

# Brown County Schools Return to School Plan 2020-2021

## Addressing Community Spread in Brown County Schools (As determined by the Brown County Health Department and the Indiana State Department of Health)

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<ul style="list-style-type: none"> <li>COVID spread is such that rolling closures are needed (could be short term or long term)</li> <li>Substantial <u>active exposure cases or absences</u> impacting school building attendance, and staffing</li> <li>16%+ of the student population (per building) is reporting symptoms of COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Establish and maintain communication with Local Health Department Officials</li> <li>Minimal or moderate <u>active exposure cases at school buildings</u></li> <li>11-15% of the student population (per building) is reporting symptoms of COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Establish and maintain communication with Local Health Department Officials</li> <li>Low to few known active exposure cases <u>at school buildings</u></li> <li>0-10% of the student population (per building) is reporting symptoms of COVID-19.</li> </ul>

## Risk Mitigation Approach

**Conduct self-screening** (prevent sick people from attending school/work), **Provide options** (take care of all who cannot attend, until they can), **Promote hygiene** (hand washing), **Increase cleaning** (disinfect surfaces), **Keep kids in cohort groups as much as possible** (support tracing), **Maximize distance** (as feasible), **Avoid large groups** (where possible), **Allow masks** (support those who do)

Decisions based on: 1) medical advice, 2) what is feasible/practicable, 3) what parents will support

### The Brown County Schools Return to School Plan is organized as follows:

Screening - Exclusion - Reporting  
Teaching and Learning  
Protective Measures  
Protecting Vulnerable Populations  
Cleaning and Sanitizing  
Extra-Curricular and Co-Curricular  
Transporting Students  
Serving Meals

# Screening - Exclusion - Reporting

<p><b>Current Statistics for Brown County</b></p>	<p>Source: <a href="https://www.coronavirus.in.gov/2393.htm">https://www.coronavirus.in.gov/2393.htm</a></p>
<p><b>Parent Screening Measures <b>before a child leaves home</b> (keep child home if one or more symptoms not otherwise explained):</b></p>	<p>A fever of 100.4° F or greater • Cough • Shortness of breath or difficulty breathing • Chills • Repeated shaking with chills • Muscle pain • Headache • Sore throat • New loss of taste or smell</p> <p>A child (or employee) should stay home from school if they test positive for COVID-19 or exhibit <b>one or more of the symptoms</b> of COVID-19 listed above based on CDC Guidance that is not otherwise explained. <b>Parents/Guardians must call and report the absence if remaining home for this reason.</b></p>
<p><b>Return to school after having one or more symptoms above and <b>NO COVID 19 test</b>:</b></p>	<p>With Alternate Explanation: May return to school after 24 hours resolution of fever AND note (including email and fax) from provider stating the individual has an alternate diagnosis and the provider believes it's appropriate for the patient to return to school.</p> <p>Without Alternate Explanation: Must remain home for at least 10 days from the first day symptoms appeared AND 72 hours fever-free without fever-reducing medicine and with improvement of respiratory symptoms.</p>
<p><b>Return to school after having one or more symptoms above and testing <b>negative for COVID 19</b>:</b></p>	<p>Symptomatic: If no alternative explanation, isolate for at least 10 days from the first day symptoms appeared AND 72 hours fever-free without fever-reducing medications and with improvement of respiratory symptoms. The test may have been a false negative. The individual can return to school if tested negative AND with a note from the provider stating they believe the patient to have an alternate diagnosis and it's appropriate for the patient to return to school.</p> <p>No Symptoms: May proceed with attending school. EXCEPTION: A known close contact (within 6 feet of a confirmed case for more than 15 minutes) must complete a 14-day quarantine, even if test results are negative for COVID-19.</p>
<p><b>Return to school after having one or more symptoms above and testing <b>POSITIVE for COVID 19 with symptoms</b>:</b></p>	<p><b>CALL THE COVID-19 POSITIVE TEST HOTLINE: 812-988-3477</b>  <b>This phone number dials directly to the Superintendent. Call this number ONLY if there is a positive case in your home.</b></p> <p>Must remain home in isolation for at least 10 days from the date symptoms began AND 72 hours fever-free without fever-reducing medications and improvement of respiratory symptoms.</p>
<p><b>Return to school after testing <b>POSITIVE for COVID 19 and asymptomatic (no symptoms)</b>:</b></p>	<p>Isolate at home for 10 days from the day the test was taken.          If the individual develops symptoms, then isolation time starts on day 1 of symptoms (see symptomatic tests positive.)</p>
<p><b>If someone in your home or someone you have been in close contact (within 6 ft for more than 15 minutes) with <b>has tested positive for COVID 19</b>:</b></p>	<p>The individual must quarantine for 14 days after contact with the COVID-19 Positive person even if the student has an alternate diagnosis for symptoms.          The individual must remain symptom-free. If an individual develops symptoms, then refer to the symptomatic scenarios.</p>

## Decision Making Model Based on Level of COVID-19 Spread

Level of Spread	Substantial Spread (Plan C, until we can return to plan B)	Minimal or Moderate Spread (Plan B, until we can return to Plan A)	Low to No Spread (Plan A)
<b>Instructional Model</b>	Remote Learning until Community Spread decreases and then transition back to the Hybrid A/B Schedule with Remote Learning	Hybrid A/B Schedule (brick and mortar and Remote Learning) 50% of students attend traditional school every other day. Remote Learning on days students not in school.  -or-  100% Remote Learning option available for students/families that do not feel safe or comfortable returning to the traditional learning (brick and mortar) or for students who are high risk	Traditional Learning (brick and mortar) 100% of students attend traditional school every day  -or-  100% Remote Learning option available for students/families that do not feel safe or comfortable returning to the traditional learning (brick and mortar) or for students who are high risk
<b>Level of Response</b>	Remote Learning will provide instruction from the teacher just as if the student was in the classroom. This may be a flipped model with a recorded instructional lesson followed by a “live” session or a “live” instructional session. All sessions (live and recorded) will be recorded for later viewing on Canvas. Students will be expected to attend all sessions and complete all work. Counselors are available for students.  Short term closures for cleaning Extended closures for community spread  100% Remote Learning Option Maintained.	Hybrid A/B Schedule: Students are assigned one of two schedules (and assigned as a family) in order to reduce occupancy on buses and building by 50%)  100% Remote Learning Option Maintained.	School buildings are open with additional cleaning, safety, and protective measures in place. Teachers will provide instruction based on a traditional schedule. Technology used in the classroom will help students who participate in Remote Learning to participate.  100% Remote Learning option will provide instruction from the teacher just as if the student was in the classroom. This may be a flipped model with a recorded instructional lesson followed by a “live” session or a “live” instructional session. All sessions (live and recorded) will be recorded for later viewing on Canvas. Students will be expected to attend all sessions and complete all work. Counselors are available for students.

# Teaching and Learning

<b>Substantial Spread</b>	<b>Minimal or Moderate Spread</b>	<b>Low to No Spread</b>
<p>No students or staff in buildings</p>	<ul style="list-style-type: none"> <li>• Same as low to no spread</li> <li>• Re-evaluate mask use policy</li> <li>• Hybrid A/B Schedule</li> <li>• Provide educational content on Canvas on the days students are not in school (with support) until they come back the following scheduled day</li> <li>• Facilities and buses are occupied at 50% to support social distancing</li> </ul>	<ul style="list-style-type: none"> <li>• All staff and students self-screen each day before starting the day</li> <li>• Staff/students who wish to wear masks may wear masks</li> <li>• Staff/students will have a mask with them at all times. There may be situations when social distancing cannot be observed; therefore, masks will be required</li> <li>• Classroom environments where students work closely in cooperative learning groups (like a lab setting) will be expected to wear a mask</li> <li>• Desks are separated as much as possible, unnecessary furniture is removed</li> <li>• Physical education held outside when weather permissible</li> <li>• Limit large group gatherings</li> <li>• Discourage the congregation of students in parking lots and common areas</li> <li>• Designating areas of the hallway (i.e. lanes) to walk to keep students separated (to the extent practicable)</li> <li>• Students are kept in a cohort group PK-4 and teachers rotate to the students, if necessary</li> <li>• Assigned seating</li> </ul>

# Protective Measures

## Substantial Spread

No students or staff in buildings

## Minimal or Moderate Spread

- Same as low to no spread
- Re-evaluate mask use policy
- Hybrid A/B Schedule
- Facilities and buses are occupied at 50% to support social distancing

## Low to No Spread

- All staff self-screen each day before starting the day
- Staff or students who wish to wear masks may wear masks
- Staff/students will have a mask with them at all times. There may be situations when social distancing cannot be observed; therefore, masks will be required
- Teach and reinforce good hygiene practices like hand washing, covering coughs, etc.
- Signs are posted throughout the school about how to minimize the spread, how to wash hands, and staying home when you are sick
- Hands are washed/sanitized at the start of school, prior to eating, after using the restroom, after blowing nose, coughing, or sneezing, and after using shared equipment
- Playground—recess times are staggered, hand washing or sanitizing prior to and after recess, equipment is cleaned daily
- Spread desks apart in the classroom. Seating charts are maintained
- All desks face the same direction, when possible
- Students are kept in a cohort group PK-4 and teachers rotate to the student, if necessary
- If desks are shared, they are wiped between use
- Minimize the use of shared supplies and materials. Sanitize between each use if shared as feasible
- Protocols established for students who begin to feel sick at school, including isolation rooms in each building
- Water fountains are closed. Students bring water bottles from home. Bottled water provided by the food service program.
- Reporting process in place to track symptoms, absence, COVID cases, and communicate with the health department
- Passing period release times are staggered.
- Visitors to the building will be screened for symptoms related to COVID-19 and temperature checked.
- Before and After School Care will be offered..

# Protecting Vulnerable Populations

Substantial Spread	Minimal or Moderate Spread	Low to No Spread
<p>No students or staff in buildings</p>	<ul style="list-style-type: none"> <li>● Hybrid A/B Schedule</li> <li>● Re-evaluate mask policy</li> <li>● Facilities at 50% occupation to promote social distancing and the use of high touch surfaces</li> <li>● Allow vulnerable students to complete their coursework virtually through the 100% Remote Learning option</li> <li>● Establish a process for regular check-ins with vulnerable students and staff</li> <li>● Allow an early transition for vulnerable students to go to classes</li> </ul>	<ul style="list-style-type: none"> <li>● Provide 100% remote learning option</li> <li>● Provide high-risk students and staff accommodations</li> <li>● Establish a point-of-contact with the local health department</li> <li>● Identify local COVID-19 testing sites</li> <li>● Provide hand sanitizer for students and staff</li> <li>● Masks are allowable by vulnerable students and staff as needed throughout the day</li> <li>● Allow vulnerable students to complete their coursework virtually through the 100% Remote Learning option</li> <li>● Establish a process for regular check-ins with vulnerable students and staff</li> <li>● Allow an early transition for vulnerable students to go to classes</li> <li>● Limit large group gatherings/ Interactions for vulnerable students and staff</li> <li>● Students who test positive for COVID or who are quarantined may shift to remote learning until they can return.</li> </ul>

# Cleaning and Sanitizing

<b>Substantial Spread</b>	<b>Minimal or Moderate Spread</b>	<b>Low to No Spread</b>
<ul style="list-style-type: none"> <li>● Deep cleaning procedures conducted by custodial staff at the direction of the Director of Facilities or Designee</li> </ul>	<ul style="list-style-type: none"> <li>● Same as cleaning in low to no spread</li> <li>● Hybrid A/B Schedule</li> <li>● Facilities at 50% occupation to promote social distancing and reduce the use of high touch surfaces</li> </ul>	<ul style="list-style-type: none"> <li>● Cleaning budget increased to add equipment, supplies and contracted services as needed</li> <li>● All staff self-screen each day before starting shifts</li> <li>● Soap and hand sanitizer are available throughout the building and in each classroom</li> <li>● Routine cleaning is performed on a regularly scheduled basis by district custodial staff assigned to that building or area. Routine cleaning includes daily cleaning and disinfecting of all restrooms, scheduled sweeping of all floors, sanitizing of cafeteria tables, emptying trash and other building based tasks</li> <li>● Supplemental cleaning is performed by custodial staff over and above what is considered routine. Supplemental cleaning is focused on cleaning and disinfecting high touch surfaces, specifically for the purpose of preventing spread of disease</li> <li>● Emergency cleaning: The emergency cleaning plan will be implemented at the direction of the Superintendent or designee in response to an actual infection located at or attributed to a particular school or location or when directed by County or State health authorities</li> <li>● Upon direction to implement an emergency cleaning plan, the facility will be evacuated and plans for the length and scope of facility closure will be communicated to the public and staff. This may only affect a portion of the facility.</li> </ul>

# Extra-Curricular and Co-Curricular

## Substantial Spread

No students or staff in buildings or on school grounds  
All school practices, meetings, activities, concerts, performances, and competitions are canceled

## Minimal or Moderate Spread

- Same as low to no spread response
- Hybrid A/B Schedule
- Events, activities and crowd attendance evaluated with county health department
- Re-evaluate mask policy

## Low to No Spread

- See Return to Play Plan (below)
- Adhere to all social distancing guidelines as feasible
- Coaches may wear masks at all times when social distancing is not possible
- When not participating in vigorous activity, and social distancing cannot be achieved, athletes may wear masks
- All equipment must be sanitized before and after every use
- Students must supply water bottles and no sharing of water bottles will be allowed
- Locker rooms used at 50% capacity, or at AD scheduling. No clothing may be left at school. All athletes must take clothing home each day to be washed
- If receiving treatment from the trainer, both the student and the trainer should wear face coverings
- Students must wash hands for 20 seconds or use hand sanitizer before and after all workouts
- Gathering sizes should be decreased. Workouts should be in small groups with the same group. Half capacity should be used.
- Free weight lifts may be conducted. Spotters should wear masks while spotting a lift
- Contact is limited to only contact necessary to compete as defined by the IHSAA
- Schedule may be adjusted to reduce the number of events, duration, and participants present
- Spectators may be present at competitions, but must social distance. Spectators may be limited.
- Concessions can be sold in prepared, prepackaged formats. Food handlers and cashiers must be separate
- Deploy 2020-2021 Phased Athletic Return to Play Plan issued by IHSAA

# Transporting Students

## Substantial Spread

School buildings are closed

## Minimal or Moderate Spread

- Same as transporting students in low to no spread.
- Hybrid A/B Schedule
- Bus occupation is at 50% permitting greater social distancing.
- Re-evaluate mask policy

## Low to No Spread

- Parents may transport children to and from school as they feel most comfortable
- Assigned seats on buses, siblings sit together
- All staff self-screen each day before starting routes
- Hand sanitizer available on the bus
- Parents are to conduct health screening (page 2) prior to placing students on the bus and have students wash hands prior to getting on the bus. Do not send children to school if they have any symptoms (see page 2)
- Students may use hand sanitizer as they enter the bus
- Bus drivers and students may wear masks
- Bus is cleaned and disinfected between each route
- Field trips are cancelled for at least the first semester.
- Students will wash hands or utilize hand sanitizer upon arrival at school
- Student drop off and pickup should avoid the gathering of large groups.
- Unloading and loading of students will be staggered.
- No eating on the bus unless medically necessary.

# Serving Meals

## Substantial Spread

- School buildings are closed
- Reduce contact by providing a week's worth of meals at one pick up
- Serve 5 breakfasts and 5 lunches for pickup one day per week at the town distribution sites used during the summer
- All staff in masks
- Return to bus-delivered food as was done in the spring and summer (subject to USDOE waivers).

## Minimal or Moderate Spread

- Same as serving meals in low to no spread.
- Hybrid A/B Schedule
- Facility occupation is at 50% permitting greater social distancing.
- Bulk food distribution for students on the days they are not in school
- Possible "Grab and Go" from cafeteria to permit eating of meals in the classroom

## Low to No Spread

- All students wash hands prior to breakfast and lunch
- Hand sanitizer is provided for students and staff
- Food service staff wear masks as they prepare and serve food.
- No self-serve service available
- Assigned seating in the lunchroom or students assigned as groups to tables to support cohorting and tracing.
- Scan cards used in place of keypads as feasible
- Disposable plates and utensils are utilized
- Cafeteria is cleaned between each meal service
- Floor is marked to space students while they wait to receive their meals
- Food should not be shared
- Students go in small groups to dispose of trash in cans spread throughout the cafeteria

## 2020-21 PHASED ATHLETIC RETURN TO PLAY PLAN

	Phase I	Phase II - July 20th - August 14th		Phase III
	July 6th - July 19th	July 20th - August 2nd	August 3rd - August 14th	August 15th
		<b>(Normal Summer)</b>		
<b>School Facilities</b>	Open to Essential Personnel and Participants Only	Open to Essential Personnel and Participants Only	Open to Essential Personnel and Participants Only	OPEN
<b>Individual Athlete Participation</b>	15 Total Hours on Campus/Week	Normal Summer Rules and Guidelines	FALL SPORTS PRACTICES BEGIN. NORMAL IHSAA RULES AND REGULATIONS	FALL SPORTS COMPETITIONS BEGIN
	4 Conditioning Sessions/Week - Athlete can attend 1 Two-Hour Session/Day			
	2 Activity Days/Week per sport - Three Hours per session - Same Sport may NOT occur on consecutive calendar days.	Girls Golf Starts Official Practice on July 31st		
	All Summer Activities are Voluntary	All Summer Activities are Voluntary		
<b>Social Distancing</b>	Encouraged	Encouraged	Encouraged	Encouraged
<b>Face Coverings</b>	Allowed, if doing so is not a health risk.	Allowed, if doing so is not a health risk.	Allowed, if doing so is not a health risk.	Allowed, if doing so is not a health risk.

<b>People allowed to be in attendance</b>	Essential Personnel ONLY - No Parents, Spectators, Etc...	Essential Personnel ONLY - No Parents, Spectators, Etc...	Essential Personnel ONLY - No Parents, Spectators, Etc...	Spectators, media, and vendors can be present but should implement social distancing.
<b>Alternate Command Structure</b>	Command Structure for Coaching Staff should be established in case of illness.	Command Structure for Coaching Staff should be established in case of illness.	Command Structure for Coaching Staff should be established in case of illness.	Command Structure for Coaching Staff should be established in case of illness.
<b>2020-21 Athletic Physical Status</b>	All athletes must have a valid 2020-21 IHSAA Physical on file or a valid 2019-20 IHSAA Physical and the IHSAA Health History Update Questionnaire and Consent/ Release Certificate on file.	All athletes must have a valid 2020-21 IHSAA Physical on file or a valid 2019-20 IHSAA Physical and the IHSAA Health History Update Questionnaire and Consent/ Release Certificate on file.	All athletes must have a valid 2020-21 IHSAA Physical on file or a valid 2019-20 IHSAA Physical and the IHSAA Health History Update Questionnaire and Consent/ Release Certificate on file.	All athletes must have a valid 2020-21 IHSAA Physical on file or a valid 2019-20 IHSAA Physical and the IHSAA Health History Update Questionnaire and Consent/ Release Certificate on file.

	<b>Phase I</b>	<b>Phase II - July 20th - August 14th</b>		<b>Phase III</b>
	<b>July 6th - July 19th</b>	<b>July 20th - August 2nd</b>	<b>August 3rd - August 14th</b>	<b>August 15th</b>
		<b>(Normal Summer)</b>		
<b>Attendance</b>	COVID-19 Attendance must be taken.			
<b>COVID-19 SYMPTOMS</b>	Any person with symptoms is referred to his or her primary care provider and not allowed to participate.	Any person with symptoms is referred to his or her primary care provider and not allowed to participate.	Any person with symptoms is referred to his or her primary care provider and not allowed to participate.	Any person with symptoms is referred to his or her primary care provider and not allowed to participate.

<b>Locker Rooms</b>	NO LOCKER ROOM USE - athletes should report in proper gear and return home to shower at the conclusion.	Locker Rooms are OPEN - Practice Social Distancing when possible. If locker rooms or meeting rooms are used, 50 percent capacity is recommended.	Locker Rooms are OPEN - Practice Social Distancing when possible. If locker rooms or meeting rooms are used, 50 percent capacity is recommended.	Locker Rooms are OPEN - Practice Social Distancing when possible. If locker rooms or meeting rooms are used, 50 percent capacity is recommended.  *If the restriction to 50 percent capacity at competitive events creates a hardship and impacts the hygiene or safety of students, a 50 percent or greater capacity is allowed.
<b>Gathering Sizes</b>	Decreased as much as possible to reduce risk - 50% Capacity in large areas (weight rooms, wrestling rooms, etc...	Decreased as much as possible to reduce risk - 50% Capacity in large areas (weight rooms, wrestling rooms, etc...	Decreased as much as possible to reduce risk - 50% Capacity in large areas (weight rooms, wrestling rooms, etc...	Decreased as much as possible to reduce risk - Larger than 50% Capacity in large areas is allowed if you must.
<b>Equipment</b>	If equipment must be shared, this equipment should be cleaned prior to use and immediately following usage.	If equipment must be shared, this equipment should be cleaned prior to use and immediately following usage.	If equipment must be shared, this equipment should be cleaned prior to use and immediately following usage.	If equipment must be shared, this equipment should be cleaned prior to use and immediately following usage.
<b>Student-Athlete Responsibility</b>	Students are expected to shower at home, wash workout clothing immediately after, wash hands for a minimum of 20 seconds.	Students are expected to shower at home, wash workout clothing immediately after, wash hands for a minimum of 20 seconds.	Students are expected to shower at school or home, wash workout clothing immediately after, wash hands for a minimum of 20 seconds.	Students are expected to shower at school or home, wash workout clothing immediately after, wash hands for a minimum of 20 seconds.

<b>Weightlifting</b>	No Exercises requiring a spotter can be conducted.	Free weight exercises requiring a spotter CAN be conducted.	Free weight exercises requiring a spotter CAN be conducted.	Free weight exercises requiring a spotter CAN be conducted.
	<b>Phase I</b>	<b>Phase II - July 20th - August 14th</b>		<b>Phase III</b>
	<b>July 6th - July 19th</b>	<b>July 20th - August 2nd</b>	<b>August 3rd - August 14th</b>	<b>August 15th</b>
		<b>(Normal Summer)</b>		
<b>Contact Sports</b>	NO CONTACT	CONTACT IS ALLOWED - As defined by Indiana High School Athletic Association		CONTACT IS ALLOWED - As defined by Indiana High School Athletic Association
<b>Hydration Stations</b>	No use of shared Hydration Stations - Personal Water Bottles only!	No use of shared Hydration Stations - Personal Water Bottles only!	No use of shared Hydration Stations - Personal Water Bottles only!	No use of shared Hydration Stations - Personal Water Bottles only!
<b>Competition</b>	NO COMPETITION WITH OTHER SCHOOLS	NO FORMAL COMPETITION (Formal Competition is considered an in-season contest.)	NO FORMAL COMPETITION - Exception Girls Golf. (Formal Competition is considered an in-season contest.)	FORMAL COMPETITION BEGINS
<b>Facility Maintenance</b>	Cleaning Schedules should be created and implemented for all Facilities and Equipment. Coaches will need to help maintain sanitation.	Cleaning Schedules should be created and implemented for all Facilities and Equipment. Coaches will need to help maintain sanitation.	Cleaning Schedules should be created and implemented for all Facilities and Equipment. Coaches will need to help maintain sanitation.	Cleaning Schedules should be created and implemented for all Facilities and Equipment. Coaches will need to help maintain sanitation.

<b>Individual Athlete Gear and Equipment</b>	<b>NO SHARING OF CLOTHING, SHOES, TOWELS, WATER BOTTLES, ETC...</b>	<b>NO SHARING OF CLOTHING, SHOES, TOWELS, WATER BOTTLES, ETC...</b>	<b>NO SHARING OF CLOTHING, SHOES, TOWELS, WATER BOTTLES, ETC...</b>	<b>NO SHARING OF CLOTHING, SHOES, TOWELS, WATER BOTTLES, ETC...</b>
<b>Appropriate Clothing</b>	<b>All Athletes should wear appropriate clothing, shoes, etc... at all times! Shirts are required at ALL times.</b>	<b>All Athletes should wear appropriate clothing, shoes, etc... at all times! Shirts are required at ALL times.</b>	<b>All Athletes should wear appropriate clothing, shoes, etc... at all times! Shirts are required at ALL times.</b>	<b>All Athletes should wear appropriate clothing, shoes, etc... at all times! Shirts are required at ALL times.</b>
<b>Celebratory and Sportsmanship Acts involving Contact</b>	<b>PROHIBITED</b>	<b>PROHIBITED</b>	<b>PROHIBITED</b>	<b>MODIFIED SPORTSMANSHIP PRACTICES SHOULD BE OBSERVED</b>
<b>Transportation</b>	<b>NO TRANSPORTATION</b>	<b>CLEANING REGARDING TEAM OR GROUP TRANSPORTATION MUST BE FOLLOWED</b>		

Adapted from the Spreadsheet Developed by Brian Lewis from Jasper High School