cleaning & disinfecting (of both common surfaces and surfaces specific to an activity)
- hygiene (hand sanitizer / wipes provided at multiple locations; hand washing in washrooms; whenever possible, doors are propped open)
- signage
 - when NOT to enter facility
 - hygiene
 - proper usage of masks
 - room capacity
 - directional arrows, or DO NOT ENTER
 - equipment cleaning instructions
- posting our safety/re-opening plan (an abbreviated version of this document, alongside the WorkSafe BC Safety Plan checklist document, at entrances and on-line, with the complete document on hand in case of inspections)
- masks (while not required by the BC Health Officer, they are recommended when a 2m distance might not be possible. Although we will be enforcing a minimum of 2m spacing, we also request that all occupants wear non-medical masks as an added safety measure. The exception to this are fitness participants – should a fitness participant be unable to wear a mask during their activity, they must ensure a larger than 2m distance from other participants.)

If a patron refuses to reasonably comply with House protocols, they will be asked to leave. In the case of refusal, Saanich Police will be notified.

Area Specific Protocols:

For protocols specific to areas/rooms of Goward House, see APPENDIX 1.

Staffing:

The administrator and one assistant will continue as they have been (administrator full-time; assistant 3 days/week, usually W, Th, F). The other assistant is currently drawing the CERB, due to shortage of work. She is in regular contact with us, and both assistants are involved in the evolution of safety protocols for staff. The furloughed assistant will likely finish her 4 cycles of CERB before returning (August). All administrative staff will adhere to the WorkSafe BC guide for cleaning and disinfecting, for both the office spaces and any cleaning required by activity groups when the janitor isn't at work. (See APPENDIX 1.)

While one assistant is furloughed, the other will assume the core of her responsibilities (the Gazette, organizing volunteers for limited front desk shifts and coordinating special projects such as the Mask Fundraiser). This may occasionally require more than her 3 days per week, as these duties are in addition to her own job description.

Our janitor will work an average of 24 janitorial hours a week (three 8 hr shifts, M, W, Fr), accommodating the cleaning/sanitizing required for the return of some activities, in addition to normal House cleaning. He will work custodial hours in addition to his janitorial hours, if required, for the very limited number of rentals that will be allowed in our First Level of re-opening. This would primarily be for one weekly Wednesday evening group. All rentals requiring custodial services will be resolved on a case by case basis between the administrator and the janitor.

Our janitor is also involved in the evolution of safety protocols for staff. We will provide him with all PPE he requires to safely carry out his duties. He, and any staff performing cleaning and sanitizing tasks, will adhere to the WorkSafe BC guide for cleaning and disinfecting.

All staff will wear masks when interacting with members. Gloves are optional, but will be provided.

All staff will self-monitor for symptoms of COVID-19, and will not work should they exhibit any symptoms, or have been in contact with a positive case. Respiratory illnesses must be reported to the Administrator. If staff start to show symptoms during their shift, they must immediately notify the Administrator, and isolate themselves in our self-isolation containment area (the currently closed Tea Room). All staff will be familiar with, and are encouraged to use, the **BCCDC COVID-19 Self-Assessment Tool** (online).

Mental Health resources are posted in the admin office area, as is the COVID-19 help line:
1-888-COVID19

All staff know to contact the administrator with any concerns.

Volunteers:

Volunteers are only required for the Front Desk, to alleviate pressure on staff by answering phones and facilitating sales. Personal safety measures and protocols will be in place for this area of the House (see APPENDIX 1). Shifts will be minimal, and coincide with the activities taking place at the House (see APPENDIX 3). The front desk will only be open from **10:00-2:00 M-F**, dependant on volunteers being in place. Volunteers will have the option of a 4 or 2 hr shift.

Front Desk volunteers are expected to self-monitor for illness, and should not come to the House if they are unwell. If a volunteer starts to show symptoms during their shift, they must immediately notify staff, and isolate themselves in our self-isolation containment area (the currently closed Tea Room). All volunteers will be familiar with, and are encouraged to use, the **BCCDC COVID-19 Self-Assessment Tool** (online).

Volunteers are also expected to screen anyone entering the front door of the building by asking

*“do you have any of the following symptoms:
coughing, fever, sore throat or difficulty breathing?”.*

Following the protocol laid out in our DO NOT ENTER signs, if a patron answers yes to any part of this question, they will not be allowed access to the building.

The COVID-19 help line is posted at the Front Desk: **1-888-COVID19**

As always, volunteers are encouraged to voice their questions and concerns to staff.

Illness On Site:

Although everyone entering Goward House will be screened for symptoms of COVID-19, should an employee, volunteer or patron start exhibiting symptoms while at the House they **must notify the Administrator immediately**, and isolate themselves in our self-isolation containment area (the currently closed Tea Room). The Administrator will:

- confirm contact information and illness details of the patient, via a “**Respiratory Illness Incident Form**” (see APPENDIX 4)
- contact Saanich’s “Patient Zero” Representative
- contact the COVID-19 help line: 1-888-COVID19

In the event of loss of staff capacity due to illness, remaining staff will assume the core of any essential tasks. If this proves impossible, most specifically in terms of following cleaning and sanitization protocol, the programming will have to be modified to accommodate remaining staff.

Should a case or outbreak occur at our facility, the House will immediately re-close.

Kitchen & Tea Room:

There will be NO food service in our First Level of re-opening.

Activities

First Level activity groups are generally small, and pursuing an activity that can easily accommodate a minimum of 2m spacing. Main level activity groups are scheduled in either the Sun Room or the Sequoia Room, with the Dining Room as a secondary option. Lower level fitness activity groups are scheduled either to take place in the garden, or in the Lower Hall if weather is inclement. Other lower level activities are scheduled for the Lower Hall, or the Arts & Crafts Room if necessary. All activity participants and leaders are expected to follow the posted safety protocol for their space (see APPENDIX 1).

The criteria for First Level activities are:

- small participant list (must fit room capacity)
- option of using more than 1 space in the House (flexibility)
- activity allows 2m distancing
- if fitness class, can operate class outside

For a list of First Level activities, see APPENDIX 2.

For the schedule of First Level activities, see APPENDIX 3. Please note, all activity groups must stay within their scheduled time frames. This allows staff to adequately clean/sterilize between activities, and to facilitate daily cleaning routines at the end of the day in a timely fashion. Activity times might be altered from the pre-pandemic schedule, to avoid crowding that occurs when activities or patron dispersal/arrival overlap. Many lengthier activities have been shortened somewhat, to accommodate provincial requests to limit gathering times.

All activities will require pre-registration at least by the day before, by phone. Drop-ins are not guaranteed spots. Instructors will take attendance, and will screen participants at this time (by asking “*do you have any of the following symptoms: coughing, fever, sore throat or difficulty breathing?*”). Following the protocol laid out in our DO NOT ENTER signs, if a participant answers yes to any part of this question, they will not be allowed access to the activity.

Rentals:

Ongoing (Regular) rentals can resume for those groups that can adhere to the room capacities and other protocol outlined in APPENDIX 1. Such renters that normally meet during House hours are included in the schedule in APPENDIX 3. (Please note that our Wednesday evening ongoing renters are also included in this schedule, as Lyle has agreed to shift his Wednesday schedule to accommodate these groups.) Other ongoing evening renters will be accommodated on a case by case basis, dependant on staff availability to support their rental.

One-time rentals will be accommodated on a case by case basis, dependant on size, capability to adhere to House protocol and staff availability to facilitate. They might be charged a “sanitization fee” should we need to hire a cleaning company to clean after the rental.

All renters will be required to appoint a representative willing to monitor physical spacing and hygiene protocol.

Currently, we are not able to rent to groups needing to access the kitchen, as our kitchen is closed.

Art Gallery:

The Art Gallery is closed until further notice. As Goward House is not re-opening for casual or drop-in activity or socializing, displayed art will not receive the traffic normally associated with our Gallery. Artists expect both publicity and viewers as part of their contract with us, and neither can be accommodated during this limited re-opening.

Library:

The Library is closed until further notice.

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APPENDIX 1: Room Specific Protocols

**regarding Capacity – room numbers are conservative, and consider that occupants will be mobile. It is the responsibility of staff to monitor and program leaders to adhere to the posted limits. Capacity of WHOLE HOUSE (inside & outside) is 50.*

***regarding Cleaning/Sanitizing – janitor will follow recommended cleaning/sanitizing protocols from WorkSafe BC when providing basic cleaning services for the House, and increase the frequency for cleaning/sanitizing common surfaces between activities in any given room. When the janitor cannot provide the frequent cleaning of common surfaces (i.e. not at work), administrative staff will look after. Cleaning/sanitizing tools will also be left for participants to clean surfaces & equipment as necessary. Cleaning /sanitizing schedules will be posted in each room.*

(Following BC CDC guidelines, we will be using a bleach disinfectant, of 500ppm (10ml 5.25% bleach with 990ml water).)

****regarding Directional Flow – it is not always possible to have separate entrance & exit doors to each space. When possible, doors will be propped open, to allow patrons easy flow, without touching door surfaces. Exterior doors in the Sun Room, Arts & Crafts Room and Lower Hall will be propped open when weather permits. The main/front door does not need to be propped open due to the automatic door opener (unless a front desk volunteer wishes it to remain open, in terms of air flow).*

Room/Area:	*Capacity:	**Cleaning/Sanitizing:	Hygiene:	***Direc
LOWER HALL	12	<ul style="list-style-type: none"> regular cleaning/sanitizing <u>every janitorial shift</u> clean/sanitize door handles, light switches, large table <u>after each activity</u> clean/sanitize fitness <u>equipment after each fitness class</u> spray bottles and paper towels will also be available for participants who want to sanitize surfaces / equipment fitness equipment will have 2 appropriately labeled sites: USED (dirty), and CLEAN. <u>Fitness participants will be asked to sanitize equipment after every use.</u> (sign) 	<ul style="list-style-type: none"> card tables holder covered with tablecloth / DO NOT USE sign all large tables (except South table) put away wipes /sanitizer on South table, plus lined garbage nearby fitness equipment room CLOSED (Do Not Enter sign) – usable equipment will be outside this room 	<ul style="list-style-type: none"> le do SH on SW (a
THEATRE	Closed			
LOWER BATHROOMS	1 (each)	<ul style="list-style-type: none"> Regular cleaning/sanitizing <u>every janitorial shift</u> 	<ul style="list-style-type: none"> Soap & water 	<ul style="list-style-type: none"> Ea op ba

		<ul style="list-style-type: none"> • Clean/sanitize door handles, light switches, taps, toilet seat <u>several times per day</u> • Spray bottles will be available for occupants who want to sanitize surfaces 		<ul style="list-style-type: none"> • A m ba
ARTS & CRAFT ROOM	6	<ul style="list-style-type: none"> • <u>Regular cleaning/sanitizing every janitorial shift</u> • Clean/sanitize door handles, light switch, tables, chairs <u>after each activity</u> • Spray bottle will be available for participants who want to sanitize surfaces 	<ul style="list-style-type: none"> • All chairs beyond 6 (capacity) will be stacked with a DO NOT USE sign on them • Wipes/sanitizer at entrances, plus lined garbage nearby 	<ul style="list-style-type: none"> • E • In • Cl di
STAIRWELLS (Interior)	Closed (except to Staff)			
MAIN FLOOR BATHROOMS	1 (each)	<ul style="list-style-type: none"> • Regular cleaning/sanitizing <u>every janitorial shift</u> • Clean/sanitize door handles, light switches, taps, toilet seat <u>several times per day</u> • Spray bottles will be available for occupants who want to sanitize surfaces 	<ul style="list-style-type: none"> • Soap & water 	<ul style="list-style-type: none"> • E op ba • A m ba
LOBBY	Capacity will be the 1 or 2 waiting for each bathroom plus front desk	<ul style="list-style-type: none"> • Regular cleaning/sanitizing <u>every janitorial shift</u> • Clean/sanitize door handles, light switches <u>several times per day</u> 	<ul style="list-style-type: none"> • Bench will be removed • All magazines, newsletters, pamphlets will be removed, except those posted on bulletin boards. • Wipes/sanitizer at entrance, plus lined garbage nearby. 	<ul style="list-style-type: none"> • E ba a th Lo • O m ba (n Fr pr de in
FRONT DESK	1 (volunteer)	<ul style="list-style-type: none"> • Regular cleaning/sanitizing <u>every janitorial shift</u> • Clean/sanitize light switches, phone, desks, plex barrier <u>several times per day</u> • Debit machine, ticket baskets cleaned <u>after every use</u> (by volunteer) • <u>Volunteer washes/sanitizes hands after every transaction</u> • Spray bottle & paper towels will be available for volunteer to sanitize surfaces 	<ul style="list-style-type: none"> • No cash (cheques or debit/credit only) • Sanitizer on rear desk • Plexiglass shield taped to front desk • Gloves will be provided, and recommended for volunteer usage 	<ul style="list-style-type: none"> • A m lo
KITCHEN	Closed			

TEA ROOM	Closed			
LIVING ROOM	8 (includes both sides of living room)	<ul style="list-style-type: none"> Regular cleaning/sanitizing <u>every janitorial shift</u> Clean/sanitize door handles, light switches, tables, arm rests <u>after each activity</u> Spray bottles & paper towels will be available for occupants who want to sanitize surfaces 	<ul style="list-style-type: none"> Magazine, papers will be removed No Globe & Mail hand sanitizer/wipes available at entrance 	<ul style="list-style-type: none"> ch 2n th ac ro gr th so at ac
SUN ROOM	4	<ul style="list-style-type: none"> Regular cleaning/sanitizing <u>every janitorial shift</u> Clean/sanitize door handles, light switch, tables, arm rests <u>after each activity</u> Spray bottle & paper towels will be available for occupants who want to sanitize surfaces 	<ul style="list-style-type: none"> All chairs beyond 4 (capacity) will be stacked with a DO NOT USE sign on them 	<ul style="list-style-type: none"> Cl 2n Fr Es
SEQUOIA ROOM	5	<ul style="list-style-type: none"> Regular cleaning/sanitizing <u>every janitorial shift</u> Clean/sanitize door handles, light switch, tables, arm rests, A/V controls (if necc.) <u>after each activity</u> Spray bottle & paper towels will be available for occupants who want to sanitize surfaces 	<ul style="list-style-type: none"> All chairs beyond 5 (capacity) will be stacked with a DO NOT USE sign on them 	<ul style="list-style-type: none"> Cl D C Li
GAMES ROOM	6 (Billiards = 2, by appt. only)	<ul style="list-style-type: none"> Regular cleaning/sanitizing <u>every janitorial shift</u> Clean/sanitize door handles, light switch, tables, arm rests, billiards cues/balls (if necc.) <u>after each activity</u> Spray bottle & paper towels will be available for occupants who want to sanitize surfaces. <u>Billiards players will be asked to sanitize cues/balls after every use (sign).</u> 	<ul style="list-style-type: none"> All chairs beyond 6 (capacity) will be stacked or put aside with a DO NOT USE sign on them Hand sanitizer/wipes available at entrance Top floor bathroom CLOSED (staff only) Dart Board DO NOT USE sign on it 	<ul style="list-style-type: none"> U O st Es D cl
OFFICE SPACES (two offices, hallway, upstairs bathroom)	3 (treated as single space)	<ul style="list-style-type: none"> Regular cleaning/sanitizing <u>every janitorial shift</u> Clean/sanitize common surfaces (such as photocopier keypad, bathroom surfaces) <u>after each use</u> Shared surfaces (computer, phone, desk top, etc.) at assistants' desk MUST be cleaned/sanitized <u>at the end of last/transitional shift</u> by assistant Spray bottle & paper towels will be available for sanitization 	<ul style="list-style-type: none"> Upstairs bathroom is STAFF ONLY Office supplies cupboard door kept open Hand sanitizer/wipes at each desk Gloves provided, but optional 	<ul style="list-style-type: none"> A pu

DECK	Closed			
PARKING				<ul style="list-style-type: none"> • W ev di
GARDEN	25 (preferably fewer)			<ul style="list-style-type: none"> • W to de

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APPENDIX 2: First Level Activities

**regarding Safety Protocols Specific to Group – these are in addition to safety protocols outlined in APPENDIX 1.*

Blue and yellow ticket collection baskets will be placed in activity location by staff, and collected by staff at the end of the activity.

Attendance for each activity will be taken by a staff member at the beginning of each activity. This both reinforces capacity, as well as keeps track of all individuals who have, or may have, entered the facility. Pre-registration is required for all activities.

*(**PLEASE NOTE: Tai Chi is currently being structured to deliver PAID ZOOM sessions.)*

Activity:	Location Options:	*Safety Protocols Specific to Activity:
ART: Chinese Brush Painters	<ul style="list-style-type: none"> ● Arts & Craft Room ● Lower Hall 	<ul style="list-style-type: none"> ● Participants are encouraged to use their own tools. <u>If tools from the facility are used, participants are expected to use sanitizing spray on tools.</u>
ART: Wednesday Morning Artists	<ul style="list-style-type: none"> ● Lower Hall 	
ART: Portrait Painters	<ul style="list-style-type: none"> ● Garden ● Lower Hall 	<ul style="list-style-type: none"> ● Participants are encouraged to use their own easels. <u>If easels from the facility are used, participants are expected to use sanitizing spray on easels.</u>
CRAFTS: Crafters	<ul style="list-style-type: none"> ● Sun Room ● Sequoia Room 	
CRAFTS: Quillers	<ul style="list-style-type: none"> ● Sun Room ● Sequoia Room 	
FITNESS: Line Dancing	<ul style="list-style-type: none"> ● Garden ● Lower Hall 	<ul style="list-style-type: none"> ● Rigorous monitoring of social distancing ● Social distancing should be maintained at all times ● If in garden, need to be able to hear music ● If in Lower Hall, need to be able to hear music
**FITNESS: Strength & Balance	<ul style="list-style-type: none"> ● Garden ● Lower Hall 	<ul style="list-style-type: none"> ● Rigorous monitoring of social distancing ● Social distancing should be maintained at all times ● If in garden, need to be able to hear music ● If in Lower Hall, need to be able to hear music ● <u>Participants must provide their own weights and balls.</u> If weights and balls are provided by the facility, they will be sanitized before and after use.

APPENDIX 3: Schedule for First Level Activities

**regarding activities scheduled for the GARDEN – although being outside is preferable, during inclement weather these activities may move into the Lower Hall, but room capacity MUST be adhered to.*

***Regarding the GAMES ROOM -- Billiards is BY APPOINTMENT ONLY, and restricted to 2 players*

	Sequoia Room	Sun Room	Living Room	Arts & Crafts Room	Lower Hall	*Gar
Monday am	+Quillers 10:30-12:00 / IPad Club 10-11:30 (3 rd week)	+Quillers 10:30-12:00 (3 rd week)				Strength & 10:30-
Monday pm			Meditation 3:00-4:00			++Ta 12:30-1:30
Tuesday am			Italian Conversation 10:00-12:00 (Sept – June)	Jennifer Olson		Line D 10:30-
Tuesday pm	Adv. French Conv. 100-3:00 (off site until further notice)		++Book Club 1:00-2:30 (3 rd week) (Sept – June)	Jennifer Olson	+++Advanced French Conv. 1:00-3:00 (3 rd week)	Portrait 1:00- (Sept –
Wednesday am	+++German Conv. 9:30-11:00 (2 nd /4 th weeks)				Drop-In Art 9:00-11:30	
Wednesday pm	Crafters 1:00-3:30		CBRA (4 th week) 7-9pm (Sept)	Wine Club (3 rd week) 6:30-9:30 (Sept)	Chinese Brush Painters 1:00-3:30	
Thursday am						++Ta 9:00-10: 10:15-
Thursday pm			Money Matters 2:00-4:00 (4 th week) (Sept)		VMNIC (3 rd week) 2:00-4:00 (Sept)	Strength & 12:00-
Friday am				Jennifer Olson		Yo 9:30-10: (restarts Spanish C 11-12
Friday pm				Jennifer Olson		

The Walking Group will continue to meet Mondays at 10am, but gather OUTSIDE the front of the House before departing for their walk.

+When the IPad Club meets (3rd Mondays), the Quillers will move to the Sun Room. If capacity is not large enough, they can move to the Games Room upstairs. Staff will facilitate.

++Tai Chi will be returning in July – times TBA.

+++German Conversation is choosing to continue the ZOOM format, for now.

*IPad Club will be split into 1x45min plus 1x30min if more than 5 participants.

Rentals

- Room capacity and other protocols must be adhered to, and monitored by a representative.
- Hours have been reduced or moved to time slots that accommodate our custodian's schedule.
- The Wine Group (3rd Wednesdays) would be in the Lower Hall, and only if room capacity works for their numbers. As they would be leaving after our custodian, their representative would be responsible for cleaning/sanitizing their area before leaving.
- Jennifer Olson might use the Lower Hall, if the fitness activities are in the Garden. She needs to schedule her art groups to adhere to room capacity, and needs to clean/sanitize between morning and afternoon sessions.

Janitorial requirements during summer

- Janitor would look after all cleaning and sanitizing related to group activities, Mondays 9-5 / Wednesdays 9-5 / Fridays 9-5
- Tuesday cleaning and sanitizing for group activities would be looked after by Administrator
- Thursday cleaning and sanitizing for group activities would be looked after by Assistant
- Protocols from the WorkSafe BC guide to cleaning and disinfecting would be adhered to
- All patrons using fitness equipment (weights, balls), or billiards equipment (cues, balls), would be encouraged to supply their own equipment. Sanitization spray and paper towels will be available for cleaning these items. When using House equipment, patrons are REQUIRED to sanitize after each use. Signs will be posted to this effect. Staff will thoroughly clean & disinfect this equipment, following the WorkSafe BC 2-step process, a minimum of once/day, on days with relevant activities scheduled.

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APPENDIX 4: Respiratory Illness Incident Report Form

RESPIRATORY ILLNESS INCIDENT REPORT FORM for GOWARD HOUSE SOCIETY

**** All incidents of Respiratory Illness must be reported and recorded ****



1) PATIENT MUST IMMEDIATELY GO TO ISOLATION ROOM (Tea Room), AND BE ASSESSED BY STAFF

Date: _____ Time: _____ Location of illness onset: _____

Name (patient): _____

Are they GH Member, Staff or Employee: _____

- Symptoms exhibited:
- Fever
 - Cough
 - Fatigue
 - Sore throat
 - Runny nose
 - Difficulty breathing / Shortness of breath

Other symptoms:

(more on reverse)

2) STAFF WILL CONTACT SAANICH "PATIENT ZERO" REPRESENTATIVE

PRIMARY: Harley Machielse (Engineering) 250-475-1775, ext. 5446

SECONDARY: Shane Laye (Facility Operations) 250-896-4177

Instructions Received:

3) STAFF WILL CONTACT THE COVID-19 HELP LINE: 1-888-COVID19

Instructions Received:

Reported by:	Volunteer	Staff	Instructor/Facilitator	Other
<small>NAME</small>		<small>SIGNATURE</small>		

Today's Date:

HH June 7/20